



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 6 Governance, Leadership and Management

6.2 - Strategic Development and Deployment

Metric No. 6.2.1

The Institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures etc.

Handbook

Submitted to



National Assessment and Accreditation Council



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Directorate of Collegiate Education

HAND BOOK

2014

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Mrudula Menon V.
Mrudula Menon V.
Principal-in-Charge
The Cochin College



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THIRUVANANTHAPURAM
19.03.2014
DATED.....

MESSAGE

It is noted with great pleasure that the Directorate of Collegiate Education is bringing out an elegant and erudite handbook to mark the steep growth and developments attained in the field of Higher Education, Kerala under their aegis.

The state of Kerala is availing of better outcome from the exorbitant growth of higher education in the field of science and technology, arts, humanities, culture etc which are absolutely due to the tactful handling of the creative talents on hand in the present generation. Universities and different councils of education are also on precipitous progress and perfection.

It is also interesting to note that profound and far reaching changes are apparent in the field of Laws, Acts, etc pertaining to employment and Labour. The cautious execution of knowledge and careful utilisation of skills are the supreme requirements of this age.

I am of the firm conviction that the handbook will be a better reference on rules and its interpretations, a fine collection of Government Orders, Circulars and an authentic Guide to administer all concerned with maximum accuracy and precision.

I congratulate all those who are behind this venture and wish all success.


P.K. ABDU RABB

To
The Director of Collegiate Education, Thiruvananthapuram

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DR. K. M. ABRAHAM CFA, IAS
ADDITIONAL CHIEF SECRETARY



15th March 2014

MESSAGE

I have great pleasure to note that the Directorate of Collegiate Education is issuing the second edition of the HANDBOOK OF THE DIRECTORATE OF COLLEGIATE EDUCATION. The first edition was brought out in 1984.

It goes truly to the credit of Dr. P. K. Velayudhan and his team of officers that this Handbook has been brought out after a gap of 30 years. This Handbook, I am confident, will significantly contribute to the efficiency of the department and will benefit all stakeholders – students, teachers, employees and the public at large.

I congratulate Dr. P. K. Velayudhan and the officers of the Directorate who were involved in this work.

K. M. Abraham

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Dr. Nivedita P. Haran IAS
Additional Chief Secretary &
Director General of IMG Kerala

FOREWORD

I deeply appreciate the creative initiative of Collegiate Education Department in coming out with this wonderful work which is going to result in saving phenomenal amount of time that might have been spent hunting for Government and Departmental orders and locating the pertinent rules. The arrangement of the rules under specific heads makes navigation through the maze of rules and orders a very easy task. Consequently speedy disposal can be anticipated. The handbook will make the seemingly obscure provisions easily accessible to students, teaching community and all the relevant stakeholders and thus promote demystification and transparency which in turn will promote good governance. It is evident that substantial time and energy was invested in the preparation. But it will be surely paid many times over by saving of time and energy in future. I believe that this is a commendable work with multiplier effect and worthy of emulation by other departments.

N. Haran
 10/3/14
 Dr. Nivedita P Haran IAS





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Dr.P.K.Velayudhan

Director of Collegiate Education

About this Hand Book

Directorate of Collegiate Education is one of the wings of Higher Education Department with major stake both in terms of number of institutions, courses and students intake. 53 Government Arts & Science Colleges, 3 Government Music Colleges, 2 Government Sanskrit Colleges, 4 Government Training Colleges, 1 Government Physical Education College and 15 Government Hostels for boys and girls are the various types of institutions coming under the direct control of this Directorate.

Soon after the introduction of Direct Payment System in Kerala Education sector during 1979, the Deputy Directorates of Collegiate Education at Zonal/Regional level were started. These Dy. Directorates are looking after the service and payment matters etc of the 182 Private Aided College staff spread across the state.

The Directorate of Collegiate Education had earlier published a Hand Book during 1984 on administrative rules and regulations. This book has hitherto been used by the stake holders as a reference manual in dealing with matters related to the administration of the Directorate and all other institutions coming under the Directorate. Since it was prepared three decades before, it does not cater to the present needs.

Despite the Orders and circulars from Government, Directorate of Collegiate Education, UGC, NAAC and Universities etc, the administrative staff and various stake holders are facing difficulties in taking decisions and obtaining the required service in time for want of the relevant orders and direction. The transformation from academican to that of an administrator by most of the newly appointed Principals and higher officials comes across a host of hurdles in administrative matters as well. Absence of a uniform practice and norms, subject to the rules and regulations, in dealing with matters dealt with at college and Dy.Directorate level also envisaged the preparation of such a guide book.

We also hope that this hand book will help the Section Clerks, Head Accountants, Superintendents, Administrative Assistants, and all other stake holders. This will also be useful to the teaching and non teaching community as well.

Keeping this in view, a team of expert administrative staff from DCE, DD Offices and various Government colleges were identified including the Additional Director, Sr. Administrative Assistant, Accounts Officer's, Administrative Assistant's, Sr. Superintendents, Superintendents, and Head Accountants. Dr. Neena Joseph, IMG Course Facilitator, Kochi extended the whole hearted cooperation by monitoring and hosted the arena for various workshops in connection with this. We are not claiming that it is an exhaustive work, but tried our level best to bridge the gap from the previous hand book by updating the same till date.

Since it is only a guideline, it cannot be taken to the Court of Law or any such body/bodies as a prima facie evidence against the interest of the Directorate of Collegiate Education and Government of

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Kerala. It has been prepared by revising the existing hand book published during 1984 and incorporating the various Government Orders, Circulars, relevant rules, regulations and guidelines issued from Government of Kerala and from the Directorate of Collegiate Education etc.

I extend my sincere gratitude to the Sri.P.K.Abdurabb, Hon'ble Minister for Education, Dr.K.M.Abraham, CFA, IAS, Additional Chief Secretary, Higher Education, Dr Nivedita P Haran IAS Director IMG, Sri. K Ajayakumar IAS, former Director of Collegiate Education, Dr. Neena Joseph, Facilitator, IMG, Kochi, Dr Jayasree, the Convener of Programme Committee of IMG and all others who wholeheartedly helped in accomplishing this humble endeavour.

Let me take this opportunity to express sincere thanks to Sri.Najeeb, Sr.Superintendent, P.M.Govt. College, Chalakkudy, the Chief Coordinator for Hand Book preparation, for his meticulous work in completing the preparation of this Hand Book in a time bound manner.

Vikas Bhavan, Thiruvananthapuram
01.03.2014

Dr.P.K.Velayudhan
Director of Collegiate Education





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Dr Neena Joseph, Facilitator of Collegiate Education Department
Professor, IMG Regional Centre, Kochi

Facilitator's Note

It is with extreme appreciation for the Department of Collegiate Education Department that I am writing this note for the Handbook. The Handbook is the practical solution for the rules and procedures related ambiguity that has been existing in the institutions of the Department in Kerala affiliated to --different Universities which were in turn having their own rules and procedures. The idea was mooted by Mr.P.S.Najeeb, Senior Superintendent of P.M Government College, Chalakkudy who has been a Departmental co coordinator since the inception of STP programmes of Collegiate Education Department. Not only in the different offices of the Department ,but also in the course of different training programmes ,information regarding rules and procedures is a recurrent issue under discussion. When Mr. Najeeb mooted the idea of a handbook, I did not have second thoughts regarding that this has to be materialized. Floundering in uncertainties, would cause inordinate delay in discharging various ministerial functions which in turn would directly and indirectly put brakes on the onward march of the Department in attaining excellence in higher education. A team consisting of senior level ministerial staff was working to preparing the Handbook. The team and myself were fully aware of the magnitude of the work involved in this venture. There was no single place from where all these could be just picked up. The different rules and procedures and Government Orders dating back from the beginning lie scattered across different offices of the Department spread throughout Kerala. Some diligent officials (some of them already retired) who had the habit of keeping track of the documents of subjects of their interest were to be approached. Garnering all the materials and systematically classifying and arranging them required sustained effort by the dedicated team. Some of the workshops were conducted officially by the Department. Team members have also worked unofficially in their spare time in their homes, sometimes undertaking journeys for sitting together and collating materials and sometimes taking photocopies and printouts spending money from their own pockets. Many such instances have come to my notice where the team members had often subordinated their self interests to pursue the super ordinate goal of completing the Handbook.

Dr. P.K.Velayudhan, the Director of Collegiate Education Department was giving unstinted handholding support and guidance for this work right from the beginning while he was the Additional Director of Collegiate Education Department. He had set the tone and tenor for the endeavor right from the first workshop on 9thApril, 2012 at IMG Trivandrum, with his insightful classes and administrative facilitation. If it were not for his able stewardship and purposeful interventions, Handbook would not have happened. Thus once more the need for top management support is being proved.

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Our director Dr Nivedita P Haran IAS has always been there for any efforts to improve governance and she is particularly supportive to projects which have multiplier positive impact on the ultimate purpose of governance. This effort falls under the grey overlapping area between training and non training interventions. Whether it is conduct of additional programmes or substitution of existing programme, IMG Director was always there for us. Dr Jayasree, the Convener of Programme Committee of IMG, facilitated the administrative processes related to this onerous task and she always gave priority for the training and non training needs of the Department. More than 5 workshops were conducted at IMG starting from April 2012 and the final one was conducted from Feb 17 to 2014. The invisible hands of the administrative staff of IMG were working tirelessly to make this dream come true. I cannot be without mentioning about the selfless services of Smt. Yashoda of IMG Regional Centre, Kochi who had worked silently for the Handbook. The seamless co ordination between IMG and the Department had been a wonderful experience.

At this juncture, I would like to share a few thoughts nay dreams. This Handbook is not yet the destination. We have not quite reached; in fact we are still on a journey and would always be on this journey. An ideal handbook is an evolving process rather than a phenomenon which can be completed. e- Handbook could be put into the website for all the stakeholders to view and to give comments and suggestions. The rules, procedures and GOs need to be viewed from all the possible angles and all stakeholders including students, academic community, parents, administrators, Universities and other national level stakeholders need to have participation in this venture as it evolves. We could have workshops of the stakeholders severally or jointly. The Department could have a cell of experts who examine these suggestions and take these up to the higher level. The existing rules and procedures could be examined based on the emerging changes in higher education related to public private participation and the increasing thrust on research and employability. The rules, procedure and government orders could also be modified or transformed to be in tune with e-governance.

This Handbook needs to be a dynamic and ever growing and ever evolving living entity with systems in place to incorporate all the changes which happen subsequently. The sustainable maintenance of this Handbook in this dynamic manner is required to achieve its full potential and also to justify the spectacular investments in terms of effort and time put into its preparation.

To take off to heights of excellence, now the minimum launching pad is ready. The Department and the staff, I hope is poised for great leaps.

Dr Neena Joseph





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(As per Order No: C6.57276/2012/Coll. Edn. Dated 16.04.2012)





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Acknowledgment

We express our sincere thanks to all other officers who extended their whole hearted support and cooperation to the team, especially the following. -

1. Smt. A.V. Jayakumari, Senior Administrative Assistant (Rtd), Directorate.
2. Smt. N.S. Mini, Accounts Officer, Directorate.
3. Smt. Beena. K. Nair, Accounts Officer (Rtd), Deputy Directorate, Ernakulam.
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21. Sri. A.O. Job, Senior Superintendent, Govt. College, Mananthavady.
22. Sri. Sajeeve S Menon, Senior Clerk, Deputy Directorate, Thrissur.
23. Sri. M.K. Surendran, Sr. Gr. Typist, P.M.Govt. College, Chalakudy.

P.S.Najeeb
Chief Coordinator
For Handbook Preparation Team

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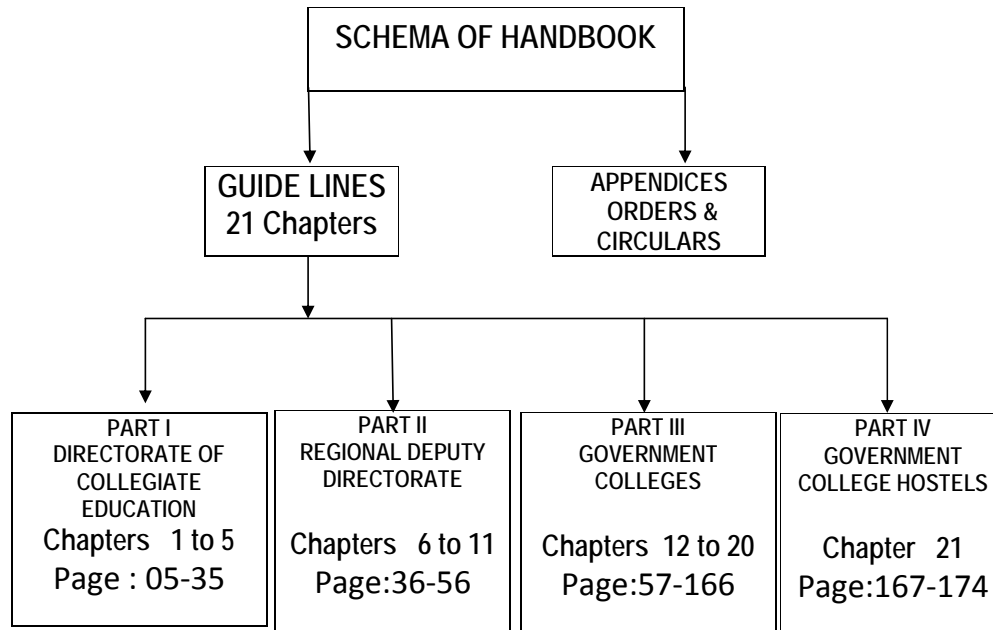
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Schema of this Book



The scheme of the Handbook is given above. The chart is self explanatory. Each part of Volume I is further divided into chapters. Volume I contains not only rules and procedures, but also the guidelines for implementing rules and procedures. Various formats are given in the Annexures attached at the end of Volume I. Various orders and circulars (circulars from government and Department) are furnished in Volume II.

Few blank pages are given at the end of Volume I to jot down the eventual modifications. However, the softcopy published at the Department's website will be updated at pre determined periodic intervals.





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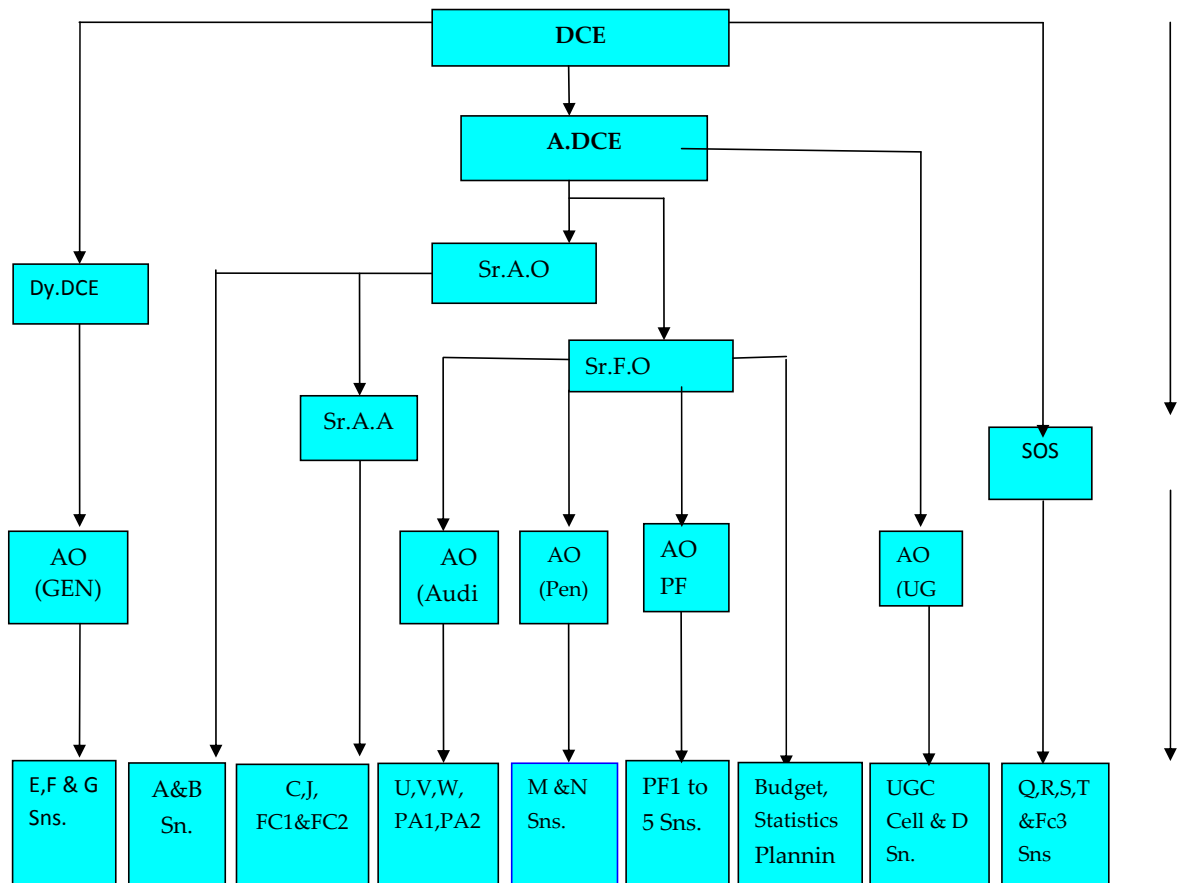
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Organization Chart-1





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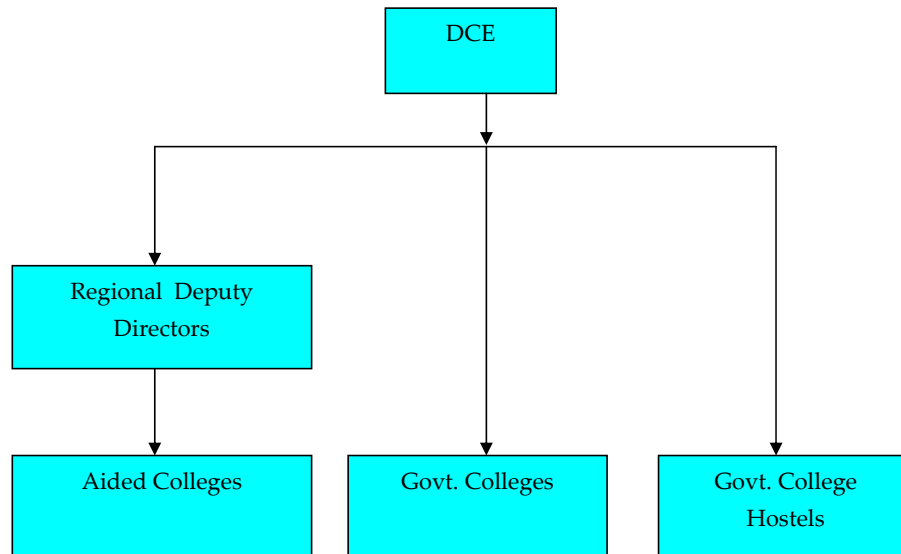
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Organization Chart -2





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Part I

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Vision and Mission

Vision: "It is the art of seeing what is invisible to others".

To provide education and training of consistently high standards through innovative and versatile programme that are responsible to the current and emerging needs of the community.

Mission:

The Mission of the Directorate is 'Hit the Ground Running' by assuring faculty improvement, national level standards in accreditation, facilitates the infrastructural development of the colleges with IT enabled ambience in learning processes and industry linkage with curriculum by synchronising the skill part through 'New Initiatives'.

Contact Telephone numbers

Sl. Nos:	Designation	Tel. Nos:
1	Director of Collegiate Education	0471 2300106
2	Additional Director	0471 2304889
3	Deputy Director	0471 2304731
4	Senior Administrative Officer	0471 2305547
5	Senior Finance Officer	0471 2304731
6	Senior Administrative Assistant	0471 2303107 Ext.214
7	Special Officer for Scholarships	0471 2326580
8	Accounts Officer (General)	0471 2303107 Ext.221
9	Accounts Officer (P.F.)	0471 2303107 Ext.211
10	Accounts Officer (Pension)	0471 2303107 Ext.218
11	Directorate	0471 2303548 0471 2303107

E Mail	dcedirectorate@gmail.com
Website	http://www.collegiateedu.kerala.gov.in/





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CHAPTER- 1

1.1 Organisation of the Directorate of Collegiate Education

The Directorate of Collegiate Education has been established in the year 1957 consequent on the formation of Kerala State. The Department is headed by the Director from IAS cadre and assisted by the following Officials in the Directorate. The first six Directors were from the senior most teaching faculty and afterwards it was headed by a Director from IAS cadre. At present, the Additional Director is holding the additional charge of the Director. The Director is assisted by the following Officials in the Directorate.

1. One Additional Director
2. One Deputy Director
3. One Senior Administrative Officer
4. One Senior Finance Officer
5. One Senior Administrative Assistant
6. One Special Officer for Scholarship
7. Five Accounts Officers
8. 30 Ministerial Sections and Supporting Staff.

1.2 Major Functions of the Directorate

1. To make arrangements for the education of the students admitted in the institutions under the control of the department and to provide necessary assistance through men and materials so that they may successfully complete their education.
2. To initiate action for starting of new Government Colleges in Places where the facilities for higher education are inadequate.
3. To arrange for starting of new courses in Government Colleges at the Degree and Post Graduate levels with a view to bring about greater diversification.
4. To assess the accommodation requirements of existing and new colleges and to secure administrative sanction for the construction from Government and keep a watch on the progress of construction work by the Public Works Department.
5. To provide residential facilities to the staff and students of Government Colleges.
6. To implement the direct payment scheme introduced in Private Colleges and there by exercise overall control over the administration of Private Colleges.
7. To admit the Teaching and Administrative staff of Private Colleges in the P.F. Scheme set up for them and to operate same for their benefit.
8. To take necessary steps to improve the academic standard of students belonging to SC/ST communities.
9. To establish and maintain professional institutions such as Training, Music and Physical Education Colleges.





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10. To make necessary arrangements and formalities for the disbursement of Scholarships awarded by Government to deserving students on the basis of merit as well as on the basis of income.
11. To facilitate the extracurricular activities of the students by encouraging their sports activities as well as forums such as N.S.S., Arts Clubs, Planning Forums Etc..
12. To implement, maintain, facilitate and to provide necessary infrastructure facilities to "New Initiatives Schemes" in selected colleges. E.g.: ASAP, SSP, WWS Etc...
13. To promote participation by colleges in the programs assisted by the UGC.
14. To promote and implement the New Initiatives of Kerala Government in Higher Education Sector.
15. To submit new proposals for the development of the Higher Education Sector to the Government.
16. To promote and implement e-Governance in Higher Education Sector.

1.3 List of Government Institutions under DCE

Regional Deputy Directorates

1	Kozhikode	0495 2722215
2	Thrissur	0487 2331726
3	Ernakulam	0484 2362268
4	Kottayam	0481 2563317
5	Kollam	0474 2744378

Government Arts and Science Colleges

THIRUVANANTHAPURAM DISTRICT		
Name Of Colleges	Phone No:	
1	Government Arts College, Thiruvananthapuram	0471 2323040
2	Government College for Women, Thiruvananthapuram	0471 2324986
3	University College, Thiruvananthapuram	0471 2475830
4	KNM Government Arts & Science College, Kanjiramkulam	0471 2265179
5	Government College, Attingal	0471 2622398
6	Government College, Kariavattom	0471 2417112
7	Government College, Nedumangad	0472 2812287
8	Government College, Kattakkada	-
9	Government College, Neyyattinkara	-
KOLLAM DISTRICT		
10	Baby John Memorial Government College, Chavara	0476 2680736
KOTTAYAM DISTRICT		
11	Government College, Kottayam	0481 2363116
IDUKKI DISTRICT		
12	Government College Kattappana	04868 250160
13	Government College, Munnar	04865 230398
ALAPPUZHA DISTRICT		
14	Government College, Ambalapuzha	0477 2272767
ERNAKULAM DISTRICT		





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15	Government College, Thrippunithura	0484 2776187
16	Maharajas College, Ernakulam	0484 2352838
17	T.M.Jacob Memorial Government College, Manimalakunnu	04852 252280
THRISSUR DISTRICT		
18	Panampilly Memorial Government College, Chalakkudy	0480 2701636
19	Sri.C.Achutha Menon Memorial Government College, Thrissur.	0487 2353020
20	Government K.K.T.M.College, Kodungallur.	0480 2802213
21	Government College, Chelakkara	-
PALAKKAD DISTRICT		
22	Government College, Chittur.	0492 2322347
23	Government College, Kozhinjampara	0492 3272883
24	Government Victoria College, Palakkad	0491 2576773
25	Government Arts and Science College, Atappadi	0492 4254142
26	Government Arts and Science College, Thrithala.	0466 2270321
27	SreeNeelakanta Government Sanskrit College, Patambi.	0466 2212223
MALAPPURAM DISTRICT		
28	Government College, Malappuram	0483 2734918
29	P.T.M.Government College, Perinthalmanna	0493 3227370
30	Government College, Mankada	0493 3202135
31	Thunchan Memorial Government College, Tirur.	0494 2630027
32	Government College, Tanur.	0494 2582800
33	Government College, Kondotty.	0483 2728800
KOZHIKODE DISTRICT		
34	Government Arts and Science College, Kozhikode	0495 2320694
35	S.A.R.B.T.M.Government College, Koyilandy.	0496 2690257
36	C.K.G.M.Government College, Perambra	0496 2610243
37	Government College, Kodenchery.	0495 2236221
38	Government College, Koduvally	-
39	Government College, Balussery.	-
40	Government College, Madappally.	0496 2512587
41	Government College, Mokeri	0496 2587215
WAYANAD DISTRICT		
42	N.M.S.M.Government College, Kalpetta	04936 204569
43	Government College, Mananthavady	04935 240351
KANNUR DISTRICT		
44	Government Brennen College, Thalassery	0490 2346027
45	Government College, Thalassery	-
46	K.M.M.Government Womens College, Kannur.	0497 2746175
47	Government College, Payannur.	0497 2805121
KASARAGOD DISTRICT		
48	Government College, Kasaragod	04994 256027
49	E.K.N.M.Government College, Elerithattu.	0467 2341345
50	G.P.M.Government College, Manjeshwaram.	04998 272670
GOVERNMENT COLLEGES FOR TEACHER EDUCATION		
51	Government College of Teacher Education, Thiruvananthapuram	0471 2323964
52	Institute of Advanced Studies in Education, Thrissur.	0487 2331185
53	Government College of Teacher Education, Kozhikode.	0495 2722792
54	Government College of Teacher Education, Thalassery.	0490 2320227





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GOVERNMENT MUSIC COLLEGES		
55	Chembai Memorial Government Music College, Palakkad	0491 2527437
56	RLV Music College, Thrippunithura.	0484 2779757
57	SST Music College, Thiruvananthapuram	0471 2323027
GOVERNMENT SANSKRIT COLLEGES		
58	Government Sanskrit College, Thiruvananthapuram.	0471 2322930
59	Government Sanskrit College, Thrippunithura.	0484 2777444
GOVERNMENT PHYSICAL EDUCATION COLLEGE		
60	Government Physical Education College, Kozhikode	0495 2382710
GOVERNMENT COLLEGE HOSTELS		
1	Government College Hostel, Chittur	0492 2322430
2	Government Training College Hostel, Thrissur	0487 2331185
3	Government Training College Hostel, Kozhikode	0495 2722792
4	Government College Hostel, Kotayam	-
5	Government Brennen College Hostel, Thalassery	0490 2346478
6	Government Sanskrit College Hostel, Pattambi.	0466 2612226
7	MCRV Hostel, Ernakulam	0484 2366520
8	Government College Hostel for Men, Thiruvananthapuram.	0471 2329407
9	Government College Ladies Hostel, Kasaragod.	-
10	Government Victoria College Hostel, Palakkad	0491 2578093
11	Government Training College Hostel, Thalassery.	-
12	SST College Hostel for Women, Thiruvananthapuram.	0471 232302
13	Chembai Memorial Government Music College Hostel, Palakkad.	-
14	Government College Hostels, Kasaragod	-
15	K.M.M.Government Womens College Hostel, Kannur	-
ADMINISTRATIVE STAFF APPOINTED BY THE DIRECTOR OF COLLEGIATE EDUCATION IN		
1. GOVERNMENT LAW COLLEGES		
1	Government Law College, Thiruvananthapuram	0471 2304228
2	Government Law College, Ernakulam	0484 2352020
3	Government Law College, Thrissur	0487 2362664
4	Government Law College, Kozhikode	0495 2736080
2. GOVERNMENT LAW COLLEGE HOSTELS		
1	Government Law College Hostel, Thiruvananthapuram	-
2	Government Law College Hostel, Ernakulam	-
3	Government Law College Hostel, Thrissur	-
4	Government Law College Hostels, Kozhikode	-





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CHAPTER- 2

DELEGATION OF POWERS TO THE OFFICERS OF THE DIRECTORATE

2.1 Director of Collegiate Education

2.1.1 Administrative:-

1. Appointments- Heads of Departments are empowered to sanction appointments up to and including the lowest gazetted Post in each vacancy of posts in the concerned departments other than that of the Administrative Officer subject to the Public Service Recruitment Rules.
2. Transfer and Postings- Heads of Departments are empowered to order transfers and postings of all officers whom they are competent to appoint. Necessary amendments to the Secretariat instructions will be issued from Public Services (D) Department.
3. Leave- in the case where no substitutes are required, Heads of Departments are empowered to sanction all kinds of leave except study leave and special disability leave to officers under them including LWA under Appendix XII A and XII C of Part I KSR and also to make arrangements for additional charge and sanction charge allowance under Rule 33 (f) (ii) and (iii) of KSR.
4. Tour outside the State- The existing rule will be amended to enable the Heads of departments also to go to the adjoining district of neighbouring States on Government business after intimating Government. The Heads of Departments are also empowered to sanction advance T.A to their subordinate officers 15 days before the actual journey which is to be performed on condition that the amount will be refunded immediately if the journey is subsequently disallowed by Government. In case where the Government so order after the officer made all arrangements, the cancellation charges, if any, paid by the officer will be borne by Government. This benefit is extended to Heads of Departments also on furnishing appropriate Certificates (vide G.O.(P 248 dated 24.4.1962).
5. To appoint Wardens and Resident Tutors to the Government hostels (vide G.O. (MS) 347/62.Edn. dated 29.5.1962)
6. To sanction deputation of staff outside the State even if it be places beyond the adjoining districts in the neighbouring States in connection with the study tours and excursions of students from the colleges.





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7. To sanction the study tours arranged by the Principal of colleges outside the State (vide G.O.(MS) No. 122/63/Edn. dated 28.2.1963).
8. To allow the teachers of Government colleges to accept appointment as members of the Inspection Commission of Universities in Kerala subject to the condition that there would be no financial Commitment on the part of Government (vide G.O. (Rt.) 3682//66 Edn. dated 27.12.1966).

2.1.2 Financial:-

1. To incur non-recurring contingent expenditure upto Rs. 50,000/- in each cases provided, there is budget provision and provided that the general rules in appendix 4 of the Kerala Financial Code Volume II are followed (vide G.O (P) 243/PD/Misc. dated 24.04.1964 and Government letter No. 5148/(1) 77/H/Edn. dated 20.3.1977) (G.O.(P)No.110/13/Fin dated 01.03.2013)
2. To sanction the disposal of all unserviceable or surplus stores, tools and plant, office furniture, materials etc., as the case may be up to a book value of Rs.3,00,000/- in each case without any annual limit, (vide G.O. (P) 248/(PD)/Misc. dated 24.4.1964) (G.O.(P)No.110/13/Fin dated 01.03.2013)
3. To execute agreements in respect of advance sanctioned under the schemes for the grant of advances for house construction in the case of non-gazetted officers under the administrative control of the head of department (vide Government notification No. 69530 PD dated 22.2.1965)
4. To execute assignments and re-assignments of insurance policies offered as Collateral security by non-gazetted officers under the administrative control of the head of department (vide notification of No. 69530/PD dated 22.2.1965)
5. To execute release deeds in respect of properties mortgaged to Government by non-gazetted officers under the control of the head of department (Government notification No. 69530).
6. To sanction all cases of reimbursement of medical expenses subject to the conditions and limitations under the Government Servants Medical Benefit Rules (vide G, O. (P) 283/65/Fin. dated 8.1.1965 & GO (MS) 236/2012/H&FWD dated 25.07.2012).Max. limit Rs.25000/-
7. To sanction maintenance and petty construction and repair works for execution up to Rs. 5,00,000/- would be taken up by the PWD or other engineering department (G.O. (P) 400/58/Admn. dated 31.3.1958). (G.O.(P)No.110/13/Fin dated 01.03.2013)





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8. To incur items of expenditure of a final nature not exceeding Rs. 5000/- at a time for bonafide purposes even if there are no specific rules to regulate such expenditure (G.O.(P) 283/Fin. Dated 8.7.1985). (G.O.(P)No.110/13/Fin dated 01.03.2013)
9. To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable withdrawals from P.F deposits subject to other conditions and limitations under the rules of the Fund (G.O. (P) 110/13/Fin. Dated 1.03.2013 and J4/42/2012-2013/Coll.Edn. Dated 21.02.2012.)
10. To sanction printing by private persons when the Superintendent of Government Presses cannot meet the requirements of the department within a month at a cost not exceeding Rs. 50,000/- at a time subject to the conditions that the rates should not be above those prescribed by the Superintendent of Government Presses. In emergent cases the work, may be entrusted to private presses without reference to the Superintendent of Government Presses at a cost not exceeding Rs. 50 at a time subject to an amount limit of Rs. 10,000/- (G.O.(P) 248/62/PD/Misc. dated 24.4.1962 and G.O (P) 400/PD dated 31.3.1958). (G.O.(P)No.110/13/Fin dated 01.03.2013)
11. To sanction purchase of furniture locally for the use in the department subject to Stores Purchase Rules up to Rupees 2 lakh. (G.O. (P)No.110/13/Fin dated 01.03.2013)
12. To sanction purchase of stationary articles locally in urgent and unforeseen circumstances up to an annual limit of Rs. 1,00,000/- subject to Stores Purchase Rules (G.O. (P) 248/PD dated 24.4.1965 and G.O (P) 315/58 dated 29.10.1958). (G.O. (P)No.110/13/Fin dated 01.03.2013)
13. To issue administrative sanction for the purchase of recurring supplies required for the normal running of the department for which funds are provided in the budget up to Rs.20 lakh (Director of Collegiate Education is grouped under Group I).
14. Condemnation of Govt. Vehicles
15. Demolition of old and dilapidated building.
16. Leasing out on auction.
17. Shifting of office (G.O.(P)No.110/13/Fin dated 01.03.2013)

2.1.3 Stores:-

1. To issue administrative sanction for the purchase of recurring supplies required for the normal running of the department for which funds are provided in the budget up to Rs. 20 lakh.





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2. To Issue administrative sanction for the purchase of other items up to Rs. 5000 at a time. But this does not cover the purchase of luxury articles (like refrigerators, radios, photographic equipments, microscopes, generators, audio visual equipments, motor cycle and scooters).
3. To sanction extension of the period stipulated for the supply of materials up to one month (the reasons for the extension should be recorded).

2.1.4. Refund of Revenue:

1. To accord sanction for the refund of all sums received by any officer under their control when it is clear that the Government are not entitled to such amounts. (G.O. (MS) 878/63/Fin. dated 22.06.1963).

2.1.5. Renting of Private Buildings:

1. To sanction the hiring of private buildings (i) when the accommodation is provided in a separate building up to Rs. 15,000/- in each case vide G.O.(P)No.110/13/Fin dated 01.03.2013. The powers are subject to the conditions laid down in item 45 of appendix 4 K.F.C Vol. II. The provision in note 2 under the powers of the Head of Department in item 45 regarding renewal sanction is subject to the condition that no periods of lease are specially mentioned in the original sanction. (G.O. (P) 400/pd DATED 31.3.1958, G.O. (P) 250/62/PD dated 24.4.1962 and G.O. (MS) 255/63/ PD/Misc. dated 31.3.1963.

