

**“ഭരണഭാഷ - മാതൃഭാഷ”**

നം.വി.സി/44442/2016/കോ.വി.വ.

കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ  
കാര്യാലയം, വികാസ് ഭവൻ  
തിരുവനന്തപുരം - 33  
തീയതി: 22.12.2016  
ഫോൺ: 0471-2303107

**ഓഫീസ് ഉത്തരവ്**

വിഷയം: കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് - ജീവനക്കാര്യം - കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടറുടെ കാര്യാലയത്തിലെ ഓരോ സെക്ഷന്റേയും ജോലിഭാരം സംബന്ധിച്ച ഉത്തരവ്.

പരാമർശം: 28.12.2001 തീയതിയിലെ ഓഫീസ് ഉത്തരവ് നമ്പർ.61/2001/കോ.വി.വ.

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പരാമർശ പ്രകാരം ഈ സ്ഥാപനത്തിലെ സീറ്റുകളുടെ ജോലിയും ചുമതലകളും വിഭജിച്ച് ഉത്തരവ് നൽകിയിരുന്നു. അതിനു ശേഷം പുതിയ സ്ഥാപനങ്ങളും വിവരാവകാശം, സേവനാവകാശം മുതലായ ജോലികൾ പുതിയതായി കൂട്ടി ചേർത്തിതിന്റെ അടിസ്ഥാനത്തിൽ ഈ സ്ഥാപനത്തിലെ എല്ലാ സെക്ഷനുകളുടേയും ജോലി / ചുമതല ചുവടെ ചേർക്കും പ്രകാരം 22.12.2016 പ്രാബല്യത്തിൽ നിർണ്ണയിച്ച് ഉത്തരവാകുന്നു.

**ESTABLISHMENT - A – SECTION (Government College - Teaching Staff)**

**A 1 SEAT**

Establishment Matters related to Teaching Staff of Government Arts & Science Colleges for the following subjects:-

1. Chemistry
2. Botany
3. Zoology
4. Geology
5. Psychology
6. Electronics
7. Bio-Chemistry
8. Bio-Technology
9. Sociology
10. Micro-Biology

**A 2 SEAT**

Establishment matters related to Teaching Staff of Government Arts & Science Colleges of following subjects:-

1. Mathematics
2. Malayalam
3. Statistics
4. Computer Science
5. Computer Application
6. Home Science
7. Food Science

**A 3 SEAT**

Establishment matters related to Teaching Staff of Government Arts & Science Colleges of following subjects:-

1. English
2. Physics
3. Geography

**A 4 SEAT**

Establishment matters related to Teaching Staff of Government Arts & Science Colleges of following subjects:-

1. Islamic History
2. French
3. German
4. Bengali
5. Travel & Tourism
6. Tourism
7. Hotel Management
8. Music (UGC)
9. Urdu
10. Hindi
11. Arabic
12. Kannada
13. Tamil
14. Philosophy
15. Political Science

**ESTABLISHMENT - B – SECTION (Government College - Teaching Staff)****B 1 SEAT**

1. Seniority list- Government College Principals/ Deputy Director/Additional Director
2. Establishment matters of Government College Principals /Deputy Directors/Additional Director.
3. Establishment matters of Lecturers in Physical Education and Physical Instructors in Government Arts and Science Colleges and Physical Education Teachers working in other Institutions.

**B 2 SEAT (Government Arts and Science Colleges and Government Training Colleges)**

1. Establishment matters of Lecturers in :  
History
2. Establishment matters of Lecturer in Government Training Colleges-Lecturer in:
  1. English
  2. Malayalam
  3. Hindi
  4. Sanskrit
  5. Arabic
  6. Tamil
  7. Educational Technology
  8. Foundation of Education
  9. Physical Science
  10. Natural Science

11. Educational Psychology
12. Social Science
13. Sanskrit
14. Geography
15. Commerce
16. Mathematics
3. SC/ST Annual /Monthly Progress Report Making and V-SMART Online Entry of SC/ST Representation in Department of Collegiate Education.
4. General correspondence regarding various subjects – common to all other seats.
5. Special Rules Amendment.

**B-3 SEAT**

1. Establishment matters of Lectures in Government Music Colleges:
  1. Vocal
  2. Veena
  3. Violin
  4. Mohiniyatam
  5. Mridangam
  6. Dance (Kerala Nadanam)
  7. Bharathanadyam
  8. Kathakali Vesham
  9. Supporting Artist for Vocal for Kathakali
  10. Supporting Artist for Vocal for Dance (Kerala Nadanam)
  11. Supporting Artist for Vocal for Mohiniyattam
  12. Supporting Artist for Vocal for Bharathanadyam
  13. Supporting Artist for Mridangam for Mohiniyattam
  14. Supporting Artist for Mridangam for Bharathanadyam
  15. Supporting Artist for Mridangam for Dance (Kerala Nadanam)
  16. Supporting Artist for Maddalam for Dathakali
  17. Supporting Artist for Chenda for Kathakali
  18. Junior Lecturers in Drawing and Painting
  19. Junior Lecturers in Applied Art
2. Publication of integrated seniority list of Lecturers, in Arts & Science Colleges, Sanskrit Colleges, Training Colleges & Physical Education Colleges. Seniority list of all Lecturers in Music colleges.
3. DPC

**B-4 SEAT**

Establishment Matters related to Teaching Staff of Government Arts & Science Colleges and Government Sanskrit Colleges:-

1. Economics
2. Commerce
3. Sanskrit (General)
4. Sanskrit (Vedanda)
5. Sanskrit (Nyaya)
6. Sanskrit (Jyothisha)
7. Sanskrit (Vyakarana)
8. BBA

9. Journalism
10. Public Administration

**ESTABLISHMENT - C – SECTION (Government Colleges Non- Teaching Staffs)**

**V C SEAT**

1. Disciplinary action against the members of Teaching and Non Teaching Staff in the Department.
2. Conducting O & M Inspection in the subordinate Institutions and follow-up action.
3. Works relating to Officers / Superintendents conference by the Director of Collegiate Education and preparation of Minutes.
4. Work Study Reports and follow-up action and redistribution of works in the Directorate.
5. Works relating to the issue of circulars /Office Orders having general nature in respect of Establishment matters.
6. Any other currents of importance marked to VC Section.

**C 1 SEAT**

1. Preparation of Seniority List from L D Clerk to Account Officer.
2. Preparation of DPC note and conduct of DPC.
3. Establishment matters of Gazetted officers of the Directorate and the Department.
4. Any other currents of importance marked to C 1 Seat.

**C 2 SEAT**

1. Establishment matters of LDC to Junior Superintendent.
2. Regularization, Probation and General Transfer of LDC to Junior Superintendent.
3. Charge Allowance from Head Accountant to Senior AA.
4. Proposal for post creation of NTS.
5. Any other currents of importance marked to C 2 Seat.

**C 3 SEAT**

1. Establishment matters of Confidential Assistant, Typist, Office Attendant, Night Watchman, Marker, Clerk-Typist etc.
2. Maintenance of Establishment Registers and Register of Service Book etc.
3. Regularization, Probation and General Transfer of Confidential Assistant, Typist, Office Attendant, Night Watchman, Marker, Clerk-Typist.
4. Preparation of Seniority List for by transfer appointment to the post of LDC / LD Typist from LGS.
5. Any other currents of importance marked to C3 Seat.

**C 4 SEAT**

1. Establishment Matters of Attendar, Herbarium Keeper, Mechanic, Gasman, Taxidermist, Specimen Collector etc.
2. Deputation, Compassionate Appointment and Inter Department Transfer of all employees in this department.
3. Establishment matters of all temporary appointment – Edusat, New Initiatives, Data Entry Operators, System Manager etc.
4. Department NOC for all examinations, NOC for applying and renewing Passport of all Non Teaching Staff in the Department.
5. L.A interpellation.
6. Any other currents of importance marked to C 4 Seat.

**C 5 SEAT**

1. Establishment matters including sanction of leave, Higher Grade Promotions, declaration of probation etc.. in respect of all Non-Gazetted staff of the Directorate.
2. Sanction of Annual Increments and maintenance of Increment Register.
3. Maintenance of Establishment Register, Service Book Register etc. in respect of Non-Gazetted Staff members of the Directorate.
4. Fixation of Pay to NGO's in the Directorate.
5. Clearance of Audit objections relating to establishment matters of non gazette staff in the Directorate.
6. Assigning holiday duties to Office Attendants and Night Watchman in the Directorate.
7. Any other currents of importance marked to C5 Section.

**C 6 SEAT**

1. Establishment matters of Cook, Sanitation Worker, Sweeper, Driver and Librarian including Regularization of Appointment, and Declaration of Probation.
2. IMG Training and Departmental Training.
3. Time bound Higher Grade of all NTS in the Department.
4. General and Miscellaneous currents related to the establishment of Non Teaching Staff in the department.
5. Any other currents of importance marked to C 6 Seat.

**ESTABLISHMENT - D – SECTION (Aided Colleges – Teaching Staffs)****D 1 SEAT**

Establishment matter regarding Duty Leave, LWA, Post Doctoral Fellowship, Right to Information, LA Interpellation, Writ Petitions, Medical Reimbursement of Aided Arts & Science College & Training College Teaching staff under the control of Deputy Director of Collegiate Education Kollam & Thrissur.

General correspondence pertaining to the whole D Section

1. 28 Arts & Science Colleges & Training Colleges coming under the Deputy Directorate of Kollam.
2. 9 Arts & Science Colleges & Training Colleges coming under the Deputy Directorate of Thrissur. They are the following
  1. MES Asmabi College, Vemballur
  2. Christ College, Irinjalakuda
  3. St.Joseph's College, Irinjalakuka
  4. Carmal College, Mala
  5. Little Flower College, Guruvayoor
  6. S N College, Nattika
  7. Sacred Heart College, Chalakudy
  8. St Aloysius College, Elthuruthu
  9. St.Mary's College, Thrissur

**D 2 SEAT**

Establishment matter of 11 Arabic College and same as mentioned above except general correspondence under the control of Deputy Director of Collegiate Education, Kozhikode.

**D 3 SEAT**

Same as mentioned above under the control of Deputy Director of Collegiate Education, Ernakulam & Thrissur.

