



SREE NARAYANA COLLEGE

(Affiliated to the University of Calicut)
NAAC Accredited with B Grade

Erattakulam P.O, Alathur 678682

sncalathur1970@gmail.com

04922 222 391

www.sncollegealathur.ac.in



CRITERION: 6

**GOVERNANCE, LEADERSHIP AND
MANAGEMENT**

**FACULTY EMPOWERMENT
STRATEGIES**

**SREE NARAYANA COLLEGE**

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CRITERION	6: Governance, Leadership and Management
KEY INDICATOR	6.3 Faculty Empowerment Strategies
METRIC NO	6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff
FILE DESCRIPTION	<ul style="list-style-type: none">• Performance appraisal measures for staff

CRITERION 6.3.1

Sl.No.	CONTENTS
1.	Performance appraisal system for teaching and non-teaching staff
2.	Welfare measures for teaching and non-teaching staff

The institution has effective welfare measures for teaching and non-teaching staff

The institution provides an adequate atmosphere which ensures high degree of job satisfaction for the employees. The following are the welfare schemes put forward for the benefit of the employees.

Leave Benefits (As per University and Government rules)

- Fifteen days of casual leave per year are provided to both teaching and non-teaching staff. 20 half-pay leave per year can be availed by the permanent teaching staff after completing the probation period. Commuted leave not exceeding half the amount of half pay leave per year is granted on the basis of medical certificate.
- Duty leaves of maximum 10 days per year to the teaching staff are provided to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per the Government rules. Nonteaching staff is also given duty leave.
- Female teaching and non-teaching staff can avail a Maternity Leave of 180 days as per Government rules. Male teaching and non-teaching staff can avail Paternity Leave of 15 days. Leave given to teaching staff to participate and present papers and to the non-teaching staff for participation in Conference/ Seminars/ Workshops/ FDP etc.

Statutory welfare benefits

- **Gain PF:** Staff invest on a monthly basis to their PF account for which they earn interest fixed by Kerala government. The staff are allowed to avail loans as per requirement on interest-free terms.
- **Group Personal Accident Insurance Scheme:** All employees are insured against loss of life due to accidents and other unforeseen exigencies that may harm life, under GPAIS.
- **State life insurance & Group insurance scheme:** It provides insurance coverage to the insured at low cost and provides death benefit to nominees in case of loss of life of the staff member.
- **MEDISEP:** It provides medical insurance coverage to all permanent teaching and non-teaching staff. Also, medical reimbursement benefit is provided.

Support Facilities: Staff association, Canteen, Internal Complaints Committee, Parking facilities for both teaching and non-teaching staff, clean drinking water facilities and security. The college facilitates the professional growth and enrichment of the staff by implementing an effective Performance Appraisal System. This system is maintained with the objective of improving academic and administrative standards. Teachers are instructed to record their academic activities in the work diary. They are also encouraged to make lesson plans and teaching plans at the beginning of each semester so that the objective of an efficient academic outcome can be achieved. For systematic evaluation, assessment and prompt action, students' feedback on faculty performance is

Performance appraisal system for teaching and non-teaching staff

Assistant Professors in academic level 10 (entry cadre) shall be placed to level 11 after completion of 6 years of services (four years for PhD candidates and 5 years for M. Phil candidates). As per UGC regulation 2018, during the period a four weeks orientation/induction programme and a two weeks refresher course are mandatory. Also, minimum satisfactory grades in teaching and co-curricular activities are mandatory.

After completion of five years of service in level 11 cadre, the teachers will be placed to Assistant Professor academic level 12. As per UGC regulations 2018, two refresher courses, each of two weeks is mandatory to be completed during the period. Two short term courses of 5 days each is equivalent to a refresher course. Along with this, minimum satisfactory grades in teaching, co-curricular activities are mandatory.

There after 3 years of service in academic level 12, the teacher is eligible to be promoted to Associate Professor, provided all norms for such a promotion as per UGC regulation 2018 is satisfied. A PhD in relevant subject, minimum satisfied grades in teaching, co-curricular activities are mandatory.

On completion of three years as Associate Professor, the teacher will be eligible for promotion as Professor, if the teacher meets all the points recommended by UGC regulation 2018. Ten research papers in care list, of which three papers published after promoted to associate professor is Mandatory. Minimum grade points in teaching, co-curricular and research activities are mandatory.

For placement in Assistant Professor level 11 and 12, a screening committee duly constituted by University including two subject experts, Principal as chairman, HoD and College IQAC coordinator as member is required. The candidate should submit the PBAS along with relevant documents and service record in front of the screening committee. The committee shall verify the credentials and declare the eligibility for placement to next level. The Manager will then issue the placement order which will be further approved by University and deputy directorate of collegiate education.

For promotion as Associate Professor and Professor, University shall constitute a selection committee including two subject experts in Professor level and the Manager/management representative and Principal. The rest of the procedure is same as mentioned in the case of screening committee.


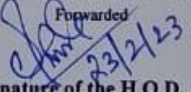

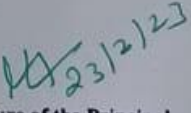
UGC Librarians are also having placements as per regulation norms.

The promotion of non-teaching staff counts the years and a pass in service level aptitude test. The promotion posts are lab assistant, LD clerk, UD clerk, Head of Accounts and Junior Superintended.

Casual leave

Fifteen days of casual leave per year are provided to both teaching and non-teaching staff.

Sample casual applications is given below:

SREE NARAYANA COLLEGE, ALATHUR	
APPLICATION FOR CASUAL LEAVE	
Name of the applicant	: Suchheesh. T-V
Dept./Office	: Commerce
Designation	: Assistant Professor
Days (s) and date (s) on which leave is required	: One day, 22/02/2023
Reason for leave	: Personal
No. of days of casual leave already availed of	: 2 days
Work during the day (s) of absence	:
Signature of the applicant	: 
Remarks of the Head of the Department	: Recommended/Not recommended Forwarded  Signature of the H.O.D.
<u>ORDER OF THE PRINCIPAL</u>	
Sanctioned/Rejected	
Place: Alathur	
Date: 23-02-2023	
Signature of the Principal	
	

Commuted / Half pay leaves

20 half-pay leave per year can be availed by the permanent teaching staff after completing the probation period. Commuted leave not exceeding half the amount of half pay leave per year is granted on the basis of medical certificate.

The Sree Narayana Trusts
MEMO

No. 7(b)/ALA/4507

KOLLAM, KERALA
13.10.202

Sub:- Leave - Sri/ Smt..... **Nikhil.V, Asst. Prof.**.....sanctioned

Ref:- His/ Her leave application dated.....**19.9.2022**.....

Sri/Smt.....**Nikhil.V; Asst. Prof.**.....

Sree Narayana College.....**Alathur**.....is granted

Commuted leave for 5 days from 19.9.2022 to 23.9.2022
with permission to prefix holidays on 17 and 18.9.2022 and
suffix holidays on 24 and 25.9.2022.

On the basis of recommendation and eligibility certificate furnished by the Principal.
It is certified that but for his/ her proceedings on leave Sri/Smt.....
Nikhil.V, Asst. Prof......would have actually continued to
officiate as.....**Asst. Prof.**.....

On return from leave he/she will rejoin duty.....**Asst. Prof.**.....
in the Sree Narayana College.....**Alathur**.....

(Sd/)
Manager
Sree Narayana Colleges

Copies to :-
1. The Dy. Director of Collegiate Education, South Zone, Kollam /North Zone, Kozhikode/ Trissur/
Emakulam/ Kottayam.
2. The Principal, Sree Narayana College.....**Alathur**.....

Approved for issue
[Signature]
Treasurer
Sree Narayana Trusts.

14
21/10/22

Maternity leave

180 days maternity leave is availed to every permanent female teaching and non-teaching staff on submission of medical report.

