

**SCHEME OF  
JAN SHIKSHAN  
SANSTHAN  
(Institute of People's Education)**

**Guidelines  
For  
Management, Planning  
And  
Programming**



**Ministry of Human Resource Development  
Department of Elementary Education and Literacy  
Government of India  
New Delhi- 11000 1**

**SCHEME OF  
JAN SHIKSHAN  
SANSTHAN  
(Institute of People's Education)**

**Guidelines  
For  
Management, Planning  
And  
Programming**



**Ministry of Human Resource Development  
Department of Elementary Education and Literacy**

**Government of India  
New Delhi- 11000 1**

Published by:  
Directorate of Adult Education,  
Ministry of Human Resource Development,  
Department of Elementary Education and Literacy  
Government of India,  
Block No.10, Jamnagar House  
Shahjahan Road, New Delhi 110 011

---

No. of Copies : 2000

Year of Reprinting: December, 2004

Printed by : Rakmo Press Pvt. Ltd. Ph: 26814886, 26816282

## **PREFACE**

Removal of Illiteracy and imparting the knowledge of 3-Rs (Reading, writing and numeracy) to all the illiterate people in the age-group 15-35 in our country is the main target of National Literacy Mission established in 1988. Keeping this in view, total literacy campaigns have been launched in 561 out of 588 districts have been covered under the post literacy programme and 95 districts under the programme. It is regarded that basic literacy can be meaningful for an individual only when he is able to use it in his day to day life and only when it enables him to earn his livelihood. JSSs, run by non-governmental organizations are important institutions which give training in different vocational skills to neo-literates. According to the present guidelines, 25% of the target group of JSSs will be from amongst the neo-literates. The scheme of Shramik Vidyapeeths has been in operation for the last 34 years but due to intensive coverage of almost the whole country under the literacy programmes and the advent of continuing education programme, it was necessary to make some changes in this scheme. Consequently, name of Shramik Vidyapeeth has been changed to Jan Shikshan Sansthan and it has been decided by Government of India that it will cover not only the labourers/workers but also the neo-literates, people belonging to the weaker section of the society, scheduled castes, scheduled tribes, women etc. It has also been decided that these JSSs will operate not only in the urban areas but also in the rural areas of the district. The guidelines of the Scheme of JSS have been designed in such a manner as to keep it free from the outside interference (governmental or non-governmental) but at the same time proper control of the Central Government has been ensured to enable it to function in a smooth manner with a singular purpose and objective. I am sure that the present guidelines will go a long way in giving the character of an independent literacy and polyvalent institution to the JSSs which will be helpful in the implementation of the scheme of Post Literacy and Continuing Education programme and improving the socio-economic status of the neo-literates.

(Satish Loomba)  
Director  
Directorate of Adult Education  
Government of India  
New Delhi

Dated : 29.11.2004

## **Forward**

**Jan Shikshan Sansthan are non-formal vocational educational institutions for adults. By linking literacy with training. JSSs seek to improve the quality of life of the beneficiaries.**

**In the beginning, these institutions were organising vocational training and skill upgradation programmes mostly for industrial workers in the urban areas. But after the introduction of the National Literacy Mission in 1988, almost the entire country has been covered by the literacy campaigns and now JSSs are being set up in different districts in the country to consolidate the gains of the literacy campaigns and improve the quality of life through vocational training. The JSSs now has the entire district as its area of operation and they have expected to work as district level resource support agencies in organizing vocational training programmes for neo literates. JSSs in some places are also running Counting Education Centres and Nodal Continuing Education Centres.**

**JSSs are registered societies set up as Non-Governmental Organisation and the affairs of the JSSs are looked after by a Board of Management. The Government of India is keen that funds which are provided to these JSSs are utilized as per the approved pattern in meeting the needs of deprived sections of society and helping them to enhance their income generating capacities.**

**Keeping the above in mind, Govt. of India has revised the guidelines for management, planning and programming of the schemes of the JSS. These guidelines are expected to help JSSs in carrying out the tasks in an organized manner. It should be clarified that these guidelines are not prescriptive in nature, but indicate the broad parameters within which a JSS is expected to perform**

**(Jagan Mathews)**

**Date : 20.11.2000**

**JS(AE) and DG(NLM)**

## **CONTENTS**

| S.No. | Subject   |
|-------|---|
| 1.    | Introduction  |
| 2.    | Concept   |
| 3.    | Objectives  |
| 4.    | Functions   |
| 5.    | Target Group  |
| 6.    | Organizations and Management  |
| 7.    | Programme, Planning and Implementation  |
| 8.    | Staffing and Finance  |
| 9.    | Monitoring  |
| 10.   | Evaluation and Follow-up  |
| 11.   | Directorate of Adult Education  |
| 12.   | Memorandum of Association (Annexure - I)  |
| 13.   | Logo of Jan Shikshan Sansthan (Annexure - II)   |
| 14.   | Suggested Model Advertisement for the Post of<br>Director, Jan Shikshan Sansthan (Annexure - III) |
| 15.   | Contract of Service - Suggested Model Format<br>(Annexure - IV)                                   |
| 16.   | Application form for establishment of Jan Shikshan<br>Sansthan (Annexure - V)                     |