1. 31 Arts and Science Colleges coming under Deputy Directorate Ernakulam.
2. 10 Arts and Science Colleges coming under Deputy Directorate Thrissur, They are
  1. St.Thomas College, Thrissur
  2. Sree Kerala Varma College, Thrissur
  3. Vimala College, Thrissur
  4. Sree Krishna College, Guruvayur
  5. Sree Vyasa NSS College, Vadakkancherry
  6. Sree Vivekananda College, Kozhoor
  7. Mar Dianisious College, Pazhanji
  8. Prajothi Nikethan College, Puthukad, Thrissur
  9. Mercy College, Palakkad
  10. NSS College, Ottappalam

**D 4 SEAT**

Workload calculation relating to Aided College Staff fixation recommendation for Government Service to filling up of Vacancies in connection with retirements/relieved and Writ Petitions, RTI, LA Interpellation etc, under the control of Deputy Director of Collegiate Education, Kollam, Kottayam, Ernakulam.

Staff fixation and connected works of 150 Arts and Science Colleges.

**D 5 SEAT**

Same as mentioned in D1, D2, D3 under the control of Deputy Director of Collegiate Education Kottayam & Thrissur

1. 35 Arts & Science Colleges coming under Deputy Directorate, Kottayam
2. 5 Arts & Science Colleges coming under Deputy Directorate, Thrissur, They are
  - i. Sree Narayana Trust College, Shornur
  - ii. VTB College, Mannampatta
  - iii. MES Kalladi College, Mannarghat
  - iv. NSS College, Nenmara
  - v. SN College, Alathur
3. 5 Training Colleges coming under Deputy Directorate, Kottayam, They are
  - i. NSS Training College, Pandalam
  - ii. NSS Training College, Changanassery
  - iii. Mount Carmel Training College, Kottayam
  - iv. St.Joseph's Training College, Mannanam
  - v. St.Thomas Training College, Pala

**D 6 SEAT**

Same as mentioned in D4 Section under the control of Deputy Director of Collegiate Education Thrissur and Kozhikode

**ESTABLISHMENT - E – SECTION (Aided Colleges – Non teaching Staffs)****E - 1 SEAT**

1. All General correspondence relating to Non-Teaching staffs of Private Colleges.
2. Post Creation of all Colleges and establishment matters of the following Colleges.
  1. All Saint's College, Thiruvananthapuram.
  2. Christian College, Kattakada.
  3. Iqbal College, Peringammala
  4. Layola College of Social Sciene, Thiruvananthapuram.
  5. Mar Theophilus Training College, Thiruvananthapuram.
  6. St.John's College, Anchal.
  7. Mar Ivanios College, Thiruvananthapuram.
  8. St.Mary's College, Manarcad, Kottayam
  9. St.Xavier's College, Thumba
  10. Malabar College of Advanced Studies, Vengara.
3. Works relating to the Medical Reimbursement of Non Teaching Staff and Sanction of Bonus / Festival allowance of the above Colleges.

**E - 2 SEAT**

All Establishment matters of Non teaching Staffs of the following Private Colleges.

1. Karmala Rani Training College, Kollam.
2. Mount Carmal Training College, Kottayam.
3. Mount Tabor Training College, Pathanapuram.
4. Peet Memorial Training College, Mavelikkara.
5. R.Sankar Memorial SNDP Yogam Arts & Science College, Koyilandy.
6. Rajagiri College of Social Science, Kalamassery.
7. S.N College for women, Kollam.
8. S.N College, Alathur.
9. S.N College, Chathannur.
10. S.N College, Chelannur.
11. S.N College, Chempazhanthu
12. S.N College, Chengannur
13. S.N College, Kannur
14. S.N College, Kollam
15. S.N College, Nattika
16. S.N College, Punalor
17. S.N College, Shornor
18. S.N College, Cherthala
19. S.N College, Sivagiri, Varkala.
20. S.N Training College, Nedumkanda, Varkala
21. SAS SNDP Yogam College, Konni.
22. St.Joseph's Training College for women, Ernakulam.
23. St.Thomas Training College, Palai
24. St.Joseph's Training College, Mannanam
25. TKM College, Nagiarkulangara.
26. Titus II Teacher Training College, Thiruvalla.
27. S.N Arts & Science College, Kumarakom

**E - 3 SEAT**

All Establishment matters of Non teaching Staffs of the following Private Colleges.

1. M.G College, Iritti
2. Assumption College, Changanassery.
3. B C M College for Women, Kottayam.
4. Baselious Puolose II Catholicose College, Piravom
5. Carmel College, Mala.
6. Guruvayoorappan College, Kozhicode.
7. L.F College, Guruvayoor.
8. Malabar Christian College, Kozhikode.
9. Mannaniya College of Arts And Science College, Pangode.
10. Mary Matha Arts & Science College, Mananthavadi.
11. Mercy College, Palakkad.
12. Nehru Arts & Science College, Kanhangad.
13. Nirmalagiri College, Koothoparambu
14. S.H College, Chalakudi.
15. Sri Syed College, Taliparambu
16. St.Joseph's College, Devagiri.
17. St.Joseph's College, Irinjalakuda
18. St. Mary's College, Thrissur
19. St.Pious College, Rajapuram
20. St. Stephen's College, Uzhavoor
21. Vimala College, Thrissur
22. St. Mary's College, Sulthan Batheri

**E - 4 SEAT**

All Establishment matters of Non teaching Staffs of the following Colleges.

1. Ansar Arabic College, Valavannur, Kozhikode.
2. Anvarul Islam Arabic College, Kuniyil
3. Anwar Islam Women Arabic College, Mongam.
4. Darunajath Arabic College, Karuvarakundu
5. Darul Arabic College, Paral
6. Darul Uloom Arabic College, Vazhakkad
7. M M N S S College, Kottiyam
8. Madeenathul Uloom Arabic College, Pullikkal
9. M.G College, Thiruvananthapuram
10. NSS College for Women, Neermankara
11. NSS College, Cherthali
12. NSS College, Manjeri
13. NSS College, Nemmara
14. NSS College, Nilamel
15. NSS College, Ottapalam
16. NSS College, Pandalam
17. NSS College, Raja Kulam
18. NSS Hindu College, Changanassery
19. Nasruthil Islam Arabic College, Kadavathur



20. PKM College of Education, Madambam, Kannur
21. P R NSS College, Mattannur
22. Rahazuthil Uloom Arabic College, Farook
23. SVRNSS College, Vazhoor
24. Sree Vysa NSS College, Wadakanchery
25. Sullamuslam Arabic College, Arecode
26. Sunniya Arabic College, Chennamangallur
27. V T M N S S College, Dhanuvachapuram
28. N S S Training College, Chaganassery.
29. NSS Training College, Ottapalam.
30. NSS Training College, Pandalam.

#### **E – 5 SEAT**

All Establishment matters of Non teaching Staffs of the following Colleges.

1. Bharat Matha College, Thrikkakara.
2. D.B College, Parumala, Pamba
3. D.B College, Sasthamcotta
4. D.B College, Thalayolaparambu
5. EMA College, Kondotty
6. FMN College, Kollam
7. MES Asmabi College, Vemballur
8. MES College, Mambad
9. MES Kalladi College, Mannarkadu
10. MES College, Nedumkanda
11. MES KVM College, Valancherry
12. MES College, Marampally
13. MA College, Kothamangalam
14. PSMO College, Tirurangadi
15. Sree Ayyappa College, Eramallikkara
16. Sree Vivekananda College, Thrissur
17. Sree Vivekananda College, Kunnamkulam
18. St.Albert's College, Ernakulam
19. St.Pavi's College, Kalamassery
20. St.Peter's College, Kolenchery
21. St.Thresa's College, Ernakulam
22. UC College, Aluva.
23. VTBM College, Palakkad.

**ESTABLISHMENT - F – SECTION(Aided Colleges – Non teaching Staffs)****F - 1 SEAT**

FIP Deputation – Aided and Government Colleges.

**F - 2 SEAT**

1. Establishment Matters of Non Teaching Staff – Private Colleges.
2. All works relating to Medical Reimbursement, Special Sanction of Bonus/Festival Allowance.
3. Special Allowance to H A and Treasury peon in all Private Colleges under F Section(List of Colleges included)
  1. Aquinas College, Cochin
  2. Al-Ameen College, Edathala
  3. CMS College, Kottayam
  4. Cochin College, Cochin
  5. Co-operative Arts and Science College, Madai
  6. Devamatha College, Kuruvilangad
  7. K.E College, Mannanam
  8. M.E.A College, Areacode
  9. Morning Star College, Angamali
  10. Pazhassiraja College, Wayanad
  11. Prajyothi Nikethan College, Thrissur
  12. SNM College, Maliankara
  13. SNM Training College, Moothakkunnam
  14. SD College, Kanjirappally
  15. SB College, Changanassery
  16. SH College, Thevara
  17. Sreekrishna College, Guruvayur
  18. Sree Sankara College, Kalady
  19. Sree Sankara Vidyapeedom, Perumbavoor
  20. St. Thomas College, Thrissur
  21. St. Xaviers College, Vaikom
  22. St. Xaviers College for Women, Aluva

**F - 3 SEAT**

FIP- NLC (Government and aided College Teachers)

**F - 4 SEAT**

1. Establishment Matters of Non Teaching Staff – Private Colleges.
2. All works relating to Medical Reimbursement, Special Sanction of Bonus/Festival Allowance.
3. Special Allowance to H A and Treasury peon in all Private Colleges under F Section(List of Colleges included)
  1. BAM College, Thuruthikad
  2. BK College, Amalagiri
  3. Bishop Moor College, Mavelikkara
  4. Christian College, Chengannur

5. Marthoma College, Thiruvalla
6. NAM College, Kallikkandy
7. Newman College, Thodupuzha
8. Nirmala College, Muvattupuzha
9. Pavanathma College, Murikkassery
10. S.D College, Alappuzha
11. St.Alosius College, Edathua
12. St.Cyrils College, Adoor
13. St.Gregorios College, Kottarakkara
14. St.Josephs College for women, Alappuzha
15. St.Michaels College, Cherthala
16. St.Stephens College, Pathanapuram
17. KAHM Unity Womens College, Manjeri
18. St.Thomas College, Kozhenchery
19. St.Thomas College, Ranni
20. TKM College, Kollam
21. WMO College, Muttil22.
22. Amal College of Advanced Studies, Nilambur

#### **F - 5 SEAT**

1. Establishment Matters of Non Teaching Staff – Private Colleges.
2. All works relating to Medical Reimbursement, Special Sanction of Bonus/Festival Allowance.
3. Special Allowance to H A and Treasury peon in all Private Colleges under F Section(List of Colleges included)
  1. Alphonsa College, Palai
  2. Baselius College, Kottayam
  3. Catholicate College, Pathanamthitta
  4. Christ College, Irinjalakuda
  5. Farooq Training College, Kozhikode
  6. Farooq College, Kozhikode
  7. Henry Baker College, Melukavu
  8. K.G College, Pambady
  9. Keyi Sahib Training College, Thalipparamba
  10. MAMO College, Mukkom
  11. MD College, Pazhanji
  12. MSM College, Kayamkulam
  13. Marian College, Kuttikkanom
  14. Marthoma College For Women, Perumbavoor
  15. Marthoma College, Chungathara
  16. Payyannur College, Payyannur
  17. Providence College, Kozhikode
  18. SES College, Sreekandapuram
  19. SMASTM College, Athavanad
  20. St.Aloysius College, Elthuruth
  21. St.George's College, Aruvithura
  22. St.Joseph's College, Mulamattom
  23. St.Thomas College, Palai.