SREE NARAYANA COLLEGE, ALATHUR
APPLICATION FOR LEAVE

1. Name of the applicant : Manjunaj S.

2. Name of the College : Sree Narayana College, Alathur

3. Post held : Assistant Professor

4. Pay and scale of pay : 57700/- (57700 - 182400)

5. HRA and other compensatory allowance drawn in the present pay : - 2308/-

6. Nature and period of leave applied for and the date from which leave is required : Maternity leave From October 03-2022 to March 30-2023

7. Holidays if any to be prefixed suffixed to the leave : Prefixed October 02, 2022

8. Ground to which leave is applied for : Maternity leave

9. Date of return from last leave and the nature and period of that leave : Nil

10. I undertake to refund the leave salary and allowance which will be paid to me if found excess as per the rules and service conditions.

Signature of the applicant
(With date)
Manjunaj S. 16/9/22

11. Remarks/Recommendation of the Principal : Recommended and Forwarded

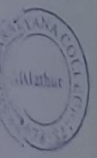
12. Signature of the Principal (With date)
R. K. K. K. 16.9.22 Principal
Sree Narayana College, Alathur
Palakkad-678 682, Kerala

13. Certified that the Maternity leave for 180 days from 03-10-2022 to 30-03-2023 admissible under rule 100 of KSR part 1

14. Signature of the Principal
R. K. K. K. 16.9.22
Principal
Sree Narayana College, Alathur
Palakkad-678 682, Kerala

15. Orders of the sanctioning authority

16. Signature (With date)



Maternity leave

A1/267/22
7-11-22
No. 7(b)/AL/5142

The Sree Narayana Trusts

MEMO

KOLLAM, KERALA

31.10.2022

Sub :- Leave - Sri/ Smt..... **Manjuraj.S, Asst. Prof.**.....sanctioned

Ref :- His/ Her leave application dated.....16.9.2022.....

Sri/Smt.....**Manjuraj.S; Asst. Prof.**.....

Sree Narayana College.....**Alathur**.....is granted

Maternity leave for ²⁷180 days from 3.10.2022 to 30.3.2023
with permission to prefix holiday on 2.10.2022.

On the basis of recommendation and eligibility certificate furnished by the Principal.

It is certified that but for his/ her proceedings on leave Sri/Smt.....
Manjuraj.S, Asst. Prof......would have actually continued to
officiate as.....**Asst. Prof.**.....

On return from leave he/she will rejoin duty as.....**Asst. Prof.**.....
in the Sree Narayana College.....**Alathur**.....

(Sd/)
Manager
Sree Narayana Colleges

Copies to :-

1. The Dy. Director of Collegiate Education, South Zone, Kollam /North Zone, Kozhikode/ Trissur/ Emakulam/ Kottayam.
2. The Principal, Sree Narayana College.....**Alathur**.....

Approved for issue

[Signature]
Treasurer
Sree Narayana Trusts.

[Signature]
Alathur

7/11/22

Paternity leave

10 days paternity leave is availed to every permanent male teaching and non-teaching staff on submission of medical report.

20-11-2017

3363/17.

SREE NARAYANA COLLEGE, ALATHUR
APPLICATION FOR LEAVE

1. Applicant : GOKUL G K

2. College : Sree Narayana College, Alathur

3. Designation : Assistant Professor in Chemistry.

4. Basic pay : 19810 + 6000 (AGP), 15600 - 39100 + 6000 AGP

5. Dearness allowance : HRA - 1000/-

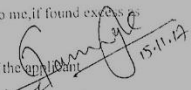
6. Period of leave applied for and to which leave is required : Paternity leave, 16/11/17 to 25/11/17
sufficed on 26/11/17 [Sunday]

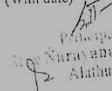
7. Leave to be prefixed/suffixed to : Sufficed on 26/11/17 [Sunday]

8. For which leave is applied for : Paternity leave

9. Date from last leave and the nature of the leave : 9/9/16, CML for 11 days from 29/08/16 to 8/9/16.

10. To refund the leave salary and allowance which will be paid to me, if found excess of leave and service conditions.


Signature of the applicant
(With date)  15.11.17

Recommendation of the Principal
Recommended and forwarded
by the Principal (With date)  15.11.17
Principal
Sree Narayana College
Alathur

Number of days from the date of leave : Paternity Leave 10 days from 16/11/17 to 25/11/17

Under rule : GR of KSR Part I

Signature of the Principal
Principal
Sree Narayana College
Alathur

Signature of the sanctioning authority
(With date) 

Paternity leave

Phone : 2807101 to 2807109

 **Ernakulam Medical Centre**

Dr. SUSAN JOHN
DGO, DNB, MRCOG (UK)
Consultant Reproductive Medicine (IVF)
Gynaecological Laparoscopic Surgeon
Reg. No : 17257

N. H. Bypass
KOCHI - 682 028

Date

To whomever it may concern
This is to certify that
Mrs. Deepa Rajesh wife of
Mr. Rajesh K.R., Asst. Prof
S.N. College, Alathoor
underwent HCL +
sterilisation on 23/1/17
in this hospital.


Dr. Susan John
DGO, DNB, MRCOG (UK)
Consultant in Gynaecology,
Reproductive Medicine (IVF)
Laparoscopic Surgeon
Reg No. 17257



Earned Leaves and Surrender

Earned Leaves can be surrendered and encashed.

THE SREE NARAYANA TRUSTS

P. B. No. 63
KOLLAM

PROCEEDINGS OF THE MANAGER, SREE NARAYANA COLLEGES, KOLLAM

Earned leave - Terminal/Surrender of earned leave for.....**38**.....days to Sri/Smt.....
.....**Anila A.K., Asso. Prof. (Rtd)**.....

Order issued.....

No. **7(b)/ALA/3997**

Read: 1. G O (P) 85/2011/Fin.
2. G O (P) No. 7/2016/Fin.

Dated **18.7.2022**

Application dated.....**1.6.2021**.....from Sri./Smt.....**Anila A.K., Asso. Prof. (Rtd)**
dated 26.02.2011
dated 20.01.2016

As per the orders read above sanction is accorded to Sri/Smt.....**Anila A.K., Asso. Prof. (Rtd)**

College.....**Alathur..for terminal..surrender of earned**.....Sree Narayana
leave for.....**38**.....days (.....**Thirty eight**.....to ~~Surrender earned~~
.....**1.6.2021**.....from the earned leave at his/her credit upto**31.5.2021**.....days) with effect from
salary and allowances for the period of leave so surrendered.

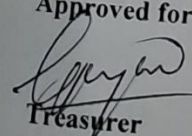
Certified that necessary notings regarding the surrender of earned leave now
sanctioned have been made in the Service Book and leave account of the Incumbent.

(Sd)
Manager
Sree Narayana Colleges

To.....**Anila A.K., Asso. Prof. (Rtd)**
.....**S.N. College**
.....**Alathur**.....

Copies to:-
1. The Dy. Director of Collegiate Education.....**Trichur**
.....**Alathur**
.....**Approved for issue**
.....**Approved for issue**

2. The Principal, Sree Narayana College.....
.....**Approved for issue**
.....**Approved for issue**


Treasurer
The Sree Narayana Trusts.

Chief Executive Officer
Sree Narayana Trusts

Earned Leaves and Surrender

THE SREE NARAYANA TRUSTS

PROCEEDINGS OF THE MANAGER, SREE NARAYANA COLLEGES, KOLLAM
P. B. No. 63
KOLLAM

Earned leave - Terminal/Surrender of earned leave for 20 days to Sri/Smt. M. Divakaran, Lab. Asst. (Rtd)

Order issued.

No. 7(c)/ALA/524

Read : 1. G O (P) 85/2011/Fin.
2. G O (P) No. 7/2016/Fin.

