

HAND BOOK FOR COLLEGIATE EDUCATION DEPARTMENT

College Administration

Introduction:

In this section we are going through the rules and procedures to be followed in common matters handled in college office. These are general guide lines to make them uniform in all college offices in our department. We hope this will help the Section Clerks, Head Accountants, Superintendents, Administrative Assistants, Principals and all other stake holders. This will also be useful to the teaching and non teaching community as well.

Functions of Principal

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

I. Administrative Functions (Powers):-

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

2. Appointments:-

(i) Provisional appointments through Employment exchange/Guest/FIP and Daily wages appointment in contingencies.

(ii) Internal transfer of Attenders from one department of study to another.

3. Leave:-

➤ Sanction all kinds of leave except study leave, LWA- up-to 120 days and Special Disability leaves to Teaching staff and Non Teaching staff with permission to leave the station.

➤ Sanction Casual Leave to Teaching Staff and Non Teaching Staff.

➤ Sanction of Special Casual Leave to Teaching Staff and Non teaching staff

Increment:-

➤ Sanction increments to the Non Gazetted Officers.

➤ Sanction payment of belated increments Non Gazetted Officers

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 120 days.(Govt. Circular No:10553/Adv.C2/2001/P&ARD. Dtd.29.4.2002,G.O.(P)No:233/08/Fin. Dtd. 3.06.2008)

4. **Entries in Service Book:** Making necessary entries in the Service Book of Non- Gazetted Officers

5. **Preparation of Annual Reports:-** (i) To Director of Collegiate Education and (ii) University.

6. **Reconstitution of Committees:-** CDC, Purchase Committee, Anti-ragging etc.

7. **Internal Transfer of Furniture and Equipments:-** From one Department of studies to another.

II. Financial Functions (Powers):-

1. **Investigation of Arrear claims:-** Up to 5 years of old except the time barred claims.

2. **Temporary Advance from GPF :-** Sanction T.A. from GPF to Teaching Staff and Non Teaching Staff, up to a financial limit of Rs.2,25,000/-

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)

4. **Local Purchase :-** To purchase stationery through local purchase up to a maximum limit of Rs.1000/- p.a.

5. **Renting Building & Auditorium:-** To sanction on merit in individual cases, renting of College Building and Auditorium subject to the conditions laid down in G.O.(Ms) 262/86/H.Edn. dated 09.07.1986.
6. **Printing:-** To sanction printing of following items and correspond direct with the Superintendent of Govt. Press in this connection.
 - Notices
 - Authorized Forms
 - College Calendar
 - Other forms and Register
 - Printing College Magazine and Question papers locally.
7. Write off and disposal of unserviceable articles and stores:-
 - 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/- in each case (G.O.(MS) 133/84/H.Edn. dated 14/06/1984)
 - 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)
8. **Lease :** - To sanction the annual lease of usufructs in the premises of the institution under his control.
9. **Refund:-** To sanction the refund of fees or fines realized from students contrary to rules.
10. **Non-recurring Contingent charges:-** To sanction Non-recurring contingent charges provided there is budget provisions.
11. **Periodic Review of stocks:-** To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
12. **Medical Reimbursement:-** To sanction medical reimbursement to Gazetted Officers and Non Gazetted Officers subject to the rules and a maximum limits of Rs.5000/-.
13. **Distribution of Budget allotments:-** To distributes Budget allotments to various departments of the college.
14. **Utilisation of Special PD Funds:-** To sanction expenditure and purchase of the Principal, observing conditions stipulated in Store Purchase Rules.

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.
16. **Recovery of Costs:-** To order the recovery of cost of lost or damaged books and equipments from students and staff. **slab**
17. **DDO –** Drawing and Disbursement of Salary to Non Gazetted Officers.
18. **Custodian of one set of cash chest keys**
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.
20. **Reconciliation of Expenditure:-** Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.
21. **Preparation of Budget Proposal:-** Annual Budget proposal preparation for the next financial year and sending to Director of Collegiate Education.
22. **Preparation of Plan Proposal:-** Annual Plan Proposal preparation for the coming year is to be submitted to DCE by September every year.
23. **Preparation of UGC Plan Proposal:-** Preparation of UGC Plan Proposal for a plan period.

III. Academic Functions (Powers):-

1. Supervision over students and maintenance of discipline in the college.

2. Endowed Scholarships, prizes and medal:- To sanction endowed scholarships, prizes and medals to students.

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.

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.

5. Make up the deficiency of total number of academic working days:- by declaring Saturdays as working days.

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.

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

8. **Issue of TC and Conduct Certificate:-** To the outgoing students.

DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANTS

(Delegation as per G.O.(MS) No:248/89/H.Edn. Dated 6.12.1989)

1. To open Service Book of NGOs in the college and to attest entries therein.
- 2.

DUTIES OF SS

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, i.e., Cash Book, Advance Register, Audit Objection Register, Chalans and Chalans Register and Bill Book etc.. in connection with all financial transactions.
4. Maintenance and custody of General P.D. Account Registers.
5. Supervision and control over all section clerks under accounts 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. Monthly Closing Certificate entry in the Cash Book as per KFC Rules.
9. Cash Chest key with the Treasury should be exchanged during December of every year.

GENERAL DUTIES AND REPOSNSIBILITIES OF HEAD MINISTIRIEL 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.
9. Take personal attention to utilize the complete amount allotted to the college under State Plan Fund and UGC Fund as per the monthly target fixed by the DCE time to time.
10. Verification and timely disposal of Audit objection raised by the A.G. and the DCE.
Propagate good practices in official procedures in the office.

I - ESTABLISHMENT MATERS

Appointments & Joining duty

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 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	Bill Book	P.A.Register	Valuable Register
U.G.C.Cash Book	Stock Registers		

Take over the following registers duly verified.

Step 2

Take custody of the following items:-

One Set of Cash Chest Keys	Log in Names & Passwords if any
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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	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

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 as 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 Proforma and Medical Fitness Certificate are 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 by the candidate.
- (5) After joining for duty the following documents are to be sent to the Accountant General:

Entitlement Register	Countersigned ID Card with Photograph
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	Copy of the NET Certificate
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- (7) The following documents are to be sent to the Treasury:

Joining Report	R.T.C.
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Vice Principal:-

- (1) This is a non cadre post 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).....	(See annexure)
(ii).....	(See annexure)

(5) Selection Procedure :-

- (a) Prepare a panel of five senior most faculties 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 forwarded along with ratification request:-

Consent from the faculty	Copy of College Council minuets
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.

Administrative Assistant/Senior Superintendent:-

- (1) No direct appointment to this post.
- (2) In cases of promotion and posting the new Administrative Assistant /Senior Superintendent can join duty by producing the following documents:

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 (in case of SS only)
R.T.C.	

- (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.
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N.G.Os other than L.G.S.:-

- (1) In case of fresh appointments the original documents insisted the appointment order should be collected from the candidate for verification and return, at the time 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.
- (5) If the candidate who got fresh appointment has been working in state Govt. Service Performa and Medical Fitness Certificate are 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.
- (7) Open a new Service Book for the employee and make necessary entries in it.
- (8) The details related to the Date of Birth should be authenticated by the competent authority.
- (9) 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.

Last Grade Servants:-

- (1) Open a new Service Book for the employee and make necessary entries in it.
- (2) The details related to the Date of Birth should be authenticated by the competent authority.
- (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.
- (4) Before allowing 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 Performa and Medical Fitness Certificate are 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.
- (7) Open a new Service Book for the employee and make necessary entries in it.
- (8) The details related to the Date of Birth should be authenticated by the competent authority.

- (9) 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.

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

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

Joining Report	Medical Fitness Certificate
Conduct Certificate	Spark Form No:1
Documents Proving Date of Birth	An attested copy of all documents
Creamy layer certificate, if it is insisted in the appointment 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) Open a new Service Book for the employee and make necessary entries in it.
- (5) The details related to the Date of Birth should be authenticated by the competent authority.
- (6) An affidavit should be obtained from the incumbent to the effect that he is willing to retire on the attainment of 56 years of age. Also this has to be pasted in the S.B.

General Instructions:-

- (1) Necessary entries have been 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, GPAIS etc within the stipulated time limit and the facts have to be entered in SB of concerned employees.