2.1.6. Repairs to Motor vehicles:

To sanction expenditure on repairs to motor vehicles by approved workshops at the rates approved by the Transport Department upto Rs. 15,000 in each case with an annual limit of Rs. 50,000/- (G.O.(P) 311/dated 19.09.1967.and G.O.(P)No.110/13/Fin dated 01.03.2013)

2.1.7. Works - Original works Administrative approval

Heads of Major Departments have powers to give administrative approval to schemes costing not more than fifty lakh and heads of minor Departments to schemes costing not more than Rs. 20 Lakh. The chief Engineer will have powers to issue administrative approval to schemes costing not more than Rs. 2 lakhs (G.O. (P) 248/62/PD/Misc. dated 24.4.1962 and G.O.(P)No.110/13/Fin dated 01.03.2013)

2.1.8. Write off

To sanction write off of irrecoverable arrears of revenue and other irrecoverable amount up to Rs.25,000/- in each case, subject to a annual limit of Rs. 1,00,000/- provided that a copy of such order is sent to the Accountant General with a note of the circumstances which occasioned or led to the loss subject to the condition that the case does not disclose. A defect in the system or in the rules the amendment of which require the





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orders of a higher authority or serious negligence on the part of some officers which might possibly call for some disciplinary action requiring the orders of higher authority (G.O (P) 283/65 dated 8.7.1965).

2.1.9. Excursion Charges

To sanction excursion charges subject to the budget provision in respect of colleges (G.O. R. Dis. 7873/54/EHL dated 22.5.1956)

2.1.10. Petty Construction repairs and maintenance to Government building

To sanction petty construction, repairs and maintenance works in respect of the buildings of the department the cost of which does not exceed Rs. 5000 in each case subject to budget provision and subject to ratification by Government (G.O. Dis. 7873/54/EHL dated 22.5.1956, G.O. Ed. 2/25752/57/EHD. dated 7.11.1957)

2.1.11 Purchase of Books, Maps etc.

1. To sanction purchase of books, maps, laboratory accessories and educational appliances etc., subject to budget provision (Stores Purchase Rules should be observed) G. PR.Dis. 7873/54/EHL dated 22.5.1956.
2. To sanction House Construction Advance to non-gazetted officers (vide G.O (MS) 254 dated 18.7.1964).
3. To sanction to unveil portrait of the teaching staff of Government Colleges (vide G.O. (MS) 479/65/Edn. dated 31.8.1965)
4. To sanction Scholarship for the encouragement of Sanskrit Education. (Vide G.O (P) 624/63/Edn. dated 19.9.1963.
5. To sanction State Scholarships for the students (G.O. (MS) 329/62/Edn. dated 29.03.1962.)
6. To sanction to the students sports scholarships on the recommendation of the Sports Council (vide G.O (MS) 324/dated 13.4.1963)
7. To sanction Harness fee concession to students (vide G.O. (MS) No. 59 dated 7.10.1959)
8. To sanction National Scholarship to students of Arts & Science Colleges, (vide G.O (Rt) 522/62/Edn. dated 1.3.1963.
9. To sanction fee concession to service personnel (vide G.O. 3209/Edn. dated 10.12.1962.





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10. To sanction concession to Political sufferers (vide G.O.(MS) 66/Edn. dated 24.2.1966)
11. To sanction deputation of staff for N.C.C. training (vide G.O.(MS) 43/Edn. dated 5.07.1962.)

2.1.12. Powers Delegated To The Director Of Collegiate Education as per G.O. Rt. No. 2458/69/Edn. dated 9.7.1969.

[Read : 1) U.O. Note No. 44714/Exp. 2/67/Fin. dated 28.8.1967 from the finance Department.
2) Letter No. F2-50246/67 dated 31.3.1968 from the Director of Collegiate Education, Trivandrum.]

The Government of India have full powers to the various Ministries under them to re delegate on their own administrative and financial powers to the heads of department heads of offices under them with due regarding their respective level of responsibilities etc. As in the Government of India, Government also proposed to examine the necessity to re delegate the powers delegated to the heads of Department/ Heads of Offices under the Administrative control of each Department of the Secretariat, the Director of Collegiate Education and the Head of Department under the Administrative Control of this Department. Government has examined proposals for the re delegation of powers in respect of the following items:-

1. Grant of advance against travelling allowance.
 2. Sanctioning of expenditure for the purchase of store without consulting Government.
 3. Investigation of arrear claims.
 4. Printing and reprinting of priced publication.
 5. Repairs of vehicles.
 6. Land acquisition to The Director of Collegiate Education.
- II. After examining the proposals on the above 6 items Government are pleased to order as follows:-
1. In respect of items one, four and six referred to in the paras above, the powers vesting with Government will still vest with Government i.e., these powers will not be re delegated to the Director of Collegiate Education as proposed.
 2. Regarding the sanctioning of expenditure on account of advance payment up to 90% of the cost involved in the purchase of stores against Railway receipt subject to the conditions in Articles 159 (a) of Kerala Financial Code Vol. 1 the proposal is not accepted as this power has not been delegated to any head of department. This power will vest with Government.
 3. The proposal to delegate powers to issue administrative sanction upto Rs. 1,00,000 instead of Rs. 50,000 to the Director of Collegiate Education for the purchase of stores is accepted and ordered accordingly. The Director of Collegiate Education will be grouped under Officers of Group I in appendix II of the book of financial powers. The stores Purchase Department and Financial Department will make necessary amendments in the Stores Purchases Manual and the book of financial powers respectively.





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4. In respect of investigation arrear claims and repairs in vehicle orders have already been issued in G.O. (P) 31/68/fin. DATED 22.1.1968 and G.O (P) 311/67/Fin. Dated 19.9.1967 respectively delegating those powers to the heads of Departments.

2.2 Delegation of powers to the Additional Director

2.2.1 Administrative powers:-

1. To sanction all kinds of leave except study leave, special disability leave and leave without allowances for periods exceeding 20 days to officers under him in cases where no substitutes are required.
2. To make arrangements for additional charge and sanction charge allowances under rule 53 (b), Part 1, Kerala Service Rules.
3. To allow the teachers of Government Colleges to make up appointment as members of Inspection commission of the Kerala and Calicut Universities subject to the condition that there would be no financial commitment on the part of Government.

2.2.2 Financial Powers:-

1. To incur non recurring contingent expenditure upto Rs. 50,000/- in each case provided there is budget provision and provided the general rules in Appendix-IV of the K.F.C Vol. II are followed.(G.O.(P) No.110/13/Fin. dated 01.03.2013)
2. To sanction the disposal of all unserviceable or surplus stores, tools and plant, office furniture, dismantled materials at site of works etc., as the case may be to a book value of Rs. 3,00,000/- in each case without any annual limit.(G.O.(P) No.110/13/Fin. dated 01.03.2013)
3. To execute agreements in respect of advance sanctioned under the schemes for the grant of Advances for House construction and for purchase of vehicles in the cases of subordinate officers of the Department.
4. To execute assignments and reassignments of insurance policies offered as Collateral security by subordinate officers of the Department.
5. To execute release deeds in respect of properties mortgaged to government by the subordinates of the Department.
6. To sanction all cases of reimbursement of medical expenses subject to the conditions and Limitations under the Government servants Medical Attendants Rules.





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7. To incur items of expenditure of a trivial nature not exceeding Rs. 5000/- at a time for bonafide purposes even if there are special rules to regulate the expenditure.
8. Sanction all cases of Temporary and Non-refundable withdrawals from G.P. F. subject to Rules, without relaxation of rules.
9. To sanction purchase of stationary articles locally in urgent and unforeseen circumstances up to a limit of Rs. 100 in each cases and an annual limit of Rs. 1000 subject to stores purchase rules.
10. To issue administrative sanction for the purchase of recurring supplies required for the normal running of the Department up to a limit of Rs. 50,000 subject to availability of budget provision following stores purchase rules.
11. To sanction extension of time for supply of materials for which orders have been placed, up to one month.
12. To sanction expenditure on repair of motor vehicles by approved workshop up to Rs. 500 in each case without any annual limit.
13. To sanction excursion charges in respect of colleges subject to the budget provision.
14. To sanction purchase of books, maps, laboratory accessories and educational appliances subject to stores purchase rules and budget provision.
15. To sanction unified fee concession in the case of private College students in accordance with the standing rules issued by Government from time to time.
16. To sanction scholarship for encouragement of Sanskrit Education, in accordance with the standing rules issued by Government from time to time.
17. To sanction sports scholarships to students on the recommendation of sports council and in accordance with the prescribed rules.
18. To sanction harness fee concession to students, in accordance with the prescribed rules.
19. To sanction fee concession to service personnel in accordance with the prescribed rules.
20. To sanction concession to children of political sufferers in accordance with the prescribed rules.
21. To sanction deputing of staff for N.C.C Training.





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2.3. Powers delegated to the Deputy Director of Collegiate Education (Directorate)

(As per Annexure to G.O.(MS) No. 133/84/H. Edn. dated 14.06.1984)

1. To approve the appointments and promotions of non-teaching staff in Private Aided Colleges against sanctioned posts.

2.4. Powers delegated to the Senior Administrative Officer

(G.O. Rt. No. 182/74/H. Edn. dated 06.02.1974)

2.4.1. Administrative:-

1. To make appointment (including appointments by Promotion) to all Non-gazetted posts (Non-teaching) to the sanctioned posts in the Office of the Director of Collegiate Education and in the subordinate Offices under the department subject to Public Recruitment rules.
2. To sanction all kinds of leave other than leave without allowances exceeding four months, study leave and special disability leave to all those officers, whom he is competent to appoint and casual leave to all non-gazetted officers and gazetted Officers.
3. To organise section in the Office of the Director of Collegiate Education.
4. To sign "For Director of Collegiate Education" Fair Copies of letters and orders of the Director of Collegiate Education.

2.4.2. Financial:-

1. To sanction non-recurring contingent expenditure up to Rs. 250 in each case, provided there is budget provision.
2. To sanction pension to whom he is competent to appoint.
3. To draw establishment pay bills, and contingent bills and provident Fund bills relating to the Office of the Director of Collegiate Education and to countersign Travelling allowance Bills of all gazetted Officers (both teaching and non-teaching) whose maximum pay does not exceed Rs. 725.(This limit is subject to revision on time to time as per Govt Orders)
4. To draw bills for claims relating to purchase of stores.





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5. To write off unserviceable articles, including damaged and worn out articles, books, etc. in the office of the Director of Collegiate Education, subject to the annual limit of Rs. 1,000 when the book value does not exceed Rs. 100 in each cases.
6. To countersign Travelling Allowance Bills of Gazetted Officers below the rank of Principals and Deputy Director of Collegiate Education.
7. To sanction sale by auction of fallen and dead trees of the compound of the Office of the Director of Collegiate Education.
8. To sanction auction sale of usufructs of trees, standing in the compound of the Director of Collegiate Education's Office.
9. To sanction investigation of arrears claims which are not more than 5 years old excluding time barred claims.
10. To exercise the same powers as the Director of collegiate Education regarding sanctioning of temporary withdrawals from the General Provident fund.
11. To sanction purchase of furniture from Public Works Department workshop or any Government agency subject to budget provision.
12. To sanction local purchase of stationary in urgent and unforeseen cases up to Rs.50/- in each case, subject to a maximum of Rs.250/- per year inviting quotations.
13. To sanction P.C.R works up to Rs. 2,500 of a proper estimate in each case after inviting competitive tenders in respect of Director of Collegiate Education's Office.
14. To forward applications for the admission to the General Provident fund from members of staff of the Director of Collegiate Education and to countersign their application for admission to the General Provident Fund.
15. To sanction tours to conduct audit inspection in the subordinate institutions and sanction T.A. for the same, to the staff deputed for the same.
16. To sanction annual increment including belated increments to the Non-gazetted Officers working under him.

2.5. Powers delegated to the Senior Finance Officer

(G.O.(MS) 170/73/H.Edn. dated 23.12.1973)

2.5.1. Financial:-





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1. To conduct and supervise the audit of accounts of the institutions under the control of the Director of Collegiate Education for such periods and at such intervals as found necessary.
2. To review the audit reports by the Regional Deputy Directors as and when required under the orders of the Director of Collegiate Education.
3. To issue necessary directions to the Accounts Officers in the Offices of the Regional Deputy Director from time to time in matters relating to audit and accounts
4. To conduct surprise inspection of the accounts, registers and the cash balance in the offices and institutions under the Director of Collegiate Education.
5. To be in charge of the preparation and submission of the annual budget estimates of all the institutions under the Director of Collegiate Education.
6. To sanction and communicate the distribution of budget allotments to the subordinate controlling officers according to the requirements.
7. To obtain and scrutinise the D.C.B. of the different institutions under the control of the Director of Collegiate Education and to take prompt action against irregularities if any detected
8. To scrutinise periodically and watch the progress of expenditure of the department and take further action necessary.
9. To enforce and supervise the work of reconciliation of the departmental figures of expenditure with those of the Accountant General's Office.
10. To sanction the redistribution of the allotments amounts detailed heads of accounts under a unit of appropriation.
11. To issue purchase sanctions, Loans and advances other than Provident Fund advances, approved by the Director of Collegiate Education.
12. To sign 'For Director' sanction accorded by the Director of Collegiate Education to be communicated to the Accountant General. There should be clear indication of the approval of the Director in the sanction communicated by the Finance Officer.
13. To sign 'for Director' Fair copies of letters to Government and to Accountant General in matters relating to Finance and Accounts.
14. To supervise the work relating to Plan Schemes
15. To supervise the work relating to clearance of audit objection and inspection reports of the Accountant General





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16. To advise the Director of Collegiate Education generally in financial and accounts matters.

2.6. Delegation of powers to the Senior Administrative Assistant

1. Sanction all kinds of leave other than leave without allowances exceeding 4 months, study leave and special disability leave to all Non-Gazetted Officers under him.
2. To draw all establishment bills, contingent bills, T.A bills of sanctioned tours of the Non-gazetted officers of the Directorate and bills for claims relating to purchase of stores, where there is the sanction of competent authority.
3. To forward applications for admission to the General Provident Fund from members of the staff of the Directorate and to countersign the applications for admission to the General Provident Fund.
4. To attest entries of service particulars, leave, increment etc. in the service books of the Non-gazetted officers.
5. To sanction temporary withdrawals from General Provident Fund in the case of Non-Gazetted Officers as per rules.
6. To issue non-liability certificates and salary Certificates to the Non-Gazetted Officers at the Directorate.

2.7. Delegation of Powers to Special Officer for Scholarships

(G.O.(MS) No. 202/79/H.Edn. dated 12.10.1979)

With a view to avoiding delay in sanctioning Scholarships under the various schemes and to simplifying the procedure, Government are pleased to delegate the following powers to the Special Officer for Scholarships in the Department of Collegiate Education.

1. To approve the list of awardees of Scholarships and sanction the Scholarships under the following schemes subject to the terms and conditions regulating the award of Scholarships in each category.
 - a) National Scholarship
 - b) National Loan Scholarship
 - c) Merit Scholarship to the Children of School Teachers
 - d) State Scholarships to the students of Arts and Science Colleges
 - e) Scholarships for encouragement of the Sanskrit Education





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- f) Scholarships for the students of the Music Colleges.
- g) Sports Scholarships
- h) Cultural Scholarships
2. To be in charge of the work relating to the Scholarships in the Office of the Director of Collegiate Education
3. To sign letters of awards in respect of all Scholarship Schemes.
4. To carry on correspondence with Principals of College and heads of other institutions and individual on all matters relating to Scholarships on behalf of the Director of Collegiate Education and to sign fair copies on letters on such matters "for Director of Collegiate Education".
5. To correspond with treasuries and the Accountant General regarding the accounts relating to Scholarships in P.D. Account of the institutions
6. To draw Scholarships bills
7. To operate the P.D. Account of Scholarships opened the name of Special Officer for Scholarships for the transactions relating to the National Scholarship Scheme mentioned in a, b and c under item 1 above.
8. To maintain suitable records and registers for payment and recovery of Scholarship amounts.
9. To sanction casual leave to all N.G.O.s working in the sections under him. (Vide G.O. (MS) No. 28/66/Edn. Dated 15th January 1966.)
10. To approve drafts of orders passed by the Director of Collegiate Education.
11. To inspect the Colleges and other institutions connected with Scholarship schemes check up the accounts relating to Scholarships maintained by them and depute staff working in Scholarship sections for inspecting the Scholarship accounts in the institutions (Government and Private Institution), with the prior approval of the Director of Collegiate Education.
12. To execute agreements with Scholars/ guardians under the National Loan Scholarship Scheme.





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CHAPTER - 3

List of various services and documents to be submitted in the Directorate of Collegiate Education.

Sl. No.	Name of the service	Documents to be attached with the application
3.1	<u>Establishment of Govt.College teachers:-</u>	
	a) Regularisation	i) Duly filled up Performa for police verification ii) Duly filled up Performa for PSC verification report iii) Attested copies of NET/Ph.D certificate
	b) Probation Declaration	i) Duly filled up Performa from the applicant. ii) Documents related to admission of GIS,GPF, SLI etc. iii) Work and conduct certificate during the period of probation. iv) Copy of regularization of appointment.
	c) Transfer & Posting	i) Application for transfer duly recommended by the head of institution. ii) Home station declaration/change if any. iii) Proof for protection if any.
	d) Advance Increment	i) Application in Prescribed Form ii) Attested copy of Ph.D/M.Phil Certificate. iii) A Certificate from concerned University to the effect that the Ph.D/M.Phil is in the same discipline. (See G.O.(MS) 597/2013/H.Edn. Dated 03.09.2013)





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	e) Casual Leave of Principal/Dy. DCE.	Application of Casual Leave should be forwarded to the DCE.
	f) Deputation	i) 2 copies of application, Bio data & Proforma (KSR 144) duly recommended and signed by the head of institution.
	g) NOC for passport	i) Application in the prescribed form duly recommended by Principal/Head of office. ii) 3 passport size photograph (one attested by the Principal) iii) Attested copy of ID card with number photo and address (Eg. Electoral ID card, Adhaar Card, Driving license etc.)
	h) UGC Scheme placement	i) Application in prescribed form ii) Self appraisal report for 3 years iii) Attested copies of certificates such as M.phil, Ph.D, Orientation Programme / Refresher course iv) Undertaking regarding refund of excess amount OR App. I, II & III as per UGC regulation 2009 (as the case may be)
3.2.	<u>Establishment – (Govt.)</u> <u>Administrative staff:-</u> a) Regularization	i) Proposal from the head of office. ii) Filled up Performa for Police verification report. iii) 2 conduct certificates (only for LGS) iv) Proposal for PSC verification
	b) Declaration of Probation	i) Application of the employee in prescribed Performa. ii) Proposal through the head of office. iii) Service Book of the incumbent. iv) Work and conduct certificate for period of probation. v) Copy of regularization order. vi) Details of membership SLI./GIS/GPF etc.





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	d) Deputation	<ul style="list-style-type: none"> i) Application in the prescribed Performa and Bio data ii) Statement as per Rule 144(KSR part I)
	e) NOC for passport	<ul style="list-style-type: none"> i) Application in the prescribed form duly recommended by Principal/Head of office. ii) 3 passport size photograph (one attested by the Principal) iii) Attested copy of ID card with number photo and address (Eg. Electoral ID card, Adhaar Card, Driving license etc.)
3.3	<u>Private Aided college Teachers Establishment:-</u> Deputation (foreign service)	<ul style="list-style-type: none"> i) Application for deputation ii) Statement as per Rule 144 (KSR Part I) iii) NOC of the Manager.
3.4	FIP Deputation (concurrence for relieving)	<ul style="list-style-type: none"> i) Request of teacher fellow countersigned by Principal ii) Specific approval from UGC.
3.5	FIP Deputation (For Govt. sanction)	<ul style="list-style-type: none"> 1) Request from the teacher fellow countersigned by the Principal. 2) Specific approval from UGC. 3) Prior concurrence from DCE (Copy). 4) Relieving order. 5) Joining report in Annexure iv 6) Bio-data of the teacher fellow in Appendix B. 7) Undertaking in Appendix IX (in stamp paper worth Rs 100/-) with duplicate copy 8) Additional undertaking in Appendix II 10) Undertaking of the manager in Appendix XI. 11) Undertaking of teacher fellow as per condition No.3 in the concurrence letter. <p>(All these documents in duplicate)</p>
3.6.	Extension of concurrence of FIP Deputation for TS (Extension)	<ul style="list-style-type: none"> 1. Request from the teacher. 2. Supplementary bond in duplicate 3. Copy of the 1st bond 4. Govt. order sanctioning deputation.
3.7	FIP Salary Authorization	<ul style="list-style-type: none"> 1. Request from the teacher





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		2. Bond 3. Govt. order sanctioning deputation
3.8	<u>Private Aided college</u> <u>Administrative Staff</u> <u>Establishment:-</u> a) Approval of Appointment	<ul style="list-style-type: none"> i) Appointment order ii) Joining report iii) Staff pattern iv) Category wise seniority list countersigned by the Dy.DCE. v) Certificate from Manager stating that there is no supernumerary staff in the concerned group. vi) Copy of the notification published in 4 leading newspapers (2 English & 2 Malayalam). vii) Copy of the minutes of the selection committee and selection list. viii) Copy of govt. letter for nomination of Govt. representative in the staff selection committee. ix) All concerned original certificate for the proof of qualification and date of birth and its copy. x) Copy of the relevant post and the University statutes related to the methods of appointment and qualification of the concerned post. xi) Proof for the vacancy. xii) Service book & Performa for the approval of appointment. xiii) Declaration as per Para 2 of G.O.(MS) No.88/09/H.Edn. Dated 21/09/2009. xiv) Mandatory approval as per Govt. circular No.170/02/12/H.Edn. dated 18/1/2012 to get age relaxation.(if applicable)
	b) Approval of Promotion	<ul style="list-style-type: none"> i) Promotion order ii) Joining report iii) Option form iv) Staff Pattern v) Pay fixation statement vi) Original certificates and copies to prove the eligibility for promotion vii) Category wise seniority list





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		<p>countersigned by concerned Deputy DCE.</p> <p>viii) Declaration from the incumbent stating that he will refund the excess amount if any received if found later.</p> <p>ix) Certificate to the effect that there is no supernumerary staff in the same group.</p> <p>x) Service book and Proforma for the approval of promotion.</p> <p>xi) Copy of relevant portion of University statute relating to the appointment and qualification proving promotion post.</p> <p>xii) Statement of relinquishment from the senior hand, if applicable (Counter signed by the Manager) together with his SB.</p>
	c) Dispute on seniority list	<p>i) Application 'in writing'.</p> <p>ii) Up to date category wise list with the date of first entry in service and qualification countersigned by the Deputy DCE.</p> <p>iii) SB of the incumbents concerned</p> <p>iv) Documental evidence if any</p>
	d) Ratio Promotion Approval	<p>i) Integrated seniority list of the concerned category</p> <p>ii) Promotion Order of the Manager</p> <p>ii) Joining report</p> <p>iii) Option and declaration</p> <p>iv) Staff Pattern</p> <p>v) Pay fixation statement</p> <p>vi) Service book</p>
	e) UGC Placement/ Promotion for Librarians	<p>i) Application in prescribed form</p> <p>ii) Self appraisal report for 3 years</p> <p>iii) Attested copies of certificates of qualifying examinations, Orientation Programme / Refresher course etc...</p> <p>iv) Undertaking regarding refund of excess amount</p> <p>v) Orders of the Manager with SB</p> <p>vi) Copy of the approval order of appointment as Librarian</p> <p>OR</p> <p>App. I, II & III as per UGC regulation</p>





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		2009 (as the case may be)
	f) Medical reimbursement	Documents mentioned in sl. No: 14 in this list.
3.9	House Building Advance (For Govt. Employees)	<ul style="list-style-type: none"> i) Appendix-J (KFC Form No.29) & Appendix-iii ii) Location, possession and encumbrance Certificates in original iii) Title Certificate from the district court pleader/Additional Govt. pleader. iv) Original deed. v) Land tax receipt in original vi) Approved Plan and estimate from Executive Engineer, PWD Buildings Div. vi) DCRG/Service Certificate (to be prepared by DCE's office)
	a) Marriage Loan (only for Last Grade Govt. employees)	<ul style="list-style-type: none"> i) Application in the prescribed form with invitation letter. ii) Certificate to prove the age of the daughter. iii) Agreement in stamp paper worth Rs.100/- (while getting sanction from the Govt.)
3.10	a) Govt. College Teaching staff NLC/LC	<ul style="list-style-type: none"> i) LC/NLC for the last three years from respective Principals ii) Clearance certificate from A.G. regarding loans and advances if availed
	b) Last Salary bill	<ul style="list-style-type: none"> i) 2 copies of the last salary bill ii) Declaration in the prescribed format (KTC-212a) regarding the refund of liability if any from the DCRG/Pension.
3.11	a) Pension (for Govt. Employees)	<ul style="list-style-type: none"> i) Service book ii) Duly filled up pension book (2 copies) iii) Application for pension and additional 2 copies of page No.27,29 and 31 of pension book. iv) Private College Service verification certificate issued by the DD. v) Certificate in Annex. IV / SB in the case of school service.
	b) Pension (for Aided College Employees)	<ul style="list-style-type: none"> i) Service book ii) Duly filled up pension book (2 copies) iii) Application for pension and additional 2





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		<p>copies of page No.27,29 and 31 of pension book.</p> <p>iv) Service verification certificate for entire service period issued by the Dy. DCE. concerned.</p>
	c) Issue of NLC (Aided College Teaching Staff)	<p>i) NLC from the concerned Principal should be countersigned by concerned Deputy DCE.</p> <p>ii) In the case of Principals / DDOs, NLC to be issued by the Manager and countersigned by the Dy. DCE.</p>
3.12	Provident Fund a) Closure of PF	<p>i) Form No.C (Application for closure)</p> <p>ii) Declaration of the applicant</p> <p>iii) Appendix – I</p> <p>iv) Declaration of the applicant regarding refund of excess amount. (Countersigned by Principal).</p> <p>v) Statement of Deposit for the period after the last credit card issued – Statement A</p> <p>vi) Details of DA credited to PF account – statement B.</p> <p>vii) Details of withdrawals made after the last credit card – Statement C.</p> <p>viii) D- Abstract signed by the Principal & countersigned Dy. DCE concerned.</p> <p>ix) Declaration of the applicant regarding the TA/NRA availed.</p> <p>x) Copies of TA/NRA sanctioned after the last credit card.</p> <p>xi) Copies of the PF schedules which related to the DA credited to PF Account exceeding Rs.10, 000/- to be countersigned by Dy.DCE.</p> <p>xii) Attested copies of credit/debit statements received from other institutions.</p>
	b) Issue of Credit card	<p>i) The provisional credit statement with correction if any, certified by the Principal.</p> <p>ii) DA arrear schedule countersigned by</p>





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		<p>Deputy DCE.</p> <p>iii) Certificate from Principal regarding the correctness of PF Account No.</p> <p>iv) Certificate from the Principal stating that all the loans of employees have been included.</p> <p>v) The documents in support of corrections made in provisional credit statement.</p> <p>vi) Copy of the last credit card received by the subscriber attested by the Principal.</p> <p>vii) Attested copies of credit/debit statements received from other institutions.</p>
	c) Admission to PF	<p>i) Form No. 1 (Application in triplicate)</p> <p>ii) Approval order of appointment (in the case teaching staff approval order from concerned University and from the DCE for NTS)</p> <p>iii) Concurrence of the Dy.DCE regarding approval of the appointment by the concerned University for TS.</p> <p>iv) Appointment Order from the Manager.</p> <p>v) Certificate from the Principal stating that the appointment is permanent.</p> <p>vi) Proof for Date of birth.</p> <p>vii) Form-A(in triplicate)(Statement of particulars for allotment of PF account NO.)</p> <p>viii) Form of nomination countersigned by the Dy.DCE concerned in triplicate.</p>
	d) NRA sanction	<p>i) Application for NRA (Form B)</p> <p>ii) Details of Deposit and Refund of loan in ABCD Statements.</p> <p>iii) Appendix I (Certificate regarding the correctness of Account No.)</p> <p>iv) Copy of the last credit card.</p> <p>v) Declaration of the applicant.</p> <p>vi) Enquiry Certificate of the Principal</p> <p>vii) Attested Copies of previous temporary advance and NRA sanctioned since the last credit card.</p> <p>viii) Attested Copy of PF Schedule in support</p>





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		of DA arrear credited exceeding Rs.10,000/- ix) Copy of PF Schedule in support of DA arrear credited exceeding Rs.1, 00,000/- countersigned by the concerned Dy.DCE.
3.13	a) Change of name in records	i) Request from the applicant. ii) Copy of Gazette Notification. iii) Copy of SSLC Certificate.
3.14	Medical reimbursement (Exceeding Rs.10,000/-.)	i) Application in the prescribed form. ii) Essentiality Certificate iii) Bills in original with one set copy extra iv) Medical prescription (OP/IP) v) Discharge summary for IP vi) Referral letter in the case of treatment in notified hospitals vii) Declarations and Certificates.





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CHAPTER – 4

KERALA PRIVATE COLLEGE STAFF PROVIDENT FUND (KPCSPF)

- 4.1. The works related to the Kerala Private College Staff Provident Fund in respect of the staff of aided Colleges of Kerala are dealt with in the Directorate and in the Deputy Directorate of Collegiate Education, Kerala.
- (i) The Teaching and Non teaching staff appointed on regular basis to the Aided Colleges of Kerala shall be enrolled as subscribers to the KPCSPF with effect from the month on which they complete 1 year of service.
 - (ii) In order to get admitted with Account Number to the KPCSPF, the duly filled in application form in the prescribed format, duly filled in Nomination, Appointment order of the Management, the order of approval of the appointment by the concerned University/Directorate of Collegiate Education as the case may be and a certificate from the Principal stating that the appointment is in permanent nature etc., are to be furnished in quadruplicate to the concerned Deputy Director of Collegiate Education by the principal of the college.
 - (iii) The Deputy Director in turn will transmit the application and enclosures in triplicate to the Accounts Officer (PF) in the Directorate after countersigning the application, nomination etc.
 - (iv) In the Directorate, the application will be subjected to scrutiny, and account number allotted to each subscriber will be registered in a register kept in the Directorate.
 - (v) The details of nomination of each subscriber are also kept recorded in a register in the Directorate.
 - (vi) The minimum monthly subscription is fixed at 6% of the basic pay (In case of Teaching Staff Basic Pay +AGP), and the maximum should not exceed the basic pay.
 - (vii) Interest at the rates fixed by the Government from time to time will be allowed to the amount deposited in the Provident Fund.
- 4.2. **Temporary Advance From The Provident Fund**
- (i) Interest free temporary advance will be sanctioned from the amount deposited in the Provident fund for some specified purposes. The purposes for which advance will be sanctioned are specified in the University Statutes.





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- (ii) Time span between two advances should be minimum six months. Though the amount of temporary advance is limited to three months basic pay, the same can be allowed up to 75% of the balance amount in the credit of the subscriber in deserving cases.
- (iii) If the amount of previous advance has not been fully repaid while taking another advance, the balance pending amount will be added to the fresh advance amount, and the consolidated amount of advance will have to be refunded in a minimum of 12 installments and in no case, shall exceed 36 installments. In such cases, the eligible amount of advance will be calculated by the formula $(3a-b)/4$, in which 'a' denotes the balance amount at credit, and 'b' denotes the amount of previous advance pending refund on the date of sanction of fresh advance.
- (iv) As far as sanctioning of temporary advance is concerned, the regional Deputy Directors are the sanctioning authority up to the limit prescribed by Govt. from time to time. (Now it is Rs.3,00,000).
- (v) If the amount exceeds the limit, the advance will be sanctioned in the Directorate.

4.3. Non Refundable Withdrawal (NRA) From P.F

- (i) As per existing provisions, those who have completed 10 years of regular service or who are due to retire from service within 10 years can apply for Non refundable withdrawal from their PF account.
- (ii) NRA is also limited to certain prescribed purposes only. This cannot be taken for the same purpose more than once. But, NRA can be allowed more than once for medical treatment of the subscriber, or his/her dependents for illness on different occasions. NRA can be sanctioned for the marriage of each child, if required.
- (iii) Likely, NRA for higher studies of children in different years will be considered different purposes. The provisions regarding these are included in the University Statutes.
- (iv) Though the limit of amount sanctionable as NRA is limited to 6 times of basic pay, in deserving cases it can be allowed up to 75% of the balance amount at the credit of the subscriber.
- (v) The NRA is sanctioned at the Directorate of Collegiate Education.
- (vi) The Application for NRA in the prescribed form is to be submitted to the Principal of the college by the applicant.





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- (vii) The Principal will forward the same to the Directorate along with necessary enclosures such as 'ABCD' statement, copies of previous advances taken after the date of latest credit statement, etc.
- (viii) On receipt of authorization of NRA from the Directorate, the principal will draw the amount from the treasury and disburse the amount to the applicant.
- (ix) After the withdrawal of NRA, the Utilisation Certificate for the same is to be submitted by the subscriber within three months to the Principal, who in turn will forward a copy of the same to the Directorate.

4.4. Issue of Credit Cards

The Accounts Officer (PF) issues the Annual Credit statements in respect of the subscribers in each financial year.

4.5. Closure of Provident Fund Account

- (i) Subscribers can opt not to subscribe to the Provident Fund during the last 12 months of service.
- (ii) In no case, subscription can be made to the fund during the last 3 months prior to the date of retirement.
- (iii) When the subscription to the fund has been stopped, application in the prescribed format in triplicate along with required documents has to be submitted to the Principal for the closure of account.
- (iv) The Principal will forward the application in duplicate along with required enclosures (such as copy of latest credit statement, credit/debit details after the date of latest credit statement, 'ABCD' statement, required certificates etc.) to the concerned Deputy Director.
- (v) The Deputy Director will scrutinize and countersign the same and forward the application to the Directorate.
- (vi) In the Directorate, the application will be verified and the authorization for the closure amount (amount at credit along with eligible interest) will be forwarded to the Principal and to the concerned Treasury Officer.
- (vii) The Principal will draw the amount from the Treasury and disburse the same to the subscriber.
- (viii) Finally, the Principal will forward a copy of the acknowledgement for the receipt of closure amount furnished by the subscriber, to the Directorate.





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CHAPTER-5

Pension (Kerala Private Aided & Govt. Colleges)

- 5.1. The details of documents required for the sanction of pensionary benefits to aided college teachers have been incorporated under chapter 3.11. (b) of this hand book.
- 5.2. The application for pension along with required documents are to be forwarded to the Accountant General with sanction order of DCE. The AG in term approves the pension sanction and issues verification report to the DCE. The AG also issues authorisation to the party concerned.
- 5.3. The verification report received from the AG is to be endorsed and forwarded to the regional Deputy Directors along with service book, by the DCE.
- 5.4. The LPC, countersigned by the Regional Deputy Director is to be forwarded to the Treasury officer concerned. The NLC countersigned by Dy. DCE is to be forwarded to the office of the DCE.
- 5.5. The LC or NLC issued from the FIP section of the directorate and the LC or NLC from the college duly counter signed by the Regional Dy. DCE are required for the issue of LC or NLC from the DCE to the Treasury. On receipt of the said documents, the LC or NLC in the prescribed format is to be forwarded by the DCE to the concerned treasury for releasing the DCRG of the pensioner.
- 5.6. Accordingly, copy of the intimation letter will be sent to the Principal, Regional Deputy DCE and the Pensioner, the action on the file will be completed.
- 5.7. The applications for pension in respect of teachers and Gazatted officers of the department are to be forwarded to the AG with sanction order and the AG in term authorize the pensioner benefit after verifying the qualifying service.
- 5.8. On the basis of LC or NLC received from the concerned Principals of the institutions where the employee had worked for the past 3 years, the DCE will send LC or NLC to the treasury officers concerned.
- 5.9. The applications and required documents for pension sanction in respect of NGOs of the department are to be verified and sanctioned by the Sr. AO and forwarded to the AG along with pension sanction order. In turn the AG issues verification report. The pension and DCRG are to be released from the Treasury on receipt of LPC from the Head of Institution and the NLC from the Sr AO to the DCE.
- 5.10. As far as the application for family pension from the legal hires of the deceased Govt. servants and teachers are concerned, the death certificate and legal heirship certificate are also to be submitted in addition to the documents prescribed under serial no 11 (b) chapter 3 of this handbook.
- 5.11. The family pension is sanctioned in the order of preference such as Husband/ Wife/Son/Daughter.
- 5.12. If the family pensioner got remarried or expired, the next eligible legal hire as per rules is eligible for family pension on certain conditions stipulated. For that, the application in the prescribed format to be forwarded to the DCE and on completion of all formalities DCE will send it to the AG along with sanction order for authorization of family pension.