Dated 6.1.2021

dated 26.02.2011

dated 20.01.2016

Application dated 1.6.2020

from Sri./Smt. M. Divakaran, Lab. Asst. (Rtd)

As per the orders read above sanction is accorded to Sri/Smt. M. Divakaran, Lab. Asst. (Rtd)

College Alathur, for terminal surrender of earned xxxx Sree Narayana
leave for 20 days (twenty to surrender earned
1.6.2020 days) with effect from

1.6.2020 from the earned leave at his/her credit upto 31.5.2020 and to receive leave
salary and allowances for the period of leave so surrendered.

Certified that necessary notings regarding the surrender of earned leave now
sanctioned have been made in the Service Book and leave account of the Incumbent.

(Sd)

Manager

Sree Narayana Colleges

To

M. Divakaran, Lab. Asst. (Rtd)

S.N. College

Alathur

Copies to :-

1. The Dy. Director of Collegiate Education, Trichur

2. The Principal, Sree Narayana College, Alathur

Approved for issue

Approved for issue

Treasurer

The Sree Narayana Trusts.

Chief Executive Officer
Sree Narayana Trusts

P. Binda
Drawing and Disbursing Officer
Sree Narayana College
Alathur

Statutory welfare benefits

- **Gain PF:** Staff invest on a monthly basis to their PF account for which they earn interest fixed by Kerala government. The staff are allowed to avail loans as per requirement on interest-free terms.
- **Group Personal Accident Insurance Scheme:** All employees are insured against loss of life due to accidents and other unforeseen exigencies that may harm life, under GPAIS.
- **State life insurance & Group insurance scheme:** It provides insurance coverage to the insured at low cost and provides death benefit to nominees in case of loss of life of the staff member.
- **MEDISEP:** It provides medical insurance coverage to all permanent teaching and non-teaching staff. Also, medical reimbursement benefit is provided.

Salary Bill

GOVERNMENT OF KERALA																										
Education (Collegiate)																										
S N COLLEGE ALATHUR																										
SALARY BILL IN RESPECT OF Staff bill TS FOR November 2022																										
DDO Code: 1483-161-407																										
Sl/No	Rate	Subsidiary	Basic	DA	HRA	CCA	AGP	Gross Aml	GPF-SUB	GPF-LOAN	SL-SUB	OS	LIC	PLI	IT	GPAIS_01	KPCSPF	NPSIndSI	MEDISEPS	A/KPCSPF	KPCSPF	NPSIndSI(A)	Total Dedu	Amount Payable		
Assistant Professor (AGP 6000) (Level 10) (5700-82400) - Pre-Scale 15600 - 39100																										
57700	2	115400	115400	19615	4616	0	0	139634	0	0	3000	2200	0	0	0	1000	0	13502	1000	0	0	0	1414	21916	117714	
61200	1	61200	57200	10404	2448	0	0	70652	0	0	2000	1000	0	0	0	3000	500	7000	7160	500	7000	0	0	28160	41884	
63000	5	315000	307000	53350	12900	0	0	373150	0	0	9300	8400	0	5296	28000	2500	19000	29484	2500	0	0	0	0	102450	270700	
66000	1	66000	66000	11356	2672	0	0	80928	0	0	2200	1600	0	0	7000	500	15000	7816	500	5556	0	0	0	40172	40856	
78600	1	78600	75800	13566	3192	0	0	92558	0	0	2000	1600	936	0	2000	500	7000	0	500	0	8250	0	0	48246	48433	
79600	1	79600	79600	13583	3196	0	0	96679	0	0	2500	1500	6646	0	14000	500	10000	0	500	0	12500	0	0	24743	77744	
84700	1	84700	84700	14399	3388	0	0	102487	0	0	2500	1000	1943	0	12700	500	5000	0	500	0	0	0	0	0	0	
Assistant Professor (AGP 7000) (Level 11) (68000-205500) - Pre-Scale 15600 - 39100																										
27600	1	27600	23600	56744	1384	0	7000	88728	0	0	1400	500	4660	0	7500	500	10000	0	500	0	500	0	0	5600	31710	
28710	1	28710	28710	60204	1468	0	7000	98382	0	0	2500	1600	2418	0	17000	500	7000	0	500	0	0	0	0	0	31518	
28710	1	28710	28710	60204	1468	0	7000	98382	0	0	2500	1600	2418	0	17000	500	7000	0	500	0	0	0	0	0	28410	
76900	1	76300	71300	12801	3012	0	0	87113	0	0	3000	1600	0	0	5000	500	5000	8810	500	0	4000	0	0	113768		
77600	5	388000	384000	65960	15520	0	0	465480	0	0	14000	8000	9768	0	32000	2500	31500	0	2500	0	13500	0	0	0	43918	
77600	5	388000	384000	65960	15520	0	0	465480	0	0	14000	8000	9768	0	32000	2500	31500	0	2500	0	13500	0	0	0	43918	
79900	2	158900	155800	27166	6392	0	0	189358	0	0	5500	3300	2216	0	8000	1000	12000	0	1000	0	11000	0	0	14100		
79900	2	158900	155800	27166	6392	0	0	189358	0	0	5500	3300	2216	0	8000	1000	12000	0	1000	0	11000	0	0	0	78272	
82300	3	246900	242900	41973	9876	0	0	294749	0	0	6500	4800	2872	0	30000	1500	17000	0	1500	0	14100	0	0	0	54700	
82300	3	246900	242900	41973	9876	0	0	294749	0	0	6500	4800	2872	0	30000	1500	17000	0	1500	0	14100	0	0	0	54700	
89600	2	178600	176600	30566	7192	0	0	217558	0	0	4500	3200	0	0	30000	1000	15000	0	1000	0	15000	0	0	0	101700	
89600	2	178600	176600	30566	7192	0	0	217558	0	0	4500	3200	0	0	30000	1000	15000	0	1000	0	15000	0	0	0	101700	
95400	2	198800	190800	32436	7632	0	0	230968	0	0	4500	3200	0	0	52000	1000	25000	0	1000	0	15000	0	0	0	34234	
Assistant Professor (AGP 8000) (Level 12) (79000-211500) - Pre-Scale 15600 - 39100																										
32680	1	32680	28680	66715	1627	0	8000	105022	0	0	2000	1100	9634	0	16000	500	10000	0	500	0	0	0	0	0	0	
32680	1	32680	28680	66715	1627	0	8000	105022	0	0	2000	1100	9634	0	16000	500	10000	0	500	0	0	0	0	0	0	
Assistant Professor (AGP 9000) (Level 13) (131400-217100) - Pre-Scale 37400 - 67000																										
158900	1	158900	152900	26673	4000	0	0	153573	0	0	500	1600	3387	0	58000	500	40000	0	500	0	4500	0	0	0	108987	
158900	1	158900	152900	26673	4000	0	0	153573	0	0	500	1600	3387	0	58000	500	40000	0	500	0	4500	0	0	0	66227	
176500	1	176500	176500	30005	4000	0	0	212505	0	0	2000	1200	1227	0	82000	500	0	0	500	0	0	0	0	0	0	
176500	1	176500	176500	30005	4000	0	0	212505	0	0	2000	1200	1227	0	82000	500	0	0	500	0	0	0	0	0	0	
Total		2469790	2422790	587719	84215	0	22000	3126724	0	0	67900	50100	39710	5286	382250	16000	235500	68772	16000	12566	88450	1414	891918	2144630		
Total		2469790	2422790	587719	84215	0	22000	3126724	0	0	67900	50100	39710	5286	382250	16000	235500	68772	16000	12566	88450	1414	891918	2144630		