**ഫെയർ കോപ്പി I സെക്ഷൻ**

**സ്റ്റേഷനറി ക്ലാർക്ക്**

1. ഒരു സാമ്പത്തിക വർഷം ഡയറക്ടറേറ്റിലേയ്ക്ക് ആവശ്യമുള്ള സ്റ്റേഷനറി സാധനങ്ങളുടെ പട്ടിക തയ്യാറാക്കി സ്റ്റേഷനറി ഡിപ്പാർട്ട്മെന്റിൽ നൽകി സ്റ്റേഷനറി വിതരണ കാർഡിൽ പതിപ്പിച്ച് വാങ്ങുക. ഫോംസിന്റേയും, രജിസ്റ്ററിന്റേയും വിവരം ഗവൺമെന്റ് പ്രിൻസിപ്പൽസിനെ അറിയിച്ച് വിതരണ കാർഡിൽ പതിപ്പിച്ചു വാങ്ങുക.
2. സ്റ്റോറിൽ സാധനങ്ങൾ തീരുന്ന മുറയ്ക്ക് സ്റ്റേഷനറിയിൽ ഇൻഡന്റ് നൽകി എടുക്കുക.
3. സ്റ്റേഷനറി സാധനങ്ങൾ ലഭ്യമല്ലാത്ത പക്ഷം, ഇൻഡന്റ് നൽകി അതിൽ ഔട്ട് ഓഫ് സ്റ്റോക്ക്സ് രേഖപ്പെടുത്തി വാങ്ങുകയും, പ്രസ്തുത ഇൻഡന്റ് ഓഫീസിൽ സമർപ്പിച്ച അക്കൗണ്ട്സ് സെക്ഷനിൽ നിന്നും മറ്റ് അംഗീകൃത സർക്കാർ സ്ഥാപനങ്ങളിൽ നിന്നും മേടിക്കുവാനുള്ള ഉത്തരവ് വാങ്ങുകയും, ഉത്തരവ് നൽകി സാധനങ്ങൾ സ്ഥാപനങ്ങളിൽ നിന്ന് മേടിച്ച് സ്റ്റോറിൽ എത്തിക്കുകയും ചെയ്യുന്നു.
4. സ്റ്റോറിലേയ്ക്ക് എത്തിക്കുന്ന സാധനങ്ങൾ രജിസ്റ്ററിൽ ചേർത്ത് മേലുദ്യോഗസ്ഥരുടെ ഒപ്പ് വാങ്ങി വിതരണം നടത്തുന്നു. ആഴ്ചയിൽ സ്റ്റോക്ക് എടുക്കുകയും, സ്റ്റോക്ക് കൃത്യമായി പരിശോധനയ്ക്ക് തയ്യാറാക്കുകയും ചെയ്യുന്നു.
5. വർഷത്തിന്റെ തുടക്കത്തിൽ ഇൻഡന്റ് തയ്യാറാക്കി ഗവൺമെന്റ് പ്രിൻസിപ്പൽസിൽ നിന്നും കലണ്ടറും, ഡയറിയും സ്റ്റോറിലേയ്ക്ക് എത്തിച്ച് എല്ലാ കോളേജുകളിലേയ്ക്കും വിതരണം നടത്തുകയും സ്റ്റോക്ക് രജിസ്റ്റർ സൂക്ഷിക്കുകയും ചെയ്യുന്നു.

**GENERAL - (G) – SECTION**

**G - 1 SEAT**

1. HBA (Release of document)
2. Motor Conveyance Allowance
3. Mosquito / Cycle Advance
4. Service Quarters Allotment
5. Waste Paper Removal
6. Property declaration
7. Permission to cul. Trees
8. ID Card Matters
9. Theft in College and Hostels
10. Arrears of water charges
11. Other related works.

**G - 2 SEAT**

1. L.A Questions
2. Service Right
3. Ratification of Appointment of Wardens
4. Suthariya Kerala Jana Samparkam
5. Estate Committee

6. Women Cell
7. Permission to Withdraw PD A/c amounts
8. Auction(Vehicle)
9. Service Verification Certificate
10. Pertaining to Unaided Colleges
11. College Essay Competition
12. Punching AMC
13. Other related works

**G -3 SEAT**

1. Study tour Sanction
2. Marriage Loan
3. Monthly Report
4. Analysis Report
5. Administrative Language Report
6. Nature Club Birds Club
7. Community College Complaints
8. Distribution of Registers(Term Fee ect)
9. Delegation of Powers
10. BSNL Connection (DCE)
11. College Tours
12. Other related works.

**G - 4 SEAT**

1. RTI Act 2005
2. Syndicate Meeting
3. Cinema Shooting
4. Petitions regarding Donation etc
5. Reports RTI, Minority disability etc
6. 'Swatch Bharath '
7. Haritha Keralam
8. Unnath Bharath Abhiyan
9. General Petitions
10. Received on Various Other Matters
11. General Pledges
12. Senate / Academic council meetings to Government
13. Reports representations by various groups, authorities, associations etc.
14. Reports on legislative committee hearings on various subjects
15. Other related works.

**ACCOUNTS - (J) – SECTION**

**J-1 SEAT**

1. Receipts payments and custody of cash
2. Maintenance of Cash Book
3. Preparation of Establishment Bills & Gazetted Bills
4. Maintenance of P.D Accounts
5. Calculation of Income tax – Profession tax and its recovery from the staff of this Directorate.

**J-2 SEAT**

1. Preparation of Contingent Bills viz,
2. Cost of Petrol
3. Telephone Charges
4. Wages (Part tome contingent employees)
5. Recoupment of P.A
6. Preparation of Bills for the purchase items in the Directorate postage stamps etc.
7. Sanctioning of Medical Reimbursement and preparation of medical Reimbursement bills in respect of the staff of this Directorate.
8. Sanctioning of Medical reimbursement claims in respect of all staff under his Department.
9. Reconciliation of Expenditure
10. Family Benefits Scheme. Admission of new entrance in the Directorate, Maintenance of Register and Broad sheet, Reconciliation of Accounts relating to the scheme with Treasury. Inspection of Accounts relating to the Scheme in other institution under this Directorate and sending reports, issuing credit cards to the optees to the Scheme in this Directorate keeping countersigned options and nominations in respect of the self drawing officers under this Directorate, Closure of F.B.S. Accounts of retired employees of this Directorate, Transfer of Accounts of the retired Employees.

**J-3 SEAT**

1. Claims under Travel Expenses of the officers of this Directorate – both NGO's and G.O's
2. Files relating to issue of NLC/LC in respect of retired gazetted officers and all employees of this Directorate.
3. T.A Bills and NLC of all Head of officers under this Directorate .
4. Time – barred T.A bills of all officers under this Directorate.
5. LTC of all principal, Deputy Director's and all employees of this Directorate.

**J-4 SEAT**

1. GPF – NRA Sanctioning of all staff of this Directorate.
2. GPF Temporary advance to the Principals of all Music Colleges under this Directorate.
3. GPF Admission of new entrance of this Directorate.
4. GPF Closure of all staff of this Directorate and other institution under this Directorate.
5. Receipt and distribution of GPF credit cards.
6. State Life Insurance Correspondence relating to the Scheme and a admission there to in respect of the staff of this Directorate.
7. Group Insurance Scheme & GPAI Scheme.

**J-5 SEAT**

1. To Assist accounts 1 seat in preparing establishment bills including arrear bills preparation of Schedules relating to Establishment pay bills and maintenance of Establishment Pay Bill Registers. Counter signature of arrear bills and Employees of this Department.(Teaching & Non-teaching).
2. Sanctioning of GPF Temporary advances in respect of the staff of this Directorate(both Gazetted and Non – Gazetted)
3. Issue of LPC, pay details, GPF details in respect of NGO's transferred from this Directorate. Maintenance of Pass books of (SLI, GIS) N.G.O's of this Directorate.

4. Work relating to the issue of Salary Certificate / Correspondence relating to the recovery of loan and chitty amount with Co-operative Societies in respect of the Employees of this Directorate and the employees transferred from this office, Missing Credit Details.
5. Preparation of GPF, T.A and NRA bills.

**J-6 SEAT**

1. Purchase, Insurance, Registration, Repairs and insurance of Department cars.
2. AS & PS of of Lab Equipments / Materials and Furniture in Government Sanskrit Colleges, Government College Hostels, Government Music Colleges and Physical Education Colleges.
3. Purchase related works in the Directorate and Annexe.
4. Maintenance of Stock(Furniture and Electric equipments in the Directorate and Annexe).
5. Uniform Allowance.

**BUDGET – (K) – SECTION****K-1 SEAT**

1. Preparation of Budget
2. Allotment of funds to all institutions under this Directorate (Both Plan and Non-Plan)
3. Preparation of proposals for surrender and re-appropriation.
4. Works relating to Appropriate accounts

**K-2 SEAT**

1. Maintenance of D.C.E Statements and work relating to DCB statement.
2. Works relating to Write off of unserviceable articles relating to all Institutions, including maintenance of Register of write off.
3. Work relating to draft papers, misappropriation of Government money etc.
4. Works relating to reports of Controller and Auditor General.
5. Public Accounts Committee.
6. Revenue Receipts.

**K-3 SEAT**

1. Works relating to Accountant General's Inspection Reports.
2. Register of Rending Inspection Reports and Pending papers.
3. Works relating to meeting of Audit Committee and Audit Review meetings.
4. Store Purchase Inspection Reports.
5. Inspection Reports of DFIW (District Finance Inspection Wing).

