

JANATA SHIKASHANA SAMITI
ACADEMIC YEAR 2021-22
HEADS OF THE INSTITUTION

It is hereby informed to all the respective Heads of the institution to maintain the following protocols strictly.

1. Permanent ID Card should be issued to teaching and non-teaching staff with their name, designation, address, mobile number, blood group/with sign of the Principal.
2. Principal should verify the Implementation of terms and conditions for the management paid staff in accordance with the circular issued regarding the sanction of the special allowance component (SAC).
3. Staff review committee should be formed to observe the special allowances provided to the management staff.
4. Staff meeting should be conducted once in a month and get the signature of staff well in advance, prior to this agenda items are to be discussed. A separate register has to be maintained for the same.
5. Stocks register should be properly maintained by the Institution and Library for furniture, fixtures and library books.
6. Scholarship should be dispersed in time. Maintain a register, besides works should be allotted to specific person. After distributing the scholarship amount and nil balance report is to be sent to the concerned department.
7. T C Should be sent within 4 days on request from the student or Institution (After getting NOC from accounts and library). Requisition of TC by post to whomsoever it may concerned should be intimated to the office on receiving the NOC from Accounts Dept. and Library (If there is dues, intimation should be sent to the request received Institution)
8. Renewal, Recognition of school/Institutes must be done within stipulated time. (it is the responsibility of the head of the school to apply for renewal/Recognition, affiliation and same should be intimated to GB Office.
9. School original documents (Like School / College permission / Renewal permission / School, College Building construction permission, Building safety / Fire safety certificate/ Building construction completion certificate, land documents and such other documents etc.,) originals are to be submitted to GB and retain three xerox copies for self use.

10. The following committees should be formed by the Principal/ Head of the Institution.

- a. Examination Committee
- b. Attendance Committee
- c. Sports Committee
- d. Cultural Committee (Music, Dancing and other committees)
- e. Magazine Committee
- f. Discipline Committee
- g. Extra Co-curricular Activities.
- h. Dead stock(Furniture and Fixtures)
- i. Library Stock verification.
- j. Garden maintenance committee(Headed by PE Teachers)
- k. Generator committee(Twice in a week it should be switched on and assign this work to two attenders)

11. Review committee

- a. Constitute four members committee (including Principal) in their respective institute regarding SAC. *RSE + SML + PRO*
 - b. Appraisal report should be submitted to the management once in three months. At the end of the academic year by summing up report (Final) will be considered for SAC.
12. All Head of the Institution should get sanctioned leaves by the Honorable Secretary well in advance. Separate leave register / note book should be maintained and report of it need to be sent to the GB office.
13. The timely maintenance of GB circulars and compliance to them.
14. Cooperation should be assured to the external auditors and Chartered Accountants. Compliance to audit reports should be submitted by the School or college authority.
- No fees concession should be given by Principal to any student. Any bills to be submitted to GB office should not exceed more than a week. (to foster the dignity of the institution).
 - Bills should be submitted to get it sanctioned within a week, from the bill date so, as to maintain dignity of the institution.
 - Principal should go on rounds thrice in a day to know the whereabouts of school/College and should be accompanied with an attender to note down the works.

- Without prior permission from GB any Institution should not spare for outside exams. If permitted for any exams, the expenditure statement should be submitted along with due payment to GB Office.
- Systematic arrangement should be made by deputing teaching/ non teaching staff/ security for any events such as:
 - a. Parents meet.
 - b. Entrance examination.
 - c. Annual day (to avoid traffic/other nuisance).
- Instructions should be given to the attenders to switch off the light/fans/shut the windows, doors after the school timings. Check the Power supply/ and switch off the buttons before leaving.
- Permission should be taken to take printouts/rough copies, for this note of the principal is necessary.
- Once in six months staff should return the library books, after clearing the account, required books will be issued within a week.
- Principal should make sure that washroom/ toilet are maintained hygienically. For supervision one or two staff members should be assigned and collect the report daily.
- Staff should carry the duster to the classes and while returning from the classes after lecture hours teachers have to bring back duster and chalk pieces to avoid misuse by the students.
- Money should not be collected by teachers/ students in the name of projects/exams/purchasing equipments/function/birthday any other celebration etc.,
- Principals should maintain a register in which details of the duties of all the categories of employees with remarks and signature are to be found.
- Meeting should be convened to all staff members, explaining the duties and responsibilities and commitments towards their works, collect all undertakings and send it to GB Office before October salary.(on or before 27.10.2021)

Note: Secretary of JSS will constitute a review committee for SAC, which consists of 3 to 5 persons taken from different Institutes including GB.