Rupees Twenty One Lakh Forty Four Thousand Eight Hundred And Six Only

Salary Bill

GOVERNMENT OF KERALA Education (Collegiate) S N COLLEGE ALATHUR																							
PAY AND ALLOWANCE IN RESPECT OF Main bill TS FOR November 2022																							
No. of Account: 2202-03-104-99-00-01-01 Salaries																							
No	Employee	B Pay/L Sal	Basic Less O.A.S.A	DA	HRA	CCA	AGP	Gross Salary	SLI-SUB	GIS	LIC	PLI	IT	CPAIS_80	KPCSFF	NPSIndSI	MEDISEP	Ar	KPCSFF	KPCSFF	NPSIndSA	Total	Amount Payable
Assistant Professor (AGP 6000) (Level 10)(57700-182400) - Pre Scale 15600 - 39100																							
1	789794 BINU UDAYAKUMAR - Revised	66800	66800	11356	2672	0	0	80828	2200	1600	0	0	7000	500	15000	7816	500	5556	0	0	0	40172	40656
2	611238 Divya H - Revised	84700	84700	14399	3388	0	0	102487	2500	1600	1943	0	12700	500	5000	0	500	0	0	0	0	24743	77744
3	936419 Manjara S - Revised	57700	57700	9809	2308	0	0	69817	1500	1000	0	0	0	500	0	6751	500	0	0	0	707	10958	58659
4	923208 PRASEJA CHERUPARAMBATH - Revised	61200	57200	10404	2448	0	0	70552	2000	1000	0	0	3000	500	7000	7160	500	7000	0	0	0	28160	41892
5	519807 RAJENDRAN N S - Revised	79900	79900	13583	3196	0	0	96679	2500	1600	6646	0	14000	500	10000	0	500	0	12500	0	0	48246	48433
6	716287 RAJESH K R - Revised	79800	75800	13566	3192	0	0	92558	2000	1600	936	0	2000	500	7000	0	500	0	8250	0	0	22786	69772
7	872419 Reji Krishna - Revised	63000	59000	10710	2520	0	0	72230	1500	1600	0	0	5266	1000	500	4000	7371	500	0	0	0	21737	50493
8	872175 Shabna Babu - Revised	63000	63000	10710	2520	0	0	76230	1500	1600	0	0	1000	500	5000	7371	500	0	0	0	0	17471	58759
9	876320 Suchartha R S - Revised	63000	63000	10710	2520	0	0	76230	2500	1600	0	0	3000	500	6000	7371	500	0	0	0	0	21471	54759
10	872155 Suthesh T V - Revised	63000	59000	10710	2520	0	0	72230	1500	1600	0	0	1000	500	4000	7371	500	0	0	0	0	16471	55759
11	441726 SUMESH R V - Revised	63000	63000	10710	2520	0	0	76230	2300	2000	0	0	20000	500	0	0	500	0	0	0	0	25300	50930
12	936427 Vaishnavi S - Revised	57700	57700	9809	2308	0	0	69817	1500	1000	0	0	0	500	0	6751	500	0	0	0	707	10958	58659
Assistant Professor (AGP 7000) (Level 11)(68900-205500) - Pre Scale 15600 - 39100																							
13	726741 ARATYSASIKUMAR - Revised	89900	89900	15283	3596	0	0	108779	2500	1600	0	0	20000	500	5000	0	500	0	0	0	0	30100	78679
14	675982 Archanak M - Revised	82300	82300	13991	3292	0	0	99583	1500	1600	0	0	10000	500	5000	0	500	0	0	0	0	19100	80483
15	616446 BINUMOL M - Prerevised	27600	23600	56744	1384	0	7000	88728	1400	1500	4660	0	7550	500	10000	0	500	0	5600	0	0	31710	57018
16	746387 DANA NARAYANAN - Revised	77600	77600	13192	3104	0	0	93896	2500	1600	6121	0	6000	500	5000	0	500	0	0	0	0	22221	71675
17	675967 Devadas V - Revised	82300	82300	13991	3292	0	0	99583	2500	1600	0	0	13000	500	5000	0	500	0	5600	0	0	28700	70883
18	675112 Divya S - Revised	95400	95400	16218	3816	0	0	115434	3000	1500	0	0	29000	500	10000	0	500	0	0	0	0	44600	70834
19	726830 DIVYAR - Revised	77600	77600	13192	3104	0	0	93896	2500	1600	0	0	6000	500	5000	0	500	0	0	0	0	16100	77796
20	470360 Jeethlakshmi S K - Revised	89900	89900	15283	3596	0	0	108779	2000	1600	0	0	10000	500	10000	0	500	0	0	0	0	24600	84179
21	717317 Jiju K R - Revised	75300	71300	12801	3012	0	0	87113	3000	1600	0	0	5000	500	5000	8810	500	0	4000	0	0	28410	58703
22	726738 KRISHNAPRABHAR - Revised	79900	79900	13583	3196	0	0	96679	3000	1600	0	0	1000	500	6000	0	500	0	0	0	0	12600	84079
23	310336 Nikhil V - Prerevised	29710	29710	60204	1468	0	7000	98382	2500	1600	2418	0	17000	500	7000	0	500	0	0	0	0	31518	66864
24	726637 NITHYA AJAYAN - Revised	77600	77600	13192	3104	0	0	93896	2500	1600	0	0	6800	500	8000	0	500	0	0	0	0	17900	75996
25	733464 POORNIMA P L - Revised	82300	78300	13991	3292	0	0	95583	2500	1600	2672	0	7000	500	7000	0	500	0	8500	0	0	30472	65111
26	827684 REMYA RAJAN E - Revised	79900	75900	13583	3196	0	0	92679	2500	1600	2219	0	7000	500	8000	0	500	0	11000	0	0	31319	61360
27	726733 ROSINIK - Revised	77600	73600	13192	3104	0	0	89696	3000	1600	0	0	4000	500	5500	0	500	0	13500	0	0	28600	61296
28	470370 Shreena J - Revised	95400	95400	16218	3816	0	0	115434	1500	1600	0	0	23000	500	15000	0	500	0	15000	0	0	57100	58334
29	718146 SOUMYA S - Revised	77600	77600	13192	3104	0	0	93896	3500	1600	3647	0	9200	500	10000	0	500	0	0	0	0	28947	64949
Assistant Professor (AGP 8000) (Level 12)(79800-211500) - Pre Scale 15600 - 39100																							
30	459769 Anila Bajan - Prerevised	32680	29650	66715	1627	0	8000	105022	2000	1600	3634	0	16000	500	10000	0	500	0	0	0	0	34234	70786
Assistant Professor (AGP 9000) (Level 13)(131400-217100) - Pre Scale 37400 - 67000																							
31	460123 Bindu R - Revised	156900	152900	26673	4000	0	0	183573	500	1600	3387	0	58000	500	40000	0	500	0	4500	0	0	108987	74586
32	460108 Uma Govind - Revised	176500	176500	30005	4000	0	0	210505	0	2000	1227	0	62000	500	0	0	500	0	0	0	0	66227	144278
Total		2466790	2422790	587719	94215	0	22000	3128724	87900	50100	38710	5266	382250	16000	235500	66772	16000	12556	88450	1414	981918	2144808	

Rupess Twenty One Lakh Forty Four Thousand Eight Hundred And Six Only

PF and PF loans

Permanent staff members can avail loans from provident fund. Proper channel application and sanction from competing authority is needed. Repayment of loans are subject to the condition of with and without interests.