**K-4 SEAT**

1. Reconciliation works relating to the following Heads of Accounts
 

2202-03-001-99	:	Directorate
2202-03-001-98	:	Deputy Directorate of Collegiate Education
2202-03-104-99	:	Teaching Grant
2202-03-103-99	:	Arts & Science Colleges
2202-03-103-98	:	Sanskrit Colleges
2. General correspondence and other works relating to reconciliation.

**K-5 SEAT**

1. Reconciliation works relating to the following Heads of Accounts:

2204-101-99	:	Physical Education
2205-101-99	:	Musical Colleges
2202-03-103-99	:	Training Colleges
2202-03-103-97	:	I.A.S Coaching
2202-03-103-84	:	Centrally Sponsored Programme.

2. Correspondence relating to monthly ceiling and clearance of bills.

**LEGAL CELL – SECTION****L1, L2, L3, L4 സെക്ഷനുകൾ**

1. വ്യവഹാര സംബന്ധമായ കറണ്ടുകൾ അതാതു സെക്ഷനുകളിൽ വിതരണം ചെയ്യുക.
2. കേസുകൾ സംബന്ധിച്ച വിവരങ്ങൾ ഉൾക്കൊള്ളിച്ച് ഒ.പി. രജിസ്റ്ററുകൾ സൂക്ഷിക്കുക.
3. സെക്ഷനുകളിൽ നിന്ന് വരുന്ന ഫയലുകളുടെ കേസുകളിൽ മേൽ സ്റ്റേറ്റ്മെന്റ് തയ്യാറാക്കൽ സഹായിക്കുക.
4. കേസുകളുടെ തുടർ നടപടികൾക്ക് അഭിപ്രായം നൽകുക.
5. കേസുകളിൽ സഹായിക്കുന്നതിലേക്കായി അഡ്വക്കേറ്റ് ജനറൽ ഓഫീസുമായി ബന്ധപ്പെട്ട് തുടർ നടപടികൾ കൈക്കൊള്ളുക .
6. കേസ് സംബന്ധമായി വെരിഫിക്കേഷൻ നടത്തുന്നതിന് വിവിധ കോളേജുകളിലും ഡെപ്യൂട്ടി ഡയറക്ടറേറ്റുകളിൽ പോകുകയും എന്നിങ്ങനെ വിവിധ ജോലികൾ ചെയ്തുവരുന്നു.

**PENSION – (M) - SECTION****M1 SEAT**

1. Pension Section (Service Pension, Pension Revision, Invalid Pension, Exgratia Pension, Family Pension ) of the teaching staff and Principles of Private Colleges as listed below.
2. Issue's NL'S/LC'S
3. OP and other cases relating to pension in respect of the colleges dealt with in the section and the follow up actions based in the judgment/Court directions.
  1. Bharatha Matha College, Thrikkakara
  2. Cochin College, Cochin
  3. Al Ameen College, Edathala
  4. M.A.College, Kothamangalam
  5. SNM College, Maliankkara
  6. Acquin's College, Eda Cochi
  7. Marthoama College, For Women's Perumbavoor
  8. St. Alberts College, Ernakulam
  9. St. Theresa's College, Ernakulam
  10. S S College, Kalady
  11. St. Peter's College, Kolencherry
  12. Nirmala College, Muvattupuzha
  13. S.H. College, Thevera
  14. U.C. College, Aluva
  15. St. Xavier's College for Women, Aluva
  16. Rajagiri College, of Social Science, Kalamassery
  17. St. Paul's College. Kalamassery



- 18.MSHS College, Angamali
- 19.SSV College, Perumbvoor
- 20.NSS College, Cherthala
- 21.St.Michael's College, Cherthala
22. S N College, Cherthala
- 23.S D College, Alappuzha
- 24.St. Joseph's College for Womens, Alappuzha
- 25.St. Xavier's College, Vaikom
- 26.Pavanatma College, Murickassery
- 27.New Man College, Thoduppuzha
- 28.D B College, Thalayolaparambu

**M 2 SEAT**

1. Pension Section (Service Pension, Pension Revision, Invalid Pension, Exgratia Pension, Family Pension ) of the teaching staff and Principles of Private Colleges as listed below.
2. Issue's NL'S/LC'S
3. OP and other cases relating to pension in respect of the colleges dealt with in the section and the follow up actions based in the judgment/Court directions.
  1. S.B College, Changanacherry
  2. C.M.S.College, Kottayam
  3. N.S.S. Hindu College, Changanacherry
  4. Alphonsa College, Pala
  5. Baselious College, Kottayam
  6. K.E.College, Mannanam
  7. S.V.R.N.S.S College, Vazhvoor
  8. St.George's College, Aruvithura
  9. Assumption College, Changanacherry
  - 10.St.Stephens College, Uzhavoor
  - 11.St. Dominics College, Kanijirappally
  - 12.St. Thomas College, Pala
  - 13.Devamatha College, Kuruvilangad
  - 14.B.C.M. College for Women Kottayam

**M 3 SEAT**

1. Pension Section (Service Pension, Pension Revision, Invalid Pension, Exgratia Pension, Family Pension ) of the teaching staff and Principles of Private Colleges as listed below.
2. Issue's NL'S/LC'S
3. OP and other cases relating to pension in respect of the colleges dealt with in the section and the follow up actions based in the judgment/Court directions.
  1. Marthoma College, Chungathara
  2. NSS College, Manjeri
  3. PSMO College, Tirurangadi
  4. M.E.S College, Mampad
  5. M.E.S. College, Ponnani
  6. M.E.S. Keveeyam College, Valancherry
  7. E.M.E.A College, Kondotty
  8. St. Mary's College, Sulthan Bathery
  9. Pazhassi Raja College, Pulpally

10. Farook College, Farook
11. Malabar Christian College, Calicut
12. Guruvayurappan College, Calicut
13. St. Joseph's College, Devagiri
14. Providence Women's College, Calicut
15. S.N.College, Chelannur
16. M.A.M.O College, Mukkom
17. Nirmalagiri College, Kuthuparambu
18. P.R.N.S.S College, Mattannur
19. Sir Syed College, Thaliparambu
20. S.N.College, Kannur
21. S.E.S College, Sreekanadapuram
22. Co-Operative Arts & Science College, Madayil
23. Payyannur College, Payyannur
24. Nas College, Kanhangad
25. Sullamussalam Arabic College, Areacode
26. Zamorin's Guruvayurappan College, Kozhikode
27. Nam College, Kallikandy
28. Darul Uloom Arabic College, Vazhakkad
29. WMO Arts & Science College, Mutti
30. Ansar Arabic College, Valavannur
31. Darul Islam Arabic College, Kuniyil

**M4 SEAT**

1. Pension Section (Service Pension, Pension Revision, Invalid Pension, Exgratia Pension, Family Pension ) of the teaching staff and Principals of Private Colleges as listed below.
2. Issue's NL'S/LC'S
3. OP and other cases relating to pension in respect of the colleges dealt with in the section and the follow up actions based in the judgment/Court directions.

1. St. Mary's College, Thrissur
2. Vimala College, Thrissur
3. St. Joseph's College, Irinjalakkuda
4. Christ College, Irinjalakkuda
5. M.E.S. Asmabi College, Vemballur
6. Little Flower College, Guruvayur
7. Sreekrishna College, Guruvayur
8. Carmel College, Mala
9. St. Aloysius College, El Thuruth
10. St. Thomas College, Thrissur
11. S.K.V. College, Thrissur
12. Sree Vyasa College, Wadakkanchery
13. S N College, Nattika
14. S N College, Chalakkudy
15. Sree Vivekanda College, Kunnamangalam
16. M D College, Pazhanji
17. NSS College, Ottapalam

18. S N College, Alathur
19. Mercy College, Palakkad
20. M.E.S. Kalladi College, Mannarkkad
21. S N College, Shoranur
22. Sreekrishanpuram V.T.B College
23. N SS College, Nemmara.

**പെൻഷൻ 'എൻ' സെക്ഷൻ**

**എൻ.1 സെക്ഷൻ**

സർക്കാർ കോളേജുകളിലേയും ഡെപ്യൂട്ടി ഡയറക്ടറേറ്റുകളിലേയും, ഡയറക്ടറേറ്റിലേയും അന്ധ്യാപക ജീവനക്കാരുടെ പെൻഷനും, ബാധ്യത/ബാധ്യതരഹിത സർട്ടിഫിക്കറ്റുകൾ നൽകുന്നത് (നോൺഗസറ്റഡ്)മായി ബന്ധപ്പെട്ട എല്ലാ ജോലികളും.

**എൻ.2 സെക്ഷൻ**

സ്വകാര്യ കോളേജുകളിലേയും സ്വകാര്യ ട്രെയിനിംഗ് കോളേജുകളിലേയും അന്ധ്യാപകരുടെ പെൻഷനും, ബാധ്യത/ബാധ്യതരഹിത സർട്ടിഫിക്കറ്റുകളും അനുവദിക്കുന്നത് സംബന്ധിച്ച ജോലികൾ.

1. N.S.S. College, Pandalam
2. St.Thomas College, Kozhencherry
3. D.B. College, Pampa
4. St.Joseph's Training College, Ernakulam
5. N.S.S. Training College, Changanacherry
6. St. Joseph's Colege, Moolamattom
7. Mar Thoma College, Thiruvalla
8. B.K. College, Amalagiri
9. T.K.M.M. College, Nangiarkulangara
10. N.S.S. Training College, Ottappalam
11. S.N. College, Kollam
12. St. Joseph's Training College, Mannanam
13. S.N. College, Chengannur
14. Titus II Teachers College, Thiruvalla
15. Sree Ayyapa Collee, Eramallikkara
16. St. Alosius College, Edathua
17. Catholicate College, Pathanamthitta
18. St. Mary's College, Manarcadu
19. B.A.M. College, Thuruthicadu
20. Martheophilus Training College, Thiruvananthapuram
21. S.N. Training College, Nedunganda
22. K.G. College, Pampady
23. St. Thomas College, Ranni
24. MES College, Nedumkandam
25. Christian College, Chengannur

26. H.B. College, Melukavu
27. Mariyan College, Kuttikkanam
28. D.B. College, Parumala
29. Karmala Rani Training College, Kollam
30. S.N. College for Women, Kollam
31. St. Cyrils College, Adoor
32. St. Gregorious kCollege, Kottarakkara
33. Keyi Sahib Training College, Karimbam

### എൻ.3 സെക്ഷൻ

കൊല്ലം മേഖല ഓഫീസിന് കീഴിലുള്ള സ്വകാര്യ കോളേജുകളിലെ അധ്യാപകരുടെ പെൻഷനും, ബാധ്യത/ബാധ്യതരഹിത സർട്ടിഫിക്കറ്റുകൾ നൽകുന്നത് സംബന്ധിച്ച ജോലികൾ, കോളേജുകളുടെ ലിസ്റ്റ്.