Transfer & Posting

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 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.

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).
- (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 is to be forwarded to the Director of Coll. Edn. And to the Principal Secretary Higher Edn. (through the DCE.)
- (5) Clearance from College Library.

Non Gazetted Officers:-

Joining:-

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

Joining Report	Relieving Order
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- (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.
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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 charge 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 tree 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
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- (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	Other Pass Books (if any)

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

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 (with in 1 year before 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 get counter signed from the DCE, Tvm.

- (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 HoD,s including library.

Sanctioning of Leave

Casual Leave:-

Principal:-

- (1) The Sanctioning authority of CL to the Principal is the DCE.
- (2) Therefore the application in the prescribed form has to be submitted to the DCE well in advance and the name of person should be mentioned in the application, to whom the temporary charge will be handover in the absence of the Principal.

Teaching Staff/ Gazetted Ministerial Staff :-

- (1) The Sanctioning authority of CL to the Teaching and Gazetted NTS is the Principal.
- (2) In case of Teaching Staff the Application should be submitted the Head of the concerned department head with due recommendations.
- (3) The Principal himself/herself or the person to whom the duty is delegated should maintained a Register (CL Register) for making entries of casual leave availed by each employee.

Non Gazette Employees:-

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

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

Principal:-

- (1) DCE is the sanctioning authority in this case.
- (2) Application in triplicate and 5 nos of RTC required.
- (3) 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. (1 copy)
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- (4) One copy of RTC has to be forwarded to concerned treasury along with C/L.
- (5) Also forward the Joining RTC to Treasury after rejoining for duty.

Gazetted Officers:-

- (1) Principal is the sanctioning authority in this case. (LWA 120 days maximum)
- (2) Leave application in duplicate and 5 nos of RTC required.
- (3) Principal has to issue proceedings in order to sanction leave.
- (4) 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)	

- (5) Copies of RTC and Proceedings of the Principal (1 copy each) has to be forwarded to concerned Treasury.
- (6) One copy of the leave sanction order has to be forwarded to the DCE.
- (7) Insist Medical Certificate at the time rejoining after all kinds of leave mentioned above except in the case of Maternity Leave.

Non-Gazetted Officers:-

- (1) Principal is the sanctioning authority in this case. (LWA 120 days maximum)
- (2) Principal has to issue proceedings in order to sanction leave after accepting one copy of Leave application and proper examination of eligibility.
- (3) Necessary entries in connection with the sanction of leave have to be made in SB of the incumbent.
- (4) Insist Medical Certificate at the time rejoining after all kinds of leave mentioned above except in the case of Maternity Leave.

Special Casual Leave/ Disability Leave:-

Principal is the sanctioning authority in this case, as per the conditions in KSR Appex.VII. Permissible number of days 15 days in an year. This can be sanctioned in two spells only.

Paternity Leave:-

(As per G.O.(P)No: 342/2011/Fin. Dtd.11.08.2011)

- (1) Principal is the sanctioning authority. Govt. vide order read above, have introduced Paternity Leave to a male Govt. Servant for 10 days each for two children at the time of delivery of his wife.
- (2) Eligible to avail before or up to 3 months from the date of delivery of the child.
- (3) He has to produce a Certificate from the Medical Practitioner stating the exact date of delivery.
- (4) He is eligible to get leave salary during this period admissible under rule 92, of Part I KSR.
- (5) It is permissible to combine with other kinds of leave except LWA under Appendix XIIA/B/C.
- (6) The details of leave so availed should be entered in the SB of the incumbent and in the register of Special Leave referred to in the Govt. decision below Rule 106, of Part I KSR.
- (7) If this leave is not availed of within the specified period, it will be treated as lapsed.

- (8) This order shall have retrospective effect from 26.02.2011.
- (9) The Principal has to issue necessary proceeding to sanction such leave as in the case of other leave.

Compensatory Off :-

Night Watchman:-

- (1) The Officers authorised to sanction Casual Leave is the sanctioning authority of Compensatory Off.
- (2) Compensatory off can be sanctioned only against the holiday duty of the Night Watchman on public holidays except Sundays. (Over and above Weekly Off.).
- (3) There is no limit fixed for the sanctioning of maximum number of compensatory off to N.W.

Other Officers:-

- (1) 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.
- (2) The maximum limit of Compensatory off permissible to other officers are 15 days in a year.
- (3) A separate register should be maintained for this purpose.

Regularisation

- (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):-

For Teachers:

The proforma for Police verification	Copy of NET (Or/and) Phd. Certificate
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Class III Employees:

The proforma for Police verification.

Class IV Employees:

Conduct Certificates (2 nos.) from Two Gazetted Officers.

Declaration of Probation

(1st Appointments)

Non Gazetted Employees:

- (1) The DCE is the authority who is authorised to sanction Declaration of Probation to all categories of employees in this department.
- (2) It is the duty of the Principal 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 Principal)	Service Book
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- (3) Entries are to be updated in the Service Book.
- (4) In the case of entry carder, the date of joining in S.L.I., G.I.S. & G.P.F. should be entered in the S.B. And this fact should be noted in the covering letter to the DCE.
- (5) In the case of Clerical staff, the passing of compulsory examination (MOP) should also be noted in the S.B. and Covering letter.
- (6) 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.
- (7) Eligible increments if any, can be granted from the next day of the Probation declaration date.
- (8) The period of Probation for:

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

- (9) Connection 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

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 duty out of 3 yrs continuous service.

(In Promotion Posts)

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 no required in the post of U.D.Clerk.
- (3) The period of Probation for:

U.D.Clerk	Not required
Head Accountant	1 year duty out of 2 yrs continuous service
Junior Superintendent	1 year duty out of 2 yrs continuous service

- (4) 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 Work & Conduct Certificate and a covering letter.
- (5) 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.
- (6) Eligible increments, if any, can be granted from the next day of the Probation declaration date.

Gazetted Employees:

It is the duty of the Principal 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
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Promotions

Non Gazetted Employees:

- (1) The DCE is the authority who is authorised to sanction Promotions to NGOs.
- (2) As and when the order of promotions is received in respect of any NGOs, it the duty of the college office to demand option from concerned employee and to fix his pay as per KSR, according to the conditions if any mentioned the promotion order.
- (3) Copies of Promotion Order and Option Form (Counter signed by competent authority) are to be pasted in the SB of the concerned employee.
- (4) Necessary entries have to be made in the SB of concerned employee.
- (5) Copy of the Pay fixation Order and Option form are to be pasted in the SB.
- (6) One Copy of Pay fixation statement is to be given to the STO and one copy to concerned employee.

NOC for Applying Passport

- (1) The DCE is the authority who is authorised to sanction NOC.
- (2) Properly filled up application in the prescribed format should be forwarded to the DCE.
- (3) NOC is required for the renewal of Passport also.

- (4) If the employee is on L.W.A. as per App. XII A, B & C, NOC is not required for renewal of Passport.
- (5) The validity period of NOC is for 3 months.
- (6) 2 Nos of Passport size photographs. (signed overleaf by the Principal)

Application for Transfer

- (1) The DCE is the authority who is authorised for transfer and posting of all categories of employees in our department.
- (2) Prescribed format for application of transfer is not required for Class IV employees. In their case, duly recommended one copy of application is to be forwarded to the DCE after receiving two copies from the incumbent.
- (3) 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.
- (4) In case of Teaching Staff, applications should be grouped subject vice and forwarded along with separate covering letters.
- (5) Applications of Teaching and NTS should be forwarded separately.
- (6) Specimen of application format is available on the Web site of our Department.

FIP Application & Substitute Posting

- (1) 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.
- (2) As and when the approval received from the UGC, concurrence from the DCE is required for relieving the incumbent.
- (3) Application for concurrence should be in prescribed format and forwarded to the DCE along with sufficient supporting documents. **What are they?**
- (4) After getting concurrence from the DCE, principal can relieve the teacher.
- (5) The relieving order along with the RTC is to be forwarded to the AG and the Treasury Officer.
- (6) The date of joining in the research centre should be intimated to the UGC in due course.
- (7) Then, the application for deputation in the prescribed form along with Bond and other required supporting documents should be forwarded to Govt. through DCE.
- (8) 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 for the to the AG disbursement of salary (in the case of Govt. T.S.) and to the Dy. DCE (in the case of aided college T.S.)
- (9) Relieving the teacher for FIP, the Principal can appoint guest faculty in his place, on the basis of work load.