## **Introduction**

- 1.1 The population explosion, industrial development and migration of people from rural to urban areas have resulted in the very fast growth of the urban sector in the country. Rapid urbanisation has created many socio-economic problems making life miserable, particularly for migrants and deprived communities who normally live in inhuman conditions in the slums, on pavements, in settlement and labour colonies etc. Many are first generation migrants exposed to the stark realities of complex urban life and the industrial milieu. Similar conditions affect people living in the peripheral rural areas who have links with the neighboring urban agglomerations for employment, business and services.
- 1.2 Lack of education and skills, both vocational and technical, have left migrants unmemployed/under-employed. Even those who have got jogs in factories/industries/business establishments receive a meager sum as wage/salary and hence, they are frequently unable to make both the ends meet. Many, particularly youth, have fallen prey to anti-social elements. An urgent need, therefore, exists for specialised education integrated with awareness and functional improvement for such people.
- 1.3 Adult education is vitally important for these groups to improve their lives, decrease their dependency, increase their work efficiency and sharpen their capabilities for adaptation to social, economic and technological changes in the midst of their lives and work. The educational and vocational needs of these

deprived sections constitute a specialised area of continuing education demanding its own strategy, institutional arrangements and techniques.

- 1.4 1.4 Realising this need and growing urbanization in the coming decades, the then Ministry of Education and Culture, Government of India, had started a scheme of Shramik Vidyapeeths (SVPs) - a Programme of Adult Education for Workers in Urban and Industrial areas. In the context of the country's overall development, this programme was conceived as responding to the educational and vocational training needs of numerous groups of adults and young people. Men and women belonging mostly to the unorganized, urban informal sector, living and working in urban and industrial areas and people who had been migrating from rural to urban settings, were expected to derive substantial benefits from such a scheme.
- 1.5 1.5 The first Shramik Vidyapeeth was established in Mumbai (Worli) in the year 1967 and gradually the number increased to 17 upto 1983, to 58 by the end of VIII Five Year Plan i.e. 1996-97. With the sanction of 33 more Jan Shikshan Sansthan, the number has increase to 91 by the end of October, 2000. These institutions have already proved to be one of the best vocational adult education centres in the country and the courses offered by these institutions are in popular demand. Today, SVPs offer around 225 different types of vocational training programmes ranging from candle and agarbatti making to computers.
- 1.6 1.6 The implementation of the scheme of Shramik Vidyapeeth was evaluated by the Tata Institute of Social Sciences (TISS), Mumbai in 1993. This exercise of evaluation came after the scheme completed nearly 25 years of existence. The objective of

the evaluation was mainly to throw some light on the impact of the Shramik Vidyapeeth programmes and to make suitable suggestions regarding the desirable initiatives the Shramik Vidyapeeths should take in the future. TISS submitted its final report at the end of 1993. Some of the findings of the evaluation were:

- As long as Shramik Vidyapeeths remain committed to the deprived sections of the society with their tailor-made programmes of polyvalent education, they have all the justification to exist as institutions outside the formal system and deserve financial support from the government;
- The skill-oriented programmes of the Shramik Vidyapeeths are largely directed towards enabling the beneficiaries to be engaged in self-employment;
- The Shramik Vidyapeeth scheme has the potential to equip individuals with the skills required to be gainfully employed;
- None of the existing organisational structures is in itself against the interests of the scheme of Shramik Vidyapeeth. Shramik Vidyapeeths can function effectively as autonomous, non-autonomous or semi-autonomous institutions.

Keeping in view the findings of the evaluation, Shramik Vidyapeeths have been strengthened with enhanced annual grants.

- 1.7 Mass Campaigns for literacy in India have been essentially campaigns for social mobilization for awakening and arousing people in all walks of life. As people's participation in Literacy Campaigns begin to increase, their involvement in socio-economic activities also becomes more meaningful. More than 85% of the country has been covered by the Literacy Campaigns and over 150 million learners in 9-25 age group, of whom about 62% are women have been brought within its ambit. Literacy has become a significant instrument of empowerment for the poor, neo-literates and oppressed groups.
- 1.8 To facilitate playing a better role, the scheme of Shramik Vidyapeeth has been renamed as **Jan Shikshan Sansthan (JSS) – Institute of People's Education (IPE)** – with enhanced financial support. Previously, the scheme of Shramik Vidyapeeth was restricted to urban/semi-urban industrial areas only. Considering the changing literacy scenario in the country and the large number of neo-literates to be covered under Continuing Education Programme [in which skill development/upgradation is a part], the activities of Jan Shikshan Sansthans have been expanded to provide academic and technical support to Zilla Saksharata Samities [District Literacy Committees] in taking up vocational and skill development programmes for neo-literates in both urban and rural areas and also to organize equivalency programmes through Open Learning Systems.