FORM T.R.104
[See Rule 163 (1) K.T.C Vol.I]

Name of the Accounts Officer who maintains the Accounts (See Note No.6) : Directorate of Collegiate Education
Name of the Provident Fund : KPCSPF
Statement showing deductions on account of subscription towards the KPCSPF Main bill TS
Office of S N COLLEGE ALATHUR
Officers noted below during November 2022

DDO Code : 1403-16A-007

Serial No.	Account No. with guide letters	Ledger Folio Vol. No. and Page No.	Name of the Subscriber	Salary/pay as on 31st March ₹ 2022	Rate of subscription ₹	Subscription Proper		Refund of Advances		DA Arrears from To (Govt. Order No. & Date) ₹	Total Amount (7+10+12) ₹	Head of Account	Remarks	
						Amount ₹	Month to which it relates	Amount ₹	Month to which it relates ₹					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
13	T18326		RAJESH K R	77500		7000	December 2022		8250	December 2022	0	15250	2202-03-104-99-00-01-01-Salaries	
14	T19253		Jiju K R	73100		5000	December 2022		4000	December 2022	0	9000	2202-03-104-99-00-01-01-Salaries	
15	T18682		SOWMYA S	75300		10000	December 2022		0	December 2022	0	10000	2202-03-104-99-00-01-01-Salaries	
16	T18618		NITHYA JAYAN	77600		6000	December 2022		0	December 2022	0	6000	2202-03-104-99-00-01-01-Salaries	
17	T18123		ROSINIK	75300		5500	December 2022		13500	December 2022	0	19000	2202-03-104-99-00-01-01-Salaries	
18	T18121		KRISHNAPRABHAR	79900		6000	December 2022		0	December 2022	0	6000	2202-03-104-99-00-01-01-Salaries	
19	T18125		ARATYSASIKUMAR	87300		5000	December 2022		0	December 2022	0	5000	2202-03-104-99-00-01-01-Salaries	
20	T 18617		DIVYAR	77600		5000	December 2022		0	December 2022	0	5000	2202-03-104-99-00-01-01-Salaries	
21	T18412		POORNIMA P L	79900		7000	December 2022		8500	December 2022	0	15500	2202-03-104-99-00-01-01-Salaries	
22	T 18619		DANA NARAYANAN	75300		5000	December 2022		0	December 2022	0	5000	2202-03-104-99-00-01-01-Salaries	
23	122PGT1096		BINU UDAYAKUMAR	66800		15000	December 2022		0	December 2022	5556	20556	2202-03-104-99-00-01-01-Salaries	
24	122PGT1100		Sudheesh T V	63000		4000	December 2022		0	December 2022	0	4000	2202-03-104-99-00-01-01-Salaries	
Page Total						80500			34250			5556	120306	
Cumulative Total						213500			88450			5556	307506	

PF and PF loans

FORM NO.1
KERALA PRIVATE COLLEGE EMPLOYEES PROVIDENT FUND

No. KPCSPF/2021/31002 Dated :27-11-2021

From
Associate Professor(AGP 9000)
(Provident Fund)

To
The Head Master/Principal
S N COLLEGE ALATHUR

Sir/Madam,

1. With reference to your letter No 2021/31002 dated the 12-10-2021 intimating that Sri/Smt Bindu R , Assistant Professor (AGP 8000), TA Authorisation Form and asking for payment of the amount at his/her credit (KPCSPF Account No T15210) on that date ,I authorize you to draw a sum of ₹162,000.00 (Rupees One Lakh Sixty Two Thousand Only) representing the amount presenting the bill at the Sub Treasury, Alathur Treasury/ Cash counter of the office.
2. The disbursement should be made in terms of of the Rule 72(6) of chapter 5, Rules and a certificate of disbursement of the amount furnished within a week of disbursement.
3. The Sub Treasury, Alathur has been advised accordingly.
4. The receipt of this authority may please be acknowledged.
5. The copy issued to the treasury officer for information and necessary action

Yours faithfully
[Handwritten Signature]
**Deputy Director of
Collegiate Education,
Trissur**
Accounts Officer(PF) *[Handwritten Initials]*

(Signature) Deputy Director of
Collegiate Education,
Trissur

(Designation) Accounts Officer(PF) *[Handwritten Initials]*

Copy forwarded to the Sub Treasury, Alathur for information and necessary action.

Note:- This authorisation shall remain current for a period of 3 months from the date of its issue and will have to be revalidated by the (issuing) Associate Professor(AGP 9000) if any claim is required to be paid after this period. For this purpose, this authorisation should be returned to the Associate Professor(AGP 9000) with a certificate of non-payment by the Disbursing Officer and the Treasury Officer.

This document is authorised by Dr Jojomon N A, Associate Professor(AGP 9000),DEPUTY DIRECTOR OF COLLEGIATE EDUCATION ,TRISSUR on 27-11-2021 11:30:40 am in the GAINPF system.This document is verified in the GAINPF system(<http://gainpf.kerala.gov.in>) and is attested.

Drawing and Disbursing Officer

[Handwritten Signature]
8/12/21

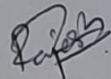
PF and PF loans

Application No:L/2022/43355

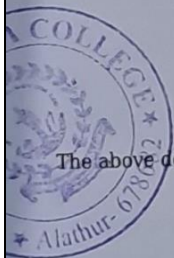
FORM I
(See rule 26)
APPLICATION FOR CONVERSION OF AN ADVANCE INTO A NON-REFUNDABLE WITHDRAWAL
KPCSPF
S N COLLEGE ALATHUR

Name of subscriber	Sri/Smt RAJESH K R
Designation and Office to which attached	Assistant Professor (AGP 6000), S N COLLEGE ALATHUR
Pay and Permanent Employee Number (PEN)	Basic Pay Rs. 79800, 716287
Name of the Provident Fund and Account Number	KPCSPF, T18326
4. Balance at credit on the date of application	Rs.330631
5. Balance outstanding to be converted in to a non-refundable withdrawal	Rs. 198000
7. (a) Purpose for which advance taken	Purchase consumer durable
(b) Date of payment of advance	30-09-2021
(c) Amount of advance sanctioned	297000
8. Particulars of communication under which Advance was sanctioned	KPCPF/2021/24609/Dt07/09/2021
9. Whether any advance or non-refundable withdrawal has been drawn previously for the purpose mentioned above, If so, particulars thereof	NA
10. (a) Total service,including broken periods, if any, on the date of this application	10 years 1 months 9 days
(b) Period of service left on the date of application for attaining the age of superannuation	17 years 4 months 8 days
(c) The date of superannuation	31-03-2040

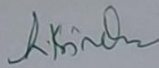
Place : S N COLLEGE ALATHUR
Date : 30-11-2022


Signature of the applicant

(Signature of the Forwarding Office)



The above details have been verified and found correct


Signature and Designation of Recommending Authority

Principal
Sree Narayana College, Alathur
Palakkad- 678 682, Kerala

PF and PF loans

FORM F
[See rules 14 & 37(2)]
FORM OF SANCTION FOR TEMPORARY ADVANCES FROM
KPCSPF

Sanction Order No:2021/31002

No. KPCSPF/2021/31002 Date : 27-11-2021

A Temporary advance from the KPCSPF as particularised below is sanctioned by the undersigned under the rule regulating that fund.

1. Name of the subscriber	Sri/Smt Bindu R
2. Designation, Permanent Employee Number and Institution	Assistant Professor (AGP 8000), 460123, S N COLLEGE ALATHUR Palakkad
3. Basic pay.	Rs. 110400
4. Provident Fund Account Number	T15210
(a) Reference number of the Annual Statement received from the Accountant General, indicating Section Number and Branch	
(b) Number and date of order granting previous temporary advance	
(c) Amount of previous temporary advance	Rs. 0
(d) Date of drawal of the previous temporary advance	
5. Amount of advance	₹162,000.00 (Rupees One Lakh Sixty Two Thousand Only)
6. Object of advance	Purchase consumer durable
7. Rule or Rules under which the advance is sanctioned	
8. Balance at credit of the subscriber on his date (as verified from the account last rendered by Accounts Officer/Head of Officer/Department)	Rs. 1964495
9. Balance of previous advance, if any outstanding against the subscriber	Rs. 0
10. Date of repayment of previous advance, if any	
11. Special reasons for granting the advance under Rule 14	No other source of Income
12. Number of instalments in which the advance is to be recovered	36
13. Amount of consolidated advances (items 5 & 9) and the number of instalments in which the consolidated advance	Rs. 162000
14. Amount of each such instalments	Rs. 4500

(Signature of Sanctioning Authority)
Designation: Associate Professor (AGP 9000)
Office: DEPUTY DIRECTOR OF COLLEGIATE EDUCATION, TRISSUR

(Office seal)

*Deputy Director of
Collegiate Education
Thrissur*

To
The Treasury Officer, Sub Treasury, Alathur, Palakkad
The Principal, S N COLLEGE ALATHUR
Sri/Smt Bindu R, Assistant Professor (AGP 8000)

Sri/Smt Dr Jojomon N A, Associate Professor (AGP 9000), DEPUTY DIRECTOR OF COLLEGIATE EDUCATION, TRISSUR on 27-11-2021 11:30:40
in the GAINPF system. This document is verified in the GAINPF system (<http://gainpf.kerala.gov.in>) and is attested.