1. All Saints College, Thiruvananthapuram.
2. Bishop Moore College, Mavelikkara
3. Christian College, Kattakada
4. D.B. College, Sasthamcotta
5. Fatima Mata National College, Kollam
6. Iqbal College, Peringamala, Thiruvananthapuram
7. Loyola College, Thiruvananthapuram
8. M.G. College, Thiruvananthapuram
9. Mannaniya College of Arts & Science, Pandoge, Kallara
10. Mar Ivanios College, Thiruvananthapuram
11. MMNSS College, Kottiyam
12. MSM College, Kayamkulam
13. H.H.M.S.P.B. N.S.S. College for Women, Neeramankara
14. N.S.S. College, Nilamel
15. S.N. College, Chathannur
16. S.N. College, Punalur
17. S.N. College, Varkala
18. S.N. College, Chempazhanchy
19. St. Cyril's College, Adoor
20. St. Gregorios College, Kottarakara
21. St. John's College, Anchal
22. St. Stephen's College, Maloor College P.O., Pathanapuram
23. St. Xavier's College, Thumba
24. TKM College of Arts & Science, Kollam – 691005
25. T.K.M.M. College, Nangiarkulangara
26. V.T.M.N.S.S. College, Dhanuvachapuram.

**എൻ.4 സെക്ഷൻ**

സർക്കാർ കോളേജുകളിലേയും സർക്കാർ ട്രെയിനിംഗ് കോളേജുകളിലേയും അധ്യാപകരുടെ പെൻഷൻ ആനുകൂല്യങ്ങൾ അനുവദിക്കുന്നത് സംബന്ധിച്ച ജോലികൾ.

**PLANNING - (P) - SECTION****P-1 SEAT**

Plan Fund (Government Colleges Only)

1. Starting of New Courses
2. Faculty Development Programme
3. Honours Programme and Community Colleges (Fund distribution Only)
4. Autonomy
5. Starting New Colleges – Post Creation of New Courses.

**P - 2 SEAT**

1. Files related to following Plan Head.
  - a. 2202-03-103-85 - matching grant.
  - b. 2202-03-103-75-01 - College infrastructure upgradation programme (CIUP)
  - c. 4202-01-203-83 - CIUP
  - d. 2204-00-800-90 - Assistance to DPI and DCE for Conduct of Sports.
  - e. 4202-01-203-85 - Accreditation of Colleges with NAAC
2. Land acquisition for Government Colleges.
3. Construction and maintenance works in government Colleges and Hostels.
4. Files related to MLA's LAC-ADS.

**P - 3 SEAT**

1. Files related to the following plan heads
  - i. Development of Lab & Library in Government Colleges
  - ii. Training Colleges
  - iii. Accreditation of Colleges by NAAC
  - iv. Centre of Excellence in 10 Selected colleges including Heritage Conservation.
  - v. College Quality Improvement Programme (CQIP)
  - vi. Aspire Scholarship Scheme
  - vii. Study Tour
  - viii. Physical Education College
  - ix. Music Colleges
  - x. Annuity Scheme, Preparation of Plan Budget.
2. Files related to the following works.
  - i. Working Group
  - ii. Special Working Group
  - iii. Subject committee
  - iv. Annual Plan formulation
  - v. Budget Speech
  - vi. Governor's Address
  - vii. Plan Expenditure
  - viii. Plan review meeting
  - ix. Work related to KIIFB
  - x. Updation in planspace.

**P(IT) SEAT**

Files related to the following plan head.

1. Capacity Building of staff of DCE(2202-03-001-97)
2. Modernization of Directorate and Zonal Offices of Collegiate Education (2202-03-001-96-34 OC ) (Electrification, Maintenance, Construction etc)
3. IT Grid (2202-03-103-73-34)
4. Connectivity for National Mission on Edusat through ICT
5. (2202-03-103-67)
6. Edusat Scheme with Tele Training in Government Colleges (2202-80-008-96)
7. Modernization of Edusat class rooms (2202-80-003-95)

Files related to following works

1. EPABX - AMC
2. KELTRON - AMC.

**PF - SECTION (AIDED COLLEGES)****PF 1 (1) SEAT**

General Seat - സർക്കുലർ, ബഡ്ജറ്റ് എസ്റ്റിമേറ്റ് തയ്യാറാക്കുക  
ചുവടെ ചേർത്തിട്ടുള്ള ടി കോളേജുകളുടെ, ക്ലോഷർ എൻ.ആർ.എ, ടി.എ,  
അഡ്മിഷൻ, ട്രാൻസ്ഫർ, ക്രെഡിറ്റ് എന്നിവയാണ് കൈകാര്യം ചെയ്യുന്നത്.

1. Nirmalagiri College, Koothuparamba
2. PRNSS College, Mattannur
3. NSS College, Pandalam
4. St.Thomas College, Thrissur
5. S.N.College, Kannur
6. Nas College, Kasargod
7. DIA College, Paral Kannur
8. SKV College, Thrissur
9. Titus II Teachers Training College, Thiruvalla
10. Marymatha Arts and Science College, Mananthavady
11. Iqbal College, Peringamala
12. M.G.College, Trivandrum
13. Mar Ivanios College, Trivandrum
14. NSS College for Women, Thiruvananthapuram
15. MES Kalladi College, Kannur
16. Mercy College, Palakkad
17. NSS Training College, Ottappalam
18. NSS College, Palakkad
19. BAM College
20. NSS College, Palakkad
21. MES Asmabi College, Thrissur
22. NSS College, Cherthala
23. TKMM College, Nangiarkulangara
24. ST Joseph College for Women, Alappuzha
25. Peet Memorial Training College, Mavelikara.

**PF 1 (2) SEAT**

ചുവടെ ചേർത്തിട്ടുള്ള ടി കോളേജുകളുടെ, ക്ലോഷർ എൻ.ആർ.എ, ടി.എ, അഡ്മിഷൻ, ട്രാൻസ്ഫർ, ക്രെഡിറ്റ് എന്നിവയാണ് കൈകാര്യം ചെയ്യുന്നത്.

General Seat - സർക്കുലർ, ബഡ്ജറ്റ് എസ്റ്റിമേറ്റ് തയ്യാറാക്കുക

1. Nirmalagiri College, Muvattupuzha
2. Acquin's College, Eda Cochi
3. St. Joseph's College, Devagiri, Kozhikode
4. Baselius College, Kottayam
5. Sree Vivekanda College, Mavelikara
6. S B College, Changanacherry
7. SNM College, Malinkara
8. St. Michael's College, Cherthala
9. D B College, Pampa, Parumala
10. Pazhassi Raja College, Pulpally
11. Pavanatma College, Murickassery
12. Sree Ayyappa College, Eramalikkara
13. Marthoma College, Chungathara
14. D B. College, Thalayolaparamba
15. D B College, Sasthamcotta
16. Chrisitan College, Chengannur
17. Nemmy College, Thoduppuzha
18. Providence Women's College, Kozhikode
19. MES Mampad College, Mampad
20. NSS College, Manjeri
21. EMEA College, Kondotti
22. MES College, Ponnani
23. SN Arts and Science College, Kumarakam
24. Rajagiri College of Social Science Kalamassery
25. Sree Sankara College, Kalady
26. Little Flower College, Guruvayur
27. Projothi Nikethan College Puthukad
28. Co-Operative Art's & Science College, Malayil
29. NAM College, Kallikkandy
30. Sir Syed College, Thaliparmaba
31. Bishop More College, Mavelikkara
32. Malabar College of Advanced Studies Vengara

**PF 1- (3) SEAT**

ചുവടെ ചേർത്തിട്ടുള്ള ടി കോളേജുകളുടെ, ക്ലോഷർ എൻ.ആർ.എ, ടി.എ, അഡ്മിഷൻ, മിസ്റ്റിംഗ് ക്രെഡിറ്റ്, ട്രാൻസ്ഫർ, ക്രെഡിറ്റ് നോമിനേഷൻ എന്നിവയാണ് കൈകാര്യം ചെയ്യുന്നത്.

1. S.D. College, Alappuzha
2. St. George College, Aravithura
3. M.E.S. Kalladi College, Mannarkad
4. Payyannur College, Payyannure

5. J.C.College, Aluva
6. St.Peters College, Kolenchery
7. Bishop More College, Mavelikara
8. Morning Star. Home Science College, Angamaly
9. S.N.College, Chengannur
10. St.Thomas College, Ranni
11. N.S.S. College, Nenmara
12. N.S.S.Training College, Pandalam
13. Tituis II Teachers Training College
14. Ansar Arabic College, Valavanoor
15. MPMMSN Trust College, Shornure
16. Marthoma College, Thiruvalla
17. Sree Vivekananda College, Kunnankulam
18. M.E.S Keveeyam College, Walanchery
19. S.S.College, Thaliparamba
20. S.H.College, Thevara
21. Anavar Islamic Arabic College, Valavannur
22. SreeKrishan College, Guruvayoor
23. M.E.S. Kalladi College, Mannarkkad
24. Malabar College of Advanced Studies, Vengara

**PF 1- (4) SEAT**

ചുവടെ ചേർത്തിട്ടുള്ള ടി കോളേജുകളുടെ, ക്ലോഷർ എൻ.ആർ.എ, ടി.എ, അഡ്മിഷൻ, ട്രാൻസ്ഫർ, ക്രെഡിറ്റ് എന്നിവയാണ് കൈകാര്യം ചെയ്യുന്നത്.