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- 5.13. The DCE issues orders for the disbursement of the DCRG amount of the deceased employee to the legal heirs concerned @ admissible in accordance with the rules and on the basis of the same the AG authorizes the amount.
- 5.14. The authorization of pensionary benefits will be delayed, if the application for pension is not received in time or the applications are incomplete. Hence the pension application is to be submitted well in advance preferably prior to one year from the date of retirement. This will help in sanctioning the pensionary benefits in time and the benefits can be released by the time of retirement. The future increment if any fall due during the period can also be taken in to account for the calculation of pensionary benefits. In such cases, a Non Event Certificate (Stating that after sending pension papers no event effecting the pension calculation has been occurred till the date of retirement) shall be forwarded by the Head of office to the pension sanctioning authority.





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Part II

Regional Deputy Directorate





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CHAPTER - 6

POWERS AND FUNCTIONS OF THE REGIONAL DEPUTY DIRECTORATES

6.1. POWERS AND FUNCTIONS OF ZONAL OFFICES

For administrative convenience, the State at present is divided into 5 regions or zones and each regional office is headed by a Deputy Director. He is solely vested with the administration of the direct payment system and other activities to regulate the functions of private colleges in the respective regions.

Zonal Head Quarters	Districts comprising	No. of Arts and Science Colleges	Training Colleges	Arabic Colleges	Total
Quilon	Trivandrum, Quilon, and 4 Colleges of Alleppey Districts & 1 college from Pathanamthitta Dt.	28	5	...	33
Kottayam	Kottayam, Part of Alleppey, Idukki, Pathanamthitta	34	6	...	40
Ernakulam	Part of Alleppey and Ernakulam	31	2	...	33
Trichur	Trichur, Palghat and Malappuram	24	1	...	25
Calicut	Calicut, Wynad, Cannanore, Kasaragod,, Malappuram	34	3	11	48
	Total	151	17	11	179





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6.1.1 Regional Deputy Directors

(G.O. (MS) 271/72/H.Edn. dated 11.12.1972)

(G.O. (MS) 133/84/H.Edn. dated 14.06.1984)

6.1.1.1 Administrative Powers:

- (i) To make provisional appointments under contingencies as per rules laid down.
- (ii) Leave : - To sanction all kinds of leave except study leave, special disability leave, LWA not exceeding 4 months to the members of staff under his control (Gazetted and non-gazetted).
- (iii) Increment - (a) To sanction increments to the N.G.O's subject to the provisions in the service regulations.
(b) To sanction payment of belated increments in respect to all N.G.O's under his control.

6.1.1.2 Financial Powers:

- (i) To countersign the establishment salary bills of teaching and non-teaching staff of the Private aided colleges coming under the scheme of direct payment within the territorial limits of his Regional office. [Vide KFC Vol. I Article 53(b)(1)]
- (ii) To draw the establishment pay bills, provident Fund bills and T.A bills of the Non-Gazetted Staff of the Regional Dy. Directorates and the contingent bills in respect of the contingent charges relating to the Regional Office.
- (iii) To approve the tour programme of the Accounts officers and other staff working under him and to countersign the T.A bills of the Gazetted Officers in his office.
- (iv) Temporary withdrawals from G.P.F Deposits. To sanction temporary withdrawal from G.P.F deposits by subordinates working under him up to a maximum of Rs.3,00,000 in normal cases subject to other conditions and limitation under the Rules of the fund.
- (v) To sanction temporary advances from P.F. to Aided College Staff up to the limit fixed by the Govt. time to time.
- (vi) To sanction the purchase of furniture subject to budget provision and local purchase of furniture and other stores required for the proper running of the office up to Rs.1500000/- subject to budget provision and store purchase rules.





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- (vii) Local purchase of stationery. - To sanction local purchase of stationery articles in unforeseen circumstances to the ceiling limit prescribed from time to time.
- (viii) To publish notice in the Gazette and to correspond direct with the superintendent of Government Presses regarding all printing works including authorised and other forms and registers required for the office subject to the condition that while sanctioning printing care should be taken to see that sufficient copies are got in the first print itself.
- (ix) Write off and disposal of unserviceable articles and stores. To sanction the write off of the value of unserviceable articles subject to the annual limit of Rs. 5000 when the book value does not exceed Rs. 200 in each case. This will be subject to the condition that a copy of the order sanctioning the write off should be communicated to the Accountant General. (G.O. (MS) 133/84/H. Edn. dated 14.6.1984)
- (x) To sanction the disposal by auction of unserviceable articles of surplus stores, tools and plants, office furniture and other dismantled materials as the case may be up to a book value of Rs. 250 in each case subject to an annual limit of Rs. 2000. This should be subject to the following conditions that the case does not disclose:-
 - a) Any defect in the system of rules, the amendment of which requires the orders of a higher authority, and
 - b) Serious negligence on the part of some officer or officers which might possibly call for some disciplinary action requiring the orders of a higher authority.
- (xi) Lease:-
 - (a) To sanction the annual lease of usufructs in the premises of the institution under his control.
 - (b) To order the cutting and removal of any fruit bearing trees or any portion thereof for safety reasons and to sanction if necessary in such cases reasonable revision to the lease in the lease amount.
- (xi) Non-recurring contingent charges - the monetary limit of non-recurring contingent charges is fixed at Rs. 200 in each case provided there is budget provision. The power shall be exercised subject to the general conditions prescribed in Appendix (A) K.F.C. Volume II, (G.O. (MS) 133/84/H.Edn. dated 14.06.1984.)
- (xii) Claim relating to the reimbursement of the cost of medicine purchased:- To sanction claims for the reimbursement of the medical expenses of both gazetted and non-gazetted staff working under his control subject to the rules for reimbursement of medical expenses.
- (xiii) Petty construction repairs and maintenance. To sanction petty repairs to the Government building upto Rs. 750 on proper estimate approved by the P.W.D.





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- (xiv) General: To accord permission to the staff to be away from station during holidays as and when necessary and to refuse such permission to them if necessary under exigencies of service.
- (xv) G.O. (P) 221/72/Edn. Dated 6th October 1972 sanctioning the direct payment of salary to the staff of the Aided Colleges makes it obligatory that the following power have also to be delegated to the Regional Deputy Directorate.
- (xvi) To examine on behalf of the Director of Collegiate Education the work load of each department of study in each of the College under him and to satisfy that no excess staff is employed (vide Para II Rules 5) Work load sanctioned as per G.O.(MS) 260/2010/HEdn. Dated 20.08.2010.
- (xvii) To sanction Higher Grade to Non Teaching staff of Aided Colleges and approval of consequent fixation of pay.
- (xviii) To sanction Pension to Administrative staff of Aided Colleges.
- (xix) To sanction concurrence of approval orders of University regarding the appointment of teaching staff in aided colleges.
- (xx) To sanction grants-in-aid to Aided Colleges.
- (xxi) To conduct audit of accounts of Aided Colleges.
- (xxii) To sanction closures of FBS accounts of Aided Colleges.
- (xxiii) To issue service verification certificate to both Teaching and Non-Teaching staff.
- (xxiv) All Communications to Higher Authorities from Aided Colleges are to be routed through the Deputy Director of Collegiate Education.
- (xxv) To authenticate the entries regarding the date of birth and qualification etc. of Aided College staff.

6.2 Accounts Officers in the Office of Regional Deputy Directorates

- (i) Grant of Casual Leave - To sanction casual leave to N.G.O s under him.
- (ii) Attesting entries in Service Books - To attest entries of the Service particulars, leave, increment etc. in the Service Books of the N.G.O s.
- (iii) Non-liability and Salary Certificate:- To issue N.L.C and salary certificate to the N.G.O s in the Deputy Directorates.





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- (iv) Review of Audit:- To conduct review of Audit in the Aided Colleges under the Deputy Directorate. (Tour programme should be approved by the Deputy Director of Collegiate Education) (G.O.(MS) 133/84/H. Edn. dated 14.06.1984)





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CHAPTER - 7

7.1 General Points to be noted while submitting monthly salary bills, Surrender bill and Arrear bills form private aided colleges:

- (i) The Direct payment scheme has come in to force in the year 1972. Accordingly salary and allowances in respect of the teaching and non teaching staff of the Private Aided Colleges are to be passed for payment by the Regional Dy. Directors.
- (ii) The staff of the Private Aided Colleges is appointed by the Managers concerned
- (iii) Approval of the appointment of teachers is to be done by the University concerned and that of non-teaching staff by the Director of Collegiate Education.
- (iv) The salary bills in respect of Teachers/ Non teaching staff whose appointment has been approved shall be prepared by the Principal/ Drawing and Disbursing officer and submitted to the Dy. Director concerned.

7.2 Main points to be followed while submitting the bills

7.2.1 Monthly main salary bill

- The bill to be submitted with all necessary documents by the 20th of each month.
- Separate bills to be prepared and submitted for Teaching staff and Non-teaching staff.
- Four sets of bills prepared in the prescribed colour code are to be submitted.

(1) Following documents must be enclosed with the bills.

- (i) Statement showing the sanctioned number of posts of each teaching Department. If claim of any person is not preferred in the bill, the name should be included in the bill showing the reason for non drawal of salary.
- (ii) Copy of acquaintance of previous month with encashment statement (with dated signature of all persons in the acquaintance roll)

Note: If the salary drawn for a particular person could not be disbursed, the claim for the subsequent month should not be preferred.





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- (iii) If any excess claim has been preferred due to strike/ leave/ other reasons etc; the original chalang receipts for the refund of the same shall be submitted.
- (iv) Attendance Sheet.
- (a) The copy of the attendance from the 16th day of previous month to the 15th day of the current month.
- (b) Total days of absence from office including casual does not exceed 15 days.
- (c) Casual/ Special casual leave can be sanctioned by the Principal and other eligible leave by the manager. LWA exceeding 4 months can be granted only after getting concurrence of the Government.
- (d) The leave such as maternity leave, paternity leave, Child adoption leaves and for Hysterectomy are having special conditions and hence necessary noting have to be made in the service book with proper attestation.
- (e) If there is a claim in respect of person under FIP deputation, the attendance certificate from the concerned head of institutions to be attached with the bill.
- (f) Attendance certificate in original for all other duties to be attached with the bills.
- (v) Absentee statement in form T.R.52.
- (a) The details regarding all eligible leave except casual leave/ deputation/ suspension/ strike should be included.
- (b) Leave sanctioning orders and joining reports to be attached.
- (c) While sanctioning eligible leave, nature of leave, period of leave, purpose, prefix and suffix any etc. should be specified in the leave sanction orders. SB should also be produced.
- (vi) Other Duty Certificate -Duty leave can be sanctioned in accordance with Government orders. Duty certificate/ invitation call letter etc should be produced.
- (vii) Increment certificate.
 - (a) Orders of manager sanctioning increment and the Service Book after recording the same and by the Principal shall be produced.
 - (b) Increment in the post where there is probation can be sanctioned with effect from the date of declaration of probation.
 - (c) The 3rd increment to the LD Clerk can be sanctioned on declaration of probation.
 - (d) If there is LWA affecting the increment, increment can be sanctioned excluding such period.





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- (e) Increment shall be sanctioned with effect from the first day of the month even though the date of increment falls another day in the month. (This is not applicable for sanction of increment after declaration of probation)
- (viii) Copies of Orders - The attested copies of orders of appointment/ approval / promotion/ FIP deputation etc. shall be attached with the first bill.
- (ix) Service Books- In order to verify the entries regarding leave / new appointment/ promotion/ declaration of Probation / revision of Pay/ Increment/ FIP deputation / Service Termination/Suspension, the SB with proper recordings and attestation should be submitted.
- (x) Demand Collection Balance Statement - The DCB Statement for the previous month with connected documents and the treasury remittance statement countersigned by the Treasury Officer shall be enclosed. Reason for the pending collection if any; should also be specified. The accuracy in the fees collection and remittance is to be verified by the Principal and to be assured that there is no delay in collection and remittance.

(2) General Instructions;

- (i) Bill should be submitted with a covering letter. The following details should be incorporated in the covering letter:
 - (a) Nature of bill that is Main Salary/ DA Arrear / EL Surrender / Promotion Arrear / Grade Arrear / Terminal EL Surrender / FIP Deputation Salary /Last Salary Etc..
 - (b) Teaching /Non Teaching / Guest Remuneration.
 - (c) Period of claim.
 - (d) Goss / Net amount of the bill.
 - (e) List of SBs enclosed.
- (ii) Ensure that all schedules of deductions in the bill and required certificates are attached / recorded in the bill and all enclosures are to be fastened properly. Principal has to sign where ever necessary after affixing stamp.
- (iii) On each occasion the documents required by the Govt. / Dy. DCE for verifying the claim in the bill to be produced.
- (iv) Enclose a certificate stating that the bill for remuneration in respect of Guest Lectures up to the previous month has already been submitted.





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7.2.2 First Salary Bill

- (i) The first salary after getting approval is to be preferred in supplementary bill. The SB with necessary recording and attestations shall be submitted with the bill.
- (ii) The statement showing work load and sanctioned strength of Teachers of the department concerned shall be submitted along with first bill for verifying the admissibility of post.
- (iii) Copies of relevant orders to be pasted in the SBs and submitted along with the bill.
- (iv) The attendance details of the month of claim and orders of leave sanction have to be submitted with the bill.
- (v) The original certificates in proof of date of birth, qualifications etc.. shall be attached with the bill.
- (vi) The Regional Dy. DCE will countersign the SB after comparing the recording in the SB with original certificates.
- (vii) The copies of order of declaration of probation and increment certificates are to be attached with bill if necessary.
- (viii) The insurance coverage as per rule, ie, 30% of the premium shall be deducted from the first month salary itself and to continue till August. From September onwards full premium to be deducted.
- (ix) Deduction towards SLI Premium shall be made only after getting account number. Enrolments to SLI Scheme are compulsory before completing one year of service.
- (x) PF Subscription is compulsory on completion of one year of service.
- (xi) PF Subscription amount is minimum 6% of the basic pay as on 31st March of the year. Subscription should not be exceeding the amount of Basic Pay.
- (xii) Proportionate Income Tax should be deducted in respect of each incumbent from the bill.

7.2.3 Arrear Bills

- (1) The grounds leading to arrear claims shall be recorded in the bill.
- (2) SB should be submitted along with the arrear bills.
- (3) The claim in respect of more than one person for the same period and similar in nature shall be preferred in a single bill.
- (4) Main bill particulars to be recorded in the bill. An abstract to be enclosed with bill if the bill claims for more than one person.
- (5) Other documents related to the claim such as copies of orders/increment certificates / leave sanction orders etc.. to be attached with bill.
- (6) The schedule for the amount to be credited to PF as per Govt. orders if necessary.
- (7) Proportionate amount of Income Tax should be deducted in the bill.





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7.2.4 FIP Deputation Salary:

- (1) Orders sanctioning the deputation, SBs, Attendance certificate and other documents if any found necessary to be attached with the bill.
- (2) The documents required to be enclosed with other arrear bills are also to be produced with the bill.
- (3) Proportionate amount of Income Tax should be deducted in the bill.

7.2.5 Last Month Salary:

Non liability certificate and the following documents with dated signature of the Principal to be attached with the last month salary bill.

- (i) An undertaking as per rule 212 a of KTC agreeing to realize from the DCRG the amount of liabilities to Govt. if any found later to be attached with the bill. In the case of Principals the undertaking to be countersigned by the Manager.
- (ii) Deduction towards Income Tax need only be made in the last month salary.

(1) Last Month Salary Non Teaching Staff;

- (i) NLC
- (ii) An undertaking as per rule 212 a of KTC agreeing to realize from the DCRG the amount of liabilities to Govt. if any found later to be attached with the bill.

Note: In the colleges where DDO is in charge, the Manager has to countersign the above documents.

7.2.6 Earned Leave Surrender Bill:

- (i) General Instructions:
 - (a) Earned Leave account to be updated in the SB submitted along with the bill.
 - (b) The Orders of the Manager sanctioning EL Surrender to be enclosed with the bill.
 - (c) Principal has to attest the entries in the SB regarding EL Surrender.
 - (d) The claim should include the rates of Pay, DA and other admissible allowances.
 - (e) Necessary certificates to be recorded in the bill.
- (ii) Vacation Staff:
 - (a) EL is not admissible for vacation duty during the first year of service.





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- (b) The duty certificate is to be pasted in the SB along with the EL account.
 - (c) Entry regarding the orders of the Principal preventing the vacation for examination duty to be recorded in the SB.
 - (d) The Manager has to attest the entries regarding the EL in respect of the Principal.
 - (e) Special allowances are not admissible for EL Surrender.
- All the above mentioned entries should be countersigned by the

Dy. DCE concerned with in six months.

- (iii) Non Teaching Staff:

When a transfer occurs during the academic year from a vacation department to non vacation department and vice-versa the leave account is to be regulated as per Rule 81 Part I KSR.

- (iv) Terminal Earned Leave Surrender:
 - (a) The maximum days of EL that can be surrendered at the time of retirement is 300 days.
 - (b) Rounding is not allowed and the bill should be prepared in form TR 42.

7.2.7 Government Sanction for Time Bared Bills:

(Directions as per Govt. letter No:36707/D3/12/H.Edn. Dated 08.01.2013 addressed to the Director of Collegiate Edn.)

- (i) In the case of bills required counter signature (vide KFC Vol.I Article 53(b) (1)) the "Date of Claim due" is the "Date of Counter Signature".
- (ii) Such bills mentioned in (i) above will become Time Bared only after 5 (five) years from the date of Counter Signature.
- (iii) Special permission from Government vide KFC Vol. I Article 56 (a) is required for enchasing Time Bared Bills.





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CHAPTER - 8

Submission of Pension Papers (Aided College Staff)

The pensionery benefit to the aided college staff are given by the Govt. on the basis of the Direct Payment Scheme implemented as per G.O.(Ms) No:185/72/H.Edn. Dated 31.08.0972.

The Part III of the KSR is applicable for the payment of pensionery benefits to the Aided College Staff. There are different types of pensionery benefits such as Service Pension, DCRG, Commutation of Pension, Family Pension etc.. The Pension Rules are subject to change as per Govt. Orders.

The application for Pensionery benefits is to be submitted to the Regional Dy. DCE. The following points are to be born in mind while submitting Pension application.

1. The Principal has to direct the employee one year prior to the date of retirement to submit application for Pension.
2. One year prior to the date of retirement, the SB, Pension Books and connected documents are to be submitted to the Regional Dy. DCE. In the case of teaching staff, three copies of Pension Books are to be submitted and in respect of Non Teaching Staff two copies. For other details see the check list given in the page no: 1 in the Pension Book.
3. The authority to sanction pension to Private Aided College Teachers is the Director of Collegiate Education and to Non Teaching Staff, the Regional Dy. DCE. For the payment of pension, the verification report and the Pension Payment Order to be received from the Accountant General. In order to get the pensionery benefits in time, the Pension papers are to be reached in the AG before six months prior to the date of retirement.
4. The Service Verification Certificate will be issued after verifying the service records of the employee since the date of entry in service till the date of verification. The Regional Dy. DCE will issue this certificate. The verification of service is to be done before the date of retirement and certificate of verification recorded in the SB. The Qualifying Service / Non Qualifying Service will be determined on the basis of the certificate.
5. The service verification certificate is also to be submitted to DCE along with Pension Book. Office seal is to be affixed in the SVC/LC/NLC. The Manager has to attest the entries in the pension book of the Principal, and the Principal in the case of other Employees. The Deputy Director has to countersign the pages 8, 10, 11, 12,23,27,29,31,33,37,39 and 41 of the pension book if applicable. The LC/NLC is to be issued in respect of the Principal/DDO on the basis of the local/departmental audit conducted from the Office of the Dy. Director. The DDOs acting in lieu of the Principals are not authorized to issue LC/NLC. In such circumstances, the Manager has to issue the same. For getting the pensionery benefits in respect of a retired employee, the LPC





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countersigned by the Regional Deputy Director is to be submitted to the treasury Officer. As far as the DCRG is concerned, the NLC/LC issued by the pension sanctioning authority is required at the treasury. The No Event Certificate, if applicable, is also to be submitted.

6. In the case of dismissal/removal /compulsory retirement/resignation cases, pensionary benefits including terminal surrender are not applicable.





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CHAPTER - 9

Auditing in private aided colleges

The Regional Deputy Directors are authorized to audit the amount collected and received in private aided colleges related to general revenue of Govt., Utilization/Non-Utilization details of such amount, its registers/accounts etc. In order to fix the priority in auditing, relevant details such as the month/year of retirement of Principals may be got collected from the Principals. For conducting audit, prior notice is to be given to colleges requesting to keep ready the registers and files, documents etc. required for auditing and also to ensure the presence of staff in the college at the time of conduct of Audit.

On the first day of audit, the cash balance in the college will be verified with reference to the cash book and denomination register. If cash book is not written, or Cash balance does not tally, the same will be recorded in the audit report as serious irregularity.

It is to be checked as to whether any prior audit files (departmental/AG's) are pending disposal. The register to be maintained for this purpose can be subjected to verification.

Then the registers shown in Annexure 1/connected documents/files/vouchers/bills/service books etc. are to be verified and report to be prepared.

On the last day of the audit, a review to be conducted in the presence of the Principal under the leadership of Accounts Officer regarding the audit so far conducted. At that time, the serious matters if any and the other matters revealed in the audit is to be informed to the Principal.

On completion of Audit the audit report is to be sent by Regd. Post to the Principal within two weeks. The Principal is to be instructed to send the first reply within two weeks from the date of receipt of the report with supporting documents. On receipt of the same, after verifying the reply and supporting documents, the objections pointed out in the audit report can be dropped. Provisional liability is to be fixed in case the reply is not satisfactory for dropping the objection. This is to be informed to the Director of Collegiate Education with copy to the pension section in the Office of the Dy.DCE also.

In order to avoid the delay in the issue of LC/NLC to retired officers, the points to be noted are given in the DCE's circular dated 04/02/1999 which is appended for reference.





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CHAPTER - 10

PD RULES (For Private Aided Colleges)

During each year, the special fee collected from the students is to be remitted in the PD account in the name of the Principal.

The expenditure from the PD Account for a particular academic year is to be incurred before 31st of May that year. But the expenditure under Athletics and Magazine fund are permitted to incur before the 31st May of the next academic year.

The advertisement charges towards magazine fund collected as per tariff are to be submitted along with the list by the Staff Advisor to the Principal and obtain official receipt for the same.

The advertisement charges are also to be remitted in the PD account under Magazine Fund. No cash transaction be made with the Office bearers of College Union. The cash dealings are to be made only with the Staff Advisor as per his request. All responsibilities towards such dealing will be with the Staff Advisor.

Separate stock register is to be maintained for the articles purchased from the PD Account. The amount under each item in the PD Account should not be diverted from one item to another.

Prior permission is to be obtained from the Director/Regional Deputy Director as the case may be for utilizing the accumulated amount in the PD Account. Details are given in G.O (RT) 1585/08/H.Edn. Dated 25/10/2008 (copy appended). The following GOs/letter in this regard are also appended for reference.

- 1) GO (MS)No.312/83/H.Edn. Dated 30/12/1983
- 2) GO (MS)No.224/90/HEdn. Dated 13/9/1990.
- 3) Govt.letter No.10310/D1/2009/H.Edn. Dated 19/3/2009

(For more details see Part III of this Hand Book)





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CHAPTER – 11

VARIOUS SERVICES OF REGIONAL DIRECTORATE

11.1 Grant-in – Aid

The Regional Dy. Director is the authority to sanction Grant in Aid to private Aided Colleges. According to the availability of funds under maintenance and contingency grant, the same will be sanctioned as advance up to 50% on receipt of application from the Manager. This should be settled within that financial year before 31st of March. For sanctioning the grant as per capita, the actual strength of students in the roll (without taking in to account the marginal increase sanctioned) is to be taken in to account.

Course	Contingency Grant (Rs.) per head	Maintenance grant(Rs.) per head
Degree		
Arts	11.50	6.50
Science	12.50	7.50
P.G.		
Arts	15.00	10.00
Science	19.00	12.50
	Rs. 25,000/- or actual expense whichever is less can be sanctioned.	Rs. 15,000/- or actual expense whichever is less can be sanctioned.

11.1.1 Method of submitting applications.

1. Applications for grant in aid for the previous year should be submitted before 30th of September. Late applications need not be submitted.
2. Separate applications to be submitted for maintenance and contingency grant.

The fund can be utilized for the following items:





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11.2 Contingency Grant

1. Stationary items for the use of College office and Management Office.
2. To meet the printing charges of office forms and registers.
3. Postal charges.
4. Telephone charges
5. Electricity Charges
6. Water Charges.
7. First Aid Charges.
8. Cost of Chalk and Duster.
9. Travelling Expenses.
10. Coolie Charges and transportation charges.
11. Petty contingent charges for purchasing kerosene, brush, brooms, bucket, washing powder etc.
12. Land tax, building tax etc. , except for staff quarters and hostels.
13. University Inspection fee.
14. Insurance of college building and equipments.

11.3 List of various services and documents to be submitted in the Deputy Directorate:

Sl.No.	List of Services	Required documents attached with application
11.3.1	Submission of proposal for Higher Grade in respect of Teaching and Non Teaching staff of aided colleges	i) Service Book ii) Orders of the Manager iii) Three copies of option form duly filled by the applicant, countersigned by the Principal iv) Declaration regarding refund of excess claim (3 copies) v) Fixation statement vi) Declaration of non-relinquishment of future





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		regular promotion.
11.3.2	Placement/promotion of teachers of aided colleges (Concurrence)	<ul style="list-style-type: none"> i) Service Book. ii) Order of the University. iii) Seniority list of teaching staff of concerned department. iv) Work load of concerned department.
11.3.3	Pension sanctioning of Administrative staff of aided colleges	<ul style="list-style-type: none"> i) Pension books (2 Nos.) ii) 2 additional copies of pages 27,29 and 31 of pension book. iii) Service Book. iv) The service verification certificate issued from the Dy.DCE's concerned in the case of incumbents who served under the other regional Dy. DCE's. v) 2 additional copies of Annexure IV (for self enquiry report) vi) Death Certificates (2 copies) vii) Legal heirship certificate viii) Non remarriage certificate. <p>(items v to viii are applicable to death case only)</p>
11.3.4	Pension revision of Administrative staff (Aided)	<ul style="list-style-type: none"> i) Form No.2 ii) Copies of sanction order of pensionary benefits iii) LPC iv) Service Book
11.3.5	PF Closure applications (forwarding to Director of Collegiate Education)	<ul style="list-style-type: none"> i) Form No. E (Application form) ii) Verification of account certificate from the Principal of the college. iii) Declaration regarding the refund of excess payment received any.





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		<p>iv) Certificate regarding correctness of Account No.</p> <p>v) Certificate regarding the account prior to 31/03/1976.</p> <p>vi) Certificate regarding the details of loan taken (Temporary/NRA) for the last one year.</p> <p>vii) Declaration regarding loan details.</p> <p>viii) Declaration /undertaking regarding the refund of excess payment if any received with signature of 2 witnesses.</p> <p>ix) Declaration from the Principal regarding the total amount.</p> <p>x) ABCD statement.</p> <p>xi) In the case of employees worked under various colleges credit/debit statements from the Principals concerned colleges countersigned by the Dy.DCE.</p>
11.3.6	NLC to the principal of aided colleges (forwarding to DCE)	i)NLC to be issued after clearance of audit objection if any.(indemnity bond in stamp paper worth Rs.100/- in case of pending audit.)
11.3.7	Medical reimbursement upto Rs.5000/-	<p>i)Application for claiming reimbursement.</p> <p>ii) Copy of OP tickets (2 copies)</p> <p>iii) Essentiality Certificate (2 copies)</p> <p>iv) Declaration regarding one system of treatment.</p> <p>v) Cash bills in duplicate.</p>
11.3.8	PF Temporary Advance	<p>i)Form B – Application</p> <p>ii) ABCD statements</p> <p>iii) Last credit slip.</p> <p>iv) Proceedings of the previous loans.</p> <p>v) Account Number correctness certificate.</p> <p>vi)PF schedule copy of DA arrears credited above</p>





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		Rs.10,000/-
11.3.9	SLI Closure (to be forwarded to District Insurance Office)	<p>i) Application form 3</p> <p>ii) Original Policy Certificate</p> <p>iii) Pass book (details of deductions till the maturity of the claim duly authenticated by institution/head of office.</p> <p>iv) An undertaking in stamp paper worth Rs.100/- in case of the pass book is lost)</p> <p>(in the case of death, death certificate, legal heirness certificate, copy of bank book (for minors)</p>
11.3.10	FBS Closure	<p>i) Application for closure</p> <p>ii) Reconciliation from the treasury.</p> <p>iii) Original option and nomination.</p> <p>iv) Service Certificate</p> <p>v) Annexure 3 & 4 for the incumbents worked in more than one institution.</p> <p>vi) Deduction statement.</p>
11.3.11	Closure of GIS (to be forwarded to District Insurance Office)	<p>i) Application Form</p> <p>ii) Pass book with up to dated entries</p> <p>(in death case legal heirship certificate, death certificate, bank account pass book (for minor) should also produce)</p>





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Part III

Government Colleges





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CHAPTER- 12

Functions, Duties & Responsibilities of Officers

12.1. Functions & Powers of Principal

(G.O.(P) No.357/PD dated 28/10/1967)

In every college, the Principal shall be the head of the College and shall be responsible for the internal management and administration of the college. In the absence of the Principal, the Vice-Principal or in his absence the senior most Associate Professor or in his absence the senior most Assistant Professor of the College shall be in charge of the duties of the Principal. No person shall be appointed as Principal who does not possess the qualifications and experience prescribed by the UGC Regulations.

The Heads of all Government Institutions under the control of the Directorate of Collegiate Education will seek prior permission from the competent authority before entering on leave and make alternate charge arrangements. The requests should reach the Directorate of Collegiate Education sufficiently in advance along with suggestion for giving full additional charges to the senior most willing officer in the institution (letter No.Estt.B/34287/97/Coll.Edn. dated 26-07-1997 of the Director of Collegiate Education).

The Principals of all Government Colleges are instructed to follow the above instructions strictly and furnish a certificate to that effect along with the proposals for giving charges. If the senior most Associate Professor is not willing, written statement to that effect should be obtained and forwarded.

12.1.1 Administrative Functions (Powers):-

Supervision over Teaching staff and Non teaching staff and maintenance of discipline in the institution.

12.1.1.1 Appointments:-

- (1) Provisional appointments through Employment exchange/Guest/FIP and Daily wages appointment in contingencies.
- (2) Internal transfer of Attenders from one department of study to another.

12.1.1.2 Leave:-

- (1) Sanction all kinds of leave except study leave, LWA- up-to 4 months and Special disability leaves to Teaching staff and Non Teaching staff with permission to leave station.





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- (2) Sanction Maternity and Paternity leave to Gazetted Officers and Non Gazetted Officers.
- (3) Sanction Casual Leave to Teaching Staff and Non Teaching Staff.
- (4) Sanction of Special Casual Leave to Teaching Staff and Non teaching staff
- 12.1.1.3 **Increment:-**
- (1) Sanction increments to the Non Gazetted Officers.
- (2) Sanction payment of belated increments to Non Gazetted Officers
- 12.1.1.4 **Permission to Leave Nation and State:-**
- To sanction permission to Teaching Staff and Non Teaching staff to leave state or Nation up to a maximum period of 4 months.(Cir.No:10553/Adv.C2/2001/P&ARD Dated 29.04.2002, G.O.(P)No:233/08/Fin. Dated 03.06.2008, G.O.(P)No:418/08/Fin. Dated 16.09.2008)
- 12.1.1.5 **Entries in Service Book:-**
- Making necessary entries in the Service Book of Non- Gazetted Officers.
- 12.1.1.6 **Preparation of Annual Reports:-**
- (1) To Director of Collegiate Education and
- (2) University.
- 12.1.1.7 **Reconstitution of Committees:-**
- CDC, Purchase Committee, Anti-ragging etc.
- 12.1.1.8 **Internal Transfer of Furniture and Equipments:-**
- From one Department to another.
- 12.1.1.9 **Internal Transfer of and Non Vacation staff:-**
- Internal transfer of Attenders from Library to Lab. and vice-versa.
- 12.1.2 **Financial Functions (Powers):-**
- 12.1.2.1 **Investigation of Arrear claims:-**
- Up to 5 years (Pay & Allowances) of old except the time barred claims.
- 12.1.2.2 **Temporary Advance from GPF :-**





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Sanction T.A. from GPF to Teaching Staff and Non Teaching Staff, up to a financial limit of Rs.2,25,000/- (Rs.300000/- for Spl. Gr. Principals)

12.1.2.3. Purchase:-

To effect all purchases, construction and maintenance up to a financial limit of Rs.15,00,000/-. Issue Administrative and Purchase sanction up to same financial limit and execute the purchase and minor works by observing conditions stipulated in Store Purchase Rules (Music Colleges Principals exempted from this powers)

12.1.2.4. Local Purchase :-

To purchase stationery through local purchase up to a maximum limit of Rs.14999/- at a time.

12.1.2.5. Renting Building , Auditorium and Premises:

To sanction on merit in individual cases, renting of College Building and Auditorium subject to the conditions laid down in GO(Rt)No:721/90/H.Edn. Dated 17.04.1990, GO (MS)No:168/90/H.Edn. Dated 28.06.1990, GO (MS)No:185/89/H.Edn. Dated 27.09.1989 & GO (MS)No:262/86/H.Edn. Dated 09.10.1986.

12.1.2.6. Printing:-

To sanction printing of following items and correspondence direct with the Superintendent of Govt. Press in this connection.

- Notices
- Authorized Forms
- College Calendar
- Other forms and Registers
- Printing College Magazine and Question papers locally.

12.1.2.7. Write off and disposal of unserviceable articles and stores:-

- (1) To sanction the write off of the value of unserviceable articles/ books subject to the annual limit of Rs.20,000/- when the book value of the item does not exceeds Rs.200/- each case (G.O.(MS) 133/84/H.Edn. dated 14/06/1984)
- (2) To sanction the disposal by auction of unserviceable items up to a maximum limit book value of Rs.500/- in each case, subject to an annual limit of Rs.5000/- (G.O.(MS) 133/84/H.Edn. dated 14/6/1984)

12.1.2.8. Lease :-

To sanction the annual lease of usufructs in the premises of the institution under his control.

12.1.2.9. Refund:-

To sanction the refund of fees or fines realized from students contrary to rules.





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12.1.2.10. **Non-recurring Contingent charges:-**

To sanction Non-recurring contingent charges provided there is budget provisions.

12.1.2.11. **Periodic Review of stocks:-**

To conduct Annual review of stocks and other assets of the institution as on 31st March every year.