(Office seal)

Drawing and Disbursing Officer

IT Services, NIC Kerala Page 1 Source: <http://gainpf.kerala.gov.in>


Promotion/placement orders (teaching staff)

For placement in Assistant Professor level 11 and 12, a screening committee duly constituted by university including two subject experts, Principal as chairman, HoD and College IQAC coordinator as member is required. The candidate should submit the PBAS along with relevant documents and service record in front of the screening committee. The committee shall verify the credentials and declare the eligibility for placement to next level. The Manager will then issue the placement order which will be further approved by University and deputy directorate of collegiate education.

For promotion as Associate Professor and Professor, University shall constitute a selection committee including two subject experts in Professor level and the Manager/management representative and Principal. The rest of the procedure is same as mentioned in the case of screening committee.

File Ref No.188380/G & A - II - SPL CEL 1/2017/Admn

g1/Placement/849/222
14/10/2022



UNIVERSITY OF CALICUT

Abstract

Private and Academic Branch - Private Aided Colleges Affiliated to the University - Establishment - Approval to the promotion of Smt. Jeothilakshmi S.K, Assistant Professor, Department of Commerce, Sree Narayana Guru College, Chelannur, Kozhikode from Assistant Professor Senior Scale (Academic Level 11) to Assistant Professor Selection Grade (Academic Level 12), with Rationalized Entry Pay ₹ 79,800/- with effect from 12.03.2019 F.N. under Career Advancement Scheme - Fixation of pay consequent to promotion - Resolution of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 22.08.2022 & 24.08.2022, as per Item No.122 - Implemented - Orders issued.

G&A-II-Special Cell-I Datec, Calicut University,P.O, 06.10.2022

U.O.No. 18947/2022/Admn

Read:-

1. Letter No G1/Placement/5505/2021 dated 15.09.2021.
2. Notification No.72*31/GA-II-F-SO/2019/Admn dated 26.02.2020
3. Notification No.3696/GA-I-F1/2013/CU dated 26.02.2014 & Notification No.15599/GA-II-FSO/2013/CU dated 20.02.2017 published in the Gazette dated 04.04.2017.
4. U.O No.GAII/A2/1.66/2008 dated 03.10.2008.
5. U.O No.10786/2018/Admn dated 14.09.2018.
6. Minutes of the meeting of the Screening cum Evaluation Committee held on 09.04.2021.
7. Order No.2/SNT/2414 dated 17.01.2022 of the Manager, Sree Narayana Colleges, Kollam.
8. Item No.122 of the minutes of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 22.08.2022 & 24.08.2022.
9. University Order No.11150/2017/Admn dated 02.09.2017.
10. G.O.(P) No.18/2019/HEDN Dated 29.06.2019.
11. G.O.(P) No.29/21/19/HEDN dated 30.09.2019.
12. G.O.(P) No.38/20/20/HEDN dated 06.11.2020.

ORDER

1. As per the paper read (1), the Principal, Sree Narayana Guru College, Chelannur, Kozhikode, forwarded the proposal for granting approval to the promotion of Smt. Jeothilakshmi.S.K, Assistant Professor, Department of Commerce from Assistant Professor Senior Scale (Academic Level 11) to Assistant Professor Selection Grade (Academic Level 12), with Rationalized Entry Pay ₹ 79,800/- with effect from 12.03.2019 F.N. under Career Advancement Scheme and fixation of pay consequent to promotion.

2. As per the Notification referred (2) above, UGC regulation has been implemented in toto in the University with effect from 18.07.2018. Since the due date of promotion of Smt. Jeothilakshmi.S.K is 12.03.2019 F.N., the Regulation applicable is UGC Regulation 2018. As per the clause 6.3 of UGC Regulation 2018, the faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them for being considered for promotions under the existing regulations. This option can be exercised only within three years from the date of notification of these Regulations. Smt. Jeothilakshmi.S.K has exercised UGC (4th Amendment) Regulations, 2016 for her promotion from Assistant Professor Senior Scale (Academic Level 11) to Assistant Professor Selection Grade (Academic Level 12), vide the declaration through the Principal of the college.

3. As per the Amended Regulations 2014 & subsequent amendments, notified vide the paper read as (3), Assistant Professor with completed service of five years in Stage 2 is eligible for promotion as Assistant Professor Stage 3, through a screening cum evaluation process, if they fulfill the minimum academic performance requirements and other conditions for promotion.

4. As per the paper read (4), the appointment of Smt. Jeothilakshmi.S.K as Lecturer (re-designated as Assistant Professor w.e.f. 12.03.2008) in the Department of Commerce at Sree Narayana Guru College, Chelannur, Kozhikode, with effect from 12.03.2008 F.N. approved by the University of Calicut. On completion of six years of regular service as Assistant Professor Stage 1, she was promoted as Assistant Professor Stage 2 (AGP-₹ 7,000/-) with effect from 12.03.2014 F.N. which was approved by the University of Calicut as per the paper read (5). She completed five years of regular service as Assistant Professor Stage 2 on 11.03.2019 A.N. She has participated in the Interdisciplinary Refresher Course (from 26.09.2018 to 06.10.2018), conducted by the UGC-Human Resource Development Centre, University of Calicut.

5. As per the paper read (6), the duly constituted Screening cum Evaluation Committee, at its meeting held on 09.04.2021, verified the PBAS records and supporting documents of Smt. Jeothilakshmi.S.K and found

Page 1 of 2

Promotion/placement orders (teaching staff)

Kerala. The due date of promotion as Associate Professor Stage 4 has been extended to 02.04.2019 F.N since the third article was published on 1st April 2019 only, which falls after the stipulated assessment period of three years. Later, she was transferred to Sree Narayana College, Alathur w.e.f. 24.06.2019 F.N. vide Order No.2/SNT/2296 dated 04.06.2019 of the Manager, Sree Narayana Colleges, Kollam.

5. As per the paper read (8), the duly constituted Selection Committee, at its meeting held on 10.09.2021, verified the PBAS records and supporting documents of Smt. Anila Balan and found that the teacher has sufficient API scores in each category- I, II & III, and has required number of research publications. The committee recommended that the teacher is qualified for promotion to the post of Assistant Professor Stage 4 (AGP- ₹9,000/-) with effect from 02.04.2019 F.N. On the basis of the recommendation of the Committee, the Manager, Sree Narayana Colleges, Kollam promoted Smt. Anila Balan as Associate Professor Stage 4 (AGP- ₹9,000/-) with effect from 02.04.2019 F.N, vide the paper read (9). Considering the matter, the Vice Chancellor ordered to place the proposal for approval of the promotion of Smt. Anila Balan before the Standing Committee of the Syndicate on Staff of Affiliated Colleges.

6. As per the paper read (10), the Standing Committee of the Syndicate on Staff of Affiliated Colleges, at its meeting held on 25.01.2023, resolved to approve the promotion granted to Smt. Anila Balan, Assistant Professor, Department of Commerce, Sree Narayana College, Nattika, Thrissur (presently working at Sree Narayana College, Alathur), from Assistant Professor Stage 3, in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹8,000/- to Associate Professor Stage 4, in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹9,000/- (Pre-revised pay ie. Pay band as per 6th Pay UGC) with effect from 02.04.2019 F.N., under Career Advancement Scheme and fixation of pay consequent to promotion.

7. As per the paper read (11), the powers to grant approval to the promotion of teachers in Private Affiliated Colleges is delegated to the Vice Chancellor, if it is recommended by the Standing Committee of the Syndicate on Staff of Affiliated Colleges.

