



File Ref.No.18987/Admn A V/2022/UOK

UNIVERSITY OF KERALA

(Abstract)

Modernization of Administration of the University- Reallocation of works - sanctioned - orders issued

Ad A V

7569/2022/UOK

Dated: 30.09.2022

*Read:-*1. U.O No.3449/2020/UOK dated 30.10.2020

2. Item No.28.32 of the Minutes of the meeting of the Syndicate held on 11.06.2021

3. Item No.37.152 of the Minutes of the meeting of the Syndicate held on 25.02.2022

4. Item No.06 of the Minutes of the meeting of the Senate held on 25th & 26th March 2022

ORDER

An Expert Committee to study and submit report for Modernization of Administration of the University was constituted, vide paper read as (1) above and the Committee submitted a detailed report .

The Syndicate, vide paper read as (2) above considered the report submitted by the Committee. Further, the report was placed before the sub committee and discussions were held with the representatives of the organizations of the University employees. The final proposal thus prepared, after detailed discussions & deliberations, was considered by the Syndicate, vide paper read as (3) above and resolved to approve the proposal for reallocation of works among Administrative sections.

The Senate, vide paper read as (4) above considered and approved the said proposal.

The Administrative Reforms Committee, at its meetings held on 14.07.2022 & 29.08.2022 recommended to finalize the reallocation of works among Administrative sections.

Sanction has therefore been accorded by the Vice Chancellor to the following administrative works being allocated to the Administrative sections as detailed below:

Sl.No. (Name of Sections)	Works
Section 1. <i>(Ad DII)</i>	1. University Health Centre 2. University Engineering Unit 3. Health card implementation 4. Meeting of Electrical Wing 5. Selection Committee for appointment of various posts at Health Centres, Engg. Units 6. Computer Centre 7.Department of Student Services (DSS) 8. Anti-Ragging Committee 9.University Youth festivals 10. Standing Committee on Student Services 11. SGAPIS
Section 2.	1. Inter-University Transfer of Non-teaching staff



<u>(Ad G)</u>	2. TA/DA Bills (shifted from Ad BI) 3. Contingent bills, Scholarship bills & payment of bills (Administration & Academic)(shifted from Ad FII)
Section 3. <u>(Legal Advisor)</u>	1. All cases before the Lok Ayukta, Civil Courts and Tribunals 2. Legal Advisor Appointment 3. Employees' Grievance Redressal Cell
Section 4. <u>(Legal Section)</u>	1. All Cases before the High Court and Supreme Court 2. Standing Counsel Appointment
Section 5. <u>(Store)</u>	Supply of Stationery Items and Office Equipment
Section 6. <u>(Estate Office)</u>	All works related to University Assets
Section 7. <u>(Forms Stock)</u>	Forms Stock
Section 8. <u>(Forms Sales)</u>	Forms Sales
Section 9. <u>(Ad AVII)</u>	20 UIT Regional Centres
Section 10. <u>(Ad AVII A)</u>	1. 14 UIT 2. 10 KUCTE (including UIT Pathanapuram,UIT Karuvatta,UIT Azhoor,UIT Kallara)
Section 11. <u>(Ad C)</u>	1. University College of Engineering, Kariavattom 2. Six UIM and ICM Poojappura
Section 12. <u>(Ad AI)</u>	1. All Administrative matters related to Statutory Officers - Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Controller of Examinations, Finance Officer, Director-Planning and Development, Director-College Development Council 2. Transfer & Posting, Promotion of non-teaching staff – JR -7, DR-20, AR-54, SO-271, Assistants -783, Clerical Assistants 3. Sanctioning of all types of leave to non-teaching staff from Assistants to Joint Registrar including Special Casual Leave 4. Amendments & Ordinance
Section 13. <u>(Ad AII)</u>	1. Class IV Employees 2. Work related to casual Security Guards 3. Casual labourers (Retired hands ,etc.) 4. Appointment of Asst. Security Officer 5. Appointment of Estate Officer, Assistant Estate Officer, PRO 6. Appointment of Security Officer, Reception Officer, Store Keepers, Caretakers & Cook 7. Administrative matters of Caretakers & Cook 8. Security Wing, SH Campus 9. Implementing UPF to Contract staff 10. The works related to contract staff engaged in IQAC
Section 14. <u>(Ad AIII)</u>	1. All matters related to retirement of teaching and non-teaching staff. 2. UPF Admission & Closure 3. National Pension Scheme