12.1.2.12. **Medical Reimbursement:-**

To sanction medical reimbursement to Gazetted Officers and Non Gazetted Officers subject to the rules and a maximum limits of Rs.10000/-.

12.1.2.13. **Distribution of Budget allotments:-**

To distributes Budget allotments to various departments of the college.

12.1.2.14. **Utilisation of Special PD Funds:-**

To sanction expenditure and purchase from PD account of the Principal, observing conditions stipulated in P.D. Rules and Store Purchase Rules.

12.1.2.15. **Extension of time to Suppliers:-**

To sanction extension of time up to 1 month for the supply of material for which order has been placed.

12.1.2.16. **Recovery of Costs:-**

To order the recovery of cost of lost or damaged books and equipments from students and staff.

(1) Penal cost of Library Books as per Govt. Letter no: 1028/A3/93/HEdn. Dated 28.05.1993.

10 Times of Face Value	For Books Published Before 01.01.1946
6 Times of Face Value	For Books Published Between 01.01.1946-01.01.1970
3 Times of Face Value	For Books Published After 01.01.1970

(2) Penal Cost of Laboratory Equipments as Common Fine.

12.1.2.17. **DDO**

Drawing and Disbursement of Salary to Non Gazetted Officers.

12.1.2.18. **Custodian of one set of cash chest keys.**





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Principal of the college is the custodian of one set Keys of one lock of the Cash chest and keys of other lock should be under the custody of the Head Accountant so as to enable them to open the cash chest jointly only. In other words either the Principal or the H.A. should not be able to open the Cash chest alone. .

12.1.2.19. **Preparation of DCB:**

Month-wise preparation of DCB (Demand, Collection, Balance) statement of fees from students and sending to the Director of Collegiate Education.

12.1.2.20. **Reconciliation of Expenditure:-**

Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.

12.1.2.21. **Preparation of Budget Proposal:-**

Annual Budget proposal preparation for the next financial year and sending to Director of Collegiate Education.

12.1.2.22. **Preparation of Plan Proposal:-**

Annual Plan Proposal preparation for the coming year is to be submitted to DCE by September every year.

12.1.2.23. **Preparation of UGC Plan Proposal:-**

Preparation of UGC Plan Proposal for a plan period.

12.1.3. **Academic Functions (Powers):-**

12.1.3.1. **Supervision over students and maintenance of discipline in the college.**

12.1.3.2. **Endowed Scholarships, prizes and medal:-**

To sanction endowed scholarships, prizes and medals to students.

12.1.3.3. **Stoppage of Scholarship:-**

To stop the further payments of any scholarship to a student if his/her conduct, progress or attendance is unsatisfactory and order continued payment of the same when he/she attain the satisfactory level.

12.1.3.4. **Temporary closing of the College:-**

To permit the temporary closing of the college on specific reasons. When it exceeds 5 days at a time the matter should be reported to the Director of Collegiate Education for approval.

12.1.3.5. **Make up the deficiency of total number of academic working days:-**





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Declaring Saturdays as working days to make up the deficiency of number of academic working days.

12.1.3.6. Promotion and detention of students:-

To make final decisions on class promotions and detentions of students keeping in view of the rules stipulated by the Govt. and University time to time.

12.1.3.7. To declare holiday-

To declare holiday for the institution due to contingencies and compensate the same afterwards.

12.1.3.8. Issue of TC and Conduct Certificate:-

To the outgoing students.

12.2. Vice Principal

(G.O.(MS) No.190/2005/H.Edn. dated 29/12/2005., Circular No.B1/6110/2009/Coll.Edn. Dated 25/02/2006 & B1/14139/2996/Coll.Edn. Dated 5/4/2006 order of DCE)

- (1) Provide help and support to the Principal in the academic matters entrusted by the Principal.
- (2) The Vice-Principal has no right to take decisions against the policies of the Principal in his absence.
- (3) Vice Principal is eligible to get 2 hours reduction in existing workload.
- (4) He has to perform his duties as Vice-Principal without detrimental to the regular teaching duties.

12.3. Delegation of Administrative and financial powers to the Administrative Assistants of Government Arts and Science Colleges.

(As per G.O.(MS) No.248/89/H.Edn. dated, Trivandrum, 6th December 1989)

- (1) To open Service Book of the Non-gazetted Employees in the college and to attest entries therein.
- (2) To sanction all kinds of leave including surrender of Earned Leave except study leave, special disability leave and leave without allowances exceeding 4 months to all Non-Teaching staff in the college.
- (3) To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs.300/- in each case subject to an annual limit of Rs.3,000/- observing Stores Purchase Rules, subject to budget provision.
- (4) To sanction auction sale of usufructs of trees and lease the premises of the college for cultivations. To sanction auction sale of living trees when they endanger life or property and of all dead or fallen trees in the premises of the colleges.





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- (5) To authorize increment of all NGOs in his college, except teaching staff.
- (6) To sanction higher and senior grades to NGOs of the college, except teaching staff, subject to rules or orders issued by Government from time to time.
- (7) To initiate disciplinary action and impose minor penalties specified in Rule 11(1) of CC & A Rules on UD Clerk, Head Clerk/Head Accountant and Junior Superintendent working under him.
- (8) To draw and disburse Establishment Pay bills, TA bills, PF bills, contingent bill etc. relating to the Non-teaching NGOs of the college.
- (9) To sanction reimbursement of medical expenses to the Non-Gazetted Staff in his College subject to Medical Attendants Rules.
- (10) To sanction Cycle Advance to eligible employees in the college subject to rules and budget allotment.
- (11) To sanction temporary withdrawal from GPF in respect of members of his college staff upto Rs.225000/- subject to GPF Rules. (As per Order No: J4/42/2012-2013/Coll.Edn. Dated 21.02.2012.)
- (12) To sanction Non-Refundable Advance from GPF up to Rs.5000/- subject to the conditions and limitations in the GPF Rules (No relaxation of any provision in the GPF Rules will be empowered under any circumstances)(As per Order No: J4/42/2012-2013/Coll.Edn. Dated 21.02.2012 this delegation deleted)
- (13) To incur non-recurring contingent expenditure up to Rs.300/- in each case subject to budget provision, observance of rules.
- (14) To sanction repairs of furniture according to rules up to Rs.15, 000/- at a time subject to budget provision, observing rules and procedure in the matter.
- (15) To sanction printing of forms, circular, pamphlets etc., locally up to Rs.500/- at a time in urgent and unforeseen cases subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month (Printing of new forms and Registers should have the approval of the Government)
- (16) To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.
- (17) To sanction destruction and preservation of records in the office subject to rules.
- (18) To organize and control the working of various sections in the college.
- (19) To approve the draft communications to the public on behalf of the Principal
- (20) Collection of tuition fees and other special fees from the students and remittance in the treasury.
- (21) Drawal and disbursement of scholarships to the students.

(Since, financial Powers are being revised periodically, please see such Orders)

12.4. Duties and Responsibilities of Senior Superintendents.

(G.O.(MS) No.569/68/H.Edn. dated 17.1.21972)

- (1) Granting of Casual Leave to Non Gazetted Officers.
- (2) Signing of fair copies of communications on behalf of the Principal of his approval, if these are to be sent to the subordinates.
- (3) Overall supervision of the subordinate staff both ministerial and Last Grade Servants.





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12.5. Duties of Junior Superintendents.

Overall supervision of the subordinate staff both ministerial and Last Grade Servants.

12.6. Duties and Responsibilities of Head Accountant

- (1) Responsible for all type of disbursement of cash, cheque and DD.
- (2) Custodian of one set of Cash Chest Key.
- (3) Maintenance and custody of all registers, Advance Register, Audit Register, Chalans, Bill Book and Cash Book etc.. in connection with all financial transactions.
- (4). Maintenance and custody of General P.D. Account Registers.
- (5) Supervision and control of all section clerks under accounts section.(If there is no Superintendent in Account Section)
- (6) Supervise the day to day affairs of the office in the absence of the Superintendent.
- (7) Timely disposal of audit objection of the A.G. and the DCE.
- (8) Cash book preparation and monthly certificate.
- (9) Cash Chest key with the Treasury should be exchanged during December of every year.

12.7. GENERAL DUTIES AND REPOSNSIBILITIES OF HEAD MINISTEIRIEL SUPERVISOSRY OFFICER OF THE COLLEGE OFFICE (H.A./J.S./S.S./A.A.)

- (1) General Administration and Supervision of the office.
- (2) Member in Purchase Committee and preparation of minutes.
- (3) Member of College Council.
- (4) Member UGC Planning Board of the College.
- (5) Member of IQAC of the College.
- (6) Member of UGC Building Construction Committee.
- (7) Act as a Leader, Guide and Trainer of the NTSS of the Institution.
- (8) Act as an Advisor to the Principal in the matters of Administration and Finance.





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- (9) Take personal attention to utilize the complete amount allotted to the college under State Plan/Non-Plan Fund and UGC Fund on monthly target basis.
- (10) Verification and timely disposal of Audit objection raised by the A.G. and the DCE.
- (11) Propagate good practices in official procedures in the office.

12.8. Monetary limit for Sanctioning GPF Temporary Advance

Order No: J4/42/2012-13/Coll. Edn. Dated: 21. 02.2012

Sl.No:	Category	Revised
1	Dy. D.C.E.	3,00,000
2	Sr. A.A.	3,00,000
3	Spl.Gr. Principal	3,00,000
4	Principal Arts & Science/Sanskrit/Training/Phy.Edn./ & Music College	2,25,000
5	A.A. in Govt. Arts & Science Colleges	2,25,000
6	Sr. Superintendent of Govt. Arts & Science Colleges	75,000
7	Warden of Govt. College Hostel	75,000





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CHAPTER- 13

Establishment Matters

13.1. Appointments & Joining duty

13.1.1. Principal:-

At present no direct appointment in our department.

In case of promotion and posting the new Principal can join for duty by producing the following documents:

- (1) Relieving Order
- (2) R.T.C.
- (3) Promotion Order

At the time of taking over charge, necessary entries to this effect have to be noted in the following registers and authenticated by full signature with date of both persons, ie, the new Principal and the faculty member who hand over the charge.

Step 1 :- List of Registers to be signed:-

Cash Book	Treasury Bill Book	Pay Acquittance	Register of Valuables
PD Cheque Book	SB A/c Pass Book	SB Cheque Book	PD Sanction Register
PD A/c Registers	CD Consolidated Reg	Misc. Payment Acquittance	TR-5 Collection Register
TR-5 Rt. Book	PA Register	Stock Register of Petty Purchases	Stock Register of Stationery on Payment Basis
NCC Acquittance	Stock Register of Tender Forms	Stock Register of Furniture	Register of Quotations / Tenders
Stock Register of TR5 Rt. Books	Stock Register of Fee Receipt Books	Stock Register of Student ID Cards	Stock Register of Application Forms
Stock Register of Stationary Articles	Stock Register of Printed Forms	Register of Regd. Letters	Register of Money Orders

(For Specimen of charge report See appendix)

Step 2:





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Take custody of the following items:-

One Set of Cash Chest Keys	Log in Names & Passwords
----------------------------	--------------------------

Step 3-

- (1) Send a copy of Joining Order, RTC and a request for Specimen signature Card to concerned Treasury.
- (2) Send a copy of Joining Order and RTC to Accountant General.
- (3) Send a copy of joining order and specimen signature to concerned Banks & Railway Station etc...
- (4) Send a copy of Joining Order and the following details in the prescribed format to the Directorate of Collegiate Education by E Mail (dcedirectorate@gmail.com)

1.Name of Person& PEN	2.Designation (Principal / In Charge	3.E Mail ID of the College& Principal
4. Mobile number	5.Postal Pin Code	6.Land line Number with STD Code

13.1.2. Teaching Staff:-

- (1) The Candidate has to submit a request in writing to permit him to join duty (*Joining Report*) to the Principal along with 5 copies of duly filled up R.T.C. form and transfer order.
- (2) **In case of fresh (PSC) appointments**, the candidate has to produce the original documents insisted in the posting order along with a full set of duly attested photocopy. After proper verification of the appointment order and documents, prepare and submit a note in this regard to the Principal and get the approval and permission.
- (3) If the candidate who got fresh appointment has been working in state Govt. Service Medical Fitness Certificate need not be insisted. In such cases insist Relieving Order from that department.
- (4) Before let the candidate joining duty the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced.
- (5) After joining duty the following documents are to be sent to the Accountant General:

Entitlement Register	Countersigned ID Certificate (received from PSC)
S.S.L.C. in Original	R.T.C.

- (6) The following documents are to be sent to the Director of Coll. Edn.

Warning Proforma, RTC & Copy of Countersigned ID certificate	Copy of the NET Certificate
--	-----------------------------





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(7) The following documents are to be sent to the Treasury:

Copy of Appointment Order.	R.T.C.
----------------------------	--------

13.1.3. Vice Principal:-

- (1) Vice Principal is appointed in the college with no additional remuneration and administrative & financial powers of delegation.
- (2) The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the absence of Principal.
- (3) The appointment authority is the Principal of concerned college with the recommendation of the College Council and ratification of the DCE.
- (4) The faculty to be considered for the post should have the following qualifications and service:

Associate Professor	Qualifications and service required for the post of Principal.
---------------------	--

G.Os:- (i) G.O.(MS) No.190/2005/H.Edn. Dated 29/12/2005

(ii) G.O.(MS) No.125/07/H.Edn. Dated 17/09/2007

(iii) Coll.Edn. Circular and Orders (See annexure)

(5) Selection Procedure :-

- (a) Prepare a panel of five senior most faculties (including Phy. Edn.) of college with reference to item no:3 above.
- (b) Get Willingness/Non-willingness in writing from those five faculties.
- (c) Select and appoint the senior most willing faculty from this panel with a formal recommendation of the College Council.
- (d) And get this appointment ratified by the DCE.

(6) The Documents to be forwarded along with ratification request:-

Consent from the faculty	Copy of College Council minutes
Proceedings of the Principal	Written non willingness of seniors if any in the panel
Request of the Principal for ratification	

(7) The faculty who decline to be a Principal is also eligible for this post.

13.1.4. Administrative Assistant/Senior Superintendent:-

- (1) No direct appointment to this post.
- (2) In cases of promotion and posting the new Admn. Asst./ Sr.Suptd. can join duty by producing the following documents:





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Joining Report	Relieving Order
R.T.C.	

- (3) After joining for duty the following documents are to be sent to the Accountant General:

Entitlement Register (in case of SS only)	Service Book & Format as per Circular no:8 (in case of SS only)
R.T.C.	Copy of Promotion Order

- (4) Send Joining Report to the following Offices:

Director of Collegiate Edn.	The Head of the previous institution
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- (5) The following documents are to be sent to the Treasury:

Joining Report	R.T.C.
----------------	--------

13.1.5. N.G.Os other than Last Grade Servants (L.G.S.):-

- (1) In case of fresh appointments the original documents insisted in the appointment order should be collected from the candidate for verification and return, at the time of joining duty. One set of attested copy of qualifying certificate should be collected and filed.
- (2) The ID certificate issued from the PSC has to be countersigned by the competent authority and pasted in the S.B. of the incumbent.
- (3) Before let the candidate joining duty the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced by the candidate. A written permission from the Principal should be obtained on the Note file.
- (4) If the candidate who got fresh appointment has been working in state Govt. Service, Medical Fitness Certificate need not be insisted. In such cases insist Relieving Order from that department.
- (5) A copy of the Joining order has to be forwarded to Director of Coll. Edn.
- (6) Open a new Service Book for the employee and make necessary entries in it and paste the photograph of the candidate, duly attested by competent authority, in the column provided.
- (7) The details related to the Date of Birth should be authenticated by the competent authority of the institution.
- (8) If the appointment is based on any kind of Special Quota, this fact has to be entered on the first page of the S.B. and properly attested.

13.1.6. Last Grade Servants:-





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- (1) Open a new Service Book for the employee and make necessary entries in it and pasted the photograph of the candidate, duly attested by competent authority, in the column provided.
- (2) The details related to the Date of Birth should be authenticated by the competent authority of the institution.
- (3) If the appointment is based on any kind of Special Quota, this fact has to be entered on the first page of the S.B. and properly attested.
- (4) Before permitting the candidate for joining duty, the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced by the candidate.
- (5) If the candidate who got fresh appointment has been working in state Govt. Service Medical Fitness Certificate need not be insisted. In such cases insist Relieving Order from that department.
- (6) A copy of the Joining order has to be forwarded to Director of Coll. Edn.

13.1.7. Appointment of L.G.S. -From Part-Time to Full-Time:-

- (1) The following documents should be insisted from the candidate at the time of joining duty:-

Joining Report	Spark Form No:1
Promotion Order	Relieving Order

- (2) Before let the candidate joining duty the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced by the candidate.
- (3) A copy of the Joining order has to be forwarded to Director of Coll. Edn.
- (4) Make necessary entries in the SB.
- (5) An affidavit should be obtained from the incumbent to the effect that he is willing to retire on attainment of 56 years of age. Also this has to be counter signed and pasted in the S.B.

13.1.8. General Instructions:-





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- (1) Necessary entries have to be made / modified in "Spark" in connection with transfer and postings of all staff.
- (2) Date of Joining, Date of Relief, Transfer details etc.. have to be entered in the Establishment Register.
- (3) Necessary entries have to be made in the Service Book Register.
- (4) Make sure all employees have joined in Compulsory schemes like GPF, SLI, GIS, etc within the stipulated time limit and the facts have to be entered in SB of concerned employees.

13.2. Transfer and Posting

13.2.1. Principal:-

Joining:-

Same as in the case of Appointment & Joining.

Relieving:-

- (1) In case of transfer to a Principal, he or she may be relieved from duty by handing over all charges to the new Principal/Vice Principal/Senior most faculty and put his signature in all registers (see the list of registers in the Appointments & Transfers).
- (2) Liability/loss to the Govt. has to be verified and assessed to be made good from the employee at that time.
- (3) Relieving Order, R.T.C. are to be send to the Accountant General & to the concerned Treasury.
- (4) Relieving Order is to be forwarded to the Director of Coll. Edn. and to the Principal Secretary Higher Edn. (Through the DCE.)
- (5) Handed over charge in Cash Book and Treasury Bill book.
- (6) Clearance from College Library.

13.2.2. Teaching Staff/Administrative Asst./Sr. Superintendent:-

Joining:-

Same as in the case of Appointment & Joining.

Relieving:-

- (1) In case of transfer, he or she may be relieved from duty by handing over all charges to the new person/next senior most NTS (as instructed by the Principal)and put his signature in all registers (see the list of registers in the Appointments & Transfers).





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- (2) The Liability/loss if any, have to be verified and assessed and recovered if possible. The liabilities if found later can be reported later. However this fact has to be noted in the relieving order.
- (3) Relieving Order, R.T.C. are to be send to the Accountant General & to the concerned Treasury.
- (4) Relieving Order is to be forwarded to the Director of Coll. Edn.
- (5) Clearance from College Library.

13.2.3. Non Gazetted Officers:-

Joining:-

- (1) He or she has to produce the following documents at the time of joining duty.

Joining Report	Relieving Order
----------------	-----------------

- (2) The information regarding the joining of the incumbent has to be intimated to the following Offices:-

The former Head of Office of the incumbent	The DCE, Tvm.
--	---------------

Relieving:-

- (1) He / She has to be relieved after necessary verification and assessment of Liability/loss if any, have and recovered if possible. The liabilities if found later can be reported later. However this fact has to be noted in the relieving order.
- (2) Instructions in connection with the handing over of charge of files and other Govt. properties including the name of person to whom the charges have to be handover should be clearly specified in the relieving order.
- (3) The person who got transfer and to be relieved, should prepare a list of files and Govt. properties mentioned in item no: (2) above in triplicate. The handover of charge should be on the basis of this list and the three copies are to be distributed as follows:

One copy to the person who take charge	One copy to the section Superintendent
One copy by himself	

- (4) Copy of relieving order has to be forwarded to the following offices:-

Concerned Head of Office	The DCE, Thiruvananthapuram
--------------------------	-----------------------------

- (5) After receiving the intimation about the joining of the employee in his new office, the following documents of the employee have to be forwarded to that office:

Service Book	LPC
Pay Particulars	Pass Books (if any)





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- (6) Necessary changes in connection with the transfer have to be made in SPARK.

13.3. Instruction in connection with the Retirement of the employees:-

- (1) Pension Book and connected papers (in triplicate) have to be prepared and forwarded (2 copies) to the DCE well in advance (1 year prior to the retirement date.)
- (2) The Principal has to issue *Discharge Certificate* to all retiring employees from the institution.
- (3) Insist RTC from the retiring G.Os.
- (4) Last month salary should be claimed in separate bill as per the instruction in KFC.
- (5) In case of Gazetted Officers the last salary bill can be cashed only after getting certified from the DCE, Thiruvanthapuram..
- (6) The date of retirement of the employee should be entered in the Service Book of the employee, as and when it returned from the DCE for safe custody.
- (7) NLC from all Head of the Departments including library.

13.4. Sanctioning of Leave

13.4.1. Casual Leave:-

- (1) **Principal:-**
 - (i) The Sanctioning authority of CL to the Principal is the DCE.
 - (ii) Therefore the application in the prescribed form has to be submitted to the DCE well in advance and the name of person, to whom the temporary charge to be handed over in the absence of the Principal, should be mentioned in the application.
- (2) **Teaching Staff/ Gazetted Administrative Staff:-**
 - (i) The Sanctioning authority of CL to the Teaching and Gazetted NTS is the Principal.
 - (ii) In case of Teaching Staff the Application should be routed through the Head of the concerned department to the principal, duly recommended.
 - (iii) The Principal himself/herself or the person to whom the duty is delegated should maintain a Register (CL Register) for making entries of casual leave availed by each employee.
- (3) **Non Gazetted Employees:-**





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- (i) Casual leave to the non gazetted employees of a college can be sanctioned by the Head of Administrative staff (Gazetted) ie, Senior Superintendent/ Administrative Assistant or the Principal.
- (ii) Necessary entries have to be made in the CL Register by the sanctioning authority or by the person who is authorised to do so.

13.4.2. Half Pay Leave/Commutated Leave /Earned Leave/L.W.A./Leave Not Due:-

(1) Principal

- (i) DCE is the sanctioning authority in this case.
- (ii) Application in triplicate and 5 nos of RTC required.
- (iii) The following documents have to be forwarded to the DCE with a C/L:

Application in prescribed format (2 copies to DCE)	R.T.C. (2 copy)
--	-----------------

- (iv) One copy of RTC has to be forwarded to concerned treasury along with C/L.
- (v) Also forward the Joining RTC in the above manner.

(2) Gazetted Officers:-

- (i) Principal is the sanctioning authority in this case. (LWA 120 days maximum)
- (ii) Leave application in duplicate and 5 numbers of RTC required.
- (iii) Principal has to issue proceedings in order to sanction leave.
- (iv) The following documents have to be forwarded to the A.G.'s office with a C/L

Application (2 copies)	RTC (1 copy)
Proceedings of the Principal (1 copy)	

- (v) Copies of RTC and Proceedings of the Principal (1 copy each) has to be forwarded to concerned Treasury.
- (vi) Insist Medical Fitness Certificate at the time of rejoining after all kinds of leave mentioned above on Medical Ground, except in the case of Maternity Leave and LWA in continuation to maternity leave up to 60 days.

(3) Non-Gazetted Officers:-

- (1) Principal is the sanctioning authority in this case. (LWA 120 days maximum)
- (2) Principal has to issue proceedings in support of sanction of leave after accepting Leave application and on proper examination of its eligibility.
- (3) Necessary entries in connection with the sanction of leave have to be made in the leave account and SB of the incumbent and properly attested.
- (4) Insist Medical Fitness Certificate at the time of rejoining after all kinds of leave mentioned above on Medical Ground, except in the case of Maternity Leave and LWA in continuation to maternity leave up to 60 days.

13.4.3. Special Casual Leave/ Disability Leave:-

- (1) Principal is the sanctioning authority in this case, as per the conditions in KSR Appendix .VII.
- (2) Permissible number of days 15 days in a year. This can be sanctioned in two spells only.





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- 13.4.4. **Paternity Leave:-**
(As per G.O. (P) No.342/2011/Fin dated 11/08/2011)
- (i) Principal is the sanctioning authority Govt. Order vide read above have introduced Paternity leave to a male Govt. servant for 10 days each for two children at the time of delivery of the wife.
 - (ii) Eligible to avail before 10 days or up to 3 months from the date of delivery of the child.
 - (iii) He has to produce a Certificate from the Medical Practitioner stating the exact date of delivery.
 - (iv) He is eligible to get leave salary during the period admissible under rule 92 of Part I KSR.
 - (v) It is permissible to combine with other kinds of leave except LWA under Appendix XII.A/B/C
 - (vi) The details of leave so availed should be entered in the SB of the incumbent and the register of Special leave referred to the Govt. decision below Rule 106 of Part I KSR.
 - (vii) If this leave is not availed within the specified period it will be treated as lapsed.
 - (viii) The Principal has to issue necessary proceedings to sanction such leave as in the case of other leave.
- 13.4.5. **Compensatory Off:-**
1. **Night Watchman:-**
 - (i) The Officers authorised to sanction Casual Leave is the sanctioning authority of Compensatory Off.
 - (ii) Compensatory off can be sanctioned only against the holiday duty of the Night Watchman on public holidays except Sundays. (Over and above Weekly Off.).
 - (iii) The maximum number of compensatory off that can be sanctioned in a calendar year is 15 days.
 2. **Other Officers:-**
 - (i) The Officers authorised to sanction Casual Leave is the sanctioning authority of Compensatory Off against the holiday duty performed by the incumbent with prior written permission from the competent authority.
 - (ii) The maximum limit of Compensatory off permissible is 15 days in a year.
 - (iii) A separate register should be maintained for this purpose.
 - (iv) The Heads of office (Institution Head) are not eligible for compensatory off.
- 13.5. **Regularisation**





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- (1) The DCE is the authority who is authorised to sanction Regularisation to all categories of employees in this department.
- (2) The following documents have to be forwarded to the DCE with a covering letter of the Principal):-

1. Teachers:

The Proforma for Police verification	Copy of NET (Or/and) Ph D. Certificate
Proforma for PSC verification Report	

2. Class III Employees:

The Proforma for Police verification. PSC verification proforma.

3. Class IV Employees:

Proposal from the head of office, Conduct Certificates (2 nos.) from Two Gazetted Officers. PSC verification Proforma.

As per part time contingent services Special Rules – 8, 11(a)&(b) Regularisation is applicable to part time contingent employees (See Annexure – 4)

13.6. Declaration of Probation

13.6.1. 1st Appointments

1. Non Gazetted Employees:

- (i) The DCE is the authority who is authorised to sanction Declaration of Probation to all categories of employees in this department.
- (ii) It is the duty of the head of institution to demand the application in the Prescribed form and forward the same along with the following documents:

Work & Conduct Certificate of the Employee (Issued by the head of the institution)	Service Book
--	--------------

- (iii) Entries are to be updated in the Service Book.
- (iv) In the case of entry cadre, the date of joining in S.L.I., G.I.S. & G.P.F. should be entered in the S.B. and authenticated by the competent authority. And this fact should be noted in the covering letter to the DCE.
- (v) In the case of Clerical staff, the passing of obligatory examination (MOP) should be noted in the S.B. and authenticated by the competent authority. And this fact should be noted in the covering letter to the DCE.
- (vi) As and when the Probation declaration order and S.B. returned from the DCE Office, necessary entries have to be made in the S.B.
- (vii) Eligible increments if any, can be granted from the next day of the Probation declaration date.

- (viii) The period of Probation for:





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Class III employees	2 yrs actual duty within 3 yrs of continuous service
Class IV employees	1 year actual duty within 2 yrs of continuous service

(ix) sanction of Increments with Probation:

Class III employees	2 nd only after the declaration of Probation
Class IV employees	1 st only after the declaration of Probation

2. Teaching Staff:

- (1) The DCE is the authority who is authorised to sanction Declaration of Probation to all teaching staff in this department.
- (2) It is the duty of the Principal to demand the Application in the Prescribed form (Two sets) and forward the same to the DCE along with the following documents and a Covering letter:

Application in prescribed form	Self Appraisal Proforma
Copy of Appointment Order	Copy of Regularisation Order
Work & Conduct Certificate	

- (3) The details of joining in S.L.I., G.I.S. & G.P.F. should be noted in the covering letter to the DCE.
- (4) The period of Probation: 2 yrs actual duty within 3 yrs of continuous service.

13.6.2.

In Promotion Posts

1. Non Gazetted Employees:

- (1) The DCE is the authority who is authorised to sanction Declaration of Probation in this case also.
- (2) Declaration of Probation is not required in the post of Senior Clerk/UD Typist
- (3) The period of Probation for:

Senior Clerk/ UD Typist	Not required
Head Accountant	1 year actual duty within 2 yrs continuous service
Junior Superintendent	1 year actual duty within 2 yrs continuous service
Other non gazetted employees	As per KSR

- (4) It is the duty of the Head of the Institution to demand the application in the prescribed form (Two sets) and forward the same to the DCE along with Work & Conduct Certificate and a covering letter.
- (5) As and when the Probation declaration order and S.B. returned from the DCE's Office, necessary entries have to be made in the S.B.
- (6) Eligible increments, if any, can be granted from the date on which o the Probation is declared.

2. Gazetted Employees:





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It is the duty of the Head of the Institution to demand the Application in the prescribed form (two sets) and forward one to the DCE along with the following documents and a covering letter:

Application in prescribed form	Work & Conduct Certificate
--------------------------------	----------------------------

13.7.

Promotions

1. Gazetted Employees:

Government / DCE is the authority to sanction of promotions in the case of Gazetted employees.

2. Non Gazetted Employees:

- (i) The Senior A.O. is the authority who is authorised to sanction Promotions to NG Posts.
- (ii) As and when the order of promotion is received in respect of any NGOs, it is the duty of the head of the institution to demand option form and declaration/undertaking from employee concerned and to fix his pay as per KSR, according to the conditions if any mentioned in the promotion order.
- (iii) Copies of Promotion Order, Option Form and declaration (Counter signed by competent authority) are to be pasted in the SB of the employee concerned.
- (iv) Necessary entries have to be made in the SB of employee concerned.
- (v) Copy of the Pay fixation Order is also to be pasted in the SB.
- (vi) One Copy of Pay fixation statement is to be given to the STO and one copy to the employee concerned.

13.8.

NOC for Applying Passport

- (i) The DCE is the authority who is authorised to sanction NOC.
- (ii) Properly filled up application in the prescribed format (See Annexure 13) should be forwarded to the DCE.
- (iii) NOC is required for the renewal of Passport also.
- (iv) If the employee is on L.W.A. as per App. XII A, B & C, NOC is not required for renewal of Passport.
- (v) The validity period of NOC is for 3 months.
- (vi) 2 Nos of Passport size photographs (signed overleaf)

13.9.

Application for Transfer

- (i) The DCE is the authority who is authorised for transfer and posting of all categories of employees in the department.





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- (ii) Prescribed format for application of transfer is not required for Class IV employees. In their case, one copy of application duly recommended is to be forwarded to the DCE.
- (iii) In the cases of all other NTS one set of application in the prescribed format with due recommendation and application for changing home station, if any, should be forwarded to the DCE.
- (iv) In case of Teaching Staff, applications should be grouped subject wise and forwarded along with separate covering letters.
- (v) Applications of Teaching and NTS should be forwarded separately.
- (vi) Specimen of application format is available on the Web site of the Department.

13.10. FIP Application & Substitute Posting

- (i) The application for FIP deputation of the TS is to be forwarded to the UGC through the Director of College Development Council of concerned University.
- (ii) As and when the approval received from the UGC, concurrence from the DCE is required for relieving the incumbent.
- (iii) Application for concurrence should be in the prescribed format and forwarded to the DCE along with sufficient supporting documents.

Documents Required for Concurrence:-

Request from T.F.	Approval Letter from UGC	Bio-data
Copy of University Registration	Minutes of the Selection Committee	NOC from Principal
Certificate to the Effect that no excess staff		

Documents Required for Salary Authorisation:-

Request from T.F.	Bond	Copy of Govt. Order
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Documents Required for Salary for Extension Period:-

Request from T.F.	Bond	Copy of Govt. Order
Copy of Principal Deed		

- (iv) After getting concurrence from the DCE, principal can relieve the teacher.
- (v) The relieving order along with the RTC is to be forwarded to the AG and the Treasury Officer.
- (vi) The date of joining in the research centre should be intimated to the UGC in due course.





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- (vii) Then, the application for deputation in the prescribed form along with Bond and other required supporting documents should be forwarded to Govt. through DCE.
- (viii) Whenever the deputation is got sanctioned by the Government, the teacher fellow should submit an agreement (Bond in prescribed format) to the DCE for sanctioning their salary for the period of deputation. On the basis of this agreement, sanction will be issued to the AG for the disbursement of salary (in the case of Govt. T.S.) and to the Dy. DCE (in the case of aided college T.S.)
- (ix) After relieving the teacher for FIP, the Principal can appoint substitute faculty in his place.
- (x) The Principal has to observe the following procedures in connection with the selection and posting of guest faculty:
 - (a) Faculty list should be obtained from the DD concerned.
 - (b) Set up an interview board Principal (as Chairman) and with the following members, i.e., Head of the department and an External Subject Expert.
 - (c) Salary to the substitute faculty can be disbursed from the college concerned.
 - (d) Reimburse the substitute salary from the UGC and refund the same to the state government.
 - (e) An audited utilisation statement (from a Chartered Accountant) should be forwarded to the UGC.
- (xi) It is the duty of the Principal to examine and make sure the following facts and to take action if necessary:
 - (a) The regular attendance of the FIP faculty at the Research Centre.
 - (b) The FIP faculty acquired the Degree (PhD./MPhil) within the stipulated time span.
 - (c) He served the institution continuously for the stipulated period specified in the bond.
 - (d) Admissible grace period will be granted to the teacher fellow for submitting the thesis as per rules if required.
 - (e) If the Principal found any default in the above mentioned points, it is the duty of the Principal to initiate action as per the conditions specified in the Bond.

13.11. Appointment & Remuneration of Guest Faculties

The Principal of the College is the authority to Appoint Guest Faculties and drawing & Disbursement of Remuneration to them subject to the directions of the Government and the Director of Collegiate Education from time to time. The Principal and HOD of concerned department are equally responsible for the laps against the instructions and guide lines.

13.11.1. Active Orders & Circulars for time being:-

Appointment

(1) Govt. Circular No:26094/F2/08/H.Edn. Dtd.21.05.2009. (Annexure)

Appointment & Remuneration





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(2) G.O.(P) No:225/11/H.Edn. Dtd.14.09.2011. (Annexure)

(3) G.O.(P)No:28/2012/H.Edn. Dtd.25.01.2012. (Annexure)

(4) G.O.(Ms.)No:166/2012/H.Edn. Dtd.1.06.12. (Annexure)

(5) G.O.(P) No:602/2012/H.Edn. Dtd:28.11.12. (Annexure)

(6)Circular No:V1/102013/13/Coll.Edn. Dt.09/10/2013. (Annexure)

13.11.2. General Conditions of Appointment

- i) . Can be appointed against all vacancies on the basis of the work load assessed regardless of whether the post itself is a sanctioned one.
- (ii). No Addl. Guest shall be appointed for hrs. exceeding 50 hrs. and having less than 5 hrs. workload.
- (iii). The qualifications should be same as those prescribed for regular teachers.(In their absence P.G. with 55% marks can be considered.)
- (iv). Per lecture means a period of one hour.
- (v) . Appointment should be from the list prepared by the concerned Regional Dy. DCE. (In case of Govt. Colleges, the candidate not registered with Dy.DCE, are to be directed to get registered immediately after the interview.)
- (vi). Guest teachers may not have the rights of regular faculties.
- (vii). In the absence of qualified youths, Rtd. Teachers can be considered for appointments.
- (viii). G. Lectures have no right to get the benefit of Dearness Allowances, Pension, and Gratuity etc....
- (ix). They should attend all the works assigned to the sanctioned posts subject to the existing UGC Regulations, whereas they will be remunerated against the teaching hours engaged by them.
- (x). Separate file should be maintained for each department study.