As 28/10/21
Finance Officer
 Janata Shikshan Samiti,
 Vidyagiri, Dharwad.

Secretary
Secretary
 Janata Shikshan Samiti,
 Vidyagiri, Dharwad.

ACCOUNTANTS/CLERK

Increment: 70%
Performance Based Allowance: 30

JANATA SHIKSHANA SAMITI

ACADEMIC YEAR 2021-22

DUTIES, RESPONSIBILITIES AND INSTRUCTIONS TO THE
ACCOUNTANTS/CLERK

It is hereby informed to all the Clerk/Accountants to maintain the following guidelines appropriately;

1. Clerks/Accountants should complete DTP/Tally Courses.(with certificates).
2. Accounts cash book should be updated on daily basis.
3. Clerks/Accountants should disperse the scholarship to the students in time and balance to be made nil, and report is to be sent to the concerned government department.
4. Clerks/Accountants should complete the Audit report and Budget report within the given time.
5. GB Circulars should be maintained in a separate file.
6. Maintain inward and outward register.
7. Issue the marks card to students after getting NOC from library & NOC Accounts.
8. Clerks should maintain stock register of furniture and other belongings of Institution and should be duly signed by principal.
9. T C Should be sent within 4 days on request from the student or Institution (After getting NOC from accounts and library).
10. One office staff must be there during lunch hours.
11. Cash transactions are not entertained.
12. PF and ESI should be updated regularly to avoid chaos in transaction (Aadhar link and Nomination updation).
13. Adhering to the norms of the Institution by maintaining the given Biometric timings. The bio metric details should be brought during salary.
14. Using of alcoholic products and drugs is strictly prohibited in the institution, severe action will be taken on such person including suspension stoppage of increment, demotion for the service, rustication, etc.,
15. Sudden leaves without genuine reason will be marked as LWP.
16. As per the requirement of the Institution extra time should be spared whenever needed.
17. Resignation will be valid only when employee intimate three months before otherwise he has to pay one month salary.

18. Your valuable service if needed in any sister concerned Institution should be accepted for a said period by the management.
19. Signing in Movement Register is a must (monthly 2 times will be sanctioned).

In consideration of sanctioning Special Allowance Component (SAC) by the JSS Management, I hereby undertake and agree to comply with the duty rules and regulations specified by the management. I also agree that, management can stop sanctioning Special Allowance Component (SAC), if I violate the above mentioned rules and regulations.

Name : B. BHARATH

Experience : 30 yr.

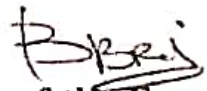
Date of Birth : Day 26 Month 06 Year 1963

Name of the Institution: JSS Sakri Law College Heggur Hubli-24

Mobile Number : 1. 9449914802


2. —

Email Id : bharathj 1963 @ G mail . com .


Signature of the Employee
Name: B. Bharath
Date: 26/10/2021

(For office use only)




Signature of Head of the
Institution
Name: Dr. Pappa Ingaiah
Date: 26/10/2021

JANATA SHIKSHANA SAMITI

ACADEMIC YEAR 2021-22

**DUTIES, RESPONSIBILITIES AND INSTRUCTIONS TO THE
COLLEGE UG/PG LECTURERS**

It is hereby informed to all the UG/PG lecturers to follow the below guidelines, assist, help, involve in;