- (10) The Principal has to observe the following procedures in connection with the selection and posting of guest faculty:
- (a) Faculty list should be obtained be called from 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 guest faculty can be disbursed from the college concerned.
 - (d) Reimburse the substitute salary from the UGC and refund the same (after deducting the undisbursed portion if any) to the state government.
 - (e) An audited utilisation statement should be forwarded to the UGC.
- (11) 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) A maximum grace period of six months may be granted to the teacher fellow for submitting the thesis 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.

II – PURCHASES

Office Procedures in connection with Purchases

(Plan and UGC Funds)

Step 11. If the Purchase Committee recommends Step. 1 . Circular from Director of Collegiate Education inviting detailed proposals from Colleges. (In April/May)

Step 2. Budget allotment and subsequent sanctioning of amount on different heads of plan funds. (in July)

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.

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 formalities.

Step 5. At this stage, the Principal issues Administrative Sanction (AS) to the purchase formalities based on Purchase Committee minutes.

Step 6. Issuing Quotation/ Tender Notices. Quotations for the Purchase below – Rs.20,000 and Tender for Rs.20,000/- and above. For purchase of books, quotations are sufficient irrespective of the amount of purchase.

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.

Step 8. The selected suppliers are being informed the fact and they are asked to furnish Indemnity Bond and Security Deposit.

Step 9. After obtaining the items mentioned in Step 8 above, supply orders are being issued to concerned suppliers.

Step 10. To purchase the items from 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).

Step. 12. After the delivery of items and 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.

Step 13. 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.

Step 14. Payment and stamping of Paid & Cancelled seal on the Invoice.

ADMISSION RULES:

Refer concerned University Rules

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. A fee of ` .50/- will be levied from those who apply for TC after the lapse of one year from the date of leaving the college. An additional fee of ` .100/- will be levied from those who apply for duplicate copy of the TC with the recommendation of the First Class Magistrate.

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

COURSE AND CONDUCT CERTIFICATE

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

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 purpose of attendance, all working days shall be counted as whole days 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.

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. Deficiency beyond 20 days will on no account, be condoned and exemption will not be granted for more than one academic year in any course of study.

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 ` . 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.

RE-ADMISSION TO COURSES FOR STUDENTS DISCONTINUED STUDIES

Students who discontinue their studies can rejoin the same course after prior sanction from the Principal. 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.

RULES FOR COLLEGE TRANSFER:

Refer respective University Orders.

NORMS PROPOSED FOR ADMISSION TO SENIOR CLASSES OF VARIOUS COURSES:

Refer University orders

MIGRATION CERTIFICATE

The students of other Universities and Boards of Secondary/ Higher Secondary Education (Except State Boards like VHSC, Plus Two) who joins 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.

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 within one month from the date of admission without fail.

ELIGIBILITY CERTIFICATE

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

UNIVERSITY EXAMINATION – EXTENSION 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 can be appointed by the Principal (See University Rules).

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:-

Normal NCC cadets

NCC cadets with A/B/C

	Certificate	Certificate
	With 75% attendance	
(a) For admission to Degree	15	3 (with A Certificate)
		5 (with B Certificate)
(b) For Admission to PG	5	10 (with C Certificate)
Courses/B.Ed		

IMPLEMENTATION OF MODEL INCETIVES 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

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.

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 are:-

- a) The encouragement of thrift and self help
- b) 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;
- c) The dissemination of the knowledge of co-operative principles and their realization as far as practicable; and
- d) The conducting of such other activities as is incidental or conducive to the attainment of the above objects.

Note:- The bye-laws (specimen attached)

COLLEGE MAGAZINE

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

COLLEGE COUNCIL

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 Non-teaching 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 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 chairman are equally divided, the Chairman shall have a casting vote. The Principal may overrule 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.

15. Librarians are also the members of the Council.

IQAC

The National Assessment and Accreditation Council (NAAC) advocates the establishment of Internal Quality Assurance cell (IQAC) by the all the accredited institutions as a post of 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 a month.

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 face by his/her wards in their personal life, studies, etc.

A very successful interaction in the tutorial system will instill 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.

COLLEG CANTEEN

The Canteen functioning in the college campus serves food items in all working days to the students and staff in good quality and 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 will be selected who has quoted the lowest rate for the supply of food items and he will be authorized to conduct the Canteen making an agreement in the stamp paper worth ` .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.

SCHOLARSHIPS

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

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.

II. **FORMAT of STUDY TOUR (Attached)**

1. **The Director of Collegiate Education:**

To sanction deputation of staff members outside the state even if be to places beyond the adjoining districts in the neighbouring states in connection with the study tours and excursions of students from the Colleges as a special case in relaxation of the general rules issued in G.O.(P) 400/58/PD.

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

- (i) To sanction study tours of students, within the state relating to the Botany, Zoology and Geology Departments of the Colleges.
- (ii) To sanction charges of study tours within the State, subject to budget provision, to the various departments of the respective colleges.

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

- (iii) 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 a final bill presented after within one month 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.
- (iv) To sanction TA and DA to staff members at KSR rates if the place of tour is not less than five miles away from College.
- (v) To sanction contingent expenditure such as transportation charges of specimen, equipment etc. at a maximum of ` .50/- in each case.

3. **Principals of Training Colleges & Physical Education Colleges:**

- (i) To sanction excursion of students of Training College with the state subject to budget provision.
- (ii) 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 on 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.
- (iii) To sanction food charges of students at a maximum of ` .3/- per head per diem.
- (iv) To sanction contingent expenditure such as transportation charges; luggage, room rent, etc, up to a maximum of ` .100/- at time.

III. 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 Attenders 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 Attenders 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 is girl student 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 will 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.

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 Attender 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.

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 given 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.

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

As per concerned University Rules.

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

(UGC circular No.....)

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 undisciplined activities by any student or 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;

(c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of 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, emails, 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 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 a 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 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 a 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, 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 view 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 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 6.2 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 6.2 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 6.2 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 counselor, 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 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 or 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 of 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 6.1 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 6.2 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 nay 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 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, 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.

© 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 on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

(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-raging 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.

© The institution shall review and suitable 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.

(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
- 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 victim(s)
- 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.

5.1 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.
- 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.

5.2. 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.

5.3 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 is attributable to the Head of the institution, the authority designated to appoint such Head shall take such action.

5.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these 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.

COLLEGE UNION ELECTION RULES

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

I. The College Union Council comprises the following offices:

1. The President of the Union (Principal of the College Ex-officio)
2. The Chairman.
3. The Vice-Chairman
4. The Secretary.
5. The Joint Secretary.
6. Councillor/Councillors to the concerned University Union of the College Union.
7. The Secretary, Fine Arts.
8. The Chief Student Editor of the College Magazine (Final year students are not eligible)
9. General Captain (Sports & Games)
10. The Staff Advisor Treasurer nominated by the President (with no vote)
11. The Secretary of each of the various (main subject-wise), College Association
(Restricted to degree and PG College only)
12. 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 one representative elected by all the PG students.

II. 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 be 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.

III. The Union Executive Committee comprises the following offices.

1. The President of the Union
2. The Chairman
3. The Vice-Chairman
4. The Secretary

5. The Joint Secretary
 6. Councillor/Councillors to the concerned University Union
 7. The Secretary, Fine Arts Club.
 8. The Chief Student Editor of the College Magazine
 9. General Captain
 10. Three members selected by the Union Council from among themselves (except in Training Colleges)
 11. The Staff Advisor/Treasurer
- IV. The Union Secretary shall act as the Secretary of Executive Committee. In Training Colleges the Union Council shall be the Executive Committee.
- V. Except as otherwise exempted by the University, the conduct all elections in the Colleges affiliated to the University shall be held as provided hereunder.

(1) *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)

(2) *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 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.

(3) *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.

(4) *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.

(5) *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.

(6) *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 ` .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 ` .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.

(7) *Scrutiny of Nominations:-* (i) 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.

(ii) 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.

(8) *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.

(9) *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.

(10) *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.