13.11.3. Procedure of Appointment

- (i). Request from the HOD, along with the following documents:-
 - (a) Work Load Statement as on June 1st.
 - (b) Master Time Table as on June 1st.





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- (c) Department Time Table as on June 1st.
- (ii). The above documents should be revised in the following occasions:-
- (a) Starting I DC classes
- (b) Starting I PG classes
- (iii). It is the responsibility of the Principal/ Dy.DCE (Through their office, i.e., Section Clerk, Superintendent and / or AA) to ensure the eligibility, necessity and justification of the requirement and appointment.
- (iv). On scrutiny pay special attention on the following points :-
- (a) Calculate total teaching hrs. and total number of permanent faculties.
- (b) Distribute 16 teaching hrs. to each and every Permanent faculty.
- (c) If the appointment is on the subject of Principal 3-5 hours should be reduced from the workload.
- (d) Assign PG classes to Permanent faculties. In their absence assign PG classes to Guest faculty. In such cases the workload of PG classes should not be counted as 1.5 hrs/lecture hr.
- (e) Teaching hrs. should not be distributed equally among Guest faculties. Instead of that distribute 16 hrs. from the 1st Guest onwards and balance if any, to the rest (this should not be less than 5 hrs.).
- (f) Advertisement will be given for appointment of guest lecturers only after satisfying the above steps.

13.11.4. List of Documents should be kept in the Appointment File of College Office

- (i). Semester/Term Calendar Published by the University.
- (ii). Workload Statement in 4 Stages.
- (iii). Master (General) Time-Table in 4 Stages. ((1) On June 1st, (2) On 1st day of starting of I DC classes, (3) On 1st day of starting I PG classes & (4) If any of the courses are ending after 31st March as per the Semester Calendar published by the University)
- (iv). Department Time-Table in 4 Stages.
- (v). Individual Time-Table.
- (vi). Copies of Paper Advertisements.





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- (vii). Score sheet of Interview.
- (viii). Attested copies of qualification certificates of candidates.
- (ix). Appointment Orders.
- (x). Agreement signed by the guest faculty in the Stamp paper for Rs.100/-

13.11.5. Attendance & Related documentation Procedures

- (i). HOD should examine the Hour wise attendance register of Guest faculties of the department and put his/her initials in token of that. It is the duty of the HOD to calculate the total hours engaged by each Guest faculty at the end of each month and put his signature and submit to the Principal for approval.
- (ii). Attested copies (by the Principal) of Master Time-Table, Department Time-Table, and Individual Time-Table should be pasted at the beginning of Hour wise attendance register every academic year.
- (iii). In department Time-Table, the short name of each and every Guest faculty should be shown and the expansion of their names at the bottom of it.
- (iv). The Guest faculties are not supposed to sign in the Logbook, for instance the classes actually engaged by the Guest Faculty should only be entered in the hour wise attendance register.
- (v). Guest faculties have to follow Individual Time-Table strictly and they are eligible to get paid accordingly.
- (vi). Hour-wise attendance registers should be maintained for each department for guest lectures and they may not be allowed to sign in the regular attendance register.

13.11.6. Remuneration

- (i) G.F. who possesses UGC prescribed qualifications. Rs.500/- per teaching hr. (Maxi. Rs.25000/- p.m.) w.e.f. 28.11.2012
- (ii) G.F. who do not possess UGC prescribed qualifications Rs. 300/- per teaching hr. (Maxi. Rs. 15000/- p.m.) w.e.f. 01.01.2010.

13.11.7. General Conditions of Drawing & Disbursing Remuneration

It is the duty and responsibility of the Principal and his / her office to satisfy the following factors before drawing and disbursing remuneration to each and every Guest faculty.

- (i) . Remuneration should be worked out on the basis of Individual Time-Table only. They are not eligible to get any remuneration against any other duties done by them.





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(ii). At the end of every month, remuneration can be worked out only after the receipt of a statement from the HOD of the concerned department regarding the hours engaged by each Guest faculty of the department along with a certificate to the effect that the Guest faculty had engaged the classes as per the scheduled Time-Table and a recommendation for the payment of remuneration.

(iii). The Remuneration should be made to each Guest faculty against total hours engaged by him/her in that month, only after proper cross examination with the Individual Time-Table and Individual Time-Table with Department Time-Table.

(iv). The Principal and the HOD concerned are equally responsible for all liabilities against improper drawing and disbursing of remuneration to a Guest faculty.

13.12. Participation of Faculties in Seminar, Workshop, Conferences Etc. (as per G.O. (MS) No:200/2009/H.Edn. Dated 12.11.2009):

(i) The teachers of both Government and private aided colleges are permitted to participate in Seminars, Conferences, refresher courses etc conducted by Universities, Research Institutions and professional organizations of teachers like Indian Association of teachers etc. anywhere in India with prior permission from the competent authority subject to the condition that such participation will be treated as duty (as duty under Rule 12(1)(iii) of Part I KSR) for a maximum of 7 days in an academic year.

(ii) The Principal should ensure that the portion of the syllabi to the teachers is finished within the prescribed time limit so that there will be no complaint from the students.

(ii) Examination work relating to the conduct of examination by Universities to which the college is affiliated for regular students will be considered as part of normal duty and teachers engaged to it will be treated as on duty.





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CHAPTER -14

PURCHASES

14.1. Office Procedures in connection with Purchases

including UGC Funds

- 14.1.1. Step 1. Circular from Director of Collegiate Education inviting detailed proposals from Colleges. (In April/May in case of plan funds)
- 14.1.2. Step 2. Budget allotment and subsequent sanctioning of amount on different heads of plan funds. (In July)
- 14.1.3. Step 3. On receipt of sanction order, Principal convening College Council Meeting for Distribution of such allotments among various departments of the college and advice the Head of Departments to submit their revised proposals in order to make it fit for the amount distributed to each department.
- 14.1.4. Step 4. On receipt of revised proposals from the departments, Purchase Committee approves the proposal with or without necessary modifications and advice the Principal to proceed with Tender/Quotation/cash purchase formalities.
- 14.1.5. Step 5. At this stage, the Principal issues Administrative Sanction (AS) to the purchase formalities based on Purchase Committee minutes up to Rs 15, 00,000
- 14.1.6. Step 6. Issuing Quotation/ Tender Notices. Quotations for the Purchase below – Rs.1, 00,000 and Tender for Rs.1, 00,000/- and above. For purchase of books, quotations are sufficient irrespective of the amount of purchase. (Cash purchase)
- 14.1.7. Step 7. After opening and tabulation of quotations/tenders, the same is to be scrutinised from the college office/ Department concerned, the Principal will issue the purchase sanction.
- 14.1.8. Step 8. The selected suppliers are being informed the fact and they are asked to furnish Indemnity Bond and Security Deposit.
- 14.1.9. Step 9. After obtaining the items mentioned in Step 8 above, supply orders are being issued to concerned suppliers.
- 14.1.10. Step 10. To purchase the items from Govt organisations/Govt undertaking M/s.SIDCO, Keltron or firms having DGS&D etc. (ie step 4) Administrative Sanction and Purchase Sanction can be issued jointly, at Step (5).
- 14.1.11. Step 11. After the delivery of items in good conditions received by the Principal/ HOD/ Nodal Officer of the particular project, a certificate to that effect and a recommendation for the payment are to be furnished on the overleaf of the invoice (on 3 copies). This should be countersigned by the Principal.





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- 14.1.12. Step 12. Obtaining Quality Certificate issued by a competent authority from the Supplier, noting of Passing Order (with stock entry certificate) can be made on the Invoice.
- 14.1.13. Step 13. Certificate as insisted in the store purchase manual, by the principal, in respect of cash purchase Rs 14999/- and individual certificate from at least three members of purchase committee in respect of purchase through quotation should be obtained.
- 14.1.14. Step 14. Payment and stamping of Paid & Cancelled seal on the Invoice
- 14.1.15. Store Purchase Rules:- All purchases should be done in accordance with store purchase rules in force.

14.2. General Instructions as per Store Purchase Manual

For fulfilling the duties and functions of the various Departments of the Government, "Stores" have often to be purchased. The Article from 120 to 162 of the Chapter VI ("Stores") of the Kerala Financial Code Volume-I (available in www.finance.kerala.gov.in) contains the general Rules applicable to all Departments regarding purchase of stores required for using public service. Also in the case of departments like Public Works, Forest and Wildlife, Stationery, Police and other special departments they have to follow Code and Manuals of the respective departments (example: PWD Code, Forest Code, Stationery Manual, Police Manual etc.). The above Manuals and Codes will be co-linearly applied with the "Stores Purchase Manual" wherever specific provisions are not made in these Rules. Government have revised the **STROES PURCHASE MANUAL** as per G.O.(P) No.3/2013/SPD dated 21/06.2013, which is available in [www.kerala.gov.in\(link:Reports&Manuals\)](http://www.kerala.gov.in(link:Reports&Manuals)) and also in www.spd.kerala.gov.in. All purchases effected till 20/06/2013 shall be processed and disposed as per the Stores Purchase Manual (6th Editions reprinted in 2012 incorporating the amendments upto 18/12/2006) then existed.

All Government Departments/Offices/Public Sector Undertaking/Autonomous Bodies/Local Self Government Institutions etc. shall take utmost care in following the instructions deliberated in the revised Stores Purchase Manual 2013 while purchase of store from 21/06/2013.

14.2.1. Forecast of Requirement

A government servant who has to purchase stores for the public service should estimate the requirements before proceeding with the purchase. **Para.6.1 to 6.3 of the revised edition of the Stores Purchase Manual** deals with necessity of forecasting of requirements. The Purchasing Officer should estimate his requirements before proceeding with purchase and based on this estimation he will be able to assess whether Quotation or Tender formalities have to be followed for the particular purchase. At the end of each financial year, he should prepare a list of articles required during the next financial year. The list may be prepared on the basis of the consumption during the previous 3 or 5 years and with reference to factors if any, which justify an increase or decrease compared with the average. Further requirements should be estimated correctly and purchase effected in order to secure the advantage of competitive prices for bulk supply. The purchase of any article in advance of requirements





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involve the locking up of Government money and is therefore not desirable unless it is reasonable likely to prove advantageous in regard to price

14.2.2. Administrative Sanction

It is the duty of each Purchasing Officer to satisfy himself/herself that funds are available for meeting the expenditure in connection with purchase of stores and that there is a valid Administrative Sanction for effecting the purchase. The Purchasing Officer will ensure that all purchases arranged by him are supported by valid prior Administrative Sanction as laid down in Paras 6.5 to 6.9 of the revised edition of the Stores Purchase Manual.

14.2.3. Purchasing of Stores without quotation

Purchasing of stores up to ₹.15000/- on each occasion may be made without inviting quotations/bids with effect from 21/06/2013 subject to the conditions specified in Para 7.30 of the revised Stores Purchase Manual.

14.2.4. Local Purchase Committee

Purchasing of stores costing above ₹.15,000/- and below ₹.1,00,000/- on each occasion may be made with the recommendation of a Local Purchase Committee consisting of three members as decided by the Head of the Department after inviting quotation. (para 7.4 of the revised manual).

14.2.5. Quotation System

Para 7.4 to 7.6 of the revised edition of the Stores Purchase Manual lays down that 'Quotation' shall be invited where the estimated value of the stores to be purchased is above ₹.15,000/- and below ₹.1,00,000/-. A specimen form of the quotation notice is given in Annexure 10 of the revised Stores Purchase Manual, since the prescribed form incorporates all relevant terms and conditions it renders uniformity to the quotation notice issued from different departments.

14.2.6. Tender System

Para 7.7. of the revised Stores Purchase Manual stipulates that Tender Systems should be followed for the purchase of stores when the estimated cost is ₹.1,00,000/- and above. A Specimen form of tender is given in Annexure 2 of the revised Stores Manual. One of the main advantages of Tender System is that it helps to elicit a number of competitive offers. Moreover, the non-observance of Tender System causes revenue loss to Government by way of cost of Tender forms and Stamp papers for preliminary/final agreements.

14.2.7. Two Bid System

IN the case of purchasing capital equipments high value plant, machinery, etc., of complex and technical nature, Two Bid System has to be followed. The first part contain the relevant technical specification and allied commercial details (Technical Bid) and the second part contain the price quotation (Financial Bid) should be sealed by the tenderer in separate covers duly superscripted and both these sealed covers are to be put in a bigger cover which should





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also be sealed and duly superscripted. Financial bids of technically qualified bids alone be considered for selection (Para 7.50) of the revised Stores Purchase Manual.

14.2.8. E-Tendering

As per G.O.(Ms) No.18.2012.ITD dated 08/10/2012, all Government Departments/Boards/Public Sector Undertakings should follow e-Government procurement with effect from 31.03.2013, for all tender above ₹.25 lakhs. All queries/grievances pertaining to e-procurement should be addressed to the e-mail ID: etenderhelp@kerala.gov.in and also in the help line with Phone Numbers 0471-2577088, 0471-2577188 and 0471-2577388 (Para 1.10 and 1.12)

14.2.9. The cost of Tender forms with effect from 21/06.2013

(Para 7.24 to 7.32 of the revised edition)

Ordinary tenders involving supply of stores: (Para 7.25(i) of the revised Store Purchase Manual)

Estimated cost of materials for which tenders invited	Cost of Tender forms	
	Original Copy each(₹)	Duplicate copy (₹)
Above ₹.1,00,000 upto Rs.10 lakhs	0.2% of the cost of tender rounded to the nearest multiple of Rs.100/-, subject to a minimum of ₹.400/- and maximum ₹.1500/- + VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable
Above ₹.10 lakhs	0.15% of the cost of tender rounded to the nearest multiple of Rs.100/-, subject to maximum ₹.25000/- + VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable

Special tenders with drawing, etc, involving erection of plant and machinery

Estimated cost of materials for which tenders invited	Cost of Tender forms	
	Original Copy each(₹)	Duplicate copy (₹)
Upto ₹.10 lakhs	0.25% of the cost of tender rounded to the nearest multiple of Rs.100/-+ VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable
Above ₹.10 lakhs	0.20% of the cost of tender rounded to the nearest multiple of Rs.100/-+ VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable





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14.2.10. Adequate Time for Quotation/Tenders

Attention of the Purchasing Officer is invited to Para 7.33(ix) of the revised Stores Purchase Manual, which stipulates that, for ordinary stores that can be purchased from Indian Markets, the minimum time to be given for submission of Tenders/Quotation is limited to 15 days.

14.2.11. Quotation/Tenders in sealed envelopes

Para 7.33(xi) and 7.38 of the revised Stores Purchase Manual stipulates that in all cases, Tenders/Quotations should be obtained in sealed envelopes with necessary superscription in the envelopes. Quotations/Tenders received in unsealed covers should be rejected.

14.2.12. Rate Contracts of Directorate General of Supplies and Disposals (DGS&D)

The Directorate General of Supplies & Disposals (DGS&D), New Delhi is concluding rate/running contracts for a number of items in every year. The Purchasing Offices can avail these contracts if it is easier and economical to the department. If the items are intended to purchase on DGS&D rate/running contract, it should be clearly mentioned in the administrative sanction issued for the purchase. A specimen of agreement to be used in the case of rate/running contract on DGS&D is given in the Annexure 32 of the revised Stores Purchase Manual (Para 13.7 to 13.9 of the revised Stores Purchase Manual)

14.2.13. Earnest Money Deposit

In order to safeguard against a bidder(s) withdrawing/altering its bid during the bid validity period Earnest Money Deposit should be collected along with tenders (Para 8.1 of the revised Stores Purchase Manual). The amount with Earnest Money Deposit is 1% of the total cost of the articles tendered for, subject to a minimum of 1500/-. The Earnest Money Deposit by the unsuccessful bidders will be refunded within 30 days of the conclusion of the contract (Para 8.16 of the revised Stores Purchase Manual)

In the e-tendering System the Earnest Money Deposit by the unsuccessful bidders will be refunded automatically without delay (Para 1.14 of the revised Stores Purchase Manual)

14.2.14. Settlement of Disputes

Normally disputes should be avoided after settling the contract. However if any such situation arises, Provisions in Chapter 15 of the revised Stores Purchase Manual should be scrupulously followed.

14.2.15. Departmental Purchase Committee

Each purchasing Department should constitute a Departmental Purchase Committee. The constitution of the Committee is detailed in Para 16.7 of the revised Stores Purchase Manual.





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14.2.16. List of Registered Firms

A certified list of firms/dealers on whom copies of quotations/Tenders were served has to be kept in the office. Maintenance of such register will help individual enquires to the local firms in the line and will also help to initiate action against registered firms/dealers who fail to quote consecutively on four occasions. The performance of each supplier can be watched only by keeping such a register.

14.2.17. Tabulation Statement

Tabulation Statement has to be prepared in conformity with the instructions in Para 9.16 and 9.17 of the revised Stores Purchase Manual. It is meant to render ready information regarding the quotations/tenders received, rates recommended and accepted, the terms and conditions of supply, details of payments etc. The Tabulation Statement should be correct, complete informative and authenticated by the competent purchasing or recommending officer. The statements should be neat and clear. When the number of items is large, it is preferable to tabulate the rate for each item in a separate sheet.

14.2.18. Supply order

Para 9.51 of the revised Stores Purchase Manual stipulates that a formal Supply Order should be placed with the successful tenderer/quotationer. A specimen of the supply order is given in Annexure 22 of the revised Manual. It should contain the description, quantity and price of the articles to be supplied. It should also prescribe the terms and conditions of delivery and payment. Copies of such supply order should be forwarded to the Accountant General (A&E), Sales Tax and Income Tax Authorities as envisaged in Para 9.53 of the revised Stores Purchase Manual.

As per Para 9.61 of the revised Stores Purchase Manual, the purchasing officer shall forward a draft agreement to the successful tenderer along with the supply order as given in Annexure 23 directing them that the consignment need be sent only after executing the agreement.

14.2.19. Performance Security and Agreement

As per Para 8.17 to 8.29 of the revised Stores Purchase Manual, the Purchasing Officer should arrange to take performance Security Deposit equivalent to 5% of the total value of the contract irrespective of its registration status, etc, of the bidder for a contract value above Rs.1,00,000/- A standard form of performance security and a specimen of final agreement (Para 9.60) is given in Annexure 15 and Annexure 23 respectively of the revised Stores Purchase Manual. The agreement should be in Kerala Stamp paper worth Rs.100/- embodying the conditions of the order and providing necessary penal clauses for any breach of the conditions of contract. Payment in such cases will be made only after supplies are received, verified and taken to stock. All purchases costing below Rs.15000/- is exempted from the requirement of performance security deposit.





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14.2.20. Maintenance of Purchase Files

The maintenance of purchase files should be in accordance with the procedure laid down in the Manual of Office Procedure (Para 14.10 of the revised Stores Purchase Manual). For every purchase there should be a separate file containing details regarding the order sanctioning the purchase, tender/quotation notice, list of dealers/firms individually contacted to obtain offers, supply order, final agreement, copies of bills/invoices with stock entry certificate and details regarding payments. The current file and the note file should be serially page numbered. A note file should be invariably prepared and kept in the file indicating the day to day actions taken in the purchase procedure. These files may be closed on completion of purchase and final payment is made. For the purchase of the same item in the next financial year, a new file may be opened rather than continuing action in a single file for several years.

14.2.21. Guidelines for accepting Single Bid

(Vide Govt. Circular No: 2508/B2/2013/SPD Dated: 28.10.2013)

- (i) In general, single bid or tenders are not acceptable in the first instance.
- (ii) If there is only one bid even after re-tendering, there is need for detailed justification to accept the single tender or single bid with the approval from the competent authority.
- (iii) There should be no negotiation with the bidder at all. However, in cases where a decision is taken to go for retendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the items, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted the LI bidder(s) / single bidder for the supply of a bare minimum quantity. The balance quantity should however be procured expeditiously through a re-tender, following the normal tendering process.

In view of the guidelines of the Central Vigilance Commission and various rulings of the Hon'ble Supreme Court and all State High Courts, all purchasing officers are directed that single bid /single tender shall be accepted only after re-tendering and subject to a detailed justification in support of acceptance.





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CHAPTER-15

ADMISSION AND RELATED MATTERS

15.1. ADMISSION RULES:

Refer concerned University Rules

15.2. TRANSFER CERTIFICATE

No Transfer Certificate will be issued to those from whom there are any dues to the college. No. fee will be levied from those who apply for TC within one year after leaving the college. Late fee of Rs. 50/- will be levied from those who apply for TC after the lapse of one year from the date of leaving the college. Rs.100/- will be levied from those who apply for duplicate copy of the TC with the recommendation of the First Class Magistrate (in stamp paper worth Rs 100/-)

No student who has previously studied in any recognized school or college shall be admitted to the college unless he presents the Transfer Certificate.

15.3. COURSE AND CONDUCT CERTIFICATE

Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of right. Course and Conduct Certificate from the last Institution is compulsory for admission to any course.

15.4. ATTENDANCE AND LEAVE OF ABSENCE

Attendance shall be marked at the beginning of each class, whether lecture, practical, composition or tutorial by the member of the staff in charge of the class.

For the purpose of attendance, all working days shall be counted as whole day irrespective of the number of working hours. The days that will be taken into account are those marked as working days in the College Calendar or notified by the Principal (special class will not count for extra attendance)

A working day is divided into five periods each of one hour duration in general. The attendance for physical training shall be totalled separately.

In the degree classes, the attendance in any part shall be totalled separately.

15.5. ATTENDANCE SHORTAGE AND CONDONATION

NB:- Students are informed that they should get 75% of attendance in each semester, and should they fall short, the deficiency will be condoned only where the Syndicate is satisfied that the absence was for reasons beyond the control of the student. For other conditions, refer concerned university rules.





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No student shall absent himself/herself from a class without leave. Absence without leave of part of a session shall be considered as absence for half a day.

Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. They may be readmitted at the discretion of the Principal, in which case they will have to pay the re-admission fee of Rs. 50 and all college fees due before they are re-admitted.

A student coming to the class late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff in charge of that class.

Application for leave should be made in the form to the Principal through the recommending authority (Tutor) by the student himself before hand, except in unavoidable and unforeseen circumstances when the application should be made on the very day of his return to the college.

The Attendance and Progress Certificate for each semester shall not be granted unless the student has got three-fourth of the attendance prescribed by the college in the course for instruction and for physical training; to the satisfaction of the authorities and his/her progress and conduct have been satisfactory.

15.6. RE-ADMISSION TO COURSES FOR STUDENTS DISCONTINUED STUDIES

Students who discontinue their studies can rejoin the same course after prior sanction from the concerned University. After re-admission the examination can be written in continuation to the previous ones provided the scheme and the syllabus remain the same. Otherwise, all the papers will have to be attempted again. Readmission fee of Rs.50/- and all other fees except caution deposit to be remitted.

15.7. RULES FOR COLLEGE TRANSFER:

Refer respective University Orders.

15.8. NORMS PROPOSED FOR ADMISSION TO SENIOR CLASSES OF VARIOUS COURSES:

Refer University orders

15.9. MIGRATION CERTIFICATE

The students of other Universities and Boards of Secondary/ Higher Secondary Education (Except State Boards like VHSC, Plus Two) who join any University should produce Migration Certificate issued by the concerned Universities and Boards.

University has exempted the students of Higher Secondary course (+2), Vocation Higher Secondary Education Course and Technical Higher Secondary Education Course of Govt. of Kerala from producing Migration Certificate and getting individual recognition order.





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15.10. REGISTRATION AS MATRICULATE OF THE UNIVERSITY

The students of other Universities and Boards who join any University should submit the application in the prescribed form with Migration Certificate, General form, Matriculation fee receipt and chalan receipt for prescribed fee before the University through the Principal.

Application for Matriculation should reach the University Office as instructed by concerned University.

15.11. ELIGIBILITY CERTIFICATE

Applicants from outside the state have to get Eligibility Certificate from the University to join any course.

15.12. UNIVERSITY EXAMINATION – EXTENTION OF TIME FOR PHYSICALLY HANDICAPPED.

Physically Handicapped candidates can avail themselves of time extension for various University Examinations. Apply to the Controller of Examinations in a plain paper along with medical certificates and a photo showing disability duly attested by the Medical Officer well in time before the commencement of examination. In the case of PH students' amanusy (scribe) /interpreter can be appointed by the Principal (See University Rules).

15.13. GRANT OF BONUS MARKS TO NCC CADETS

(Letter NO.PV Pub./7266/97/NCC dated 19th February 1997 of the Deputy Director General, NCC)

Verify concerned Universities for details and including.

In view of the above, bonus marks to NCC cadets are now to be given under:-

Sl. No:	Name of Courses UG / P G	To Students having Normal NCC Certificate with 75% of attendance.	Extra bonus eligible to students having A/B/C Certificate.
1.	For admission to Degree	15	3 (with A Certificate) 5 (with B Certificate) 10 (with C Certificate)
2.	For Admission to PG	5	Same as above

15.13.1. IMPLEMENTATION OF MODEL INCENTIVES TO NCC CADETS – GRANTING OF ADDITIONAL MARKS

(G.O.(Ms) No.31/97/H.Edn. dated 17th February 1997)

Read:- 1. GO (Ms) 114/95/H.Edn. dated 26th July, 1995

2. G.O.(Ms) 128/96/H.Edn. dated 14th June, 1996

3. G.O.(Ms) 169/H.Edn. dated 12th September, 1996





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4. Minutes of the meeting held by the Commissioner and Secretary (Higher Education) on 4th May 1996.

5. Lr.No.7266/P1.Pub/96/NCC, dated 16th August 1996 from the Deputy Director General, NCC Thiruvananthapuram.

ORDER

In the G.O. read as 1st paper above, sanction was accorded for implementing model incentives to NCC Cadets in the State as Part of an All India Pattern recommended by Government of India.

Items 1 and 4 in the list appended to the G.O. read as 1st paper above were cancelled as per the G.O. second read above. It was also mentioned therein that revised orders will be issued separately.

In the letter read as 5th paper above, the Deputy Director General, NCC has forwarded a revised proposal for granting incentives to NCC cadets. Government examined the matter in all its aspects in the meeting held on 4th May, 1996 and Government is pleased to issue the following orders for the purpose of admission in Universities as detailed below.

3 marks for holders of 'A' Certificate

5 marks for holders of 'B' Certificate

10 marks for holders of 'C' Certificate

The additional marks will be treated as Bonus marks and that will be limited for purpose of admission only.

15.14. THE COLLEGE CO-OPERATIVE SOCIETY.

All students are advised to get themselves enrolled as members of the society, and held in the realization of the objects explained hereunder to their own obvious advantages as well as to the advantage of fellow students of the college.

The object of the society is:-

- The encouragement of thrift and self help
- The purchase of the College requisites and other necessary for retail to the members, the caring on in common for the benefit of the members of the society, of the trade of general dealers and the establishment and the conduct of co-operative principles and such other lines of work of departments of business as may from time to time be resolved upon by the general body of members;
- The dissemination of the knowledge of co-operative principles and their realization as far as practicable; and
- The conducting of such other activities as is incidental or conducive to the attainment of the above objects.

(See Appendix for specimen)





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15.15. COLLEGE MAGAZINE

The college Magazine will be published once in a year during the course of an academic year.

The Editor:- The Editor of the College Magazine will be elected directly by and from among the students of the College. No student of the final year class of a particular course will be eligible for election as the Editor of the College Magazine. There will be an Editorial Board and the Editorial board shall consist of:

- 1) Principal
- 2) The Student Editor (Convener)
- 3) The Chairman of the College Union
- 4) The General Secretary of the College Union
- 5) Three student members will be nominated by the Executive Committee
- 6) Staff Editor (One staff member nominated by the Principal)

Copies of the Magazine will be distributed to all students (except first year) and members of the staff. Copies will also ordinarily be sent to all other Colleges in the State. The Staff Editor will be the sole responsible for all cash transactions connected with the College Magazine.

15.16. GENERAL INSTRUCTIONS FOR CONDUCTING THE TUTORIAL

1. A meeting of the students of the concerned tutorial group may be convened by the group tutor, preferably in the lunch interval.
2. Students may be given information about the objectives, need, importance etc. of the tutorial system.
3. A Proforma of the tutorial may be distributed to the students. They may be asked to submit the filled up Proforma to the concerned tutor.
4. Students under a tutor may be divided into difference groups, when the number of students is more. Such groups may have five or six members only. Each group may be directed to meet the group tutor on a particular day of every week (preferably at the lunch break)
5. Attendance of the students in the tutorial group may be marked in the books provided for tutorial. A weekly report about the progress of tutorial work should be submitted to the Principal.
6. Each group under a tutor will meet the tutor at least once in a week.
7. The tutor is expected to communicate with the students under him/her in a very cordial and friendly way and discuss the problems faced by his/her wards in their personal life, studies, etc.

A very successful interaction in the tutorial system will instil confidence in the students and help the development of their personality. Many problems faced by the students can be sorted out with the help of the tutor. A successful tutor will both be a guide and mentor to their wards. Students will have not hesitation in discussing the problems faced by them with their tutors and thereby a very cordial and friendly relationship between the teachers and students will be established in the campus.





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15.17. COLLEGE CANTEEN

The Canteen functioning in the college campus serves food items in all working days to the students and staff in good quality at moderate rates. The Canteen Committee constituted by the Principal includes representatives of students and members of Teaching and Non-teaching staff who will supervise the working of the Canteen in all aspects. From the invited quotations a contractor who has quoted the lowest rate for the supply of food items will be selected and he will be authorized to conduct the Canteen after making an agreement in the stamp paper worth Rs.100/- with the Principal. The rate and quantity of food items approved by the Canteen Committee according to the accepted quotation will be displayed legibly in the Canteen for the information of the students and staff. The contractor has no right to raise the price at his own interest without the prior sanction of the Principal. The Contractor has to maintain cleanliness in the Canteen premises strictly. A special 'pass' may be got signed from the Principal and kept under the custody of the workers in the Canteen for their identity in the College Campus.

15.18. SANCTIONING OF STUDY TOURS AND EXCURSIONS

(GO (Ms) No.122/63/Edn. Dated 28/02/1963)

- I. The question of framing uniform procedure for the conduct of study tours and excursions were engaging the attention of Government for some time i.e. ever since the transfer of Colleges under the administrative control of Government. In Colleges "field studies" forms an integral part of the syllabus in regard to the three subject's viz. Botany, Zoology and Geology. So also even though excursions may not find a place in the syllabus for B.Ed. colleges and courses of studies offered in Physical Education Colleges it is necessary to give the teachers and instructors a knowledge regarding the organisation and conduct of study tours of students. Considering all the aspects of the question Government is pleased to delegate the following powers to the Director of Collegiate Education and Principals of Colleges under his administrative control for the purpose of sanctioning study tours and excursions.

(See Appendix for Format of Study Tour Application)

1. The Director of Collegiate Education:

To sanction study tour of students and deputation of staff members along with students outside the state.

2. The Principals of Arts and Science Colleges under the control of Director of Collegiate Education.

To sanction study tours of students, within the state relating to the Botany, Zoology and Geology Departments of the Colleges.

- a. To sanction charges of study tours within the State, subject to budget provision, to the various departments of the respective colleges.





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Note:- For study tour outside the state approval of the Director of Collegiate Education should be obtained.

- b. To draw and disburse 2/3 of the TA of the students in advance before the commencement of the tour subject to the conditions that the amount will be adjusted in a final bill presented after within one month of the tour is over. Vouchers should be forwarded with the final bill as per rules. In cases when vouchers could not be obtained a certificate of payment should be furnished.
- c. To sanction TA and DA to staff members at KSR rates if the place of tour is not less than five miles (8 KM) away from College.
- d. To sanction contingent expenditure such as transportation charges of specimen, equipment etc. at a maximum of Rs.50/- in each case.

3. Principals of Training Colleges & Physical Education Colleges:

- a. To sanction excursion of students of Training College within the state subject to budget provision.
- b. To draw and disburse 2/3 of the TA of the students and contingent expenditure in advance before the commencement of the excursion subject to the conditions that the amount will be adjusted in a final bill presented within one month after the tour is over. Vouchers should be forwarded with the final bill as per rules. In case when vouchers could not be obtained a certificate of payment may be furnished.
- c. To sanction food charges of students at a maximum of Rs.3/- per head per Diem.
- d. To sanction contingent expenditure such as transportation charges; luggage, room rent, etc, upto a maximum of Rs.100/- at time.

As regards the rules to be observed for the same, Government are pleased to issue the following rules that will govern the study tour and excursion when conducted.

Rules for the study tours and excursion of students and staff in Arts and Science Colleges under the Administrative control of the Director of Collegiate Education:-

Deputation of Staff members.

- (i) If the number of students is 20 or less one staff member of rank not above that of a senior lecturer and a peon or Attender may accompany. For batches of students have a strength of more than 20, two staff members and one subordinate staff (Peon or Attenders)
- (ii) For study tours for the benefit of Post Graduate students' one staff member one peon or Attender may be deputed irrespective of strength of the party.
- (iii) The staff members (including Attender and peon) may be paid TA/DA as per rules in KSR.
- (iv) If the staff members (including Attender and Peon) travel in a special conveyance arranged for the purpose, no TA will be paid.
- (v) A lady escort (teaching faculty/lady staff of the college) is compulsory in case if there are any girl students in the tour team.
- (vi) The study tour proposal duly recommended by the Principal is to be submitted to the Director one month in advance with all details including the list of students, teachers and lady escort etc.

Note:- (1). DA at KSR rate will be sanctioned to the staff member for their days of halt.





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- (2). The maximum number of days of halt is fixed as seven days.
- (vii) Students will be paid third class train fare or actual bus fare at concessional rate if available, whichever is less.
- (viii) All miscellaneous charges such as food, rent of buildings etc. if any, should be borne by students themselves.

Rules for the excursion of students and staff in Training College and Physical Education Colleges under the administrative control of the Director of Collegiate Education.

- (i) Two staff members may accompany the party if the strength of students is above 20. If necessary, two peons or Attenders may accompany the party if the number of students is not less than 20. Only one staff member and one peon or Attender need accompany of the strength the party is less than 20.
- (ii) Members of staff (including peon or Attender) who accompany the party on excursion will be paid TA and DA as per rules of KSR.

15.19. DAMAGES OF FURNITURE BY STUDENTS DURING STRIKE PERIOD – REALISATION OF COST FROM STUDENTS.

(GO (Rt) No.42/83/H.Edn. dated 05/01/1982)

In the G.O. cited Government have requested to give necessary instructions to the Principal of the Government and Private College for realization of the loss caused to furniture, tools and apparatus of colleges during strike period due to violent action of students.

As per the G.O. the Principals of all Government and Private Colleges are requested to give wide publicity to the orders among the students and impress on them that the loss in such cases will be made good by imposing collective fines on all the students of the college.

15.20. RULES TO BE FOLLOWED IN THE DEALING WITH MALPRACTICE CASE AT UNIVERSITY EXAMINATIONS:

As per concerned University Rules.

15.21. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

(UGC circular No.G1-16/2009(CPP-II) Dated September 2009)

1. What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) Indulging in rowdy or indisciplinable activities by any student/students course do and which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;





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© Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

(d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

(e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

(g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

(h) Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

(i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by student over any fresher or any other student.

2. Measures for prohibition of ragging at the institution level:

(a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

(b) All institutions shall take action in accordance with these regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. Measures for prevention of ragging at the institution level:

3.1 An institution shall take the following steps in regard to admission or registration of students; namely,

(a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any media, for admission of students to any course of study shall expressly provide that ragging





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is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

(b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full, provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the Institution, faculty members, members of the Anti-Ragging Committee and Anti-Ragging Squads, District and Sub Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admissions/instructions booklet or the prospectus.