8. In the light of the above facts, sanction has been accorded by the Vice Chancellor for implementing the aforesaid resolution of the Standing Committee of the Syndicate on Staff of Affiliated Colleges, granting approval to the promotion of Smt. Anila Balan, as given below:

Name of the teacher & Department	Stage to which promoted	Date of effect	Courses attended	Basic Pay before the date of promotion & Pay Band	Basic pay fixed on the date of promotion & Pay band (ie. w.e.f 02.04.2019)	Remarks
1	2	3	4	5	6	7
Smt. Anila Balan, Department of Commerce, Sree Narayana College, Nattika	Associate Professor Stage 4	02.04.2019 F.N.	UGC sponsored short term courses; from 18.07.2018 to 25.07.2018 & from 22.11.2018 to 29.11.2018 respectively, both conducted by the UGC-HRDC, University of Kerala	₹28,130/- with AGP ₹8,000/- in the Pay Band of ₹15,600 - ₹39,100/- with AGP ₹8,000/-	₹37,400/- with AGP ₹9,000/- in the Pay Band of ₹37,400 - ₹67,000/- with AGP ₹9,000/- (Pre-revised pay ie. Pay band as per 6th Pay UGC)	Smt. Anila Balan has opted to get her pay fixed in the higher post with effect from the date of promotion, i.e. as on 02.04.2019

9. The resolution as per Item No.34 of the minutes of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 25.01.2023, is therefore implemented.

Muhammed Basheer P
Assistant Registrar

To
The Principal, Sree Narayana College, Alathur

Copy to:- (1) The individual concerned (through the Principal) (2) The Principal, Sree Narayana College, Nattika (3) The Educational Agency (through the Principal), (4) The Deputy Director of Collegiate Education, Thrissur (5) The Director of Collegiate Education, Thiruvananthapuram, (6) JD, KSA, D (7) Convenor, SC on SAC (8) PS to VC/PA to Registrar, SF/DF/FC

Forwarded / By Order
Section Officer

Promotion/placement orders (teaching staff)



**UNIVERSITY OF CALICUT
G&A-II-SPECIAL CELL-I**

No. 10976/G & A - II - SPL.CEL 1/2017/Admn

Calicut University,P.O
Dated: 10.11.2022

From: The Registrar
To: The Principal
Sree Narayana College, Alathur,
Palakkad

Sir/Madam,

Sub:- Constitution of Screening cum Evaluation Committee for the CAS promotion of Assistant Professors of the College - Subject experts nominated - Intimating of - reg.
Ref:- 1.Your office Letter No.A1/508/2022 dated 19.07.2022
2. Circular No.123964/GA-II-H-SO/2022/Admn dated: 29.06.2022 (guidelines for submission of the CAS proposal)

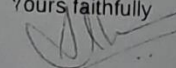
With reference to the above, I am to forward herewith the details of subject experts nominated by the Vice Chancellor as University nominees for the constitution of Screening cum Evaluation Committee for considering the promotion of the Assistant Professors with the details given below under Career Advancement Scheme:

Sl No.	Name of the Assistant Professor	Subject	Stage of Promotion	Name and address of the University Nominee	
				1	2
1.	Dr. S.Dhiva	Microbiology	Assistant Professor (Selection Grade/Academic Level 12)	Dr. Denoj Sebastian, Associate Professor, Department of Life Sciences, University of Calicut	Smt. Shiji Thomas, Assistant Professor(Selection Grade), Department of Microbiology, EMEA College of Arts & Science, Kondotty
2.	Sri. Devadas V	Mathematics		Dr. Reji T, Associate Professor, Department of Mathematics, Govt.College,Chittur Palakkad	Dr. Sindhu G. Nair, Associate Professor, Department of Mathematics, N. S. S. College, Ottapalam

You are, therefore, requested to constitute the Screening cum Evaluation Committee and to submit the proposal for the promotion of the aforesaid Assistant Professor of the College to this office in the prescribed APAR (as per UGC Regulation 2018)/PBAS proforma, duly supported by all credentials, observing the provisions in the UGC Regulations applicable as instructed in Circular under reference (2).

It may please be noted that all pages of the Minutes of the meeting of the Screening cum Evaluation Committee should be signed by all the committee members present in the meeting.

Yours faithfully


Savitha Nair
Deputy Registrar
(For The Registrar)

Promotion/placement orders (teaching staff)

THE SREE NARAYANA TRUSTS

Secretary
Vellappally Natesan

P.B.No.63
Kollam 691001
Ph: 0474 - 2742932


No.2/SNT/5489

21.11.2022

FORM No.1
PLACEMENT ORDER

Sub: Placement order – reg.
Ref: Minutes dated 3.11.2022

∴ Smt. Krishnaprabha.R, Assistant Professor of Mathematics Academic Level 11 in the scale of pay of Rs. 68900-205500 S.N. College, Alathur is placed as Assistant Professor of Mathematics Academic Level 12 under the Educational Agency in the Scale of pay of Rs. 79800-211500 in the S.N. College, Alathur with effect from 25.10.2022 subject to the provision of the Kerala/Calicut/ Kannur University Act, and the Statutes, Ordinances and Regulations made there under and such other rules and orders issued from time to time by the University of Kerala/Calicut/Kannur or by such other authority who may be competent to issue such rules orders, etc. under the said Statutes.


Manager

Sree Narayana Colleges

-Copies to:-

1. The incumbent concerned.
2. The Principal, S.N. College, Alathur.
3. The Registrar, University of Calicut.
4. The Dy. Director of Coll.Edn.

Promotion orders of non-teaching staff

The promotion of non-teaching staff counts the years and a pass in service level aptitude test. The promotion posts are lab assistant, LD clerk, UD clerk, Head of Accounts and Junior Superintendent.

ഉത്തരവ്

ഉത്തരവ് നമ്പർ: E2/25512/2021 DCE.തിരുവനന്തപുരം
 തീയതി: 13.03.2021
 2. എസ്.എൻ.ട്രസ്റ്റിന് കീഴിലുള്ള വിവിധ കോളേജുകളിൽ നിന്നും ലഭിച്ച പ്രൊപ്പോസലുകൾ

ഉത്തരവ്

എസ്.എൻ.ട്രസ്റ്റിന് കീഴിലുള്ള വിവിധ കോളേജുകളിലെ ജീവനക്കാരുടെ പ്രൊഫഷണൽ പ്രകാരം പ്രൊവിഷണലായി അംഗീകരിച്ച് ഉത്തരവാകുന്നു. ഈ ഉത്തരവിനോടൊപ്പം ഉൾപ്പെടുത്തിയിരിക്കുന്ന സ്റ്റേറ്റ്മെന്റിന്റെയും സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് പ്രിൻസിപ്പാൾ സേവന പുസ്തകത്തിൽ പതിക്കേണ്ടതും രേഖപ്പെടുത്തേണ്ടതുമാണ്.

അനുബന്ധ സ്റ്റേറ്റ്മെന്റിലെ കോളം നമ്പർ 3 - ൽ പരാമർശിച്ചിരിക്കുന്ന, സ്ഥാനക്കയറ്റത്തിന് ആവശ്യമായ യോഗ്യതകൾ, ജനനത്തിൽ എന്തിനും അതത് മേഖലാ ഡെപ്യൂട്ടി ഡയറക്ടർമാർ ശമ്പളം അനുവദിച്ചു നൽകുന്നതിന് മുമ്പായി പരിശോധിക്കേണ്ടതും അത് സേവന പുസ്തകത്തിൽ സാക്ഷ്യപ്പെടുത്തേണ്ടതുമാണ്.

പ്രസ്തുത കോളേജിൽ സ്റ്റാഫ് പാറ്റേൺ പ്രകാരം അനുവദിച്ചിരിക്കുന്ന തസ്തികകളിൽ, അനുവദനീയമായതിലധികം ജീവനക്കാരില്ലെന്ന് ശമ്പളം അനുവദിച്ചു നൽകുന്നതിന് മുമ്പായി മേഖല ഡെപ്യൂട്ടി ഡയറക്ടർ ഉറപ്പു വരുത്തേണ്ടതാണ്.