(11) *Declaration of election of validity nominated Candidates:-* (i) 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.

(ii) 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.

(iii) 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.

(12) *Voting*:- (i) 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.

(ii) 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.

(iii) 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.

(iv) 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 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.

(v) 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.

(vi) 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.

(vii) 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.

(viii) 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.

(ix) 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.

(13) *Procedure on Counting*:- (i) 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.

(ii) 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.

(14) *Ballot paper when rejected:-* (I) Ballot paper shall be invalid and rejected.

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

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

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

(iv) If no vote is recorded thereon; or

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

(vi) If it is void for uncertainty; or

(vii) If it violates any other law:

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

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

(15) *Recounting :-* (i) 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.

(ii) 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.

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

(ii) 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.

(iii) 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.

(17) *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 `50/- towards petition fee remitted in Treasury to the credit of the Calicut 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.

(18) *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.

(19) *Note:-* 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.

(ii) 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.

(iii) 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.

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

(v) 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.

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)

- 6.5.1. 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..
- 6.5.2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24-25 years
- 6.5.3. For research students the maximum age limit to legitimately contest an election would be 28 years.

- 6.5.4. 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.
- 6.5.5. The candidates should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, of whichever is higher.
- 6.5.6. 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.
- 6.5.7. 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 misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
- 6.5.8. 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.

6.7 Code of conduct for candidate and Election Administrators.

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

- 6.7.1 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 different castes and communities, religious or linguistic, or between any groups (s) of students.
- 6.7.2 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. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.
- 6.7.3 There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.
- 6.7.4 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 propaganda 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.
- 6.7.5 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.
- 6.7.6 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.
- 6.7.7 No candidate shall be permitted to carry out processions, public meetings, or in any way canvas or distribute propaganda outside the University/College Campus.
- 6.7.8 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.
- 6.7.9 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.

- 6.7.10** The use of loud speakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- 6.7.11** 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 propaganda
- 6.7.12** 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.
- 6.7.13** 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.
- 6.7.14** All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- 6.7.15** 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.
- 6.7.16** 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.

68 C LYNGDHO COMMITTEE REPORT AMENDEMENT.

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 (I) to make the following amendments in the Lyngdoh Committee Report clause 6-5-5, 6-5-6 and 6-5-7.

- (1) 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.

- (2) 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.
- (3) 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 misdemeanor 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.

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 Seconder :

Class of the Seconder :

Group/Subject :

Number of the Seconder in the electoral roll :

Signature of the Seconder

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:

(To be signed in front of the Returning Officer)

.....	4		
	5		
	6		
No. of the voter in the Electoral Roll	(The facsimile of signature of the Returning Officer should be affixed on the reverse side)		

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.

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.

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 members 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.

(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 operative 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 parents/guardians.

(a) To enroll 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.

© 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 themselves 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 less is.

(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 requisitor of at least 25 members or when authorized to do so by the President. Such meeting shall dispense only 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 resent 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.

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 Alumini 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.

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 President of the P.T.A.
- (v) The President of the Alumini 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)

(2) 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.

(3) 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.

(4) 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.

(5) 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:- (1) 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".

(2) 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.

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

(4) 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 drawal of the amount. If the money is not utilized within one year, the unutilized amount should be refunded.

(5) 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.

COLLEGE LIBRARY

General Library

1. (a) 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 : 5

Post Graduate : 10

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 on 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) 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.

© Hall Tickets for University Examinations and 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 six books at a time from the Central Library.

(b) The members of teaching staff of the English Department can borrow the text prescribed for their subject from the Central Library in addition to the allowed number of books; and in any case the total number shall not exceed twelve.

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

7. (a) Books borrowed other than texts should be returned within a period of one month by members of teaching staff and non-teaching staff and 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 for more than a month must return all the books borrowed from the Library before proceeding on leave.

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

FEES

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

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

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.

PRINCIPAL'S RESPONSIBILITIES

The Principal of all Government colleges are instructed to follow the above instruction strictly and furnish a certificate to that effect along with proposals for giving charges. If the senior most Selection Grade Lecturer is not willing, written statement to that effect should be obtained and forwarded.

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 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.

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.

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.

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.

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

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

1. Tuition fees will be collected in eight equal instalments in the months of June, August, September, October, November, December, January and February respectively. The first instalment of fees including the special fees prescribed and caution deposit will be collected from the schedule 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

2. 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.

3. 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.

4. 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 `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.

REMOVAL OF NAME FROM THE ROLLS OF THE COLLEGE

5. If the fees or special fees with the fine of `5/- is not paid on or before the last date fixed for the fine of `5/- an additional fine of `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.

6. The last opportunity for payment of an instalment of fee mentioned in para 5 above is defined as last working day previous to the due date of the succeeding instalment. But in the 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.

7. 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.

8. The terms are defined clearly as follows:-

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

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

III. Term – December, January and March

ADMISSION FOR A TERM FOR MAKING UP SHORTAGE OF ATTENDANCE

9. 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.

10. 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 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.

11. 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.

12. 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.

13. 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 fees 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 within two months from the date of leaving the college as revealed from the entries in the Transfer Certificate issued to the applicant. If application for refund is not submitted before this period, the claim for refund will be forfeited.

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 pursues his/her studies in the succeeding year. A student so promoted, if he/she studies in the succeeding year. A student so promoted, if he/she pays the first instalment of fees in the succeeding year, is entitled for refund of fees, as provided for in Rule 14.

14. 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 15 has to be read in the background of Rule 14, Rule 14 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 15 as well; irrespective of the fact whether he/she is discontinuing the studies in the colleges with or without the intention of prosecuting further studies in a difference institution, whether it be for a professional or non-professional course.

15. 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 got reimbursed by the Harijan Welfare Department. The time limit prescribed in Rule 18 below 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.

16. 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 14 has been introduced with retrospective effect, the time-lag specified in Rule 18 will be applicable to retrospective claims also.

17. The Principals will be responsible for collection of fees as provided in these rules.

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.

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.

Memorandum of Association

I. Name - Centre for Continuing Education
Kerala

II. (a) Registered Office - The Registered Office of the Centre shall be at
Thiruvanthapuram, Kerala

(b) Jurisdiction - Kerala State.

III. *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.

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 fulfill the objectives of the centre.

IV. The control and administration of the centre shall be vested in accordance with the rule and regulations of the centre, inn 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 - Member
Kerala
7. Chief Co-ordinator of Projects, World Bank
Assistant Technician, Education Project,
Kaithamukku, Thiruvanthapuram – 24 - Member Secretary.
8. Senior Joint Director (Poly stream)
Department of Technical Education,
Government of Kerala - Member
9. Joint Director, Curriculum 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

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.

(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.

(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:*

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, Center 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
- (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 `1000/- in the Sub Centre to meet any contingent expenses. CE Manager can incur an expenditure up to `5000/- with the permission from the President (Principal). All expenditure above `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 `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.

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 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.

Monetary limit for Sanctioning GPF Temporary Advance

Order No: J4/42/2012-13/Coll. Edn. Dated:21.02.2012

Sl.No:	Category	Existing	Revised
1	Dy. D.C.E.	2,00,000	3,00,000
2	Sr. A.A.	1,50,000	3,00,000
3	Spl.Gr. Principal	1,50,000	3,00,000
4	Principal Arts & Science/Sanskrit/Training/Phy.Edn./ & Music College	1,50,000	2,25,000
5	A.A. in Govt. Arts & Science Colleges	1,50,000	2,25,000
6	Sr. Superintendent of Govt. Arts & Science Colleges	50,000	75,000
7	Warden of Govt. College Hostel	50,000	75,000

PD ACCOUNTS

PD Accounts (Personal Deposit Accounts)

(KFC. Vol.I –Chapter X – Article – 272)

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 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.

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.(MS) No: 224/90/H.Edn Dated 13/03/1990 - For Pvt. Aided Colleges.
3. G.O.(MS) No: 119/97/H.Edn Dated 22/08/1997 - For Pvt. Aided Colleges.
4. 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)
5. G.Lr. No: 10310/D1/2009/H.Edn. Dated 19/03/2012 - Pvt. Aided Colleges.

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.

Caution Money

UG	PG
360/-	600/-

Separate PD account can be opened in Treasury with out any Special sanction of the Government. Caution Money will be collected once for each course of study.