(c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulations 3.1 of these Regulations.

(d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/ or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition or ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

(e) The application form for admission, enrolment or registration shall contain an affidavit, mandatory in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English Language in Annexure I to these Regulations, to be filled up and signed by the parent/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition or ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time





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being in force and such action would include but not limited to debarment or expulsion of his/her ward.

(f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/ Transfer Certificate /Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

(g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

(h) Before the commencement of the academic session in any institution, the Head of the institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parent/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

(i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed in Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

(j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

(k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

(l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations, if any, and shall be resorted to at such points at odd hours during the first few months of the academic session.

(m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

(n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific





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section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.

(o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution for the purpose of offering counselling to freshers and to other students after the commencement of the academic year.

(p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

3.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely:

(a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to, for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to these Regulations, Wardens, Head of the Institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

(b) The institution, through the leaflet specified in clause (a) of Regulation 3.2 of these Regulations shall explain to the freshers, the arrangement made for their induction and orientation which promote efficient and effective means of integrating them full as students with those already admitted to the institution in earlier years.

© The leaflet specified in clause (a) of Regulation 3.2 of these Regulations shall inform the freshers about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the Warden or to the Head of the Institution, as the case may be.

(d) The leaflet specified in clause (a) of Regulation 3.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

(e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior





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colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

(f) The institution shall set up appropriate committees, including the course in charge, student advisor, wardens and some senior students as its members, to actively monitor, promote and regulate healthy interactions.

(g) Freshers or any other students(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject any adverse consequence only for the reason for having reported such incidents.

(h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

(i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to co-ordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

(j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available; the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens security guards and other staff of the institution.

(k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

(l) It shall be the responsibility of the parents/guardian of freshers to promptly bring any instance or ragging to the notice of the Head of the Institution.

(m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 3.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

(n) Every institution shall obtain the affidavit from every student as referred to above to clause (m) of Regulation 3.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining copies of the affidavit in a electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the Institution or by the affiliating University or by any other person or organization authorized to do so.

(o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided





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his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

(p) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution. Such data base shall also function as a record of ragging complaints received, and the status of the action taken thereon.

(q) The data base shall be made available by Commission to the non-governmental agency to be nominated by Central Government, to build confidants in the public and also to provide information of non compliance to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

(r) The Head of the Institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

3.3. Every Institution shall constitute the following bodies; namely;

(a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Governmental Organisations involved in youth activities, representatives of faculty members, representatives of parents, representative of students belonging to the freshers' category as well as senior students, non teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

(b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

(c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining, vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

(d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids in hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.





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(e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employees of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of regulation 9.1

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.

(f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year, and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of higher level for six Mentors of the lower level.

(g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall co-ordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of Institutions in regard to the activities of the Anti-Ragging Committee, Anti-Ragging Squads and the Monitoring Cells at the Institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

(h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

3.4 Every institution shall take the following other measures, namely;

(a) Each hostel or a place where groups of students reside, forming part of the institution shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents or ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

(b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.





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© The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

(d) The professional counsellors referred to under clause © of Regulation 3.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

(e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

(f) The faculty of the institution and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

(g) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case or ragging which comes to his/her notice.

(h) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

(i) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the Institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

(j) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to antiragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to hand at least the rudiments of the counselling approach.

(k) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.





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(l) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

(m) Notwithstanding anything contained in those regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

(n) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by

(o) The Vice Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating University, to the State Level Monitoring Cell.

4. Action to be taken by the Head of the Institution:-

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- i. Abetment to ragging;
- ii. Criminal Conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging.
- iv. Public nuisance created during ragging.
- v. Violation of decency and morals through ragging
- vi. Injury to body, causing hurt or grievous hart;
- vii. Wrongful restraint;
- viii. Wrongful confinement





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- ix. Use of criminal force.
- x. Assault as well as sexual offences or unnatural offences;
- xi. Exertion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal Intimidation
- xv. Attempts to commit any or all of the above mentioned offences against the victims.
- xvi. Threat to commit any or all of the above mentioned offences against the victims.
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging" Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal Officer of the affiliating University, if the institution is an affiliated Institution. Provided further that the institution shall continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

5. Administrative action in the event of ragging.

(1) The institution shall punish a student found guilty or ragging after following the procedure and in the manner prescribed herein under.

(a) The Anti-Ragging Committee shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

(b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iii. Debarring from appearing in any test/examination or other evaluation process.





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- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or International meets tournament, youth festival, etc.
- vi. Suspension /expulsion from the hostel.
- vii. Cancellation of admission
- viii. Rustication from the institution for period ranging from 1 to 4 semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. Fine which may extend upto Rs. 2.5 lakh?

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

© As appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- (i) In case an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- (ii) In case of an order of a University, to its Chancellor,
- (iii) In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

(2). Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely:

- (i) Withdrawal of affiliation/recognition or other privileges conferred.
- (ii) Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any Degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- (iii) Withholding grants allocated to it by the University, if any.
- (iv) Withholding any grants channelled through the University to the institution.
- (v) Any other appropriate penalty within the powers of the University.





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(3) Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental enquiry, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such laps are attributable to the Head of the institution, the authority designated to appoint such Head shall take such action.

(4) The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with their Regulations or fails to punish perpetrators or incidents of ragging suitably take one or more of the following measures, namely;

- (i) Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- (ii) Withholding any grant allocated.
- (iii) Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- (iv) Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- (v) Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations, provided that the action taken under this clause by the Commission against any Institution shall be shared with all Councils.

15.22. COLLEGE UNION ELECTION RULES

(Approved by the Syndicate as per resolution 84-75 dated 31/01/1984 and 94-486 dated 31-07-1998)

1. The College Union Council comprises the following offices:
 - (i) The President of the Union (Principal of the College Ex-officio)
 - (ii) The Chairman.
 - (iii) The Vice-Chairman
 - (iv) The Secretary.
 - (v) The Joint Secretary.
 - (vi) Councillor/Councillors to the concerned University Union of the College Union.
 - (vii) The Secretary, Fine Arts





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- (viii) The Chief Student Editor of the College Magazine (Final year students are not eligible)
- (ix) General Captain (Sports & Games)
- (x) The Staff Advisor Treasurer nominated by the President (with no vote)
- (xi) The Secretary of each of the various (main subject-wise), College Association (Restricted to degree and PG College only)
- (xii) One representative each of I DC, II DC and III DC (For professional colleges, one representative for each year) elected by the students of the respective classes and representative elected by all the PG students.

2. The Vice-chairmanship and the Joint Secretaryship in mixed colleges shall be reserved for ladies provided the number of lady students in the colleges is not less than five percent of the total number of students in the colleges. If girl students are not willing to contest in the election these reserved offices shall kept vacant. The number of councillors shall be only one in colleges having strength of less than 800 and shall be two where the strength is 800 and above. Offices 2 to 9 shall be filled by election by all the students of the college and office (11) & (12) by the students of the respective associations/class. The election procedure for all the seats shall be the same.

3. The Union Executive Committee comprises the following offices.

- (i) The President of the Union
- (ii) The Chairman
- (iii) The Vice-Chairman
- (iv) The Secretary
- (v) The Joint Secretary
- (vi) Councillor/Councillors to the concerned University Union
- (vii) The Secretary, Fine Arts Club.
- (viii) The Chief Student Editor of the College Magazine
- (ix) General Captain
- (x) Three members selected by the Union Council from among themselves (except in Training Colleges)
- (xi) The Staff Advisor/Treasurer

4. The Union Secretary shall act as the Secretary of Executive Committee.

In Training Colleges the Union Council shall be the Executive Committee.

5. Except as otherwise exempted by the University, the conduct all elections in the Colleges affiliated to the University shall be held as provided hereunder.

(i) *The Returning Officer*:- The Principal of the College or a senior member of the Staff appointed by the Principal and intimated to the University in time, shall be the Returning Officer for all Union elections held in the College. He may appoint the required number of staff to assist him in the conduct of election. (It shall be the responsibility of the Principal to take all precautionary measures to ensure a peaceful atmosphere in the college campus during the election days)

(ii) *Notification*:- The election shall be notified not less than 10 working days before the fixed date for the polling. The notification shall contain: date of notifications; last date of receipt of nominations; date of scrutiny of nomination and publication of list of candidates validity





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nominated; last date and hour for withdrawal of candidature and that of publication of the final list of candidates; date and hour fixed for the poll; date and hour of scrutiny and counting of votes.

(iii) *Electoral Rolls*:- The Returning Officer shall maintain electoral rolls to elect candidates at any election showing the names of students qualified to vote thereat, serially numbered with details of their class, group, subject etc. Copies of the electoral rolls shall be made available to the students in the office of the Returning Officer.

(iv) *Eligibility to take part in Election*:- The names of all the students who are on the effective rolls of the College on the date of publication of the election notification shall be included in the electoral rolls. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections, provided however that any student whose name is subsequently removed from the college roll and thereby ceases to be student before the date of election shall be removed from the electoral roll.

The Returning Officer shall make any correction alteration or deletion in the rolls provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction, alteration or deletion is justified. The Returning Officer may also include the name of the any student inadvertently omitted from original electoral rolls. The corrected final electoral roll shall be published in the College Notice Board.

(v) *Notification of Election*:- The Returning Officer shall under the general direction from the University, notify the election to the students simultaneously causing it to be displayed in the college notice boards. The notification shall contain the schedule of election as detailed in V (2) above. The Returning Officer shall also display the relevant portion of the election rules on the college notice board.

(vi) *Nomination of Candidates*:- Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. Every nomination shall be in the prescribed form (specimen form Appendix 'A') and shall be made by an elector in writing and shall be seconded by another elector. Every such nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected, the consent being signed in the presence of the Returning Officer after proper identification. Each nomination for the posts (2) to (9) of clause-I shall be accompanied by a security deposit of Rs.25/- (Rupees Twenty five only). The nomination paper should be handed over to the Returning Officer or the person authorized by him to his office, within the date and hour fixed for the purpose. The Returning Officer shall give a receipt for every nomination received by him. If any candidate gives several nominations for the same post, only Rs.25/- be received from him/her as security deposit. The security deposit will be returned to the candidates if (1) the nominations is withdrawn as per Rules in V(9) and/or (2) if the candidate gets at least 20% of the total number of votes polled for the post for which he/she is contesting "Security deposits forfeited by the candidates shall be credited to the College Union Fund".

No persons shall propose or second more than one person for the same post. A person who has proposed another person for a post shall not second a third person for the same post. A candidate nominated for a post shall not propose or second another person for the same post.





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(vii) *Scrutiny of Nominations*:- All nomination papers shall be scrutinized by the Returning Officer at the hour on the prescribed. The candidate or his authorized agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.

(viii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nominations paper on the ground that it is not valid and may reject either on his own motion or on such objection on any nomination paper. The decision of the Returning Officer shall in each case be endorsed by him on the nomination paper in respect of which such decision is given.

(ix) *List of candidates validly nominated*:- A list of candidates (with their names, class, subject, group) whose nominations have been declared valid shall be published by affixing the same on the notice boards in the College.

(x) *Withdrawal of Candidature*:- Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final.

(xi) *Final List of Candidates*:- The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature, a final list of candidates validly nominated showing the names arranged in alphabetical order together with their class, group and/ or subject.

(xii) *Declaration of election of validity nominated Candidates*:- (a) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected.

(b) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected, and the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining a vacancy(ies) on a subsequent date.

(c) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed.

(xiii) *Voting*:- (a) Voting shall be by secret ballot. No vote shall be given by proxy. For the convenience of students and for the smooth conduct of the election, a number of polling booths may be arranged. There will be Presiding and Polling Officers attached to each booth.

(b) The ballot box sealed or locked (in the presence of the candidates or their agents if so requested by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.

(c) The Presiding Officer shall ascertain (a) the identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.

(d) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper (for specimen see Appendix 'C') in a ballot paper book which shall be got printed for the





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purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the signature of the Presiding Officer thereon and handover to the voter.

(e) At the time of issuing the ballot paper, the Polling or Presiding Officer shall tick mark against the name of the elector in a copy of the electoral roll kept for the purpose and get the signature of the elector on the electoral roll.

(f) The elector who has received the ballot paper shall then proceed to the place screened from observation by others, for marking the vote, record his vote in the ballot paper in the manner prescribed, ie, by affixing the number seal bearing 'X' mark against the name of the candidate, in the column provided for that and then proceed to the place where the ballot box is placed and deposit the same in the ballot box.

(g) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain there longer than is necessary for recording his vote.

(h) If any elector is incapacitated from blindness or other physical causes, it shall be competent for him to record his vote by the hand of a helper, who shall be a voter of the same booth. The Presiding Officer shall seal the slit of the ballot box immediately after the period of voting in the presence of the candidates or their agents. The ballot paper account shall be made available to the candidates/agents for reference. The Presiding Officer shall handover the ballot box to the Returning Officer to keep in safe custody.

(i) The candidates may appoint a polling agent in each polling booth from among the voters of that polling booth with the prior permission of the Returning Officer.

(xiv) *Procedure on Counting*:- (a) The procedure shall be started only in the presence of Returning Officer, candidates or their agents and other counting officials. The scrutiny and counting of votes shall be held by the Returning Officer from the hour appointed on the date fixed. The ballot box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer.

(b) No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and candidates concerned. The candidates (in case they are unable to be present at the counting) may nominate (in writing) a representative (agent) from among the voters in their place to be present at the time of counting.

(xv) *Ballot paper when rejected*:- (a) Ballot paper shall be invalid and rejected.

(a1) If it does not bear signature of the Presiding Officer: or

(a2) If a voter signs his name or writes any word or makes any mark on it by which it becomes recognizable; or

(a3) If the vote is recorded thereon by any mark other than 'X' against the name or names of the candidates(s); or

(a4) If no vote is recorded thereon; or





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(a5) If the number of vote recorded thereon exceeds the number of vacancies to be filled ; or

(a6) If it is void for uncertainty; or

(a7) If it violates any other law;

(a8) If the vote is recorded outside the column provided for that purpose.

(b) Every ballot paper rejected shall be so endorsed by the Returning Officer and such papers shall be kept separately.

(xvi) *Recounting* :- (a) Any candidate (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer to re-examine or recount the papers of all or any candidate contesting for that particular office and the Returning Officer shall re-examine and recount the same accordingly.

(b) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the accuracy of any previous count, provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

(xvii) *Declaration of results*:- (a) The candidate(s) equal in number to the number of vacancies receiving the large number of votes shall be declared duly elected.

(b) If two or more candidates receive an equal number of votes and they cannot all be declared, the final election shall be made by drawing lots by Returning Officer.

(c) The number of votes received by each candidate and the number of invalid votes shall be recorded at the time of counting in the presence of candidates or their agents. The candidates/agents shall be allowed to check the result sheet and to affix their signature if they so wish.

(xviii) *Objection*. - Complaints and objections regarding the election before the publication of the results shall be made to the Returning Officer, who shall be the authority to dispose of such complaints and objections. Objection to the election if any, after the publication of the results shall be made in writing to the Vice-Chancellor of the University so as to reach him within seven days after the declaration of the results of the election and his decision shall be final.

Every petition containing the objection shall be forwarded to the Vice-Chancellor along with a chalan receipt for Rs. 50/- towards petition fee remitted in Treasury to the credit of the concerned University. Every such petition shall be accompanied by as many copies thereof as there are respondents mentioned in the petition and every such copy shall be attested by the petitioner under his signature as a true copy of the petition. A petitioner shall join as respondents to his petition(s) where the petitioner in addition to claiming declaration that the election of all or any of the returned candidates is void claims a further declaration that he himself or any other candidate has been duly elected all the contesting candidates other than the petitioner where no such further declaration is claimed, all the returned candidates.





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(xix) *Preservation of election papers:-* All papers connected with the conduct of Union elections (electoral rolls, nomination papers, used and unused ballot papers etc) shall be preserved by Returning Officer for a period of one month after the declaration of the results, or if any dispute arises regarding the election, until it is disposed of.

(xx) *Note (a)* Students should desist from disfiguring the class rooms, compound walls and buildings in the college campus by pasting of posters or writing on the walls as the part of their election campaign. They should also desist from disfiguring the compound walls of neighbouring buildings as well.

(b) Election campaign/propaganda in the college campus should be limited to the issue of pamphlets and bit-notices, display of banners and posters and conducting group meeting to present the candidates.

(c) Persons who are not on the rolls of the College Register should not be allowed to take part in the propaganda work in the college campus.

(d) Students should not arrange for election propaganda/campaign/meeting in the college campus during working hours except with the specific sanction of the Principal

(e) There should not be any sort of canvassing/propaganda in the college campus on the day fixed for the poll till the election results are announced.

15.22.1. COLLEGE UNION ELECTION RULES AS PER LYNGDHO COMMITTEE REPORT. ELIGIBILITY CRITERIA FOR CANDIDATES.

(Lyngdoh Committee report: pages 47, 48 & 49 as accepted by the Hon'ble Supreme Court of India)

1. Under Graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where course often range between 4 to 5 years..
2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24-25 years
3. For research students the maximum age limit to legitimately contest an election would be 28 years.
4. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
5. The candidates should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, of whichever is higher.
6. The candidates shall have one opportunity to contest for the post of officer bearer, and two opportunities to contest for the post of an executive member.
7. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the University authorities.
8. The candidate must be a regular, full time student of the College/University and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.





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15.22.2 Code of conduct for candidate and Election Administrators.

(Lyngdoh Committee report pages 50,51, & 52 as accepted by the Hon'ble Supreme Court of India)

1. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or creates mutual hatred or cause tension between difference castes and communities, religious or linguistic or between any groups (s) of students.
2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters of such other candidates based on unverified allegations or distortion shall be avoided.
3. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without (outside) the campus shall not be used for election propoganda.
4. All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of votes, canvassing or the use of propoganda within 100 meters of polling stations, holding public meeting during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
5. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such handmade posters are procured within the expenditure limit set out herein above.
6. Candidates may only utilize hand-made posters and certain places in the campus, which shall be notified in advance by the election commission/University authority.
7. No candidate shall be permitted to carry out processions, public meetings, or in any way canvas or distribute propoganda outside the University/College Campus.
8. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University/College campus, for any purpose whatsoever, without the prior written permission of the College/University authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any University/College Property.
9. During the election period the candidates may hold procession and/or public meetings, provided that such processions and/ or public meeting do not, in any matter, disturb the classes and other academic and co-curricular activities of the College/University. Further, such procession/public meeting may not be held without the prior written permission of the College/University authority.
10. The use of loud speakers, vehicles and animals for the purpose of canvassing shall be prohibited.
11. On the day of the Polling, student organizations and candidate shall:
 - (i) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or observation.
 - (ii) Not serve or distribute any eatable, or other solid and liquid consumables, except water on polling day;
 - (iii) Not hand out any propoganda
12. Excepting the voters, no one without a valid pass/letter of authority from the election commission or from the College/University authorities shall enter the polling booths.





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13. The election commission/College/University authorities shall appoint impartial observers. In the case of deemed Universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institution that are following the nomination model of student representation.
14. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
15. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission/College/ University authorities may also take appropriate disciplinary action against such a violator.
16. In addition to the above mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (section 153A and Chapter IXA "Offences Relating to Election"), may also be made applicable to student election.

15.22.3. LYNGDHO COMMITTEE REPORT AMENDMENT.

As per SW(5)LCR/2008/Amend, dated 16/07/2008, Calicut University

Read:- (1) Extract of the Confirmed minutes of the meeting of the Syndicate held on 13/05/2008

(2) Orders of the Registrar on file no. SW (5)/LCR/2008/Amend

ORDER

The Syndicate has resolved vide Read (1) to make the following amendments in the Lyngdoh Committee Report clause 6-5-5, 6-5-6 and 6-5-7.

Clause 6-5-6: Although the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in University Examination in the year of contesting the Election.

Clause 6-5-6: The Candidate shall have one opportunity to contest for the post of office bearer and/or Executive Member each year during his period as a regular student.

Clause 6-5-7: The candidate shall not have a previous criminal record, that is to say he/she should not have been convicted of any criminal offence or misdemeanour and punished with a fine of Rs.2000/- (Rupees Two Thousand only) or more. The candidate shall also not have been subject to any disciplinary action by the University Authorities.

Sanction, has therefore been accorded by the Registrar on 30/06/2008 to implement the above Syndicate decision.

Order are issued accordingly
Sd/-

Dean of Student Welfare

For Registrar.

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APPENDIX A

Nomination Paper
 Post for which nomination is made :
 Name of the Candidate :
 Class of the Candidate :
 Group/Subject :
 Number of the Candidate in the electoral roll:
 Name of the Proposer :
 Class of the Proposer :
 Group/Subject of the Proposer :
 Number of the Proposer in the electoral roll :

Signature of Proposer
 Date:

Name of the Secunder :
 Class of the Secunder :
 Group/Subject :
 Number of the Secunder in the electoral roll :

Signature of the Secunder
 Date:

Consent of the Candidate : I agree, if elected, to serve on the body to
 Which I am proposed as a candidate.

Signature:
 Date :

(To be signed in front of the Returning Officer)

APPENDIX B

.....College Union Election 20..

Form for withdrawal of Candidate

I,.....hereby withdraw my candidature for the office
 of

of the College Union.

Place:

Signature of Candidate

Date:





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(To be signed in front of the Returning Officer)

APPENDIX C

(Counterfoil) Sl.No. College Union Election 20... Election to the post of Name of the voter..... No. of the voter in the Electoral Roll	Sl.No. BALLOT PAPER (Signature of Presiding OfficerCollege Union Election 20.... Election to the post of <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl. No.</th> <th style="width: 50%;">Name, Class, Group and Electoral No. of candidate</th> <th style="width: 40%;">Column for marking the vote</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> </tbody> </table> (The facsimile of signature of the Returning Officer should be affixed on the reverse side)	Sl. No.	Name, Class, Group and Electoral No. of candidate	Column for marking the vote	1			2			3			4			5			6		
Sl. No.	Name, Class, Group and Electoral No. of candidate	Column for marking the vote																				
1																						
2																						
3																						
4																						
5																						
6																						

Any amendments to these bye-laws shall be made by the Syndicate of the University.

Any dispute or question arising with regard to the provisions contained in these bye-laws be decided by the Vice-Chancellor in consultation with the Syndicate and such decisions made by the Vice-Chancellor shall be final.



Mrudula Menon V.
Mrudula Menon V.
Principal-in-Charge
The Cochin College



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15.23. COLLEGE LIBRARY

15.23.1. General Library

1. The books will be issued to students from the Central Library as per the schedule arranged by the Librarian.

2. Number of books a student can borrow at a time from the library:

Degree	2	This number can be revised as per the advice of the Library Advisory Committee after considering total number of books available in the library and the total number of students in the College.
Post Graduate	4	Same as above

3. Books borrowed from the Central Library must be returned within a fortnight and they can be renewed for a further period of seven days if no one else has applied for the same books.

4. (a) Absence from college will not be accepted as an excuse for not returning the books in time.

(b) If the due date for return of books falls on weekends or holidays the book must be returned on the next working day.

© Books borrowed for use during Onam, Christmas and summer vacations should be returned not later than third day after the reopening of the college.

(d) Annual Stock Verification- All the books borrowed from the Central Library by students and members of teaching and non-teaching staff must be returned by the first of March every year for the annual physical stock verification of the Library.

5. (a) Failure to return a book on or before the due date entails the student to pay a fine of one rupee per day of delay for each book.

(b) Failure to pay fine in time will result in the forfeiture of the right to borrow books till fines are paid.

© Transfer Certificates will be issued and caution deposit refunded only after the clearing all the dues to the library.

6. (a) A member of the teaching staff is allowed to borrow Ten books at a time from the Central Library.

(b) Members of the non-teaching staff are allowed to borrow three books at a time from the Central Library.

7. (a) All books should be returned in time for the annual physical stock verification in March every year.

(b) A member of staff who takes leave must return all the books borrowed from the Library before proceeding on leave.





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8. Disfiguring the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held as serious damage to books and in such cases they are either to be replaced by new copies or get bound by the borrowers as the case may be.

9. For loss of books the following procedure will be followed:- as per G.O.1028/A3/93.H.Edn. dated 28/05/1993.

(i) If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one.

(ii) If the lost book is not available for replacement the value of the lost book will be realized at the following rates:-

(a) Ten times the face value of the books which are published prior to 1946.

(b) Six times face value of the books which are published, prior to 1970.

© Three times the face value of the books in all other cases.

(d) If the book value cannot be ascertained from the Library Stock Registers compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

10. Sub-lending and transferring of books to other person's name are not allowed.

11. Books from the reference section shall not be taken outside the library.

12. Strict silence should be observed in the Library. Personal belonging such as umbrellas, bags, Tiffin carriers, etc., are not allowed to be kept in the Library. Smoking, sleeping and indecorous behaviour are prohibited inside the Library. The use of mobile phones is strictly prohibited inside the library.

13. In all matters regarding the Library the decision of the Principal shall be final

15.23.1. Guidelines in fixing Liability for Missing Books.

(As per Govt. Circular No: 27855/A3/2000/H.Edn. dated 8/12/2000)

1. The responsibilities for the missing books from the Library should be fixed on each individual strictly with reference to the duties and responsibilities of each individual working in the Library.
2. The entire staffs working in the library is responsible for the proper accounting of the books and other articles in the library.
3. The maximum number of books that can be written off in a year is 0.5% of the books in circulation.
4. The Library staff will be responsible for the loss of books in excess of the admissible number and the cost of such books will be recovered from the library staff in equal shares.
5. The person who are transferred out of the institution on transfer or promotion will be relieved of their duties on executing an undertaking to the effect that liabilities if any fixed on them in respect of the missing books during the period they have worked in the institution would be remitted by them and this position will be shown in the relieving order.





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15.23.2. Guidelines for Issuing Library Books.

(As per Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE)

While fixing conditions in connections with the issue of books from the College Library the following conditions should also be followed in addition to other conditions.

1. The maximum number days permissible to hold a library book by a Teaching Staff is 1 (One) day in case of rare books having only one copy in the Library and 14 days in case of other books.
2. Permission should not be given to anybody to take away the reference books, outside the library.
3. The maximum number of books that can be issued to Teaching Staff is 10 nos. only.
4. The teaching staff who fails to return the library books on or before the due date entails to pay the fine.
5. It is the responsibility of the Librarian to make sure no complaints from the part of the students in connection with the availability of books in time. If possible reservation system can be considered.
6. The Principal has to inspect the Issue Register and the Library periodically, so as to review the general performance of the Library and report to the higher authorities.





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CHAPTER 16

STATUTORY COMMITTEES

16.1. COLLEGE COUNCIL

1. The College council shall consist of the Principal and Heads of the Department of each subject of study, two persons elected from the staff members, Librarian of the General Library and the Ministerial Head of Administrative Staff of the College Office.
2. The Principal shall be the ex-officio President of the Council. The council shall appoint one of the members as the Secretary and the member so appointed shall hold office for one year, but shall be eligible for re-election.
3. The general administration of the college shall vest in the Principal subject to the control of the Director of Collegiate Education. Some of the general administrative work of the College may be distributed by the Principal among the members of Council to be done under the general supervision of the Principal e.g. Library, Athletics, Maintenance of Building and the ground etc.
4. The Council is empowered to consider and report of any question concerning accommodation, course of instruction, or rules of discipline referred to it by the Principal but is shall not interface in any manner with the general administration of the college which is vested in the Principal acting under the orders of the Director of Collegiate Education.
5. All questions of promotion, term certificates and scholarships shall ordinarily be decided by the Council.
6. All cases of serious misconduct on the part of students involving loss of their term certificates or their removal or expulsion from the College shall be dealt with by the Principal, ordinarily in consultation with the College Council.
7. Meeting of the Council shall be convened at such time as the Principal may consider necessary. He shall also convene a meeting when required to do so by the Director of Collegiate Education or on the written requisition of not less than two third of the members.
8. Not less than three day's notice of a meeting shall ordinarily be given to each member. The notice ordinarily be accompanied by the agenda.
9. It shall be the duty of the Secretary to give notice of the meeting of the Council, to keep a record of the proceedings of such meeting and to forward to the Director of Collegiate Education through the Principal a copy of the proceedings of each meeting.
10. The Principal or in his absence, the Vice Principal shall take the Chair at all meeting of the Council.
11. Not less than majority of the members shall form the quorum and all questions shall be decided by a majority of the votes of members present. If the votes including the vote of the





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chairman are equally divided, the Chairman shall have a casting vote. The Principal may over rule the decision of the College Council, but in such case he shall make a report to the Director of Collegiate Education setting forth the reason for doing so.

12. The chairman shall be the sole judge of any point of order. He may call any member to order and shall have power to take any action as may be necessary to enforce his decision.

13. The Budget shall be framed by the Principal in consultation with the members of the Council and forward to the Director of Collegiate Education.

14. Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed by the Council.

16.2. IQAC

The National Assessment and Accreditation Council (NAAC) advocates the establishment of Internal Quality Assurance cell (IQAC) by all the accredited institutions as a post accreditation quality sustenance activity. The Internal Quality Assurance Cell (IQAC) was set up in the college in 2006. The IQAC works in accordance with the guidelines issued by the UGC and acts as change agent in the college. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. Dissemination of information of various quality parameters of higher education, documentation of the various programmes and activities leading to quality improvement of the college are some of the important functions of the IQAC. IQAC meets at least once in a month.

16.3. PARENT-TEACHER ASSOCIATION

The aims and objects of the association are:

1. To foster and promote good relationship among the members of the teaching staff, students and parents/guardians of the students.
2. To create in members a keen interest for the smooth working of the college and for maintaining good discipline and high academic standards.
3. To collect subscriptions, donations, gifts etc., from members, non-members and the other institutions for furthering the aims and objects of the association.
4. To institute scholarships, prizes, medals etc., to benefit students showing a high proficiency in their studies.





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16.3.1 CONSTITUTION OF THE PARENT TEACHER ASSOCIATION, GOVERNMENT COLLEGE,

1. *Aims and objects*:- The aims and objects of the Association shall be:

(a) To foster and promote good relationship among the members of the teaching staff, students and guardians of the students.

(b) To create in its members a keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.

© To institute scholarships, prizes medals etc., to benefit students showing a high proficiency in their studies.

(d) To provide sure amenities to the students of the college.

2. *Memberships*:- (a) The parents/guardians of all the students on the rolls of the college during a year shall be eligible to be members of the Association.

(b) When a student is removed from the rolls of the College the parent/guardian of the student shall *ipso facto* cease to be member of the Association.

© The Principal and the other members of the teaching staff shall *ipso facto* be members of the Association.

3. *Administration*:- (a) The administration of the Association shall vest in an executive committee, hereinafter referred to as the Committee, elected for the purpose.

(b) The Committee shall consist of :

(i) A President

(ii) A Vice President

(iii) A Secretary elected from among the members of the teaching staff; and

(iv) Not more than 8 other members of which at least 4 shall represent the parents/guardians and 4 the teaching staff.

© The term of office of the Committee shall be for a period of one year (the year for the purpose shall be the calendar year)

(d) A Committee once elected shall continue to hold office till a new committee assumes charge.

4. *Powers and responsibilities of the Executive Committee*:- Subject to the approval of the General Body of the Association the Committee shall have the following powers:

(a) To manage all affairs of the Association, to incur and meet all necessary expenses and do all such acts as are not inconsistent with these rules;

(b) To enlist members.

© To hold meetings of the Committee at least once in a term or oftener if deemed necessary.





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(d) To periodically check the registers and the other records of the Association and to scrutinize the statement of accounts.

(e) To scrutinise the annual report, the audited statement of accounts for the year and budget proposed for the ensuing year to be placed before the General Body.

(f) To implement all decisions taken by the General Body.

(g) To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.

(h) To fill up any casual vacancy in the Committee by co-option, to form sub-committee for specific purposes.

5. *Duties of the office-bearers- President:-* (a) The Principal shall be Ex-officio President and the Treasurer of the Association.

(b) He/ She shall have control over the affairs of the Association and shall preside over all committee meetings and the meeting of the General Body.

© He shall have powers to convene meetings of the Committee and of the General Body either in his own initiative or on the written requisition of at least 5 members in the case of the Committee, and 25 members in the case of General Body meeting.

(d) He shall be the sole custodian of all the funds of the Association and all the connected accounts books, receipt books, vouchers, pass books etc

(e) He shall have the powers to operate the accounts of the Association and to incur such expenditure as may be approved by the Committee.

(f) He shall maintain proper records of all receipts and payments and such records shall be presented before the Committee at its meetings.

(g) He shall get the annual statement of accounts prepared and audited and such audited statements shall be placed before the Committee and the General Body.

Vice President:- (a) He shall be elected from among the parents/guardians.

(b) In the absence of the President, the Vice-President, shall perform all the duties of the President.

Secretary:- He shall be elected from among the members of the Teaching staff and have the following powers:

(a) To enrol members.

(b) To maintain proper register and records, to keep in safe custody all official papers of the Association and to attend to the day to day correspondence of the Association.





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© To convene meeting of the Committee or of the General Body when authorized to do so by the President.

(d) To keep a current record of the proceedings of all committee and General Body meeting.

(e) To perform all other functions as may be assigned to him from time to time by the President or by the Committee.

(f) To incur such expenditure as may become necessary.

6. *Committee meetings*:- (a) The Quorum for a meeting of the Committee shall be six.

(b) The President shall preside over all Committee meetings and in his absence the Vice-President. In case the Vice-President is also absent, the members of the committee present shall nominate one from among them to be the President of the meeting.

(c) Three days notice shall ordinarily be given for all Committee meetings.

(d) Special meetings of the Committee may be convened by the President at the written request of at least 4 members of the Committee.

(e) All decisions shall be by a majority of votes. In case of equality of votes, the President of the meetings shall have a casting vote.

7. (a) The General Body shall be the supreme authority concerning all matters of the Association.

(b) The General Body shall meet at least once in a year or oftener if necessary.

© The business to be transacted at the Annual Meeting shall include the following:

(1) To receive the annual report regarding the activities of the Association for the year.

(2) To examine the audited statement of accounts of the Association for the year.

(3) To approve the budget proposals for the ensuing year.

(4) To consider any amendments to bye-laws.

(5) To elect office-bearers of the ensuing years.

(d) The quorum for a General Body meeting shall be 15 or 1/5 of the total number of members on the rolls whichever is less.

(e) Seven days notice shall ordinarily be given for all meeting of the General Body either by direct intimation or by publishing, such information in dailies. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting.

(f) A special meeting of the General Body shall be convened at the written request of at least 25 members or when authorized to do so by the President. Such meeting shall dispense only





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the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meeting also.

(g) The President and in his absence the Vice-President shall preside over all meetings of the General Body. In the absence of both any member elected from among the members present shall preside.

(h) All decisions of the General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

10. *General*:- (a) The Association shall have a common seal which shall be in the safe custody of the President/Secretary.

(b) Any document executed by the Association shall be signed by the President and the Secretary.

© In case of any legal proceedings before a court by or against the Association, the Association shall be represented by one of its Secretaries.

(d) In case of dissolution of the Association at any time all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the General Body.

(e) None of the above rules shall be altered, amended or rescinded except at a meeting of the General Body at which 2/3 of the members present record their vote in favour of the suggested changes.

16.4. COLLEGE DEVELOPMENT COMMITTEE.

(Constituted as per G.O.(Ms) No. 177/87/H.Edn. dated 15/5/1987)

Extract of the Order:-

Read: 1. G.O.(Ms) No.48/86/H. Edn. dated 22/02/1986.