1. PSMO College, Tirurangadi
2. MES Keeviyem Coolege, Walancheryy
3. Unity Women's College, Manjari
4. MEA Sullamuslam Science College, Areacode
5. Amal College of Advanced Studies, Nilamboor
6. Zamorins Guruvayurappan College, Kozhikode
7. Malabar Xian College, Kozhikode
8. WMO Arts & Science College, Taliparamba
9. Keeyishil Training College, Taliparamba
10. Madeenathul Uloom Arabic College, Pulickal
11. Anvarul Islam Arabic College, Kuriyil
12. Sreekrishan College, Guruvayoor
13. Sullamuslam Arabic College, Areacode
14. Nasrthul Islam Arabic College, Kadavathore
15. Darunnajath Arabic College, Karuvarakundu
16. Sunniya Arabic College, Chengamangailur
17. St. Cyrils College, Adoor
18. Catholicata College, Pathanamthitta
19. St.Thomas College, Ranni
20. St.Thomas College, Kozhencherry
21. Marthoma College, Thiruvalla
22. St.Mary's College, Sulthan Bathery
23. PKM Training College, Madampam



24. Darul Uloom Arabic College, Kizhakkad
25. Anvaral Islam Women's Arabic College, Morigom
26. S.N.College, Varkala
27. S.N.College, Kollam
28. SN College, Punalur
29. S.N.College, Chathannur
30. S.N. Chempazhanthy
31. S.N.College for Women, Kollam
32. St.Joseph Training College, Moolamattom
33. St. Gregorius College, Kottarakkara
34. St.Johns College, Anchal
35. S.N Training College, Nedeangadu
36. St.Xavier's College, Thumba
37. St.Stephen College, Pathanapuram
38. NSS College, Nilamel
39. Ansar Arabic College Valavanoor

**PF II – SECTION (AIDED COLLEGES)**

**PF II - (1) SEAT**

**Aided College Teaching Staffs GPF Admission, Closure, NRA,  
Temporary Advance above 3 Lakhs Transfer Credit.**

1. BAM College, Thuruthicadu
2. Christian College, Kattakada
3. Farook College, Farook, Kozhikode
4. Iqbql College, Peringamala
5. Layola College of Social Science, Thiruvananthapuram
6. M G. College, Thiruvananthapuram
7. Mar Ivanios College, Thiruvananthapuram
8. Mannaniya College of Arts Science College, Pangode
9. MM NSS College, Kottiyam
10. Malabar Christian College, Kozhikode
11. Mary Matha Arts & Science College, Wayanad
12. MG College, Iritty
13. NSS Womens College, Thiruvananthapuram
14. Nirmalagiri College, Koothuparambu
15. Nehru Arts & Science College, Kanhangadu
16. Providence Womens College, Kozhikode
17. Pazhassi Raja College, Pulpally
18. R M SNDP Yogam College, Koyilandy
19. SN Training College, Nedumkanda
20. St.John's College, Anchal
21. St.Gregorius College, Kottarakkara
22. S N College, Punalur
23. Sunniya Arabic College, Chennamangalam, Kozhikode
24. Sullamussalam Arabic College, Areacode
25. St.Pius College, Rajapuram, Kasargode
26. VTMNSS College, Dhanuvachapuram
27. WMO Arts & Science College, Muttill, Wayanad.
28. M.E.A.S.S College, Areacode.

**PF II - (II) SEAT****Aided College Teachings Staffs GPF Admission, Closure, NRA, Temporary Advance above 3 Lakhs Transfer Credit.**

1. Keyee Sahib Training College, Kariimbam
2. Karmala Rani Training College, Kollam
3. Christian College, Chengannur
4. St. Joseph's College for Women, Alappuzha
5. St. Michal's College, Cherthala
6. S N College, Cherthala
7. T.K.M.M College, Nangirakulangara
8. D.B.Pampa College, Parumala
9. Darul Irshad Arabic College, Paral
10. S N College, Kannur.
11. St. Cyril's College, Adoor
12. FMN College, Kollam
13. D B College, Sasthamcotta
14. All Saint's College, Thiruvananthapuram
15. St. Stephen's College, Pathanapuram
16. St. Joseph's College, Devagiri
17. Roushathul Uloom Arabic College, Farook
18. MAMO College, Mukkam
19. Farook Training College, Kozhikode
20. St. Xavier's College, Thumba
21. NSS College, Cherthala
22. Co-Operative Arts and Science College, Madayi
23. P.K.M .Training College, Madampam

**PF II - (III) SEAT****Aided College Teachings Staffs GPF Admission, Closure, NRA, Temporary Advance above 3 Lakhs Transfer Credit.**

1. Al Ameen College, Edathala
2. Alphonsa College, Pala
3. Amal College, for advanced studies, Nilambur
4. Assumption College, Changanacherry
5. Bazalious College, Kottayam
6. B.C.M College, Kottayam
7. B.K.College, Amalagiri
8. Catholicate College, Pathanamthitta
9. C.M.S. College, Kottayam
10. K.E.College, Mannanam
11. Marthoma College for Women, Perumbavoor
12. MES College, Nedumkandam
13. M t. Carmel Training College, Kottayam
14. Mt. Tabor Training College, Pathanapuram
15. MUA College, Pulickal

- 16.NSS College, Nilamel
- 17.NSS College, Pandalam
18. Sree Ayyappa College, Eramallikkara
- 19.S N College, Kollam
- 20.St. Joseph Training College, Mannanam
- 21.St.Stephen’s College, Uzhavoor
- 22.St.Thomas Training College, Pala
- 23.St.Xaviers College, Vaikom
- 24.Nasarathul Islamic Arabic College, Kadavathoor.

**പി.എഫ്. II (4) സെക്ഷൻ**

**Aided College Teachings Staffs GPF Admission, Closure, NRA, Temporary Advance above 3 Lakhs Transfer Credit.**

1. ദേവമാതാ കോളേജ്, കുറവിലങ്ങാട്
2. ഭാരതമാതാ കോളേജ്, തൃക്കാക്കര
3. കുര്യാക്കോസ് ഗ്രിഗറിയോസ് കോളേജ്, പാമ്പാടി
4. ദേവസ്വം ബോർഡ് കോളേജ്, തലയോലപറമ്പ്
5. ഡി.എ.കോളേജ്, കരുവാരക്കുണ്ട്
6. സെന്റ് ബെർച്ചമെൻസ് കോളേജ്, ചങ്ങനാശ്ശേരി
7. സെന്റ് ഡൊമിനിക്കു കോളേജ്, കാഞ്ഞിരപ്പള്ളി
8. ശ്രീ ശങ്കര കോളേജ്, കാലടി
9. ശ്രീ കൃഷ്ണ കോളേജ്, ഗുരുവായൂർ
10. എം. ഇ. എസ്സ്. കോളേജ്, മാറമ്പള്ളി
11. എസ്സ്.എസ്സ്.വി. കോളേജ്, വലയൻചിറങ്ങര
12. ബസലിയസ് പൗലോസ് II കാത്തലിക് കോളേജ്, പിറവം
13. വിമല കോളേജ്, തൃശ്ശൂർ
14. ക്രൈസ്റ്റ് കോളേജ്, ഇരിങ്ങാലക്കുട
15. സെന്റ് തോമസ് കോളേജ്, പാല
16. സെന്റ് ആൽബർട്ട്സ് കോളേജ്, എറണാകുളം
17. സെന്റ് പോൾസ് കോളേജ്, കളമശ്ശേരി
18. പാവനാത്മ കോളേജ്, മുരിക്കാശ്ശേരി
19. സെന്റ് സേവ്യേഴ്സ് വനിതാ കോളേജ്, ആലുവ
20. രാജഗിരി കോളേജ്, കളമശ്ശേരി

**PF (3) SECTION (AIDED COLLEGES)**

**PF 3 - (1) SEAT**

ചുവടെ ചേർത്തിട്ടുള്ള ടി കോളേജുകളിലെ അധ്യാപക ജീവനക്കാരുടെ പി.എഫ്.സംബന്ധിച്ച് ജോലികൾ.

1. S N College, Chathannoor
2. St.Mary’s College, Manarcad
3. H.B.College, Melukavu
4. SVRNSS College, Vazhoor
5. NSS Hindu College, Changanassery

6. New Man College, Thodupuzha
7. Nirmala Collge, Muvattupuzha
8. SNM College, Maliankara
9. Carmel College, Mala
10. Little Flower College, Guruvayoor
11. MES Asmabi College, P, Vemballur
12. Mar Dianisus College, Pazhanji
13. Prajyothi Nikethan College, Puthukad
14. S.H. College, Chalakkudi
15. S.N. College, Natti
16. SKV College, Thrissur
17. St. Joseph's College, Irinjalakkuda
18. MES Mampad College, Mampad
19. NSS College, Manjery
20. Marian Arts & Science College, Peerumedu
21. Sri. Vyasa NSS College, Wadakkanchery

#### TRAINING COLELGES

1. Peet Memorial Training College, Mavilikar
2. NSS Training College, Changanassery
3. SNM Training College, Moothakunnam

#### PF 3 - (2) SEAT

ചുവടെ ചേർത്തിട്ടുള്ള ടി കോളേജുകളിലെ അധ്യാപക ജീവനക്കാരുടെ വി.എഫ്.സംബന്ധിച്ച് ജോലികൾ.

1. SN College,, Chenbazhanthi
2. SN College, Sivagiri
3. SN College for Women, Kollam
4. TKM Arts & Science College, Kollam
5. St. Thomas College, Kozhencherry
6. SN Arts & Science College, Kumarakom
7. Acquiness College, Edakochi
8. Cochin College, Cochin
9. M A College, Kothamangalam
10. St. Mary's College, Thrissur
11. Mercy College, Palakkad
12. S N College, Alathoor
13. Nam College, Kallikandi
14. PRNSS College, Mattannoor
15. SES College, Sreekandapuram
16. Zamorins Guruvayoorappan, Kozhikode
17. SES College, Sreekandapuram

**TRAINING COLLEGES**

1. Mar Theophilus Training College, Nalanchira
2. Anvarul Islam Arabic College, Kunniyil
3. Darul Ulum Arabic College, Vazhakkad

**PF 3 - (3) SEAT**

ചുവടെ ചേർത്തിട്ടുള്ള ടി കോളേജുകളിലെ അധ്യാപക ജീവനക്കാരുടെ പി.എഫ്.സംബന്ധിച്ച് ജോലികൾ.

1. Sas SNDP Yogam College, Konni
2. MSM College, Kayamkulam
3. St.Alosius College, Edathwa
4. St.Joseph's College, Moolamattom
5. NSS College, Rajakumari
6. St.Theresas College, Ernakulam
7. St.Alosius College, Elthuruth
8. St. Thomas College, Thrissur
9. NSS College, Ottappalam
10. VTB Collge, Mannampatta
11. EMEA College, Kondotty
12. MES College, Ponnani
13. Mar Thoma College, Chungathara
14. PSMO College, Thiroorangadi
15. Unity Women's College, Manjeri
16. SN G College, Chelannur
17. St.Mary's College, Sulthan Batheri
18. St. Joseph's TR College for Women, Kovilakam

**പി.എഫ്. IV സെക്ഷൻ (AIDED COLLEGES)****PF (IV) 1 സെക്ഷൻ**

ചുവടെ ചേർത്തിട്ടുള്ള പ്രൈവറ്റ് കോളേജ് അനധ്യാപകരുടെ പി.എഫ്. സംബന്ധിച്ചുള്ള ക്ലോഷർ എൻ.ആർ.എ. അഡ്മിഷൻ, എൻ.ആർ.എ. കൺവെർഷൻ, താൽക്കാലിക വായ്പ തുടങ്ങിയ ജോലികൾ.