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.
- 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, these 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.

- 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 are 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.

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കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ

നം.സി 6/57276/2013/കോ.വി.വ

കാര്യാലയം,
തിരുവനന്തപുരം,
തീയതി-

അറിയിപ്പ്

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പിന്റെ പ്രവർത്തനങ്ങളെക്കുറിച്ച് പ്രതിപാദിക്കുന്ന ഹാൻഡ് ബുക്ക് പ്രസിദ്ധീകരിക്കാൻ തീരുമാനിച്ചിരിക്കുന്നു. അതിന്റെ ഭാഗമായി ഹോസ്റ്റലുകളുടെ പ്രവർത്തനങ്ങളെക്കുറിച്ച് വിവരിക്കുന്ന ഭാഗത്തിന്റെ സോഫ്റ്റ് കോപ്പി ഈ വകുപ്പിന്റെ ഔദ്യോഗിക വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നു. ഇതു സംബന്ധമായി എന്തെങ്കിലും അഭിപ്രായങ്ങൾ രേഖപ്പെടുത്തുവാൻ ഉള്ളവർ ഈ സോഫ്റ്റ് കോപ്പി പരിശോധിച്ച് മുകളിൽ കാണിച്ചിരിക്കുന്ന ഫയൽ നമ്പർ രേഖപ്പെടുത്തി ഈ-മെയിലായോ തപാലായോ അയച്ചുതരേണ്ടതാണ്.

അഡീഷണൽ ഡയറക്ടർ
കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ്

DRAFT

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ്
ഹാൻഡ് ബുക്ക്

ഹോസ്റ്റലുകളുടെ പ്രവർത്തനം

I) ഹോസ്റ്റൽ അഡ്മിഷനുമായി ബന്ധപ്പെട്ട നിയമങ്ങൾ

- 1) 20 രൂപ രജിസ്ട്രേഷൻ ഫീസ് വാങ്ങി പ്രവേശന ഫോറം വിതരണം ചെയ്യേണ്ടതാണ്
- 2) ബന്ധപ്പെട്ട കോളേജിൽ അഡ്മിഷൻ ലഭിച്ച വിദ്യാർത്ഥിക്ക് മാത്രമേ കോളേജ് ഹോസ്റ്റലിൽ പ്രവേശനം നൽകാൻ പാടുള്ളൂ. കോളേജിലെ തിരിച്ചറിയൽ കാർഡിന്റെ പകർപ്പുകൂടി അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.
- 3) അഡ്മിഷൻ രജിസ്റ്ററിൽ വിദ്യാർത്ഥിയുടെ പാസ്പോർട്ട് സൈസ് ഫോട്ടോയും ഒപ്പും പതിച്ചിരിക്കേണ്ടതാണ്. ഹോസ്റ്റലിൽ നിന്നും ഫോട്ടോ പതിച്ച തിരിച്ചറിയൽ കാർഡ് നൽകേണ്ടതാണ്
- 4) ദുരപരിധി അനുസരിച്ചാണ് ഹോസ്റ്റലിൽ പ്രവേശനത്തിന് മുൻഗണന നിശ്ചയിക്കേണ്ടത്. ലഭിച്ച അപേക്ഷകരിൽ ഏറ്റവും അകലെയുള്ള ആൾക്ക് ആദ്യം പ്രവേശനം നൽകേണ്ടതാണ്. ഇപ്രകാരം മുൻഗണന നിശ്ചയിക്കുമ്പോൾ SC,ST,OEC/PH വിഭാഗക്കാർക്ക് പ്രത്യേക പരിഗണന നൽകേണ്ടതാണ്.
- 5) അഡ്മിഷൻ സമയത്ത് രക്ഷകർത്താവ് നിർബന്ധമായും ഹാജരായിരിക്കേണ്ടതും തന്റെ മകൻ/മകൾ ഹോസ്റ്റൽ നിയമങ്ങൾ അനുസരിച്ച് പ്രവർത്തിക്കുന്നതാണ് എന്ന് ഉറപ്പുതരുന്ന ഒരു സാക്ഷ്യപത്രം എഴുതി വാങ്ങേണ്ടതുമാണ്. ഇത്തരത്തിലുള്ള ഒരു സാക്ഷ്യപത്രം വിദ്യാർത്ഥിയും സമർപ്പിക്കേണ്ടതാണ്. കൂടാതെ ആന്റി-റാഗിംഗ് സാക്ഷ്യപത്രവും സമർപ്പിക്കേണ്ടതാണ്.
- 6) അഡ്മിഷൻ സമയത്ത് ശരാശരി രണ്ട് മാസത്തെ മെസ് ഫീസ്, മെസ് അഡ്വാൻസായി ഫീസ് രസീത് മുഖേന വാങ്ങേണ്ടതാണ്. എന്നാൽ SC,ST,OEC വിഭാഗങ്ങളിൽപ്പെട്ടവരിൽ നിന്നും ബ്ലൈൻഡ് വിദ്യാർത്ഥികളിൽ നിന്നും മെസ് അഡ്വാൻസ് വാങ്ങേണ്ടതില്ല. പകരം SC,ST,OEC വിദ്യാർത്ഥികളിൽ നിന്നും അവരുടെ ജാതി സർട്ടിഫിക്കറ്റിന്റെ (റവന്യൂ അധികാരികൾ നൽകിയത്) സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് വാങ്ങി സൂക്ഷിക്കേണ്ടതാണ്. ബ്ലൈൻഡ് ന്റെ കാര്യത്തിൽ മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.

7) വനിതാ ഹോസ്റ്റലുകളിൽ വൈകുന്നരം 4 മുതൽ 5 വരെ മാത്രമായിരിക്കും സന്ദർശന സമയം. ഹോസ്റ്റൽ പ്രവേശന സമയത്ത് ഹാജരായി സാക്ഷ്യപത്രം ഒപ്പിട്ടു നൽകിയ രക്ഷകർത്താവിനും ടിയാൾ രേഖാമൂലം അധികാരപ്പെടുത്തുന്നവർക്കും മാത്രമായിരിക്കും സന്ദർശനം അനുവദിക്കുക. ഇക്കാര്യം ഹോസ്റ്റൽ നോട്ടീസ് ബോർഡിൽ പ്രദർശിപ്പിച്ചിരിക്കേണ്ടതാണ്.

8) സന്ദർശകർക്ക് പ്രത്യേകം സ്ഥലം അനുവദിക്കേണ്ടതും അവർ അന്തേവാസികളുടെ വാസസ്ഥലത്ത് പ്രവേശിക്കാൻ പാടില്ലാത്തതുമാകുന്നു. മാത്രമല്ല ഒരു അന്തേവാസിയുടെ സന്ദർശകർ മറ്റ് അന്തേവാസികളുമായി ഇടപഴകാൻ അനുവദിക്കാൻ പാടില്ലാത്തതുമാകുന്നു.

9) ഹോസ്റ്റൽ വിട്ട് പുറത്തുപോകുമ്പോൾ അന്തേവാസികൾ തിരിച്ചറിയൽ കാർഡ് കൈവശം സൂക്ഷിക്കേണ്ടതാണ്, വാർഡന്റെ/റസിഡന്റ് ട്യൂട്ടർ/ക്ലർക്കിന്റെ രേഖാമൂലമുള്ള അനുമതിയോടുകൂടി മാത്രമേ ഹോസ്റ്റൽ സമയങ്ങളിൽ പുറത്ത് പോകാൻ പാടുള്ളൂ. പുറത്തു പോകുന്നവർ വൈകുന്നേരം 6 മണിക്ക് മുമ്പ് തിരിച്ചെത്തിയിരിക്കേണ്ടതാണ്.

10) വൈകുന്നേരം 5 മണിക്ക് വാച്ച്മാൻ ഹോസ്റ്റൽ ഗേറ്റ് പൂട്ടേണ്ടതും അതിനു ശേഷം പ്രത്യേക അനുമതി രേഖാമൂലം ഉള്ളവരെ മാത്രം പുറത്തുപോകാൻ അനുവദിക്കേണ്ടതുമാണ്.