2. D.O. Letter NO.2721/86/Plg.Q dated 20-03-1987 from the Director of Collegiate Education.

In the Government order read as first paper above, Government have accepted in principle the proposal or renovation of well-established old Government Colleges by raising funds through Alumni Association, Parent Teacher Associations and others. As per the letter read as second paper above, the Director of Collegiate Education has forwarded the draft scheme for the implementation of the proposal.

Government have examined the draft scheme and they are pleased to approve the scheme appended to this Government order subject to the condition that the accounts maintained by the Principals of the colleges should be open for audit by the Government as and when required.





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16.4.1. Scheme for the Development of well established Government Colleges.

There is need to initiate special efforts to improve the facilities in some of the old reputed colleges in Kerala. There has to be well planned approach for this and it is proposed to have the planning and the implementation, with the active involvement of the public, on the following guidelines.

1. **Identification of Colleges:-** The identification of the institutions to be brought under the purview of this scheme will be made by Government from time to time.

2. **Constitution of Development Committee:-** (1) The Constitution of the Committee shall be as follows:-

(i) District Collector - Chairman

(ii) Principal of the College- Secretary and Treasurer

(iii) One teacher nominated by the College Council

(iv) The Vice-President of the P.T.A.

(v) The President of the Alumni Association

(vi) The Chairman of the College Union

(vii) The Executive Engineer (Buildings)

(viii) Four persons to be nominated by the Director of Collegiate Education from among eminent public men of arts/letters (preferably former teachers, old students or parents of students of the colleges)

(a) The Committee shall meet as frequently as may be necessary. In the absence of the Chairman, a member of the Committee may be nominated to preside over any meeting.

(b) The Committee shall prepare a plan for the development of the college with a view to improving the facilities available including construction/maintenance to be carried out during a period of five years. The five year plan shall be broken up into annual plans.

(c) The Committee shall also be responsible for the implementation of the schemes. To the extent possible, the Committee should follow the rules in Government regarding construction works, purchases etc. Construction works undertaken by the Committee should be certified as fit by the PWD. Furniture and other items purchased by the Committee should be brought in to the stock account as in the case of articles purchased with Government Funds.

(d) A copy of the minutes of every meeting of the committee shall be forwarded to the Director of Collegiate Education immediately after the meeting.

3. **Funds:-** (a) The Committee shall have powers to accept donations from the public. The staffs of the college are also permitted to make collections towards the fund in the name of the "College Development Fund".





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(b) An amount equal to the funds raised by the Committee towards the college development fund will be given by the Government as grant. The grant will be paid taking into account the collections made up to the 31st of December every year.

(c) The request for grant shall be made by the Principal, through the Director, Collegiate Education, after the 31st December every year.

(d) The Principal should furnish a utilization certificate in respect of the grant disbursed, at the earliest, and in any case within one year of the withdrawal of the amount. If the money is not utilized within one year, the unutilized amount should be refunded.

(e) The Principal who is the Secretary of the Committee shall arrange to maintain proper accounts. All bank accounts should be operated by him. Receipts for contributions should also be given by the Principal or any person authorized by the Committee in this behalf.





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CHAPTER-17

EDUCATIONAL CONCESSIONS

17.1 SCHOLARSHIPS

For Details Visit: www.dcescholarships.kerala.gov.in

17.2 Fee & Educational Concession

Fees: Fees will be decided according to the Kerala Govt and concerned Universities

See New GO/539/2012/H.Edn. dated Tvm. 15/03/2012 (See Appendix)

17.2.1 EXEMPTION FROM PAYMENT OF FEES.

- (i) SC/ST/OEC students are exempted from payment of all fees.
- (ii) KPCR/OBC concession holders have to remit only the caution deposit amount as detailed below:

BA./B.Com/BBA	- 360/-
MA/M.Com	- 600/-

The fee concession will be subject to the condition that the annual income of the

Parent/guardian of the student is as follows:-

BA/B.Com/B.Sc/BBA etc.	: 25,000 and below
M.A/M.Com/MSc etc.	: 42,000 and below

17.2.2. EXEMPTION FROM PAYMENT OF UNIVERSITY EXAMINATION FEE

Exemption from payment of Examination fee will be allowed to various categories of fee concession holders for their first appearance in the University Examinations. The students belong to SC/ST/OEC category will be allowed a second chance of exemption from payment of fees again for their second consecutive appearance in the University Examination. Such students will forward their application for Examination to University through the Principal.

Blind students also will be allowed a second chance of exemption from payment of fees for their second consecutive chance in University Examinations.

17.3 CAUTION DEPOSIT

(Revised Rules G.O.(Ms) No.58/75/H.Edn. dated 4th April 1975)

- (a) Every student for a course of study in the Government or Private Institution shall, on admission to the college at the commencement of the course or during the period of a course, be liable to pay the caution deposit prescribed for that particular course at the rates prescribed along with the first instalment of tuition fees and other special fees payable on the date of admission at the commencement of a course or along with such items of fees as are to be paid





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under the rules in cases where the admission are taking place during the period of course, as the case may be.

(b) Students belonging to Scheduled Castes/Scheduled Tribes/Other Eligible Communities are exempted from payment of caution deposit. As 'Other eligible Communities' and 'Other Backward Communities' are considered as difference categories for the grant of educational concession from Harijan Welfare Department. Students belonging to 'Other Backward Communities' should pay the caution deposit prescribed.

17.3.1. REFUND OF CAUTION DEPOSIT AFTER ADJUSTING THE DUES.

(a) The caution deposit paid by a student for a particular course shall be retained in the institution till completion of the course of study, concerned in that institution. At the end of a particular course of study the caution deposit realized from the student will be refunded to him/her on receipt of application from student in the form prescribed and after clearing all the dues if any on account of:

- (i) Loss of Library Books
- (ii) Recovery of the fine for breakages of laboratory equipments and any other loss caused to properties of the colleges.
- (iii) Arrears of fees if any.

17.3.2. FORFEITURE OF CAUTION DEPOSIT

(a) Immediately after the expiry of the time limit prescribed for claiming the refund of the caution deposit amount, steps will be taken by the Principals of colleges to publish the date of disbursement of caution deposits of students who have not claimed the same within the stipulated time (Twelve months from the date of completion of the course) through leading dailies. The unclaimed caution deposit after a period of two months from the notice will be forfeited and remitted to Government Revenues.

(b) If, after admission to a course of study in a particular group/subject, a student changes his group/subject and if that change calls for only a lesser amount of caution deposit then the excess amount paid by refunded to him/her after adjusting dues, if any. Similarly, if the change in group/subject would call for payment of higher amount of caution deposit, then only the balance amount that is to be paid need be collected.

© The students should keep in safe custody the receipts issued for remittance of the caution deposit amount during the tenure of the course. The caution deposit amount will be refunded only if the connected receipt issued from the college is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of claim for refund. Exemption from the operation of this rule may be granted by the Principal in genuine cases where the original receipt is not in a position to be produced and provided further the Principal is personally satisfied about the identity of the applicant claiming the refund.





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17.3.3. Application for refund of caution deposit

(a) The application for refund of caution deposit shall be submitted in the prescribed form. The caution deposit shall be disbursed to the claimant in person and his/her Acquittance obtained in the caution deposit register.

17.4. REVISED RULES FOR COLLECTION AND REFUND OF FEES IN GOVERNMENT COLLEGES IN KERALA STATE.

(Vide G.O.(Ms) No.95/75/H.Edn. dated 12th June 1974)

(i). Tuition fees will be collected in three instalments (Term Fee) in the months of June/July (First Term), August/September (Second Term), and in January (Third Term) respectively. The first instalment of fees including the special fees prescribed and caution deposit will be collected from the students of senior classes within a period of seven consecutive working days beginning from the date of reopening of the college. In the case of junior classes, the instalments of tuition fees due till the date of admission with special fees and caution deposit will be collected on the date of admission

(ii). Subsequent instalments will be collected on or before the 7th consecutive working day of the month concerned. The Principal of the college may fix the due date for collection of fees for each instalment or various classes within the seven consecutive working days.

(iii). The Principal is competent to change the fee dates for particular class/classes so fixed to an earlier or to a subsequent date if it so happens that the college is ordered to remain closed by competent authority or that particular date originally proposed for collection of fees. In such cases a copy of the notice of the Principal notifying the change in fee date should be preserved and produced for audit purposes.

(iv). If any student fails to pay the fees or special fees on the due date he/she shall be liable to pay a fine of Rs. 5/- along with the fees or special fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.

17.5. REMOVAL OF NAME FROM THE ROLLS OF THE COLLEGE

(i). If the fees or special fees with a fine of Rs.5/- is not paid on or before the last date fixed for the fine of Rs.5/- an additional fine of Rs.10/- will have to be paid. If the fees and fines of an instalment are not paid before the last opportunity given for payment of that instalment, *the name of the student will be removed from the rolls of the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance also from the date of removal from the rolls of the college.* If the student is to be re-admitted, he/she has to apply for the special permission of the principal and also has to remit all the arrears of fees with fine. No re-admission fee will be realised in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.

(ii). The last opportunity for payment of an instalment of fee mentioned in para (i) above is defined as last working day previous to the due date of the succeeding instalment. But in the





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case of the last instalment, i.e., the fee due for February, the last opportunity is fixed as 5th March. If the 5th March happens to be a holiday, then the last working day previous to such date will be considered as the last opportunity.

(iii). The names of defaulters of an instalment should be published in the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.

(iv). The terms are defined clearly as follows:-

1st . Term – June, July, August/September till the date of closing for Onam holidays

2nd . Term-August, September/October, November and December till the date of closing of X'mas holidays.

3rd . Term – December, January and March

17.6. REFUND/ADJUSTMENT OF THE FEES

(Government letter No.2037/G3/2000/H/Edn. Dated 28/02/2000)

It has come to the notice of Government that certain college authorities are not making refund of fees when a candidate is shifted from one course to another or from a college to another as per the options exercised by them. It is only just and fair to refund or adjust the fees whenever necessary, when a candidate is shifted from one course /College to another as per his/her option.

All the Principal under the control of this Department will make refund/adjustment of the fees whenever necessary as there is clear provision in the prospectus allowing refund/adjustment consequent on any change of course/Institution.

17.7. ADMISSION FOR A TERM FOR MAKING UP SHORTAGE OF ATTENDANCE

1. Students who admitted for a term for making up shortage of attendance for the course which the student was undergoing should pay one-third of the tuition fees for the year together with full special fees and caution deposit at the time of admission. Only such of those former students of the respective colleges should be admitted as term students.

2. Every student is liable to pay the prescribed fee for the whole term during any part of which his/her name is under the rolls of the college:

Provided that if a student studying in the Arts and science and Sanskrit Colleges, for the Degree or Post Graduate course after obtaining transfer certificate from the institution, is admitted to the same course of study in any other similar college, he/she shall not be called upon to pay over again the fees already paid for the term in the college which issued the TC. But special fees and caution deposit will have to be paid again in the new College.

Explanatory Note:- The rules are uniformly applicable to private and Government Colleges and as such, the transfers from institution to institution can very well include cases of transfers from private College to a Government College and vice versa, and from a college affiliated to one





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University in the State to a College affiliated to another University in the State. This rule is not applicable for transfer between the day colleges and vice versa.

3. A student who leaves a particular college affiliated to any of the Universities in Kerala and joins another college so affiliated during the course of a term consequent on the transfer of any of his/her parents who are the employees of Government or otherwise is liable to pay the fee prescribed for the term concerned only to the college from where he gets transfer certificate. He should produce the receipt at the college where he joins afresh.

4. In the case of students admitted late after the commencement of the academic year, the fees for the preceding months, if any, must be collected at the time of admission.

5. If in a particular term, a student who stands admitted in a college, but did not attend any of the class, request permission in writing to discontinue his/her studies in that college and takes TC on that accord the refund of CD may be ordered in his/her case. The claim for refund in such cases should be preferred by the student with the principal by submitting an application.

Explanatory Note:- A student who stands promoted to the next higher class at the end of each academic year may or may not attend the higher class in the succeeding academic year. As such, the liability to pay fees in the succeeding year will arise only in case the student concerned registered for the university examination and pursues his/her studies in the succeeding year

6. Refund of fees including special fees once remitted will not be granted to those students who had already paid the tuition and other special fees for one particular course in an Arts and Science College or Sanskrit College and who joins another Professional or Technical College or Institutions offering a different course of instruction and not coming under the Director of Collegiate Education or under the Scheme of Direct payment.

(a) The Principals of the Government institution under the Director of Collegiate Education empowered to sanction refund of fees in all cases mentioned above.

(b) In respect of the Private Arts and Science Colleges coming under the Director Payment System, the respective Zonal Deputy Directors of Collegiate Education are empowered to sanction refund of fees.

Wherever the term 'fees' is mentioned, it means "Tuition fees" alone.

Explanatory Note:- Rule 7 has to be read in the background of Rule 6, Rule 6 stipulates that a student admitted to a College will have the benefit of refund in case he/she had not attend any class prior to taking the Transfer Certificate. So long as this condition is satisfied, the student has the eligibility for refund under Rule 7 as well; irrespective of the fact whether he/she is discontinuing the studies in the colleges with or without the intention of proceeding further studies in a difference institution, whether it be for a professional or non-professional course.

7. If any Eligible Backward Community students had paid their fees at the time of joining the college and such fees had been remitted into the treasury, the amount of fees so paid will be





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got reimbursed by the Harijan Welfare Department. The time limit prescribed in Para 6.4.3. above shall not apply in cases of refund of this nature. The Principals of Government Colleges will claim refunds in such cases and disburse the same to the students in so far as Government Colleges are concerned.

8. All claims for refund arising from the retrospective application of these rules (ie. Claims pertaining to the period from 1st June 1972 to the date of publication of these rules in the Government Gazette) should be preferred by the students concerned with the Principals of the colleges by submitting an application to the Principal. In the case of Private Arts and Science Colleges, copy of this application will be given to the Deputy Director of Collegiate Education also. The claim should be prepared within 2(two) months from the date of application in the Gazette. If any student fails to prefer the claim within the stipulated period, the claim for refund be forfeited.

Explanatory Note:- As Rule 6 has been introduced with retrospective effect, the time-lag specified in Para 6.4.3. above will be applicable to retrospective claims also.

9. The Principals will be responsible for collection of fees as provided in these rules.





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CHAPTER 18

PD ACCOUNTS

PD Accounts (Personal Deposit Accounts)

(KFC. Vol.I –Chapter X – Article – 272)

18.1. Definition:- PD Accounts means the Personal Account opened in a treasury in the name of a Govt. servant in his official capacity, in order to operate public money on behalf of the Government.

17 items are listed in KFC ie, Devaswom Funds, Palace Fund etc.....

17th item is Caution money collected by the Govt. Institutions such as Colleges, Hostels, Agri & Commercial Schools, Public Library etc.

Note to Article 272, instructs that "Other PD made by Govt. servants in their official capacity may not be accepted without the special sanction of the Government for opening a banking account with the treasury".

Attention

According to the note to Article 272, for opening any PD account in the name of the Principal, special sanction of the Government is required except in the case of PD account of Caution Money Deposit. To open PD account for Caution Money deposit no sanction is required from the Government, since this item is already listed in the Article 272 of KFC Vol.I.

18.2. RULES & G.OS GOVERNING PRINCIPAL'S P.D. A/C.

1. G.O.(MS) No: 312/83/H.Edn Dated 30/12/1983 -.For Govt. & Aided Colleges
2. G.O. No. 309/85/H.Edn. dated 18-12-1985 - For Pvt. Aided Colleges.
3. G.O. Rt. No. 913/85/H. Edn. dated 27.05.1986 - For Govt. & Aided Colleges
4. G.O.(MS) No: 224/90/H.Edn Dated 13/03/1990 - For Pvt. Aided Colleges.
5. G.O.(MS) No: 119/97/H.Edn Dated 22/08/1997 - For Pvt. Aided Colleges.
6. G.O.(Rt) No: 1585/08/H.Edn Dated 25/10/2008 - For Pvt. Aided Colleges.
(As per Hon'ble H.C. Judgement WP[©] No: 20124/05)
7. Govt.Lr. No: 10310/D1/2009/H.Edn. Dated 19/03/2012-For Pvt. Aided Colleges.





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18.3. List of Special Fees to be collected in College and deposited in PD Accounts (General)

Sl.No.	Items	UG 1 st Year (Rs.)	PG 1 st year (Rs.)
1	Stationary	50	50
2	Magazine	50	50
3	Associations	50	50
4	Athletic	100	100
5	Women Study	5	5
6	SAF (Students Aid Fund)	5	5
7	Scout	5	5
8	Visual Education	25	25
9	Group Personal Accident Insurance Scheme	5	5
	Total (maximum)	295	295

(Revised rate as per GO (Rt) No.539/2012/H.Edn. dated 15/03/2012)

The collection of Special Fees will be repeated in the subsequent years in both cases.

18.4. Caution Money

UG	PG
360/-	600/-

Separate PD account can be opened in Treasury without any Special sanction of the Government. Caution Money will be collected once for each course of study.

18.5. Important PD Rules

(G.O.(MS) 312/83/H.Edn. Dated 30.12.1983.)

- 1) All special fees collected from students are to be deposited into the PD account opened for the purpose.





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- 2) A register in the prescribed form should be maintained for each item. All remittance into and withdrawals from are to be entered in the register concerned for each items.
- 3) There should be a consolidated register for the P.D. Account as a whole in same format of the individual (Subsidiary) register.
- 4) The collections under any one of the items shall not be diverted and utilized for any other purpose. Other words, the amount collected under any item should be utilized only for the same purpose.
- 5) Principals are authorized to incur expenditure from the current year's collection of each item only. Current year means the collection and expenditure during the period from 1st June to 31st May of concerned year.
- 6) P.D. Accounts (General P.D. Consolidated register and Subsidiary registers) are to be maintained for the financial year of the Govt. It is because treasury accounts and ACBS (Annual Closing Balance Statement) are maintained and prepared for the financial year, ie. from 1st April to 31st March. (Rule 6 of P.D. Rules).
- 7) In every two months P.D. Accounts are to be reconciled with that of Treasury figures.
- 8) The unutilized balance of collection of each item pertaining an year will be added to the accumulated savings under that particular item.
- 9) The accumulated savings under each item can be the source for meeting any unexpected item of expenditure on item of lasting purpose intended to be of service to the students' community as whole. However, this expenditure can be incurred only after obtaining sanction from the competent authority.
- 10) Competent authority in case of Govt. Colleges is the Director of Coll. Edn. And in case of Private Colleges is the concerned Dy. Director of Coll. Edn.
- 11) Proposals for utilization of accumulated savings under each item or various items shall be submitted by the head of the institution to the competent authority.
- 12) Vouchers should be obtained and filed separately for each item and also assigned voucher numbers separately for each year. In this case the period of each year will be 1st June to 31st May of concerned year. Ege: Vr.No:62(1) Association/2011-12, Vr.No:62(2) Association/2011-12 and so on.





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- 13) There shall be no financial dealings with student office bearers of college union or association. All payments shall be made only to the staff member concerned who is in charge of the College Union/Association concerned and he/she will be responsible for rendering accounts.
- 14) The Vrs. And P.D. Account as a whole is subject to audit by competent authorities, ie, A.G. and D.C.E.
- 15) The Maximum amount that can be kept in hand will be restricted to the anticipated requirements for a week for the various items. The head of institution should ensure that P.D. cash is not held in hand unnecessarily.
- 16) Store Purchase Rules shall be strictly adhered for making purchases of stores. However this is not necessary in the following cases:
 - (i) Purchases from the Govt. Stores / Departments.
 - (ii) Purchases from Govt. owned companies.
 - (iii) Printing works entrusted with Govt. Press or any Govt. Institutions.
 - (iv) Private Printing Press in whom the Principal has confidence who agrees in writing before executing the work to the effect that they are ready to agree the rate recommended by the Govt. Press Dept. after verification of work done.
- 17) All items of recurring expenditure such as salary of allowances etc. should be incurred only with prior sanction of the D.C.E.
- 18) Separate Stock Registers should be maintained for Perishable and Non perishable articles purchased from funds. Necessary entries must be made in those registers for purchase and issues of each and every item.
- 19) The Principal is empowered to auction of unserviceable articles after personal satisfaction and making a record thereof. The sales proceeds of such articles should be remitted into P.D. Account to the credit of the same item.

18.6. P.D. RULES (Abstract)

Copy of G.O. MS. 312/83/H. Edn. dated 39.12.1983 from Sri.U. Peer Mohammed Rowther, Under Secretary, Higher Education (J) Department, government of Kerala, Trivandrum addressed to the Director of Collegiate Education, Trivandrum.

**EDUCATION -GOVERNMENT AND PRIVATE COLLEGES –
P. D. ACCOUNTS-SPECIAL FEES-
RULES FOR REGULATING THE COLLECTION, CUSTODY AND DISPOSAL OF- REVISED
ORDERS ISSUED**

Read: 1) G.O. MS, 288/68/Edn. dated 20.06.1968
2) From Director of Collegiate Education Correspondence resting with his letter No. P & G2-42861/81 dated 13.7.1981.

ORDER

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Government approve the revised rules appended to this order for regulating the collection, custody and disposal of Special Fees which are to be remitted into the P.D. Account of the Principals of Government and Private Colleges.

By order of the Governor,
U. PEER MOHAMMED ROWTHER
Under Secretary

Rules:-

1. All fees collected from students of Government and Private Art/Science/Sanskrit colleges under the following items shall be deposited in the P.D. Account of the Principal opened for the purpose in the nearest treasury.

2. A register in the prescribed form should be maintained for each item by every college forwarding the remittance in to and withdrawal from the P.D. Account. The remittance in to treasury of the students' aid fund fee and University Union Fee should be made in separate chalangans. There should be a consolidated register for the P.D. Account as a whole and also a separate register for each item. Both the consolidated register and the individual Registers should be in the same forms. The individual register should show the details of the remittance that are being made under a particular item in the Treasury P.D. Account from time to time. The balance under that item in treasury P.D. Account as any date, the cash held in hand by the institution under that item as any day and also the details of expenditure incurred by the institution on each day with voucher Nos. The total of the treasury P.D. Balance of the various individual items as revealed by the individual registers should tally with the treasury balance in respect of that P.D. in the treasury on a particular date so too the total of the P.D. Balance of cash held in hand by the institution as revealed from the total of the cash in hand balances in PD register in respect of the various items of P.D. Account should tally with the office cash book entry regarding the total P.D. Cash actually should in hand and the cash in hand balance as shown in the consolidated P.D. Register.

3. The collections under any one of the items mentioned in Rule (i) above shall not be diverted and utilised for any other items. If it so happens that the collection in respect of any one item turns out be surplus of the requirements of that year, then the unspent balance from out of the collections of that year in respect of that item as on 31st May, may be added to the accumulated savings under that item:

i) In incurring expenditure under each item for the next year beginning from 1st June to 31st May next year the institutions should be guided by the collection pertaining to that period only.

ii) The accumulated savings under each item can be the source for meeting any unexpected item of expenditure on item of lasting purpose intended to be of service to the students community as a whole proposals for utilization of accumulated savings under each item or various items shall be submitted by the head of the institution to the authority competent to sanction such cases. The Deputy Director of Collegiate Education concerned are hereby authorised to accord sanction for incurring expenditure from the accumulated saving in case of the Private Colleges, and in case of Government Colleges The Director of Collegiate Education shall be the sanctioning authority. Expenditure from accumulated savings can be incurred only after obtaining sanction from the competent authority.





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iii) In case any institution has not been maintaining separate accounts for each item under the P.D and that the accumulated savings under any one particular item cannot be worked out as on the date of issue of these rules, then the accumulated savings as at the end of 31st May, 1983 under the various items may be more or less proportionately arrived at under each item with reference to actual expenditure under each item in the immediately preceding years covering the period from 1st June 1982 to 31st May 1983. Proposal on the above basis for distribution of the accumulated balance as among the various items will be submitted by the institutions to the Deputy Director of Collegiate Education concerned/D.C.E as the case may be with necessary details. The decision of the Deputy Director or of Collegiate Education/ Director of Collegiate Education with regard to the distribution of the accumulated savings shall be final and such amounts shall also form the starting figures as on 1st June, 1983 in so far as the amounts of accumulated balance under the various items are concerned. (This will be applicable only to Private Colleges).

5. i) Vouchers should be obtained and filed separately for each item and also assigned voucher Nos. separately for each year specifying along with the voucher No. the particular item also. The period each year will be 1st June of a year to 31st May next year. If there is only one voucher under one item of expenditure then it may be assigned its due serial number with the year noted below for eg. Vr. No. 62, Association. If there is more one voucher in (1982-83) respected of any item of expenditure then the various vouchers concerned shall be given voucher Nos. eg. Vr.No. 62 (i) Association/1982-83, Vr.No. 62(2)/Association/ 1982-83. and so.

Advance if any paid to office bearers of the Association from Association account and staff of Physical Education Department for Athletic account etc. shall be on simple receipts obtained from them and these are to be adjusted in full when final accounts are rendered. Advance so paid should also be assigned serial voucher number in the manner indicated above.

ii) There shall be no financial dealings with student Office bearers of College Union or Associations. Payments shall be made only to the staff members concerned who is in charge of the College Union/Association concerned and he/she will be responsible for rendering accounts.

iii) Vouchers and P.D Account as a whole are subject to audit by competent authorities and the records should be produced for inspection as and when demanded. In cases where it is difficult to obtain vouchers for petty amounts not exceeding Rs. 5 actually spending officers own hand writings countersigned by the Principal shall be filled in bill of the voucher.

The maximum amount of P.D. Cash that can be retained in hand in a week will be restricted to the anticipated requirements from the week for the various items. The heads of institutions will ensure that P.D. Cash is not held in hand unnecessarily.

6. At the close of the year (i.e. as at the end of 31st March every year) the total balance under P.D. Account with the Treasury as revealed from the relevant column of the consolidated P.D. Register maintained by the institutions shall be struck and this figures shall be got reconciled by the institution with Treasury and the certificate of reconciliation furnished by the Principal of Private Colleges to concerned Deputy Director of Collegiate Education and by the principals of Government Colleges to Accountant General. The Certificate of Reconciliation as on 31st March shall also be recorded in the above by the Head of the institutions and their figures is to be taken as the opening balance as on 1st April of the succeeding year.





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7. i) Store Purchase Rules shall be strictly adhered to for making purchases of stores. As a rule luxury items of stores should not be purchased. Procedures laid down in Store Purchase Rules should be followed for (i) the purchase of Athletic goods including presentation cups and shields (2) Uniform in Mill cloth/including Kakki to players (3) Printing and dyeing of sports dresses (4) All types of printing works (excepting the actual printing works in connection with the Printing of question papers and ballot papers etc, for use in the College election. However the papers required for printing these particulars items will be procured by adhering to store purchase rules (5) purchase of paper dusters and other items of stationery required for examination and class purposes.

ii Report to competitive quotations is not necessary in the following cases:-

a) All purchases that are made from Kerala Government Stores/Department (eg. paper and stationery when purchased on payment basis from any of the Government Stationery Store, clothes and dusters when purchased from Government prison department and in the absence of stock in the prison department from the Kerala State Handloom Weavers Co-operative Society Limited in respect of Khadi.

b) All purchases that are made from show rooms of Government owned companies.

c) When the Printing Work is entrusted to any of the Government Presses or any Government Institution doing printing work.

d) When a Private Press in whom the Principal has confidence agrees in writing before any printing work is actually entrusted to the effect that the firm is agreeable to abide by the approved rates for printing which are to be recommended by Government press Department after verification of the work done. The final payment of bills in such cases will be made only after completion of the verification of the bills of claims by the concerned Government authorities regarding the reasonableness of the claim.

Note: Printing and connected items of work such as block making which are of a specialised nature and which are to be under taken for bringing out the college magazine shall be done only by inviting competitive quotations and the total expenditure should be limited to the total collections for the particular year under Magazine fee.

iii) Expenditure on account of the maintenance of courts playgrounds should be met from the Athletic Fund. In the case of annual repair work of playgrounds/Courts the work should be under taken only after inviting competitive quotations.

8. Expenditure on refreshment in connection with social functions such as 'At Homes' to visiting teams V.I.Ps, and other invited guests shall not exceed Rs. 5 per head in connection with the visit of personnel invited by the institution for specific purpose, and Rs. 6 in the case of visits by V.I. Ps. who visit the institution at the invitation of the State or Central Government subject to the condition that the expenditure should not exceed Rs. 50 at a time in both the cases.

All items of non recurring expenditure should be incurred only after obtaining sanction of the Principal.





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9. All items of recurring expenditure such as salary of staff allowances to employees etc, should be incurred only with the prior sanction of the D.C.E. The rates of remuneration payable of part time employees to be paid from P.D. Account shall also be approved by the Director of Collegiate Education.

10. Articles bought from P.D. funds should be entered and issues where necessary made note of in a separate stock register. There should be separate stock registers for perishable and non perishable articles. When the non perishable store became unserviceable by proper use and fair wear and tear the same shall be sold in public auction. All records relating to auction should be presented and produced for inspection for audit purposes. The sale proceeds of articles sold in auction should be remitted into P.D. Account to the credit of the appropriate item. The Principal is empowered to conduct auction of unserviceable articles after personally satisfying himself/herself of the unserviceable articles and making a record thereof.

ii) Articles purchased from Athletic funds which have a bearing on the personal necessities of a member of a team such as boots/shoes/socks/Jerseys Banyans/etc. may be issued to players' members of the team free of cost. These are to be used for the purpose for which they are issued. Every year orders in respect of the above items will be place only for the minimum quantity Nos required taking into account the serviceability of the articles purchased in previous years also. A player/team member is expected to use throughout the academic year concerned and no replacement will be made before expiry of the period. A replacement will be made in the subsequent year and that too only in case it is proved to be unserviceable due to wear and tear by proper usage. The boots/shoes issued to the players will be returned at the end of every year and re-issued next year. The Department of Physical Education will be answerable the Physical Education Stores.

II. The following procedure will be adhered to for incurring expenditure from Athletic fund in connection with the participation of the college Athletics/ Players in sports and games activities.

i) Prior sanction of the Principal should be obtained by the I lead of the Department of the Physical Education/Lecturer in Physical Education for sending colleges Athletes/Players for participation in games/ sports/tournaments/ matches/pilot-meets Physical activities Athletic camps and etc.etc.

ii) At the time of moving to the Principal for prior sanction the Head of Department of Physical Education/Lecturer in Physical Education should furnish to the Principal the necessary details of the sports games event and also to give a fair idea of the approximate expenditure involved. It is also open for the head of the Department/Lecture in Physical Education to simultaneously request to sanctioning an advance for the purpose which shall not exceed 85% of the anticipated expenditure. The Principal shall scrutinize the proposal and shall sanction the advance requested for, and if for any reason it is considered that only a lesser amount of advance is necessary the advance shall be sanctioned only to that extent.

iii) The final accounts in respect of the games/sports tournament should be settled by the Head of the Department of Physical Education/Lecturer in Physical Education not later than 10 days after the event is over producing necessary vouchers and adjusting the advance, if any drawn.





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iv) The final accounts shall be rendered accurately in accordance with the rates fixed in these rules for payment of conveyance charge/rent/D.A and other allowance to participants. The final accounts shall be also accompanied by the list of persons who actually participated in the event. The head of the Department of Physical Education/ Lecturer in Physical Education shall enclosed certificate to the effect that "Financial Assistance from any other source for the same purpose has not been received". In case financial assistance has been received from any external source, the details thereof should be furnished and the accounts settled taken also into account in full in this external assistance received. The vouchers shall be verified and the recommendation of the head of the Department of Physical Education/ Lecturer in Physical Education regarding payment entered there is scrutinized in each case before they are submitted for approval. Vouchers submitted in connection with the supply of refreshment to participants shall invariably show the numbers of participants to whom refreshment have been served.

v) Where room rent to participants is claimed it has to be insured by the Head of the Department of Physical Education /Lecturer in Physical Education that the certificate regarding lack of accommodation facilities" from the authorized person in the post institution who is entrusted with the conduct of the event is produced.

vi) For expenditure on petty items of repairs and purchases also prior sanction of the Principal should be obtained by the head of the Physical Education Department/ Lecturer of Physical Education Department. If an advance is required in view of the urgency involved the request for sanctioning an advance may also be simultaneously made and the advance settled immediately after the purpose is served.

12. Members of Athletic teams of colleges participating in inter Collegiate/Inter University tournaments etc., would be eligible for the following allowances the expenditure thereof being met from the Athletic Fund.

i) A daily allowance of Rs. 8 per head on days of match in places 8 kms or more away from the college concerned. D.A. is payable only for days of halt.

ii) An amount of Rs. 5 to be paid to each competition team member per day towards other expenses (e.g. for refreshing drinks. lemon etc. and for travelling expenses) if the match is played at a place within 8 km. radius of the college against teams from other institutions or against outside teams. the amount shall however be restricted to Rs. 2 in case of practice/inter class matches in which only competitors from the same institution take part. Refreshment charges are not admissible in respect of officials and volunteers.

iii) If free accommodation is not available additional expenditure at the rate of Rs. 5 per day will be paid to each competitor.

iv) The competitors shall be paid conveyance charges limited to actual second class passengers train fare or the actual bus fare (ordinary bus fares and not express bus fares) whichever is less when they are required to travel 8 kms. or more for participation in games/sports events.

v) In cases where competitors have to travel beyond 8 kms to take part in a tournament or match and to stay there on the previous day to the match they shall be paid halting allowance (Rs.8)





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(VI) T.A. to members of the staff of the Physical Education Department of the College who accompany the team will be paid T.A. / D.A. at rates admissible under the rules in K.S.R. Subject to condition that as they are expected to accompany. If lady Athletic Competitors included in the team a Lady Lecturer in Physical Education may also accompany the team if there is one borne on the staff of the institution. If the coach/manager of the team is a person deputed by the University he/ she should not be paid from P.D Account in respect of any item in so far as his/ her travelling expenses are concerned.

(Sd.)

Additional Director of Collegiate Education

Copy of the G.O. No. 309/85/H.Edn. Dated 18-12-1985 from Higher Education (J) Department - Government of Kerala, Trivandrum

COLLEGIATE EDUCATION- GOVERNMENT AND PRIVATE COLLEGES.
P.D. ACCOUNTS- SPECIAL FEES -RULES FOR REGULATING THE COLLECTION
CUSTODY AND DISPOSAL OF SPECIAL FEES AMENDMENTS TO -ISSUED.

Read : 1. G.O. M.S. 312 / 83/H.Edn. dated 30-12-1983.

2. From the Direction of Collegiate Education, Letter No. P& G2/ 42861/81/Coll. Edn. Dated 24-1-1985

ORDER

Government are pleased to issue the following modifications to the rules for regulating the collection custody and disposal of special fees issued in the G.O. read above.

Rule1. - The following shall be added at the end of the first paragraph of the rule.

" The Principals of private Colleges shall however have the option to remit the amount under the items of Special fees mentioned, in the S.B. account in the Treasury, as provided for in the University Ordinances, 1978 Chapter X (1). "

Rule 2. -The following shall be added at the end of this Rules: -

"In the case of institutions specifically exempted by the Director of Collegiate Education in writing from remitting the amount of Collection in to the Treasury on the very next day on Account of the distance from the institution to the treasury , the amount of special fee collections under the PD account shall be remitted along with the other regular remittances following due, on the earliest occasion, subject also to the condition that such collection will not be retained without remittance for more than four working days after the collections.'





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Rules 4- (I) The following explanation shall be added under the sub-rule (ii) of this Rule.

"The term" lasting purpose intended to be of service to the student community as a Whole" will not cover items of expenditure of a capital nature which would increase the assets of the management of the colleges. Thus the accumulated balance shall not be utilised for purposes like construction and equipping of building/ courts and play grounds/ class rooms etc., and for purchasing of items like furniture, laboratory equipments, Science materials, books and periodicals etc."

