

APPENDIX I - ADMINISTRATIVE STAFF PATTERN IN AIDED COLLEGES

Category	Special Grade colleges with at least 1250 students, 15 courses and 5 Ph.D. Programs	A Grade Colleges 1000 or more students and 12 courses	B Grade Colleges) 600-999 students and 10 courses	C Grade Colleges below 600 students and 5 course	D Grade All other Colleges including Oriental Colleges & Training	Remarks
A.O. (Administrative Officer)	1	0	0	0	0	Due to high level research academic, and extension activities etc.
Administrative Assistant	1	1	0	0	0	
Senior Superintendent	0	0	1	1	0	
Junior Superintendent	2	2	1	1	1	
Head Accountant	1	1	1	1	1	
Clerk Store Keeper/Accountant	(10+2)	(8+2)	(6+1)	(4+1)	4	Due to heavy Work Load in connection with examination
Typist Data Entry Operator	2	2	1	1	1	Existing typists has to acquire computer knowledge
Computer Operator (Technical Assistant)**	1	1	1	1	1	Qualification : +2& diploma in CS
Office Attendants	10+2	8-2	4+1	3+1	4	Due to heavy work load in connection with examination
Sweeper - Watcher+ Scavenger	7 (Sw-3, Sca-2, Watcher - 2)	7 (Sw-3, Sca-2, Watcher - 2)	6 (Sw-2, Sca-2, Watcher - 2)	4 (Sw-2, Sca-1, Watcher - 1)	3 (Sw-1, Sca-1, Watcher - 1)	Scavr., WM, Swpr., Mental Staff

Librarian	2 (1 Librarian + 1 Jr. Lib.)	2 (1 Librarian + 1 Jr. Lib.)	2 1 + 1 - Jr. Lib.	1 Lib.	1 Lib.	One UGC and other Jr. Librarian
Library Assistants*	8	6	4	2	2	Two Lib. Asst. for every five courses
Gardener	1	1	1	1	0	For upkeeping Garden if there is B.Sc. Botany
Mechanic (ITI - Electronics / Electrical)	1	1	1	1	0	If there is Physics & Chemistry Depts.
Herbarium Keeper	1	1	1	1	0	If there is PG Botany Dept.
Laboratory Assistants			2 each for Physics and Chemistry B.Sc. core, one for B.Sc. complementary, and two each for Botany and Zoology. One each for other Science courses with practical. Two each for Physics, Chemistry M.Sc. and one each for M.Sc. in other Science subjects.			
Dept. Store Keeper			1 each for Physics and Chemistry departments			
Technical Assistants			1 each for courses like BCA, MCA, M.Sc Computer Science, Electronics, Biochemistry, Microbiology, Biotechnology etc.			

NB *For PhD Programmes :

For 5 PhD Programmes and above-- 2 clerks, 2 lab assistants for all science departments having Ph. D Programmes and 2

Library assistants for every 5 Programmes.

Less than 5 PhD programmes-- 1 clerk, 1 Lab assistants, and 1 Library assistants.