11) തിരിച്ചറിയൽ കാർഡ് ഹാജരാക്കുന്നവരെ മാത്രമേ വാച്ച്മാൻ ഹോസ്റ്റൽ കാമ്പൗണ്ടിനുള്ളിലേക്ക് കടത്തിവിടാൻ പാടുള്ളൂ. ടി കാർഡ് ഇല്ലാതെ അനധികൃതമായി ആരെങ്കിലും ഹോസ്റ്റൽ കാമ്പൗണ്ടിനുള്ളിലേക്ക് അതിക്രമിച്ചു കടന്നാൽ വാച്ച്മാൻ അക്കാര്യം ഹോസ്റ്റൽ വാർഡനെ ഉടൻ വിളിച്ചറിയിക്കേണ്ടതും വാർഡൻ ടി കാര്യം പോലീസ് സ്റ്റേഷനിൽ റിപ്പോർട്ട് ചെയ്യേണ്ടതുമാണ്.

12) ഹോസ്റ്റൽ പ്രവേശനം ആ അധ്യയന വർഷത്തേയ്ക്കുമാത്രമായിരിക്കും അധ്യയന വർഷം അവസാനിക്കുന്ന ദിവസം അന്തേവാസികളെ പിരിച്ചുവിടേണ്ടതും ഹോസ്റ്റൽ പൂട്ടേണ്ടതുമാണ്. വെക്കേഷൻ കാലത്ത് കുട്ടികൾക്ക് പരീക്ഷ കഴിഞ്ഞിട്ടില്ലെങ്കിൽ പരീക്ഷ തീരുന്ന ദിവസത്തെ ഹോസ്റ്റൽ തുറന്നു കൊടുക്കാവുന്നതും മെസ്സ് നടത്താവുന്നതുമാണ്. ഇപ്രകാരം മെസ്സ് നടത്തുമ്പോൾ വാർഡൻ കുക്കുമാരുടെ വെക്കേഷൻ prevent ചെയ്ത് ഉത്തരവു നൽകേണ്ടതും തദനുസാരം ആർജിത അവധി അനുവദിച്ചു നൽകേണ്ടതുമാണ്.

II) അഡ്മിഷൻ

1) ` 20/- രൂപ അടയ്ക്കുമ്പോൾ അഡ്മിഷനുള്ള അപേക്ഷാ ഫാറം

നൽകണം

2) പുരിപ്പിച്ച അപേക്ഷയോടൊപ്പം താഴെപ്പറയുന്ന രേഖകൾ ഹാജരാക്കണം

(i) കോളേജ് ഐഡന്റിറ്റി കാർഡ്

(ii) ഫോട്ടോ രണ്ട് എണ്ണം

(iii) ഹോസ്റ്റൽ നിയമങ്ങൾ പാലിക്കുന്നതാണെന്നുള്ള അപേക്ഷകന്റെയും രക്ഷകർത്താവിന്റെയും സാക്ഷ്യപത്രം

(iv) റാഗിംഗ് നടത്തുന്നതല്ല എന്നുള്ള സാക്ഷ്യപത്രം (അപേക്ഷകന്റെയും രക്ഷകർത്താവിന്റെയും)

ടി രേഖകളും ഫീസും വാങ്ങിയ ശേഷം ഫോട്ടോ പതിച്ച ഐഡന്റിറ്റി കാർഡ് നൽകേണ്ടതാണ്

(V) പീഡനം, റാഗിംഗ് തുടങ്ങിയ പരാതികൾ രേഖാമൂലം ലഭിച്ചാൽ, ഉടൻ തന്നെ ആ പരാതികൾ പോലീസ് അധികാരികൾക്കു കൈമാറേണ്ടതാണ്. നിലവിലുള്ള നിയമങ്ങൾപ്രകാരം, വാർഡനോ പ്രിൻസിപ്പാളിനോ ഇന്റേണൽ അന്വേഷണം നടത്താനുള്ള അധികാരമില്ല. ആയതിനാൽ ഇത്തരം പരാതി ലഭിച്ചാൽ അത് യാതൊരു വിധ അന്വേഷണവും കൂടാതെ പോലീസിന് കൈമാറുന്നതാണ് എന്ന് വ്യക്തമാക്കുന്ന നോട്ടീസ് ഹോസ്റ്റലിൽ അവിടവിടെ പ്രദർശിപ്പിക്കേണ്ടതാണ്. മാത്രമല്ല ഇത്തരം ഒരു നോട്ടീസ് ഒരു രജിസ്റ്ററിൽ പതിച്ച് അന്തേവാസികളുടെ ഒപ്പ് അഡ്മിഷൻ സമയത്ത് വാങ്ങേണ്ടതാണ്.

III) അഡ്മിഷൻ നൽകുമ്പോൾ വാങ്ങേണ്ട ഫീസ് വിവരം

1) മെസ് അഡ്വാൻസ്

മുൻവർഷത്തെ ഏറ്റവും കൂടിയ മെസ് ഫീസ് ഏതുമാസമായിരുന്നോ അതിന്റെ ഇരട്ടിയിൽ കുറയാത്ത തുക മെസ് അഡ്വാൻസായി അഡ്മിഷൻ സമയത്ത് വാങ്ങേണ്ടതാണ്.

2) കോഷൻ ഡിപ്പോസിറ്റ് - ` 1000/-

- | | | |
|--------------------------------|---|---------|
| 3) റൂം റെന്റ് | - | ` 100/- |
| 4) എസ്റ്റാബ്ലിഷ്മെന്റ് ചാർജ്ജ് | - | ` 8/- |
| 5) മെഡിക്കൽ ഇൻസ്പെക്ഷൻ ഫീ | - | ` 2/- |
| 6) വൈദ്യുതി ചാർജ്ജ് | - | ` 60/- |
| 7) വാട്ടർ ചാർജ്ജ് | - | ` 30/- |

ഈ നിരക്കുകൾ സർക്കാരിന്റെ പുതിയ ഉത്തരവുകളനുസരിച്ചു മാറുന്നതാണ്.

മേൽപ്പറഞ്ഞ ഫീസ് വാങ്ങേണ്ടത് ഫീസ് രസീത് മുഖേനയാണ്. ആയത് ഡി. എഫ്.സി.ആർ ൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

IV) Ladies Hostel & Mens Hostel- Ladies Hostel ഉം Mens Hostel ഉം ഒരേ വാർഡന്റെ തന്നെ കീഴിൽ പ്രവർത്തിക്കുകയാണെങ്കിൽ Ladies Hostel നും Mens Hostel നും Fee receipt books, consolidated P.D.Register, Vouchers, Chalans, Stock registers എന്നിവ പ്രത്യേകം പ്രത്യേകം പരിപാലിക്കേണ്ടതാണ്. എന്നാൽ Ladies Hostel നും Mens Hostel നും കൂടി ഒരു കാഷ് ബുക്ക് മാത്രമേ ഉപയോഗിക്കാൻ പാടുള്ളൂ. മാത്രമല്ല, റ്റി.ആർ രസീതു ബുക്കും ഒന്നുമാത്രമേ

ഉപയോഗിക്കാറുണ്ട്. മാത്രമല്ല, സ്റ്റാഫ് ഹോസ്റ്റൽ പ്രവർത്തിക്കുന്നുണ്ടെങ്കിൽ ആയതിനും പ്രത്യേകം Fee receipt books, consolidated P.D.Register, Vouchers, Chalans, Stock registers എന്നിവ ഉണ്ടായിരിക്കേണ്ടതാണ്.