(ii) The last sentence in the Sub-rule (iii) of rule given in brackets shall be deleted.

Rule 5.- The following shall be added at the end of the Sub-rule (i) of this Rule.

" In the case of payments of advance under P.D. items, the Principal should take care to see that when one advance is in force under an item and is not adjusted with proper supported vouchers, a second advance under the same item, shall not be made".

By order of the Governor,

K.L. GEORGE,

Under Secretary to Government

Copy of the G.O. Rt. No. 913/85/H. Edn. dated 27.05.1986 from the Under Secretary to Government, Higher Education (J) Department Government of Kerala, Trivandrum addressed to the Director of Collegiate Education, Trivandrum.

COLLEGIATE EDUCATION-GOVERNMENT AND PRIVATE COLLEGES RATES OF D.A. To ATHLETS-REVISED-AMENDEMTN OF RULES REGULATING SPECIAL FEES ORDERS ISSUED.

Read : 1. G.O. Ms. 312/83/H. Edn. dated 30.12.1983

2. G.O. Ms. 309/85/Edn. Dated 18.12.1985

3. Letter No. P & G 2. 91284/84/Coll. Edn. Dated 7.03.1985 from the Director of Collegiate Education.

As per rule 12 (i) of the rules for regulating the collection custody and disposal of special fees issued in the G.O. read as first paper above, members of Athletic teams of Colleges participating in inter-collegiate/ inter-University tournaments etc. are eligible for a daily allowance Rs. 8 per head on days of match in places 8 kms or more away from the college concerned. It is represented that the rate of D.A may be enhanced in view of the rise in price. Government have examined the matter and are pleased to order that the rates of D.A. admissible to athletic teams under the rules at the place of halt will be revised Rs. 15 per day.





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Rule 12 (i) of the Rules for regulating the collection, custody and disposal of special fees issued in the G.O read above stands amended to the above extent.

By order of the Governor,

K.L. GEORGE

Under Secretary to Government





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CHAPTER 19

CENTRE FOR CONTINUING EDUCATION, KERALA

Scheme for the conduct of Continuing Education Programme in Arts and Science Colleges

(G.O.(Ms) No.9/98.H.Edn. dated 03/02/1998)

As per G.O.(Ms) No. 131/92/H.Edn. dated 30/07/1992 Government have approved a scheme for the conduct of Continuing Education Programme in Polytechnics. The revenue so generated is used for the developmental activities of the institutions.

Government have decided to extend the Continuing Education Programme to Engineering Colleges/Arts and Science Colleges also. The Programmes will be organized by a new society, viz. Centre for Continuing Education, Kerala to be registered under the Travancore-Cochin Literacy, Scientific and Charitable Societies Act 1995.

Government order that such a society by registered with registered office at Thiruvanthapuram. Government also approves the appended Memorandum of Association and rule of the Society.

19.1. Memorandum of Association

Name	- Centre for Continuing Education Kerala
Registered Office	- The Registered Office of the Centre shall be at Thiruvanthapuram, Kerala
(b) Jurisdiction	- Kerala State.

19.1.1. *Aims and Objectives:*

- (1). To impart need based training to unemployed youth to increase their employability in key sectors of our economy.
- (2). To offer full time, part-time, formal and non formal programmes to upgrade the management skills to small scale business and industry.
- (3). To provide special training on small business development utilizing locally available resources.
- (4). To conduct vocational training to meet the specific needs of industry and business.
- (5). To conduct retaining for professional and executives in Industry, Business and Service Sector so as to enable them to cope up with the fast changing technological and managerial environment.





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- (6). To conduct in service training to workers in the industries of organized and unorganized sectors for enhancement of productivity and equip them to meet the changes in technology.
- (7). To establish partnership with industries and commerce for identifying human resource requirements and training needs.
- (8). To make training needs analysis of specific sectors and plan and organize suitable training programmes for them.
- (9). To develop and publish training materials for regular and distance education programmes.
- (10). To identify the areas in which distance education and open learning methods are appropriate and to design and conduct such programmes.
- (11). To identify the employment potential areas and to conduct competency based skill development programmes.
- (12). To undertake such other activities as are relevant to fulfil the objectives of the centre.
- 19.1.2. The control and administration of the centre shall be vested in accordance with the rule and regulations of the centre, in the governing body, which consist of the following members:
1. The Minister of Education, Kerala State - Chairman (Ex-officio)
 2. Principal Secretary, Higher Education
Department, Government of Kerala. - Vice-Chairman (Ex-officio)
 3. Principal Secretary, Planning Department
Government of Kerala (or his nominee) - Member
 4. Principal Secretary, Finance Department
Government of Kerala (or his nominee) - Member
 5. Director of Technical Education,
Government of Kerala - Member
 6. Director of Collegiate Education, Govt. of
Kerala - Member
 7. Chief Co-ordinator of Projects, World Bank
Assistant Technician, Education Project,
Kaithamukku, Thiruvanthapuram – 24 - Member Secretary.
 8. Senior Joint Director (Poly stream)





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- Department of Technical Education,
Government of Kerala - Member
9. Joint Director, Curriculam Develop
Centre, World Bank Assisted Technician
Education Project, Kaithamukku,
Thiruvanthapuram -24 - Treasurer
10. Representative from Industry - Treasurer
11. Representative from Industry - (To be Nominated by Govt.)
12. Principal of Polytechnic - (To be Nominated by Govt.)
13. Principal of an Engineering College - (To be Nominated by Govt.)
14. Principal of an Arts and Science College - (To be Nominated by
Govt.)
15. Chairman, Indian Society of Technical
Education, Kerala Section - Member

19.2. Rules and Regulations of starting Sub-Centre

I. For the effective implementation of the continuing education programmes, Sub-Centres shall be started in Engineering Colleges, Polytechnics and Arts and Science Colleges. The Principal of the above institutions shall prepare necessary project report and forward it to the Chief Co-ordinator of Projects, World Bank Assisted Technician Education Project, Kaithamukku, Thiruvanthapuram.

II. *Advisory Committee*

An Institution Programme/Implementation Unit (IPIU) consisting of Principal, Head of Departments/Senior Faculty and Manger shall be formed for the effective implementation of the programmes. Principal shall be the President of the Committee. The President shall nominate a senior faculty not below the rank of Lecturer as Manager. The Advisory Committee shall consist of a minimum 5 members. The advisory Committee shall meet periodically (at least once in a month) and review the progress of the schemes being implemented by the Sub-Centre and take appropriate action for the effectiveness of the programme. The duties and responsibilities of the office bearers of the Sub- Centre are given below:

III. *Duties and Responsibilities of the President:*

(a) He shall appoint the Manager, Course Co-ordinator and supporting staff of the Sub-Centres.





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(b) He shall co-ordinate all activities of the Sub-Centre.

© He shall correspond with the Member Secretary of the centre for Continuing Education, in all matter regarding the Sub-Centre.

(d) He shall prepare the prospectus for the course, give notification in dailies admit candidates for the various programmes conducted at the Sub-Centre.

(e) He shall be responsible for the implementation of the rules and regulations issued by the Executive Committee of the Members Secretary from time to time for the effective functioning of the Sub-Centre.

(f) The President shall verify the accounts daily. He shall be responsible for the proper maintenance of cash book and other registers.

IV. *Duties and Responsibilities of the Manger.*

(a) The Manger shall prepare the project report of courses to be started in the Sub-Centre in consultation with the President.

(b) He shall initiate and co-ordinate all activities connected with the courses such as title, intake, duration fees etc. in consultation with Advisory Committee.

© He shall prepare all papers required for notification, calling for application, scrutiny for application, interview, selection etc. in consultation with Advisory Committee.

(d) He shall arrange the guest faculty, infrastructure facilities and other teaching aids in consultation with the President.

(e) The Manager shall be responsible for the maintenance of accounts; registers etc. and submit them for verification daily to the President.

(f) The term of the Manger shall be two years.

V. *Duties and Responsibilities of the course Co-ordinator*

(a) Preparation of syllabus and co-ordinate the conduct of regular classes and training of the concerned course/programme.

(b) Maintenance of attendance registers of staff and trainees conduct test etc.

© The term of the Course Co-ordinator shall be till the end of that particular course for which he/she is the co-ordinator.

VI. *Duties and Responsibilities of the Ministerial Staff/Supporting staff.*

(a) Assist the Manager, President in issuing the application forms, scrutiny, collection of fees etc.





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(b) Remit the savings to the Bank Account of the Continuing Education Cell, withdrawal of money from Bank, maintenance of registers of Continuing Education Cell, cash book etc.

VII. Remuneration to the Staff:

(a) The remuneration to the President (Principal) will commensurate with the work, the number of courses conducted and the income generated and should exceed ` .600/- per month.

(b) The remuneration to the Manager will also commensurate with the works, the number of courses conducted and the income generated and should not exceed ` .600/- per month

© The remuneration to the course Co-ordinator shall be ` .300/- per month to be paid only for the duration of the particular course.

(d) The remuneration for Ministerial staff will be ` .500/- per month to be divided among the staff actually attending the work.

VIII. Financial Policy:

The Continuing Education Sub-Centre shall generate revenue by conducting Continuing Education Courses, Testing and Consultancy Services and providing services as maintenance and repair of equipments etc. This policy aims at the proper use of the generated revenue for the overall development of the Institution.

(a) Source of revenue.

- (1) Course fee
- (2) Application and Admission fee
- (3) Job Works
- (4) Testing and Consultancy
- (5) Equipment Repair Centre

(b) Expenses:

- (1) Salary
- (2) Operational Expenses
- (3) Equipment, Apparatus
- (4) Students and Staff Welfare
- (5) Institutional Development
- (6) Repair and Maintenance
- (7) Environmental Development
- (8) Contribution for WID activities
- (9) Support for Staff Development Activities

© Account:

The Revenue generated can be deposited in bank accounts with Nationalised Bank or Treasury Saving Account

(d) Method of expenditure:





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Expenditure is met by withdrawals from the Bank Account through cheques.

(e) *Operation of Account:*

The account is in the name of Continuing Education Sub-Centre and operated jointly by the President (Principal) and continuing Education Manager.

(f) *Routine Expenditure:*

The expenditure towards running of the Continuing Education Programme will be incurred as per the guidelines issued. The course fee, remuneration to faculty, instructional material costs etc. will be decided by the Advisory Committee (Institution Programme Implementation Unit)

(g) *Profit:*

The total income from a course minus the expenses towards running of the course will be the profit. From this 25% of profits is to be remitted in "Departmental Development Funds" operated at State level by Continuing Education Centre. This will be utilized for the development activities of various institutions. This amount should be remitted to the Member Secretary, Centre for Continuing Education at the end of the financial year. The balance available under this scheme can be utilized for the overall Institutional Development activities as per the following guidelines.

Allocation of funds: The profit generated shall be allocated and utilized in the following manner. The allocation for each year shall be made at the beginning of the financial year (April)

Contribution to Department Development: Development Fund	: 25%
Reserve	:10%
Student Welfare	: 15%
Staff Welfare	:10%
Infrastructure Development	: 20%
Women Development	: 5%
Environment	:2%
Repair & maintenance	: 10%
Contingencies	: 3%

I.P.I.U. will have the discretion to alter the above suggestions to meet the local requirements.

While allotting the funds top priority will be given to the following areas:

(1) Student Welfare





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- (2) Staff Welfare
- (3) Infrastructure development of institution
- (4) Repair and maintenance

While allotting funds for each activity, the following aspects will be considered:

- (i) No. of beneficiaries
- (ii) Short term long term gains
- (iii) Fair Distribution to all section.

Institution Project Implementation Unit reserves the right to accept, reject, modify or make suggestion for a proposal received by it. In all the cases the above criteria will be followed.

(h) Accounting System:

Double entry cash book system shall be followed for accounting. Separate cash book is maintained and Principal will verify the cash book every day.

(i) Cash in hand:

The Continuing Education Manger is entitled to keep a cash of Rs.1000/- in the Sub Centre to meet any contingent expenses. CE Manager can incur an expenditure up to Rs. 5000/- with the permission from the President (Principal). All expenditure above Rs. 5000/- should get prior approval from the I.P.I.U. All expenditure above 1 lakh prior approval should be obtained from the Chief Co-ordinator of Projects/Director of Technical Education/ Director of Collegiate Education. For expenditure above Rs.5 lakhs prior approval should be obtained from the Executive Committee of Centre of Continuing Education. Government rules and regulations are to be observed for procuring stores. The accounts are subject to audit.

19.3. Guidelines for Utilisation of Development Fund.

25% of the profit made by the Sub-centres by conducting the Continuing Education Programmes shall be transferred to the centre. The President (Principal) of the Sub-centre shall transfer the amount to the Member Secretary at the end of the financial year. This amount shall be deposited in the Current/SB account in a Nationalised Bank and shall be utilized for the overall development of respective departments. The revenue generated by Engineering Colleges shall be utilized for the development of Engineering Colleges and that generated by Polytechnics shall be utilized for the development of Technical Education System in the state and the revenue generated by the Arts and Science Colleges shall be utilized for the development of Arts and Science Colleges. The proposals of developmental activities of Engineering Colleges, Polytechnics, Arts and Science Colleges shall be forwarded to the Member Secretary respectively by the Director of Technical Education, Senior Joint Director (Poly stream) and the Director of Collegiate Education at the beginning of the academic year. The Member Secretary shall present the proposals in the Executive Committee, the Member Secretary shall allocate the funds at the disposal of Director of Technical Education/Senior





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Joint Director (Poly Stream)/Director of Collegiate Education for carrying out the development works.

Declaration

In all circumstances, the Kerala State Continuing Education Centre will be functioning in accordance with the provisions of the Travancore-Cochin Literary Scientific and Charitable Societies Registration Act (Act XII of 1955) and the all the provisions of the said act will be applicable to the Continuing Education Centre, Kerala, Thiruvanthapuram.





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CHAPTER - 20

LITIGATION INVOLVING COLLEGIATE EDUCATION DEPARTMENT

In this chapter, matters relating to litigation before various courts in India involving the Collegiate Education Department are discussed in general. Cases of general nature commonly filed before courts alone are discussed here.

One of the unique features of Indian democracy is the existence of a strong judiciary with a well-defined hierarchy comprising of the Supreme Court, High Courts, Lower courts, and various quasi-judicial bodies like administrative tribunals.

20.1. Liaison Officer:-

An official of the rank of Administrative Assistant from the Collegiate Education Department is designated as Liaison Officer to assist the Department in cases, and a clerical staff designated as Liaison Assistant will assist the Liaison Officer.

20.2. Nature of Cases:-

Individuals and institutions approach courts/ tribunals with litigation which often involves denial / non-delivery of various services from the part of the department, delay in rendering services, disputes regarding interpretation of relevant rules at the implementation stage, etc. Cases which often come up against the Department in this regard are generally discussed below.

1. Civil Courts- Original Suits (O S) , Appeal Suits (A S) , Execution Petitions (E P)
2. High Court – Writ Petitions (civil) [WP(c)], Writ Appeals, Review Petitions, Contempt of Court Cases, Civil Revision Petitions, Clarification Petitions.
3. Supreme Court- Special Leave Petition (SLP), Writ Petition, Appeals
4. LokAyukta
5. Consumer Disputes Redressal Forum
6. Administrative Tribunals

20.3. Litigation Procedure:-

- (i) When an original Suit is filed before a Civil Court against the department, notice and relevant documents will be served on the Defendant (Chief Secretary, Secretary to The Department, Head of The Department, Regional / District Officer, Head of Office)
- (ii) On receipt of notice, Acknowledgment should be given to the serving official and steps should be taken to communicate the details to the Government Pleader in the concerned court. A letter should be sent to the Government Pleader to appear on behalf of Government and the department and to defend the case. Based on





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the instructions and assistance from the Government Pleader, Counter Affidavits / written statements and other documents will have to be prepared/ submitted.

These documents will have to be authenticated by the concerned department official.

- (iii) Special care should be taken to follow up the case promptly and the next hearing date should be recorded in the register maintained in the office for this purpose and the entry should be authenticated by the concerned official. All documents/ facts requested by the Government Pleader Should be made available to him promptly.
- (iv) Judgments / orders of The Court should be carefully studied and when it is found that the verdict is adverse to the Department, legal Opinion should be sought from the Government Pleader as regards the feasibility and possibility of preferring an appeal / Obtaining a stay , and on being convinced about the need for preferring an appeal; steps should be taken to instruct the Government Pleader for preferring an appeal and seeking incidental remedies with the consent of the Higher / Controlling officer. Appeals should also be filed in a time bound manner, and follow up action as in the case of original suit is required.
- (v) When the Plaintiff obtains a favourable judgment in the above cases, he has to file an execution petition to get the benefits of the verdict. Against the Judgment, an appeal suit before the competent court or, RFA / RSA can be filed before the High Court with the consent of The Head of the department, in a time bound manner.

20.4. Lokayukta;-

The procedure as in the case of original Suits before civil courts has to be followed by the department in cases filed before LokAyukta also. The Advocate representing the State before the LokAyukta should be consulted and engaged for this purpose. Review Petition can be filed before the LokAyukta against their orders and if the finding is still adverse to the Department, and if the officer is convinced about the need for preferring an Appeal , The High Court, can be approached with a Writ petition (civil)

20.5. High Court;-

- (i) Writ Petitions under Article 226 of The Constitution of India are usually filed against the department before The High Court. The Writ petition (civil) filed by the petitioner will contain index, synopsis, statement of facts, prayer, affidavit, etc. Documents marked as exhibits P1, P2, etc. will also be submitted along with the writ petition.
- (ii) A copy of the writ petition along with the accompanying documents will be served in the office of The Advocate General before hearing, in writ petitions where the Government is a respondent. (The petition is identified by the serial number followed by the year of filing given to each petition by the registry of the court) The liaison officer of the department can examine the petition at that stage itself and can interact with the concerned office of the department after understanding the nature of the prayer and interim relief sought in the petition. On understanding the preliminary facts from the version of the concerned





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- office and the petition, the liaison officer will give proper instructions to the concerned government pleader, orally or in writing.
- (iii) When the case comes up for hearing before the concerned bench of The High Court, the court may either decide after hearing the parties / may adjourn to a future date / admit on file (with notice) / pass interim orders etc. Copy of the writ petition with supporting documents and notice will be sent to all the respondents by the registrar of the High Court by post. An acknowledgment of the same should be sent to the court immediately by the concerned receiving official; by signing a copy of the notice.
- (iv) The statement of facts furnished by the petitioner should be carefully studied and para- wise counter statement should be prepared by the concerned official. Counter statement along with supporting documents, orders, etc should be sent to the Office of the Advocate General in a time bound manner, with a copy to the liaison officer. Thereafter, the Liaison officer should be contacted and on ascertaining the convenient date and time of the concerned government pleader handling the case; the concerned department official / person duly authorized by him should approach the government pleader directly and sign the counter affidavit, or should arrange to get the counter affidavit signed by the competent official and file it in the concerned section in the office of The Advocate General. The version of the respondent / department will be submitted in the court in the form of Counter Affidavit, and all pages should be signed by the official in blue / black ink. Person signing the affidavit will be referred to as 'deponent'. If the department official is signing the documents from a place outside the office of the Advocate General, it should be attested by a Gazetted officer from the locality. Only Gazetted officers should sign/ attest these documents. Corrections if any, should be recorded at the end of each page (number of corrections should be specifically mentioned)

20.6. Duties of Liaison Officer & Concerned Department Officials:-

The liaison officer is duty bound to strictly watch the proceedings at each stage, and take necessary steps at each stage and the orders from the court should be promptly communicated to the concerned department officials; and he should ensure proper follow up action.

The department officials should strictly follow the instructions / directions directly from the court or received through the liaison officer; and ensure proper follow up action.

20.7. Interim Orders

During the pendency of a litigation , if the court passes any interim orders and if that order is against the interest of the State, necessary petitions for reviewing / amending / modifying the interim order can be filed through the Advocate General, and it should be communicated to all other respondents representing the State / Department. The liaison officer should be contacted for this purpose, and on instructions from the liaison officer, the concerned Government Pleader should be contacted for taking necessary steps.





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20.8. Judgments / Final Orders of the Court:-

When the court pronounces a final Judgment / order, copies will be sent by the Registrar of The High Court to all parties by post. Since this process involves delay, the petitioners usually obtain certified copy of the order / Judgment from the court and approach the respondents / officials directly or through their counsel. The receipt of such certified copy shall be deemed to be receipt of the order from the court and the same should be complied with within the time frame fixed by the court, if any. In the alternative further steps as explained in the following paragraphs can be taken. The original order or its certified copy or its attested copy alone need be treated as valid. Photo copies otherwise submitted need not be considered. In certain cases when the case comes up for admission before the High Court, the court passes orders on the same day. The court often seeks the views from the Government pleader; for which he will seek immediate instructions from the respondents / officials. In such matters when the liaison officer seeks instructions, the officials should immediately furnish the same.

20.9. Writ Appeal / Revision Petition:-

On receipt of a judgment /order of the court, normally the same should be implemented within the time frame fixed. But if the verdict is against the interest of the State/ against existing government orders / causes financial loss or liability to the state / passed by ignoring material facts / is against any existing Judicial Verdict, etc, the opinion of the Government pleader should be sought in a time bound manner and a review petition / writ appeal can be filed. In such cases, the Government / Head of the Department should be apprised of the situation, prior consent from the Government/ Head of the Department should be obtained before approaching the court, and the Advocate General should be approached thereafter with the consent order. The required procedure should be complied with by approaching the concerned Government Pleader through the Liaison officer; and the writ appeal / review petition can be filed if the Advocate General gives the consent. A petition for staying the single bench order can also be filed with the writ appeal. If there is delay in filing the writ appeal, a delay Condonation petition with supporting affidavit from the concerned official is essential. No other document need be signed and submitted by officials for preferring the writ appeal. The petitioners in the writ petition will be usually the respondents in the writ appeal/ revision petition, when the Department is filing the writ appeal/ revision petition. The Department/ State will be the appellants / petitioners in such situation.

When the WA / RP is admitted, the number assigned to it by the court should be obtained from the liaison officer, and should be recorded in the register maintained in the office for this purpose. WA/ RP will be numbered as in the case of WP (C)Viz, WA/ year, RP...../ year.

As in the case of writ petitions, follow up action should be there for WA/ RP. Proceedings should be closely watched and additional documents / information required should be furnished promptly; and pronouncing of final order should be keenly watched. Stay petition against the





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order in writ petition should be moved promptly along with WA/ RP and all efforts should be made to obtain the stay order. Even if the order in WP (C) has been implemented; still WA / RP can be filed.

RP will be heard by the single bench which heard the WP (C) ; but WA will be heard by another bench (division bench). When there is unreasonable delay in filing the WA, court usually imposes terms (payment of costs) and the WA will be heard only after the specified amount is deposited in the court.

If steps are taken in compliance with a judgment/ order in WP (C), WA, RP, etc, action taken report should be immediately filed before the Advocate General

Note: Documents submitted by petitioners to be marked as ExhibitP1, P2, etc.
Documents Submitted by respondents to be marked as ExhibitR1, R2, etc.

20.10. Extension Petition:-

After pronouncing the verdict in a WP/WA/RP, if the department feels that the time stipulated for implementing the order/judgment is insufficient, an extension petition can be moved before the same court within the stipulated time for granting such extended time required. Normally, when the court is satisfied about the reasonableness of the request, extension is granted. The officials should ensure that the extension is granted, by contacting the liaison officer / Government pleader; and it should be recorded in the concerned register. The order should be implemented within the time frame stipulated or other further steps required should be taken.

20.11. Contempt Of Court Cases:-

Usually when a verdict of the Court is not complied with within the time frame stipulated, the petitioners file a case for contempt of court against the opposite party. As in the case of Writ Petitions, when the contempt petition is filed and the matter reaches the office of the Advocate General, the Liaison officer should promptly inform the matter to all the respondents. Usually when the contempt petition is taken up, the court orders notice to the respondents and directs the Government pleader to report within 14 days as to the action taken. When the case is taken up after 14 days, if the court feels that the judgment/ order has not been implemented / no further steps have been taken, personal appearance of the respondents will be ordered. Orders regarding personal appearance will be sent by The Registrar to the concerned persons by registered post. When a contempt petition is filed and notice is ordered, the liaison officer should bring the matter to the immediate notice of the concerned respondents, who should promptly take action within the stipulated time and report the action taken to the court through the Advocate General. When these steps are not taken, personal appearance is ordered. When personal appearance is ordered, the fact that WA / RP/ SLP have been filed against the Judgment may be submitted to the court, if it has not been earlier informed in writing to the court. If the judgment has been complied with that fact may also be submitted before the court in writing and an application seeking exemption (dispensation petition) from personal appearance may be filed. The person against whom contempt notice has been issued by the





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court should file the dispensation petition. In case of change of incumbent in office after receipt of contempt notice, the new incumbent can file a statement to this effect also.

After filing the dispensation petition, it should be ensured that the petition is allowed. The liaison officer has the responsibility for follow up. Even if the judgment/ order is implemented consequent to the contempt of court case, still WA/ RP/ SLP can be filed against the verdict. In case the judgment / order is not complied with / dispensation petition is not allowed; the concerned official will have to appear in person before the court, furnish reply / explanation to the queries from the court and act according to the directions of the court. The Government Pleader should be contacted in advance and his advice sought before appearing in court. The liaison officer should also provide the required assistance to the official.

20.12. Special Leave Petition(SLP):-

If the Judgment is WA is not satisfactory / in any other matter, an SLP can be filed before the Supreme Court. Steps as in the case of WA/ RP should be taken and the matter should be taken up with the section in the office of The Advocate General dealing with SLP. After obtaining the consent of the Government, the Advocate General will entrust the case file / documents with the standing counsel for the State in The Supreme Court; and the standing counsel will forward the vakalathnama to the concerned official directly by post. The official should sign and return the Vakalathnama to the standing counsel by post. The number assigned to the SLP and the stay against the High Court order if any, should be recorded in the register maintained for the purpose in the office. The status of the case can be ascertained from the office of the Advocate General or from the official web site of The Supreme Court.

20.13. Civil Revision Petition (CRP):-

CRP is usually preferred against the verdict of appellate authorities, tribunals, etc. Common cases for the Department relates to CRP against the verdict of University Appellate Tribunals. Procedure as in the case of writ petitions should be taken and appropriate entries should be made in the register kept for the purpose in the office.

20.14. Consumer Disputes Redressal Forum (CDRF):-

Usually matters relating to employees and their service matters will not fall within the jurisdiction of the CDRF which functions in every district under The Consumer Protection Act. Hence, any such complaint can be easily defended by mentioning this position.

20.15. State Administrative Tribunal (SAT):-

As per Government notification 19 / 200 P & ARD dated 26/5 / 2010 State Administrative Tribunal has been established in Kerala. SAT has started functioning at Trivandrum w.e.f. 22/10/2011. Service matters relating to teaching and non-teaching staff of the department will be adjudicated by SAT. Private aided colleges do not fall within the ambit of SAT.

20.16. RFA/ RSA Cases:-





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When the judgment in an original suit (OS) or appeal suit (AS) is against the interest of the state / State revenue or creates financial liability for the State, The High Court can be approached with a regular first appeal (RFA) and regular second appeal (RSA) in such cases. The Advocate General should be approached with the copy of the Judgment and other relevant documents; and the matter should be entrusted to the concerned Government Pleader as directed by The Advocate General.

Note:

1. If the Same person approaches different courts seeking the same relief simultaneously / successively, that matter should be brought to the notice of the court concerned.
2. Statement of facts should be filed by the respondent himself or else he should authorize a competent person to file it on his behalf.
3. An OP Register/ Case Register in the prescribed format should be maintained in all offices of the department.





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IV

Govt. College Hostels





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CHAPTER - 21

THE FUNCTIONING OF HOSTELS

21.1. Rules related to Hostel Admission

1. The admission in the hostel is restricted to the students who got admission in the college. The copy of college ID card should be submitted along with the application for admission in the hostel.
2. A copy of passport size photograph and the signature of the student are to be affixed in the hostel admission register. A photo ID card is to be issued to the student from the hostel. The priority for admission in the hostel is to be determined on the basis of the distance from the house of the student. First consideration will be to the student who resides far from the college. While fixing this priority, the students belonging to SC/ST/OEC/PH will be given special preference.
3. The parent, who is to be present at the time of admission of the student in the hostel, has to submit a declaration stating that his ward will abide by the rules of the hostel. The student also has to submit such a declaration. In addition to this, the declaration regarding anti ragging is also to be suffixed.
4. At the time of admission, an amount equal to two months average mess fee is to be remitted as mess advance on proper receipt. But, mess advance need not to be collected from the students belonging to SC/ST/OEC. Instead of this, the community certificate issued by the revenue authorities is to be collected at the time of admission. In the case of blind students, the medical certificate is to be obtained and filed. These students have to submit the printout of the online application submitted through 'Akshaya Kendra' for fee concession, in which it is noted that the applicant is a hostler. Those who have stated as 'Day Scholar' in the application for the concession need not to be admitted in the hostel.
5. The visitor's time in the ladies hostel will be from 4 PM to 5 PM. The visiting is restricted to the guardian who signed the declaration at the time of admission and to the person who authorized by the guardian. This is to be displayed in the notice board of the hostel.
6. A separate portion is to be set apart for the visitors and they are not permitted to enter the residential area of the inmates. A visitor to a particular inmate will not be permitted to contact with other inmates.
7. The ID card is to be kept in hand by the inmates when leaving the hostel. The inmates have to obtain permission from the warden/ Resident Tutor/Clerk when leaving the hostel during hostel timings. The inmates have to return to the hostel before 6 PM.
8. The watchman will close the hostel gates at 5PM and will permit inmates to leave the compound only with special permission from authorities.





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|-----------------------|--------------------|
| 5. Medical inspection | Rs 10/- |
| 6. Electricity charge | Rs 60/- (Minimum) |
| 7. Water Charges | Rs 30/- (Minimum) |

These rates are subject to revision as per Govt. orders. These fees are collected on proper receipts, and to be recorded in the daily fee collection register.

III Ladies Hostel and Men's Hostel

If the ladies hostel and men's hostel are functioning under a same warden, fee receipt books consolidated PD register, Vouchers, Chalans; Stock registers etc. are to be maintained separately. But only one cash book, one TR – 5 receipt books shall be used at a time.

IV. DFCR (Daily Fee Collection Register)

The fee collected through fee receipt books are to be entered in the DFCR as follows.

(a)

1. Mess advance
2. Caution deposit Rs 1000/- (Head of account for remitting chalans-PD a/c)
3. Medical inspection fee Rs 10/-
4. Food charge
5. Water charge
6. Electricity charge
7. Telephone charge
8. News paper (Recreation charges)

(b)

1. Room rent Rs. 100/- (Head of account for remitting chalans 0202-01-103-95 Other receipts)
2. Establishment charges Rs 10/-

V. Room & Key register

When a student is admitted in a hostel, necessary entry regarding the number of room allotted to him /her is to be recorded in the key register and the signature of the inmate obtained in token of having received the key. While allotting the rooms, students belonging to a particular





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batch only are to be admitted in each room. On no account, senior batch students and junior batch students be admitted in the same room.

VI. Details of registers to be primarily maintained

1. Stock register of application forms
2. Stock register of ID cards
3. Stock register of Receipt books
4. Stock register of TR -5 receipt books
5. Stock register of Tender forms
6. Admission register
7. Mess Advance & Adjustment register
8. Caution Deposit register
9. Room and Key register
10. Cash book
11. Denomination register
12. Valuable register
13. PD cheque withdrawal sanction register
14. Consolidated PD register
15. Stock register of Furniture and Equipments
16. Stock register of Computer and Electronic Equipments
17. Stock register of Kitchen utensils

VII Formation of Mess Committee and functioning of Mess

- (a) The warden, staff and inmates have to act jointly for the effective and smooth functioning of mess. The mess committee comprising of three inmates (5 inmates in large hostels) nominated by the warden, one from each batch on rotation basis where there are many batches, is to be formed. For the formation of mess committee election shall not be conducted. The duration of mess committee will be for one month only. It will act up to the end of the prescribed month. As a new committee has to take charge for the coming month that committee is to be formed before the last date of the current month. The senior most members in the mess committee will be nominated as mess secretary.





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- (b) In order to keep record of the details such as name, batch, admission number etc. of the mess secretary and mess committee members of each month, a 'mess committee' minutes register is to be maintained. The mess committee can be convened even in the absence of warden for the purchase of the things required for the mess. Before purchasing the goods required for the mess, the mess secretary has to consult with the cooks. The list of things to be purchased is to be prepared in full scap paper.
- (c) For the purchase of things to the mess, the clerk has to prepare a note under the list of things to be purchased and obtain purchase sanction of warden therein. After that the list will be sent to the concerned store, and shift the items received from the store to the hostel store in the presence of the mess secretary. While doing so, the mess secretary will record in the bill received from the store, the wordings 'Received the articles in good condition and entered in to the stock register of' (Provisions/Milk/ Vegetables etc.) and affix signature in the same. Then the same has to be handed over to the clerk. The clerk will assign voucher number to the bill take the things to the account. When the payment is made, the voucher will be passed for payment (Passed for payment of Rs.....) by the warden, and the voucher will be kept in files after recording the words ' paid and cancelled' with signature of warden. The warden will also sign the stock entry certificate of things purchased.

VIII Mess fee Calculation register

The vouchers of articles purchased from the beginning to the end of a month are to be recorded chronologically in this register. But, if vouchers are not received for milk, news papers etc. the details of cost can be entered as next serial numbers. The warden has to sign all stock registers at the end of each month after adding the total cost. This cost is the total food charges.

IX Water and Electricity

If the water and electricity charge which are not received in a month, the bill amount of the previous month in which the hostel run throughout the month can be taken in to account for collecting charges from inmates. If such amount falls below the rate fixed by the Govt. for each student (ie 30+60); shall be collected at the rate of 30+60.

X Fee collection notice

Mess fee collection date should be fixed to the first or second date of the month. Fee can be collected without fine up to the seventh date and with a fine of Rs 5/- till 2 PM on the fifteenth date. The defaulters have to be expelled from the hostel on proper orders by 4 PM on the fifteenth date. In the fee collection notice it should be specifically noticed that those who fails to remit the hostel fee before 2 PM on the fifteenth date will be expelled from the hostel.

XI Mess fee Calculation register

Food Charges Opening balance.....	Electricity charges....(±) No of inmates = Rate per Head	Water charges....(±) No of inmates = Rate per Head
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Vr Nos.....		
Milk News paper		
Total(-) closing balance Balance (±) Total attendance = Rate per day		

XII Form of Mess register

Mess fee for the month of/20.....

Sl no	Name	Ad no	F C / F P	Food Charg es		Electricity charges		Water charge s	Estt charges	Room rent	Total	Receipt no & date	Chal an no Date	Initia ls of the Ward en	
				R ate / d ay	No of days	A m o u n t d ue									

XIII Room & Key register

Sl No	Room No	Name of Room mates	Initials of the recipient of the key
1		1. 2. 3.	
2		1. 2. 3.	
3		1. 2. 3.	
4		1. 2. 3.	
5		1. 2. 3.	
6		1. 2. 3.	
7.		1. 2. 3.	

XIV Mess advance and adjustment register

S l n	Nam e	A d	Amo unt	Rt no & Date	Initials of Warden	Amou nt adjus	Rt no & date	Initials of warden	Balance amount (refunde	signature/Ward en of recipient	Initials of warden





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XV Consolidated PD register

Ch no	Date	Mess Adv	Food Charges	EI Charges	Water cha	MI			Accumulated balance	Total
Opening balance										
Total										
Grand Total										
Payment										
Ch No	Date	Mess Adv	Food Charges	EI Charges	Water charges	MI			Accumulated balance	Total
Total										
Grand Total										
Closing Balance										



Mrudula Menon V.
Mrudula Menon V.
Principal-in-Charge
The Cochin College