നിബന്ധനകൾക്ക് വിധേയമായി പ്രൊവിഷണലായി സ്ഥാനക്കയറ്റ അംഗീകാരം ലഭിക്കുന്നവരുടെ സേവന പുസ്തകത്തിൽ പ്രിൻസിപ്പാൾ ആയതിന്റെ വിവരങ്ങൾ ഈ ഉത്തരവ് പ്രകാരം തന്നെ രേഖപ്പെടുത്തേണ്ടതാണ്. സ്ഥാനക്കയറ്റ അംഗീകാരം ലഭിച്ച തസ്തികയിൽ ശമ്പളം അനുവദിച്ചു നൽകുന്നതിന് മുമ്പ് മേഖല ഡെപ്യൂട്ടി ഡയറക്ടർ പ്രസ്തുത രേഖപ്പെടുത്തലുകൾ പരിശോധിച്ച് ഉറപ്പു വരുത്തേണ്ടതാണ്.

ഈ സ്ഥാനക്കയറ്റം ബന്ധപ്പെട്ട യൂണിവേഴ്സിറ്റി സ്റ്റാറ്റ്യൂട്ടുകൾക്കും സർക്കാർ ഉത്തരവുകൾക്കും വിധേയമായിരിക്കും.

Approval Valid

Digitally Approved By
 ഡോ. ജോതിരാജ് എം
 Date: 13/03/2021
 Reason: Approved

Sd/-
 ഡോ. ജോതിരാജ് എം
 ഡെപ്യൂട്ടി ഡയറക്ടർ
 0471-2303548
 dirdce.colledn@kerala.gov.in

പകർപ്പ്

1. പ്രിൻസിപ്പാൾ, എസ്.എൻ.കോളേജ്, ആലത്തൂർ (മധ്യ.ഡി, സോജൻ.സി.എ.എന്നിവരുടെ സർവീസ് ബുക്കുകൾ ഉൾപ്പെടെ).
2. പ്രിൻസിപ്പാൾ, എസ്.എൻ.കോളേജ്, കണ്ണൂർ (ശശിധർ.ജെ, ഗണേഷ്.ഡി.എസ്, ബൈജു.എസ് എന്നിവരുടെ സർവീസ് ബുക്ക് ഉൾപ്പെടെ)
3. കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടർ, തൃശൂർ/കോഴിക്കോട്
4. മാനേജർ, എസ്.എൻ.ട്രസ്റ്റ്, കൊല്ലം

Drawing and Disbursing Officer
Sree Narayana College
Alathur

Promotion orders of non-teaching staff

പ്രൊഫസർമാർക്കു വിവരങ്ങൾ വേണ്ടി ഡെപ്യൂട്ടി ഡയറക്ടർ 13.08.2021 ലെ E2 25511 2021 DCE ഉത്തരവ്
പ്രകാരമുള്ളതാണ്.

2	3	4	5	6	7	8
തസ്തികപ്പറ്റം / സ്ഥാനക്കയറ്റം ലഭിച്ച ജീവനക്കാരുടെ പേര്, നിലവിലെ തസ്തിക, ശമ്പളം, ശമ്പള സ്കെയിലിൽ	യോഗ്യത	തസ്തികപ്പറ്റം / സ്ഥാനക്കയറ്റം ലഭിച്ച തസ്തിക/തീയതി	തസ്തികപ്പറ്റം / സ്ഥാനക്കയറ്റം ലഭിച്ച തസ്തികയിലെ ശമ്പള സ്കെയിലിൽ	ഒഴിവ് സംബന്ധിച്ച വിവരങ്ങൾ	കോളേജിന്റെ പേര്	റിമാർക്സ്
ശ്രീ.ഡി.ജയ് ഓഫീസ് അറ്റൻഡന്റ് 23400/- (17000 -37500)	SSLC	ലാബ് / ലൈബ്രറി അസിസ്റ്റന്റ് 27-04-2015 FN	24600/- (17500-39500)	ശ്രീമതി. മോഹനകുമാരി, ഐ.ഡി.കൃഷ്ണകാന്ത എഴിവ്, (E2/ 12471/ 2019/DCE dt 29-05-2020)	എസ്.എൻ.കോളേജ്, ആലത്തൂർ	KSR Part 1 Rule 28 A
ശ്രീ.ശശിധർ .ജെ ഓഫീസ് അറ്റൻഡന്റ് 23400/- (17000 -37500)	SSLC failed	ലാബ് / ലൈബ്രറി അസിസ്റ്റന്റ് 27-04-2015 FN	24600/- (17500-39500)	ശ്രീ.തനമൻ, ഡി 30-11-2014 ൽ വിരമിച്ച ഒഴിവ്	എസ്.എൻ.കോളേജ്, കണ്ണൂർ	KSR Part 1 Rule 28 A
ശ്രീ.സോമൻ.സി.എ ഓഫീസ് അറ്റൻഡന്റ് 23400/- (17000 -37500)	SSLC	ലാബ്/ലൈബ്രറി അസിസ്റ്റന്റ് 04-05-2015 FN	24600/- (17500-39500)	ശ്രീമതി. വി.ജി.ബീന വിരമിച്ച ഒഴിവ്.	എസ്.എൻ.കോളേജ്, ആലത്തൂർ	KSR Part 1 Rule 28A
ശ്രീ.ഗണേഷ്.ഡി.എസ് ഓഫീസ് അറ്റൻഡന്റ് 23400/- (17000 -37500)	SSLC	ലാബ് / ലൈബ്രറി അസിസ്റ്റന്റ് 27-04-2015 FN	24600/- (17500-39500)	ശ്രീ.സതീശൻ, എസ് വിരമിച്ച ഒഴിവ്	എസ്.എൻ.കോളേജ്, കണ്ണൂർ	KSR Part 1 Rule 28 A
ശ്രീ.ബൈജു.എസ് ഓഫീസ് അറ്റൻഡന്റ് 23400/- (17000 -37500)	SSLC	ലാബ് / ലൈബ്രറി അസിസ്റ്റന്റ് 23-04-2015 FN	24600/- (17500-39500)	ശ്രീ.എസ്.സിജനാഥ് എൽ.ഡി.കൃഷ്ണകാന്ത എഴിവ് (E2/ 12471/ 2019/DCE dt 29-05-2020)	എസ്.എൻ.കോളേജ്, ആലത്തൂർ	KSR Part 1 Rule 28 A

ഈ പര്യായ ജീവനക്കാർക്ക് നൽകിയിട്ടുള്ള പ്രൊമോഷനുകൾ കേരള പി എസ് സി നടത്തുന്ന അറ്റൻഡന്റ് ടെസ്റ്റ് 5 ഫലപ്രദമായിട്ടുള്ളതായിരിക്കണം എന്ന യൂണിവേഴ്സിറ്റി സ്റ്റാറ്റ്യൂട്ടിലെ വ്യവസ്ഥകൾക്ക് വിധേയമായിട്ടാണ്.

ഡോ.ജോതിരാജ് എം.
ഡെപ്യൂട്ടി ഡയറക്ടർ.

P. Bindu
Drawing and Disbursing Officer
Sree Narayana College
Alathur

Approval Valid
Digitally Approved By
S. H. J. M
Date: 13.08.2021
Reason: Approved



SREE NARAYANA COLLEGE ALATHUR

P.O. Erattakkulam, Pin - 678 682, Kerala, India
(Managed by the Sree Narayana Trusts, Kollam)
Affiliated to the University of Calicut.
Accredited by NAAC with 'B' Grade



Estd. 1970

Dr. R Binu M.Sc., Ph.D
Principal

Phone: 04922-222 391, 9037106329
Email: snalathur1970@gmail.com

Date: 20.04.2023

All the above documents are correct and true to the best of my
knowledge.

R. Binu
Principal