V) DFCR (Daily Fee Collection Register)

ഫീസ് രസീത് മുഖേന വാങ്ങുന്ന ഫീസ് താഴെപ്പറയും പ്രകാരം DFCR ൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

എ)

- 1) മെസ് അഡ്വാൻസ് -
- 2) കോഷൻ ഡിപ്പോസിറ്റ് - ` 1000/-
- 3) മെഡിക്കൽ ഇൻസ്പെക്ഷൻ ഫീ- ` 2/-
- 4) ഫുഡ് ചാർജ്ജ് -
- 5) വാട്ടർ ചാർജ്ജ് -
- 6) ഇലക്ട്രിസിറ്റി ചാർജ്ജ് -
- 7) ടെലിഫോൺ ചാർജ്ജ് -
- 8) പത്രം (റിക്രിയേഷൻ ചാർജ്ജ്) -

ചെലവ് അടയ്ക്കേണ്ട ശീർഷകം
PD a/c

ബി)

- 1) റൂം റെന്റ് - ` 100/-
- 2) എസ്റ്റാബ്ലിഷ്മെന്റ് ചാർജ്ജ് - ` 8/-

ചെലവ് അടയ്ക്കേണ്ട ശീർഷകം
0202-01-103-95

VI) Room & Key Register

ഹോസ്റ്റലിൽ ഒരാൾക്കുപ്രവേശനം നൽകിയാൽ, ടിയാൾക്ക് അനുവദിക്കുന്ന മുറിയുടെ നമ്പർ ടി രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതും അതിന്റെ കീ കൈപ്പറ്റിയതായി ഒപ്പിടുവിക്കേണ്ടതുമാണ്. ഇപ്രകാരം മുറി അനുവദിക്കുമ്പോൾ അതാതു ബാച്ചിൽപ്പെട്ടവരെമാത്രം ഒരേ മുറിയിൽ പ്രവേശിപ്പിച്ചാൽ മതിയാകും. യാതൊരു കാരണവശാലും സീനിയർ ക്ലാസ്സിലെ കുട്ടികളേയും ജൂനിയർ ക്ലാസ്സിലെ കുട്ടികളേയും ഒരേ മുറിയിൽ പ്രവേശിപ്പിക്കുവാൻ പാടുള്ളതല്ല.

VII) ആദ്യഘട്ടത്തിൽ പരിപാലിക്കേണ്ട രജിസ്റ്ററുകളുടെ വിവരം

- 1) അപേക്ഷാ ഫോറങ്ങളുടെ സ്റ്റോക്ക് രജിസ്റ്റർ
- 2) ഐഡന്റിറ്റി കാർഡുകളുടെ സ്റ്റോക്ക് രജിസ്റ്റർ
- 3) രസീത് ബുക്കുകളുടെ സ്റ്റോക്ക് രജിസ്റ്റർ
- 4) റി.ആർ.5 രസീത് ബുക്കുകളുടെ സ്റ്റോക്ക് രജിസ്റ്റർ
- 5) ടെൻ്റർ ഫോമുകളുടെ സ്റ്റോക്ക് രജിസ്റ്റർ
- 6) അഡ്മിഷൻ രജിസ്റ്റർ
- 7) മെസ് അഡ്വാൻസ് ആന്റ് അഡ്ജസ്റ്റ്മെന്റ് രജിസ്റ്റർ
- 8) കോഷൻ ഡിപ്പോസിറ്റ് രജിസ്റ്റർ
- 9) റൂം & കീ രജിസ്റ്റർ
- 10) ക്യാഷ് ബുക്ക്
- 11) ഡിനോമിനേഷൻ രജിസ്റ്റർ
- 12) വാല്യൂബിൾസ് രജിസ്റ്റർ
- 13) പണം പിൻവലിക്കുന്നതിനായി പി.ഡി ചെക്ക് നൽകുന്നതിനുള്ള അനു
മതി രജിസ്റ്റർ (PD Cheque withdrawal sanction Register)
- 14) കൺസോളിഡേറ്റഡ് പി.ഡി.രജിസ്റ്റർ
- 15) Stock register, Furniture & equipments
- 16) Stock Register of Computer & Electronic equipments
- 17) Stock Register of Kitchen Utensils

VIII) മെസ്സ് കമ്മിറ്റി രൂപീകരണവും മെസ്സിന്റെ പ്രവർത്തനവും

എ) മെസ്സിന്റെ പ്രവർത്തനം കാര്യക്ഷമമാക്കുന്നതിനായി വാർഡനും ജീവനക്കാരും അന്തേവാസികളും പരസ്പരം സഹകരിച്ചു പ്രവർത്തിക്കേണ്ടതാണ്. അതിനുവേണ്ടി ഒരു മെസ്സ് കമ്മിറ്റി രൂപീകരിക്കേണ്ടതാണ്. ഹോസ്റ്റലിലുള്ള വിവിധ ബാച്ചുകളിലുള്ള അന്തേവാസികളിൽ നിന്നും ഒരു ബാച്ചിൽ നിന്നും ഒരാൾ എന്ന ക്രമത്തിൽ, റൊട്ടേഷൻ അടിസ്ഥാനത്തിൽ 3 പേരെ (വലിയ ഹോസ്റ്റലുകളിൽ 5 പേർ വരെയാകാം) വാർഡൻ നോമിനേറ്റ് ചെയ്തു മെസ്സ് കമ്മിറ്റി രൂപീകരിക്കേണ്ടതാണ്. മെസ്സ് കമ്മിറ്റി രൂപീകരണത്തിനായി യാതൊരു കാരണവശാലും ഇലക്ഷൻ നടത്തുവാൻ പാടുള്ളതല്ല. ഒരു മെസ്സ് കമ്മിറ്റിയുടെ കാലാവധി ഒരു മാസം മാത്രമായിരിക്കും. തനതുമാസാവസാനംവരെ മാത്രമേ നിലവിലുള്ള കമ്മിറ്റി പ്രവർത്തിക്കാവൂ. അടുത്തമാസം 1-ാം തീയതി പുതിയ കമ്മിറ്റി ചാർജെടുക്കേണ്ടതുളളതിനാൽ ടി കമ്മിറ്റിയെ ഈ മാസം അവസാനിക്കുന്നതിനുമുമ്പുതന്നെ തെരഞ്ഞെടുക്കേണ്ടതാണ്. മെസ്സ് കമ്മിറ്റി അംഗങ്ങളിൽ നിന്നും സീനിയറായ ആളെ മെസ്സ് സെക്രട്ടറി ആക്കേണ്ടതാണ്.

ബി) ഓരോ മാസവും തെരഞ്ഞെടുക്കപ്പെടുന്ന മെസ്സ് കമ്മിറ്റി അംഗങ്ങളുടേയും മെസ്സ് സെക്യൂരിറ്റിയുടേയും പേരും ബാച്ചും അഡ്മിഷൻ നമ്പരും

ഒപ്പും രേഖപ്പെടുത്തുന്നതിനായി ഒരു മെസ്സ് കമ്മിറ്റി രജിസ്റ്റർ പരിപാലിക്കേണ്ടതാണ്. ഈ രജിസ്റ്ററിൽ മെസ്സ് കമ്മിറ്റി മിനിട്ട്സ് രേഖപ്പെടുത്താൻ പാടുള്ളതല്ല. അതിനുവേണ്ടി ഒരു മെസ്സ് കമ്മിറ്റി മിനിട്ട്സ് രജിസ്റ്റർ ആരംഭിക്കേണ്ടതാണ്. മെസ്സിലേക്കാവശ്യമായ സാധനങ്ങൾ വാങ്ങുന്നതിനുള്ള ലിസ്റ്റ് തയ്യാറാക്കുന്നതിനായി വാർഡന്റെ അസാന്നിദ്ധ്യത്തിലും മെസ്സ് കമ്മിറ്റി കൂടാവുന്നതാണ്. സാധനങ്ങൾ വാങ്ങുന്നതിനുള്ള ലിസ്റ്റ് തയ്യാറാക്കുന്നതിനു മുമ്പായി മെസ്സ് സെക്രട്ടറി കൂടുമാരുടെ അഭിപ്രായം കൂടി തേടേണ്ടതാണ്. ലിസ്റ്റ് ഫുൾഷീറ്റ് പേപ്പറിൽ തയ്യാറാക്കേണ്ടതാണ്.