1. To participate in two webinars / seminars (Recognized by UGC), workshops/ Teacher training programme/ FDP/conferences/ symposium/ orientation/ refreshers etc., are to be conducted.
2. To publish atleast two research articles, one must be with ISBN / ISSN number.
3. NET/ SET/ Ph.D/ has to be completed as soon as possible.
(Above three guidelines are mandatory)
4. Assist in admission/Exam/Result/Cultural/ Co-curricular activities and any other activity conducted by the institution.
5. Assist in NAAC Activities of the college whenever required.
6. Adhering to the norms of the Institution by maintaining the given Biometric timings.
7. Sudden leaves without genuine reason will be marked as LWP.
8. Necessary arrangement of substitute should be made with their signature during leaves to avoid irregularity.
9. Going late to classes will be treated as non-professional ethic. Maintain punctuality.
10. As per the requirement of the Institution extra time should be spared whenever needed.
11. Resignation will be valid only when employee intimate three months before otherwise he has to pay one month salary.
12. Your service if needed in any of the sister institution will be considered by the management.
13. Signing in Movement Register is a must (monthly maximum 2 times will be permitted)
14. Use of intellectual resources from the library to enhance your teaching skill is necessary. Whenever you visit the library, you have to sign in the attendance register. It should be habitual to visit the Library atleast thrice in a week.

In consideration of sanctioning Special Allowance Component (SAC) by the JSS Management, I hereby undertake and agree to comply with the duty rules and regulations specified by the management. I also agree that, management can stop sanctioning Special Allowance Component (SAC), if I violate the above mentioned rules and regulations.

Name : Smt. Deepa M. Patil
Experience : 8 years
Date of Birth : Day 04 Month 06 Year 1979
Name of the Institution: J.S.S.'s Sakri Law College
Mobile Number : 1. 9242510066
2. _____
Email Id : deepamanjupatil20@gmail.com

Deepa M. Patil
Signature of the Employee
Name: Deepa M. Patil
Date: 26/10/2021

(For office use only)



[Signature]
Signature of Head of the Institution

Name: Dr. Rupa Ingalehalli
Date: 26/10/2021

CULTURAL COMMITTEE/ CRAFT/ MUSIC/ DRAWING TEACHERS

Increment: 70%
Performance Based Allowance: 30%

JANATA SHIKSHANA SAMITHI
ACADEMIC YEAR 2021-22

**DUTIES, RESPONSIBILITIES AND INSTRUCTIONS TO THE
CULTURAL COMMITTEE/ CRAFT/MUSIC/DRAWING TEACHERS**

It is hereby informed to all the Cultural committee/ Craft/Music/Drawing teachers to maintain the following guidelines strictly.

1. Adhering to the norms of the Institution by maintaining the given Biometric timings.
2. Sudden leaves without genuine reason will be marked as LWP.
3. Necessary arrangement of substitute should be made with their signature during leaves to avoid irregularity.
4. Going late to classes/ programmes will be treated as non-professional ethic. Maintain punctuality.
5. As per the requirement of the Institution extra time should be spared whenever needed.
6. The concerned teachers, librarian and asst. librarian should attend the school or college regularly without availing leaves than permitted.
7. Punctual in engaging the classes and practical sessions (if classes/ practicals allotted).
8. Conducting Class-wise/Inter-school level/Taluka level Drawing/ Craft/ Music competition and give away a small awards and mementoes to motivate the students.
9. Helping in stage decoration, exhibition and any event of schools/colleges.
10. Assisting and guiding student for outside/inter-school/college activities, competitions/events.
11. Involving in other committees when required.
12. The timely maintenance of school/college activities record and month-wise brief report of the activities should be submitted to the Heads of the school/college.
13. The achievements are to be recorded with brief write-ups about Taluk/District/State/National level. (The college/school should get minimum few Prizes competing once in two years) and it should be maintained consistently.
14. Resignation will be valid only when employee intimate three months before otherwise he has to pay one month salary.

15. Your service if needed in any of the sister institution will be considered by the management.
16. Signing in Movement Register is a must (monthly maximum 2 times will be permitted)
17. Use of intellectual resources from the library to enhance your teaching skill is necessary. Whenever you visit the library, you have to sign in the attendance register. It should be habitual to visit the Library atleast thrice in a week.

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Name : _____
Experience : _____
Date of Birth : Day _____ Month _____ Year _____
Name of the Institution: _____
Mobile Number : 1. _____
2. _____
Email Id : _____

Signature of the Employee

Name:

Date:

(For office use only)

Signature of Head of the
Institution

Name:

Date:

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Name : _____

Experience : _____

Date of Birth : Day _____ Month _____ Year _____

Name of the Institution: _____

Mobile Number : 1. _____

2. _____

Email Id : _____

Signature of the Employee
Name: _____
Date: _____

(For office use only)

Signature of Head of the
Institution
Name: _____
Date: _____