1. All Saints College, Thiruvananthapuram
2. Christian College, Kattakada
3. Layola College of Social Science, Thiruvananthapuram
4. Mannaniya College Pangode
5. VTMNSS College, Dhanuvachapuram, Thiruvananthapuram
6. FMN College, Kollam
7. MMNSS College, Kottiyam
8. TKM Arts & Science College, Kollam
9. SASSNDP Yogam College, Konni
10. St. George's College, Aruvithura
11. St. Mary's College, Manarcaud
12. St. Stephen's College, Uzhavoor
13. St. Thomas College, Pala
14. Alphonsa College, Pala

15. Assumption College, Changanassery
16. BCM College, Kottayam
17. B.K. College for Women, Amalagiri
18. Devamatha College, Kuravilangad
19. H.B. College, Melukkavu
20. SVRNSS College, Vazhoor
21. N.S.S. Hindu College, Changanassery
22. M.E.S. College, Nedungandam
23. Marian Arts & Science College, Peerumedu
24. N.S.S. College, Rajakumari
25. VTB College, Mannampetta
26. Mar Theophilas Training College, Nalanchira
27. Karmala Rani Training College, Kollam
28. Mount Tabour Training College, Pathanapuram
29. St.Joseph's Training College, Mannanam

**PF IV (2) Section**

ചുവടെ ചേർത്തിട്ടുള്ള പ്രൈവറ്റ് കോളേജ് അനധ്യാപകരുടെ പി.എഫ്. സംബന്ധിച്ചുള്ള ക്ലോഷർ എൻ.ആർ.എ. അഡ്മിഷൻ, എൻ.ആർ.എ. കൺവെർഷൻ, താൽക്കാലിക വായ്പ തുടങ്ങിയ ജോലികൾ.

1. M.S.M. College, Kayamkulam
2. S.N. College, Chengannur
3. S.N. College, Cherthala
4. St. Aloysius College, Edathua
5. St. Dominic College, Kanjirappally
6. St. Xavier's College, Kothavara
7. C.M.S. College, Kottayam
8. K.E. College, Mannanam
9. K.G. College, Pampady
10. Al Ameen College, Edathala
11. Bharatha Mata College, Thrikkakara
12. Cochin College, Kochi
13. M.A. College, Kothamangalam
14. Marthoma College for Women, Perumbavoor
15. Morning Star Home Science College, Angamaly
16. N.S.S. College, Nemmara
17. S.N. College, Alathur
18. M.P.M.M.S.N.T. College, Shornur
19. Farook College, Farook
20. M.A.M.O. College, Mukkam
21. R.S.M. S.N.D.P. College, Quilandy
22. S.N.G. College, Chelannur
23. Mt. Carmel Training College, Kottayam

24. N.S.S. Training College, Changanassery
25. St.Thomas Training College, Pala
26. Farook Training College, Kozhikode
27. Rouzathul Uloom Arabic College, Feroke
- 28.

**PF IV (3) Section**

ചുവടെ ചേർത്തിട്ടുള്ള പ്രൈവറ്റ് കോളേജ് അനധ്യാപകരുടെ പി.എഫ്. സംബന്ധിച്ചുള്ള ക്ലോഷർ എൻ.ആർ.എ. അഡ്മിഷൻ, എൻ.ആർ.എ. കൺവെർഷൻ, താൽക്കാലിക വായ്പ തുടങ്ങിയ ജോലികൾ.

1. S.D. College, Alappuzha
2. B.P.C. College, Piravom
3. M.E.S. College, Marampilly
4. S.S.V. College, Valavanchirangara
5. S.H. College, Thevara
6. St. Alberts's College, Ernakulam
7. St. Paul's College, Kalamassery
8. St.Peters College, Kolencherry
9. St.Theresa's College, Ernakulam
10. St. Xavier's College for Women, Aluva
11. U.C. College, Aluva
12. Carmel College, Mala
13. Christ College, Irinjalakuda
14. M.D. College, Pazhanji
15. S.N. College, Nattika
16. S.H. College, Chalakudy
17. Sri. Vyasa N.S.S. College, Wadakkancherry
18. St. Aloysius College, Elthuruthu
19. St. Joseph's College, Irinjalakuda
20. St. Mary's College, Thrissur
21. Vimala College, Thrissur
22. M.G. College, Iritty
23. Payyannur College
24. S.E.S. College, Sreekandapuram
25. St. Pius College, Rajapuram
26. N.S.S. Training College, Pandalam
27. St. Joseph's Training College for Women Kovilakom

**പി.എഫ്. V സെക്ഷൻ (Aided Colleges)**

**PF V(1), PF V(2), PF V(3), PF V(4) സെക്ഷനുകളിലെ ജോലികൾ**

- 1) കോളേജ് വിദ്യാഭ്യാസ വകുപ്പിന്റെ അധികാരപരിധിയിലുള്ള 181 സ്വകാര്യ എയ്ഡഡ് കോളേജിലെ ക്രെഡിറ്റ് കാർഡ് സംബന്ധമായ ജോലികൾ.
- 2) 5 മേഖല ഡെപ്യൂട്ടി ഡയറക്ടറേറ്റിൽ നിന്നും പരിശോധന പൂർത്തിയാക്കി ലഭിക്കുന്ന പി. എഫ്. ഷെഡ്യൂളുകളുടേയും ലോൺ ബില്ലുകളുടേയും 8 വർഷത്തെ (FY 2008-09 മുതൽ FY 2015-16) സൂക്ഷ്മ പരിശോധന നടത്തി കോളേജ് ജീവനക്കാർക്ക് ക്രെഡിറ്റ് കാർഡ് ലഭ്യമാക്കുന്നു.
- 3) മറ്റ് വകുപ്പുകളിൽ നിന്നും സ്വകാര്യ എയ്ഡഡ് കോളേജിലെത്തുന്ന ജീവനക്കാരുടെ മുൻ സർവ്വീസിലുള്ള പി.എഫ്. തുക ട്രാൻസ്ഫർ ക്രെഡിറ്റ് ചെയ്ത് കെ.പി.സി.എസ്.പി.എഫ്. ലേയ്ക്ക് ലയിപ്പിക്കുന്ന ജോലികൾ.
- 4) എസ്.എൻ., എൻ.എസ്.എസ്. പോലുള്ള ഗ്രൂപ്പ് മാനേജ്മെന്റ് കോളേജിലെ ജീവനക്കാർക്ക് പൂർണ്ണമായും FY 2007-08 ലെ ക്രെഡിറ്റ് കാർഡ് നൽകാൻ സാധിച്ചിട്ടില്ല. ആയതിനാൽ ടി ജീവനക്കാരുടെ പി.എഫ്. സംബന്ധമായ രേഖകളുടെ സൂക്ഷ്മപരിശോധന നടത്തി FY 2007-08 ലെ ക്രെഡിറ്റ് കാർഡും നൽകുന്നു.
- 5) FY 2008-09 മുതൽ FY 2015-16 വരെയുള്ള പി.എഫ്. സംബന്ധമായ വിവരങ്ങൾ ഓൺലൈൻ എൻട്രി കോളേജ് തലത്തിലാണ് നിർവ്വഹിക്കുന്നത്. ടി പ്രവർത്തനങ്ങൾക്ക് ആവശ്യമായ സാങ്കേതിക സഹായങ്ങളും സെക്ഷനിൽ നിന്നും നൽകുന്നു.

**Q – SECTION**  
**(Scholarship)**

**Q - 1 SEAT**

State Merit Scholarship, Nurturing Inquisitiveness and Fostering Scholarship in Social Science, Scholarship to encourage Talents in Literature, Scholarship to encourage Talents in Music, Arts and Performance Arts.

**Q - 2 SEAT**

Hindi Scholarship.

**Q - 3 SEAT**

Central Sector Scholarship.

**Q - 4 SEAT**

Sanskrit Scholarship.

**R – SECTION**  
**(Scholarship)**

**R - 1 SEAT**

General Seat

**R - 2 SEAT**

District Merit Scholarship (Fresh & Renewal)

**R - 3 SEAT**

District Merit Scholarship (Fresh & Renewal)

**R - 4 SEAT**

Suvarna Jubile, C H Mohammed Koya (Renewal / IAS Scholarship, Scholarship for dependent Jawans.(J.S).



**S – SECTION**  
**(Scholarship)**

**S1 - SEAT**

ASPIRE scholarship through manual Application, MCM Scholarship pending files (2007-08, 08-09)

**S2 - SEAT**

National Loan Scholarship

**S3 - SEAT**

Blind, PH Students fee concession, Music and fine Arts Scholarship.

**S4 - SEAT**

1. Muslim / Nadar Girl's Scholarship.
2. Merit Scholarship to the children of School Teacher's.

**T – SECTION**  
**(Scholarship)**

**T - 1 SEAT**

1. Diesel Charge, Maintenance charge and Insurance – official vehicle of Additional Director of Collegiate Education.
2. BSNL mobile phone Bill ( 2 phones) payment.
3. Antivirus Purchase.
4. Digital Franking machine AMC.

**T - 2 SEAT**

1. Post Doctoral Research Scholarship for Teachers in social Science and languages to do research in centers outside Kerala.
2. Data Entry Remuneration for post metric Scholarship.
3. Toner refilling
4. Driver's Salary.
  - a. Vehicle of Director of Collegiate Education.
  - b. Vehicle of Special Officer for Scholarships.
  - c. Vehicle of Additional Secretary, Higher Education Department.

**T - 3 SEAT**

Post Matric Scholarship, Students with Disability

**T - 4 SEAT**

1. Post Matric Scholarship scheme for minorities
2. Administrative expense of post matric Scholarship.
3. D.D Refund
4. A.G Audit.
5. National Informatics Centre –Maintenance and technical support charges  
Scholarship verification. .(No.2, 5, 7, 8 come under charge of T1 Seat)

## Statistics (Stat) – SECTION

### Duties of Statistics Cell

1. District wise details of colleges, course wise category wise details of students studying in the academic year, University wise details of teaching staffs and non teaching staffs, teachers having Ph.D, details of guest Lectures in Arts and Science Colleges are collected, compiled for the preparation of Economic Review Report and forwarded to State Planning Board.
2. Annual Administration Report of this Department is prepared and forwarded to Higher Education Department.