	<ol style="list-style-type: none"> 4. Grant of family pension to legal heirs of deceased employees 5. Surrender of Earned Leave- prior to retirement
<p>Section 15. <u>(Ad AIV)</u></p> <p>&</p> <p>Section 16. <u>(Ad AIV (A))</u></p>	<ol style="list-style-type: none"> 1. All matters related to vehicles of all wings, Bus pass to employees of S H Campus 2. Matters related to University Bus Service (Bus route, Bus time, Schedules, Special Trips during lock-down, etc.) 3. Bus Fare Rate fixation 4.Appointment & administrative matters of Drivers & Conductors (along with a new section shifted from Examination) 5.General Election(Lok Sabha, State Assembly, Local bodies)
<p>Section 17. <u>(Ad AV)</u></p>	<ol style="list-style-type: none"> 1. All works related to Library Staff & Library 2. Special Allowance to employees 3. Implementation of G.O.s/ Circulars/Dies Non orders 4. Office Memorandum 5. Delegation of Powers 6. Transfer of work from one Section to another -issuing U.O 7. Anomaly Committee 8. Bharanabhasha Malayalam 9. Right to Service Act
<p>Section 18 <u>(Ad AVI)</u></p>	<ol style="list-style-type: none"> 1. Standing Committee of the Syndicate on <ol style="list-style-type: none"> a) Staff, Equipment & Buildings b) Finance 2. Combined Standing Committee of the Syndicate on <ol style="list-style-type: none"> a) Staff, Equipment & Buildings and Finance b) Staff, Equipment & Buildings and Academics & Research c) Finance and Academics & Research d) Staff, Equipment & Buildings, Finance and Academics & Research 3. Administrative Matters of <ol style="list-style-type: none"> a) Teachers Service Organizations b) Non-teaching Service Organizations 4. Administrative matters of Kerala University Study and Research Centre, Alappuzha, Upgradation of DOIC – Pandalam & Kollam. 5. Sanctioning permission to Teaching/ Non-teaching Employees for attending meetings of Service Organisations 7. Property Statement of Lok Ayukta (Once in two years) 8. CLIF 9.Raja Ravi Varma Centre for Excellence for Visual Arts, Mavelikkara
<p>Section 19. <u>(Ad AVIII)</u></p>	<ol style="list-style-type: none"> 1. Appointment of Casual Labourers(from the list published) & their salary
<p>Section 20. <u>(Ad BI)</u></p>	<ol style="list-style-type: none"> 1. Provisional Advance to Deputy Registrar 2. Space Allotment of teaching and non- teaching departments 3. Uniform allowance to all eligible employees 4. Contract work of de-weeding, gardening at Kariavattom Campus 5. Work related to all house keeping at SH Campus 6. Office work related to national game- payment of lease, rent, service tax, etc. 7. Advertisement hoardings 8. Rent collection – SBT, Post Office, etc 9. Permission for car parking 10. Demonstrations at stadium ground



	<ul style="list-style-type: none"> 11. Faculty Guest House 12. Senate Chamber and Deans Room (Allotment) 13. International Youth Hostel (Accommodation) 14. Creche 15. Laundry
<p>Section 21 <u>(Ad BII)</u></p>	<ul style="list-style-type: none"> 1. Biometric Attendance Management System 2. Maintenance of EPABX and Repair of Telephone 3. Water Charges 4. Taxes (Land & Property) 5. Repair 6. ID Cards 7. Repair of Water Cooler 8. OFC Cable, Networking 9. Grants- Depts, students Union, Research Union 10. Staff Recreation Club grant 11. Paperless Administration - implementation 12. Grant-in-aid, Campus Association, Jeevani 13. All Canteens, Telephone charges 14. Usufructs, EPABX Kvtm 15. FFMS 16. Electricity/postal charges payment, recoupment 17. Loading and unloading charges 18. Repair of furniture 19. Water, telephone bills 20. Smart Classroom 21. CCTV Installation & Maintenance 22. Multimedia Classroom
<p>Section 22 <u>(Ad BIII)</u></p>	<ul style="list-style-type: none"> 1. HBA/ Conveyance Advance 2. Appointment of Contract/ daily wage employees through Employment Exchange 3. KUATC 4. Expert Committee for modernization 5. Files related to Redeployment Committee Report 6. Committee constituted for the appointment of Contract Employees/ Daily wage employee with more than 10 years on permanent basis 7. LTC 8. Kerala University Press 9. Medical Reimbursement
<p>Section 23 <u>(Ad BIV CP)</u></p>	<ul style="list-style-type: none"> 1. Purchase works 2. Repair and Maintenance of Equipment of all wings.
<p>Section 24 <u>Ad BIV C.P(A)</u></p>	<ul style="list-style-type: none"> 1. Purchase of items of Examination wing and all Departments' purchase
<p>Section 25 <u>(Ad E)</u></p>	<ul style="list-style-type: none"> 1. Salary bills of Casual Typist, Establishment of Assistants/Typists/Clerical Assistants/Class III & IV Employees 2. Departmental test certificate verification and consolidation(from Ad AV)
<p>Section 26 <u>General</u> <u>Despatch I</u></p>	<ul style="list-style-type: none"> Despatch of letters/communications from Administration branch
<p>Section 27 <u>General Despatch</u></p>	<ul style="list-style-type: none"> Despatch of letters/communications from Academic branch