സി) മെസ്സിലേക്കാവശ്യമായ സാധനങ്ങൾ വാങ്ങുന്നതിനായി, മെസ്സ് സെക്രട്ടറി ഒപ്പിട്ടു നൽകുന്ന ലിസ്റ്റിന്റെ അടിയിൽ, ക്ലർക്ക് കുറിപ്പെഴുതി വാർഡനിൽ നിന്നും purchase sanction വാങ്ങേണ്ടതാണ്. അതിനുശേഷം ടി ലിസ്റ്റ് പ്യൂൺ വശം ബന്ധപ്പെട്ട സ്റ്റോറിൽ എത്തിക്കേണ്ടതും അവിടെ നിന്നും ലഭിക്കുന്ന സാധനങ്ങൾ മെസ്സ് സെക്രട്ടറിയുടെ സാന്നിദ്ധ്യത്തിൽ ഹോസ്റ്റൽ സ്റ്റോറിലേക്കുമാറ്റേണ്ടതുമാണ്. ഇപ്രകാരം മാറ്റുമ്പോൾ സ്റ്റോറിൽ നിന്നും ലഭിക്കുന്ന ബില്ലിൽ received the articles in good condition and entered into the stock register of

(provisions/milk/vegetables etc) എന്നെഴുതി മെസ്സ് സെക്രട്ടറി ഒപ്പും തീയതിയും രേഖപ്പെടുത്തി ക്ലർക്ക് നെ ഏൽപ്പിക്കേണ്ടതാണ്. ക്ലർക്ക് ടി ബില്ലിൽ വൗച്ചർ നമ്പർ രേഖപ്പെടുത്തി കണക്കിൽപ്പെടുത്തേണ്ടതും പണം നൽകുമ്പോൾ ടി വൗച്ചർ പാസ്സാക്കി (passed for payment of Rs..... “paid & cancelled” രേഖപ്പെടുത്തി സൂക്ഷിക്കേണ്ടതാണ്. കൂടാതെ, വൗച്ചർ ൽ മെസ്സ് സെക്രട്ടറി രേഖപ്പെടുത്തിയ stock entry സർട്ടിഫിക്കറ്റിൽ വാർഡൻ മേലൊപ്പുവെയ്ക്കേണ്ടതുമാണ്.

ഡി) ഇപ്രകാരം ലഭിക്കുന്ന വൗച്ചറിന്റെ ഒരു കോപ്പി ബന്ധപ്പെട്ട സ്റ്റോക്ക് രജിസ്റ്റർ ഒട്ടിച്ച് സ്റ്റോക്ക് രജിസ്റ്റർ പരിപാലിക്കാവുന്നതാണ്.

ഇ) മെൻസ് ഹോസ്റ്റലും വനിതാ ഹോസ്റ്റലും ഉള്ള സ്ഥലങ്ങളിൽ ലേഡീസ് ഹോസ്റ്റലിനും മെൻസ് ഹോസ്റ്റലിനും പ്രത്യേകം പ്രത്യേകം വൗച്ചറുകളും സ്റ്റോക്ക് രജിസ്റ്ററുകളും പരിപാലിക്കേണ്ടതാണ്. ഓരോ ഹോസ്റ്റലിലേക്കുമുള്ള ഒരു മാസത്തെ ചെലവിന്റെ വൗച്ചറുകൾ പ്രത്യേകം ഫയൽ ചെയ്ത് സൂക്ഷിക്കേണ്ടതാണ്.

Eg. Vouchers – MH
06/2013

Vouchers – LH
06/2013

മേൽ പ്രസ്താവിച്ച വിധത്തിൽ മാത്രമേ ചെലവുകളും പരിപാലിക്കാൻ പാടുള്ളൂ.

IX രണ്ടാംഘട്ടത്തിൽ പരിപാലിക്കേണ്ട രജിസ്റ്ററുകൾ

1. മെസ്സ് കമ്മിറ്റി രജിസ്റ്റർ
2. മെസ്സ് കമ്മിറ്റി മിനിട്ട്സ് രജിസ്റ്റർ
3. സ്റ്റോക്ക് രജിസ്റ്റർ ഓഫ് പ്രൊവിഷൻസ്

- 4. സ്റ്റോക്ക് രജിസ്റ്റർ ഓഫ് വെജിറ്റബിൾസ്
- 5. സ്റ്റോക്ക് രജിസ്റ്റർ ഓഫ് ഫിഷ്
- 6. സ്റ്റോക്ക് രജിസ്റ്റർ ഓഫ് എഗ്സ്
- 7. സ്റ്റോക്ക് രജിസ്റ്റർ ഓഫ് മീറ്റ്
- 8. സ്റ്റോക്ക് രജിസ്റ്റർ ഓഫ് മിൽക്ക്
- 9. സ്റ്റോക്ക് രജിസ്റ്റർ ഓഫ് ഗ്യാസ്
- 10. അറ്റൻഡൻസ് രജിസ്റ്റർ
- 11. മൂവ്മെന്റ് രജിസ്റ്റർ
- 12. ക്ലോസിംഗ് ബാലൻസ് രജിസ്റ്റർ
- 13. മെനു രജിസ്റ്റർ
- 14. മെസ് ഫീ കാൽക്കുലേഷൻ രജിസ്റ്റർ
- 15. മെസ് ഫീ രജിസ്റ്റർ

X ക്ലോസിംഗ് ബാലൻസ് രജിസ്റ്റർ

1-ാം തീയതിയോ രണ്ടാംതീയതിയോ ഫീ കളക്ഷൻ നോട്ടീസ് പുറപ്പെടുവിക്കേണ്ടതുളളതിനാൽ മാസാവസാനം തന്നെ നിർബന്ധമായും closing balance തിട്ടപ്പെടുത്തി ടി രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

മേൽ ഖണ്ഡിക IX ൽ 3 മുതൽ 9 വരെയുള്ള രജിസ്റ്ററുകളിൽ മാസാവസാനം കാണുന്ന ബാലൻസ് ക്രമമായി ക്ലോസിംഗ് ബാലൻസ് രജിസ്റ്ററിൽ രേഖപ്പെടുത്തി ക്ലോസിംഗ് ബാലൻസ് രജിസ്റ്ററിൽ രേഖപ്പെടുത്തി ക്ലോസിംഗ് ബാലൻസ് തിട്ടപ്പെടുത്താവുന്നതാണ്.

XI മെസ്സ് ഫീ കാൽക്കുലേഷൻ രജിസ്റ്റർ

തൻമാസം ആദ്യം മുതൽ അവസാനം വരെ വാങ്ങിയ സാധനങ്ങളുടെ വൗച്ചറുകൾ ക്രമമായി ടി രജിസ്റ്ററിൽ രേഖപ്പെടുത്തേണ്ടതാണ്. കൂടാതെ പാൽ, പത്രം എന്നിവയുടെ വൗച്ചർ ലഭിച്ചിട്ടില്ലാ എങ്കിലും സ്റ്റോക്ക് രജിസ്റ്റർ പ്രകാരമുള്ള തുക അടുത്ത ക്രമ നമ്പറുകളിൽ ചേർക്കാവുന്നതാണ്. എല്ലാ സ്റ്റോക്ക് രജിസ്റ്ററുകളും മാസാവസാനം തുക കൂട്ടി എഴുതി വാർഡൻ ഒപ്പിടേണ്ടതാണ്. ഇപ്രകാരം ലഭിക്കുന്നതുകയാണ് total food charges.

XV ഫീ കളക്ഷൻ നോട്ടീസ്

എല്ലാ മാസവും 1-ാം തീയതിയോ 2-ാം തീയതിയോ മെസ്സ് ഫീ കളക്ഷൻ നോട്ടീസ് പുറപ്പെടുവിക്കേണ്ടതാണ്. 7-ാം തീയതിവരെ ഫൈനലായതെയും 15-ാം തീയതി ഉച്ചയ്ക്ക് 2 മണിവരെ 5 രൂപാ ഫൈനോടുകൂടിയും ഫീസ് കളക്ട് ചെയ്യാവുന്നതാണ്. 15-ാം തീയതി വൈകുന്നേരം 4 മണിയോടുകൂടി ഫീസടയ്ക്കാത്തവരെ ഹോസ്റ്റലിൽ നിന്നും പുറത്താക്കി ഉത്തരവു പുറപ്പെടുവിക്കേണ്ടതാണ്. 15-ാം തീയതി ഉച്ചയ്ക്ക് 2 മണിക്കൂ മുന്പായി ഫീസടയ്ക്കാത്തവരെ ഹോസ്റ്റലിൽ നിന്നു പുറത്താക്കുന്നതാണെന്ന വിവരം ഫീ കളക്ഷൻ നോട്ടീസിൽ പ്രത്യേകമായി രേഖപ്പെടുത്തിയിരിക്കേണ്ടതാണ്.

കോളേജ് വിദ്യാഭ്യാസ അഡീഷണൽ ഡയറക്ടർ