Important data included in the Annual Administration Report is,

- District wise details of Colleges under the control of this Directorate.
  - University wise details of Colleges under the control of this Directorate.
  - Details of Student's Strength in Arts and Science, Training, Music & Physical Education Colleges.
  - Details of Teaching & Non – Teaching Staffs in Arts and Science, Training Music & Physical Education Colleges.
  - Details of Scholarships given to students by Arts & Science Colleges.
  - Details of UGC assisted Schemes
  - Details of courses in Arts & Science Colleges
  - Details of Students Strength in the Government College Hostels.
  - Details of Non Teaching Staffs in the Government College Hostels.
  - Brief note on Students Academic Achievements in Arts & Science Colleges.
  - Brief note on Students Achievements in Sports & Games etc. in Arts & Science Colleges.
  - Brief note on National Cadets Corps (NCC) and National Service Schemes (NSS) in Arts & Science Colleges.
3. Academic Year wise details of student's strength (course & district wise) and details of SC/ST students are collected from the colleges compiled it and forwarded to State Planning Board.
  4. Collected details of Physically Handicapped Students in Government & Private Colleges are forwarded to State Commissioner & Ex Officio Government Secretary.
  5. Details of Gender Statistics Reports are collected from the colleges compiled it and forwarded to Economics & Statistics Department.
  6. Reply to Legislative Assembly Questions and Applications of Right to Information Act received in this section without any delay.
  7. Prepared the required statistical data asked by the other sections.
  8. Many urgent reports and data are asking from Government and other institutions. Required details for these reports are collected directly from 271 institutions, compiled and forwarded to them.

## POST AUDIT – SECTION

### PA 1 SEAT

കൊല്ലം, എറണാകുളം കോട്ടയം, എന്നീ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കീഴിൽ വരുന്നതായ തിരുവനന്തപുരം, കൊല്ലം, ആലപ്പുഴ, എറണാകുളം, പത്തനംതിട്ട, കോട്ടയം, ഇടുക്കി എന്നീ ജില്ലകളിലെ പ്രൈവറ്റ് കോളേജുകളുടെ ബില്ലി പരിശോധനയും, ടി ബില്ലുകൾ രജിസ്റ്ററിൽ ചേർക്കലും.

### PA 2 SEAT

കോഴിക്കോട്, തൃശ്ശൂർ എന്നീ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കീഴിൽ വരുന്നതായ കോഴിക്കോട്, വയനാട്, കണ്ണൂർ, കാസർഗോഡ്, മലപ്പുറം, തൃശ്ശൂർ, പാലക്കാട് എന്നീ ജില്ലകളിലെ പ്രൈവറ്റ് കോളേജുകളുടെ ബില്ലി പരിശോധനയും, ടി ബില്ലുകൾ രജിസ്റ്ററിൽ ചേർക്കലും.

## AUDIT SECTION

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പിന് കീഴിലുള്ള എല്ലാ സർക്കാർ കോളേജുകളിലും കോളേജ് വിദ്യാഭ്യാസ ഉപമേധാവിയുടെ ഓഫീസുകളിലും വകുപ്പ് തല പരിശോധന നടത്തുകയും പരിശോധനാനിപ്പോർട്ട് തയ്യാറാക്കി തുടർനടപടികൾ സ്വീകരിക്കുന്നു.

### AUDIT (U) SECTION

#### U1 – Seat

- 1) Government College, Attingal
- 2) University College, Trivandrum
- 3) Government College, Elanthoor
- 4) Deputy Directorate, Ernakulam
- 5) Government College, Kodencherry
- 6) Government Brennen College, Thalassery
- 7) Government Brennen College, Hostle, Thalassery
- 8) Government Training College, Kozhikode
- 9) SARBTM Government College, Koyilandi.

#### U2 – Seat

- 1) Government Law College, Trivandrum
- 2) Government College, Munnar
- 3) Government Victoria College, Palakkad
- 4) Government Victoria College Hostel, Palakkad
  
- 5) Government College, Kasaragod
- 6) KNM-Government College, Kanchiramkulam
- 7) Deputy Directorate, Kozhikode
- 8) Government College Hostel, Kottayam
- 9) PM Government College, Chalakkudy
- 10) Government College, Nedumangadu
- 11) EKNM Government College, Elerithattu
- 12) SST Music College, Trivandrum
- 13) Government Law College Hostel, Ernakulam

**AUDIT (V) SECTION****V1 – Seat**

- 1) Government Law College Hostel, Trivandrum
- 2) Government College, Malappuram
- 3) M.C.R.V Hostel Ernakulam
- 4) Government Law College, Trissur
- 5) CMG Music College, Palakkad
- 6) K.K.T.M Government College, Pullut
- 7) Government College for women Trivandrum
- 8) M.M.S.G.C. Malayinkizhu
- 9) Government College, Kulathur
- 10) Government College, Chokli
- 11) Deputy Directorate, Kottayam
- 12) Government Law College, Ernakulam
- 13) Government Sanskrit College Hostel, Pattambi.

**V2 – Seat**

- 1) Government College, Madappally
- 2) Government College, Mananthavady
- 3) Government College, Ladies Hostel, Kasaragod
- 4) Government College, Manjeswaram
- 5) Government College, Ambalappuzha
- 6) Government Ladies Hostel, Ernakulam
- 7) Government College, Kuttanellur'
- 8) Government College, Kulathur
- 9) Government College, Perambra
- 10) Government P.E, Kozhikode
- 11) Government College, Attappadi
- 12) Government College, Kongad

**AUDIT (W) SECTION****W1 – Seat**

- 1) Government College, Chittur
- 2) Government Arts College, Thiruvananthapuram
- 3) GCTE, Thalassery
- 4) Government College, Kattappana
- 5) SST College Ladies Hostel, Thiruvananthapuram
- 6) Deputy Directorate, Kollam
- 7) TMG College, Thrissur
- 8) C.M.G. Music College, Hostel, Palakkad
- 9) Government College, Trippunithura
- 10) Government College, Kozhinjapara
- 11) Government College, Chelakkara.

**W2 – Seat**

- 1) Government Sanskrit College, Thiruvananthapuram
- 2) Government College, Kottayam
- 3) GCTE, Thiruvananthapuram
- 4) GCTE Hostel, Thalassery
- 5) Government Sanskrit College, Trippunithura
- 6) Government College, Kalpatta
- 7) Government Law College, Kozhikode
- 8) Government College Hostel, Chittur
- 9) Government College, Karyavattom
- 10) Government Law College Hostel Kozhikode
- 11) Government College, Mokeri
- 12) Government Sanskrit College, Pattambi.

**W3 – Seat**

- 1) P.T.M. Government College, Perinthalmanna
- 2) R.L.V. College, Trippunithura
- 3) Government College, Manimalakunnu
- 4) IASE, Thrissur
- 5) KMM Government Women's College Hostel, Kannur
- 6) Deputy Directorate, Thrissur
- 7) Maharajas College, Ernakulam
- 8) BJM Government College, Chavara
- 9) Mens Hostel, Thiruvananthapuram
- 10) KMM Government Women's College, Kannur.

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പിന് കീഴിലുള്ള എല്ലാ സർക്കാർ കോളേജുകളിലും കോളേജ് വിദ്യാഭ്യാസ ഉപമേധാവിയുടെ ഓഫീസുകളിലും വകുപ്പ് തല പരിശോധന നടത്തുകയും പരിശോധനാറിപ്പോർട്ട് തയ്യാറാക്കി തുടർനടപടികൾ സ്വീകരിക്കുന്നു.

**UGC – SECTION****UGC – 1: Government Colleges – Placement and advance increments and other UGC related matters of faculties of all Arts Subjects except languages**

(History, Commerce, Economics, Physical Education, BBA, Public Administration Journalism, Psychology, Sociology, Islamic History, Music, Philosophy, Politics, Tourism,

Hotel Management, Travel and Tourism, Social Science, Educational Psychology, Foundation of Education, Educational Technology et)

**UGC – 2: Government Colleges – All General Correspondence, convening screening Committee for placements and UGC matters of faculties belonging to language subjects.**

(Hindi, Malayalam, English, Kannada, Urdu, Tamil, Bengali, French, German, Arabic, Sanskrit etc.)

**UGC – 3: Aided Colleges – All General Correspondence, and matters of aided Colleges under the Zonal Deputy Director of Kollam and Kottayam**

**UGC – 4: Aided Colleges – Matters of the Aided Colleges under the Zonal Deputy Director of Ernakulam, Thrissur and Kozhikode.**

**UGC – 5: Government Colleges – UGC matters of faculties of all Science Subjects**

(Mathematics, Physics, Chemistry, Botany, Zoology, Geography, Biotechnology, Biochemistry, Microbiology, Industrial Chemistry, Electronics, Computer Science, Statistics, Physical Science, Social Science, Home Science etc)

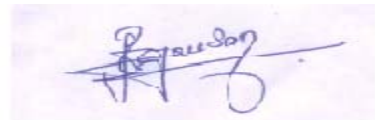
NB:- സേവനാവകാശം, വിവരാവകാശം, മുഖ്യമന്ത്രിയുടെ പരാതി പരിഹാരസെൽ, സുതാര്യകേരളം, നിയമസഭാ ചോദ്യം തുടങ്ങിയവ സംബന്ധിച്ച് ഈ ഓഫീസിലെ ഒന്നിലധികം സെക്ഷനുകളിൽ നിന്ന് മറുപടി ക്രോഡീകരിച്ച് തയ്യാറാക്കേണ്ടി വരുമ്പോൾ അത്തരം തപാലുകൾ ജനറൽ സെക്ഷനിലും ഒരു സെക്ഷനിൽ നിന്ന് മാത്രം മറുപടി നൽകേണ്ട തപാലുകൾ ബന്ധപ്പെട്ട സെക്ഷനുകളിലും കൈകാര്യം ചെയ്യേണ്ടതാണ്.

ഒപ്പ്  
എം.എസ്.ജയ. ഐ.എ.എസ്  
കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടർ

**പകർപ്പ്:-**

1. എല്ലാ ഓഫീസർമാർക്കും
2. സെക്ഷൻ സൂപ്രണ്ട് മാർക്കും
3. നടപ്പ് ഫയൽ.

//അംഗീകാരത്തോടെ//



സൂപ്രണ്ട്