<u>II</u>	
Section 28 <u>Monitoring Cell</u>	Petition to Chief Ministers Grievance Redressal Cell, Monitoring of implementation of Syndicate Resolution

SECTION	DEPARTMENTS & CENTRES	
Section 29 <u>Ad FII</u>	SCIENCE	1. PHYSICS
		2. PSYCHOLOGY
		3. BIOCHEMISTRY
	SOCIAL SCIENCE	4. ARCHAEOLOGY
	ARTS	5. GERMAN
		6. RUSSIAN
	APPLIED SCIENCE & TECHNOLOGY	7. OPTOELECTRONICS
	ORIENTAL STUDIES	8. HINDI
		9. COMMERCE
		10. LAW
		11. ARABIC
		MALAYALAM LEXICON
		DEPARTMENT OF PUBLICATIONS
	DEPARTMENT OF PHYSICAL EDUCATION	
Section 30 <u>Ad DI</u>	SCIENCE	1. GEOLOGY
		2. ZOOLOGY
		3. STATISTICS
		4. AQUATIC BIOLOGY & FISHERIES
	SOCIAL SCIENCE	5. PHILOSOPHY
		6. HISTORY
	APPLIED SCIENCE & TECHNOLOGY	7. COMPUTER SCIENCE
		8. COMPUTATIONAL BIOLOGY & BIOINFORMATICS
		9. FUTURES STUDIES
	ORIENTAL STUDIES	10. TAMIL
		11. LINGUISTICS
		12. IMK
		13. SDE
	1. DEMOGRAPHY	
	2. MATHEMATICS	



Section 31 Ad H	SOCIAL SCIENCE	3. ISLAMIC & WEST ASIAN STUDIES
		4. SOCIOLOGY
	ARTS	5. COMMUNICATION & JOURNALISM
	APPLIED SCIENCE & TECHNOLOGY	6. BIOTECHNOLOGY
		7. NANOSCIENCE & NANOTECHNOLOGY
		8. DEPARTMENT OF EDUCATION
Filling up of Teaching posts in the Teaching departments of the University.		
Section 32 Ad DIII	SCIENCE	1. BOTANY
		2. CHEMISTRY
	SOCIAL SCIENCE	3. POLITICAL SCIENCE
		4. ECONOMICS
	ARTS	5. LIBRARY & INFORMATION SCIENCE
		6. INSTITUTE OF ENGLISH
	APPLIED SCIENCE & TECHNOLOGY	7. ENVIRONMENTAL SCIENCES
	ORIENTAL STUDIES	8. SANSKRIT
		9. KERALA STUDIES
		10. MALAYALAM
		11. ORIENTAL RESEARCH INSTITUTE & MANUSCRIPTS LIBRARY
		12. MUSIC

1. Works related to Career Advancement for Teachers & Librarians are allocated to respective section handling the department.
2. Works related to Steering cum Appellate Committee are shifted to Ac F.
3. Works related to Online Hostel Admission are shifted to Ac.H Section.
4. Civil & Electrical works dealt by Ad BI Section are shifted to Planning wing.
5. Placement Cell is shifted to Ad Misc Section.

Any work apart from the ones mentioned above shall continue in the sections dealing at present.

Orders are issued accordingly.

THOMAS P P

DEPUTY REGISTRAR Admin I
For REGISTRAR

To

- (1) PS to VC/ PVC
- (2) PA to Registrar /FO/ CE/DCDC/DP&D
- (3) All Joint Registrars
- (4) All Deputy Registrars and Assistant Registrar
- (5) All Section Officers



- (6) JR(Campus Administration)/Audit Kvtm
- (7) PRO/ Director, Computer Center/IQAC
- (8) All teaching/non- teaching Departments & Centres
- (9) University Librarian
- (10) The Government Auditor
- (11) Registrar Tapal
- (12) General Dispatch I & II
- (13) Stock file / File copy

Forwarded / By Order
Sd/-
Section Officer