## 2.CONCEPT

2.1 Jan Shikshan Sansthan (JSS) is conceived as an institute for conducting skill upgradation in the areas of programmes of Non-formal, Adult and Continuing Education. It would also provide academic and technical resource support to Zila Saksharata Samitis in both urban and rural areas

2.2 Thus, Jan Shikshan Sansthan (JSS) represents an institutional framework for offering Non-formal, Adult and Continuing Education Programmes to disadvantaged groups. Their activities would, therefore, include:

- (i) JSS would offer vocational and skill development programmes for neo-literates in both industrial/urban and rural areas.
- (ii) JSS would JSS would organize training programmes for Key Resource Persons, Master Trainers and Trainees in vocational courses and also for neo-literates.
- (iii) The programmes would be based on the polyvalent or multi-dimensional approach to adult education.

2.3 The polyvalent approach attempts to provide knowledge and skills in an integrated manner and rests on the following principles:

- a worker/ neo-literate must have continuous access to education and training throughout his life;
- each programme should be need-based;
- since needs vary widely, programmes have to be

# diversified

# flexible

# adaptable to varying situations

#### 2.4 The Polyvalent approach takes into account:

- learning needs
  - convenience of place and time for learners and instructors
- variety in
- # contents
  - # duration
  - # methods
  - # instructional arrangements

#### 2.5 The methodology includes

- # theory,
- # practicals; and
- # field work experience.

### **3. OBJECTIVES**

- 3.1 To improve the occupational skills and technical knowledge of the neo-literates and the trainees and to raise their efficiency and increase productive ability;
- 3.2 To provide academic and technical resource support to Zilla Saksharata Samities in taking up vocational and skill development programmes for neo-literates in both urban and rural areas;
- 3.3 To serve as nodal continuing education centres and to coordinate, supervise and monitor 10-15 continuing education centres/nodal centres /nodal continuing education centres;
- 3.4 To organize training and orientation courses for Key Resource Persons, Master Trainers on designing, development and implementation of skill development programmes under the scheme of Continuing Education for neo-literates;
- 3.5 To organise equivalency programmes through Open Learning Systems.
- 3.6 To widen the range of knowledge and understanding of the social, economic and political systems in order to create a critical awareness about the environment;
- 3.7 To promote national goals such as secularism, national integration, population and development, women's equality, protection and conservation of environment etc.

## 4 FUNCTIONS

- 4.1 Identify appropriate target areas and target groups by developing socio-economic profiles.
- 4.2 4.2 Identify and procure the list of neo-literates from Zilla Saksharata Samitis and ensure that at least 25% of the clientele of JSS is neo-literates.
- 4.3 Organise training programmes for Key Resource Persons, Master Trainers and Trainees in vocational courses and for neo-literates.
- 4.4 4.4 Identify and ascertain a variety of educational and vocational needs of different categories of clientele groups.
- 4.5 4.5 Plan and organise polyvalent educational programmes and other activities including literacy, post-literacy, and continuing education to suit the learning requirements of target groups.
- 4.6 Explore, innovate, work out alternatives and try new methodologies to meet the needs of different target groups through programmes of education and training.
- 4.7 Cooperate with educational, cultural and other social organisations involved in organising programmes and activities to meet educational, vocational, social, cultural and welfare needs of target groups.
- 4.8 4.8 Act as a coordinator, facilitator and catalytic agent by developing a system of net-working in collaboration with other educational and technical institutions, development departments, welfare agencies, employers and workers' organisations, voluntary agencies and economic enterprises.
- 4.9 Undertake training and orientation of Resource Persons/instructors involved in planning and implementation of various programmes.

- 4.10 Organise equivalency programmes through Open Learning Systems.
- 4.11 Organize library and reading room facilities. The libraries will have literature suitable for neo-literates and sale counters for distribution of literacy material at subsidised rates to the neo-literates and other interested readers.
- 4.12 Provide consultancy services to agencies and enterprises planning to organise programmes for training and education of similar target groups.
- 4.13 Organise educational and vocational training programmes with special concern for deprived sections, women/girls and unemployed youth to provide new skills, refine/sharpen/upgrade the existing skills leading to employment, self employment and income generation.
- 4.14 Promote organisation of forums such as co-operative societies, mandals and associations of women, youth and workers with a view to undertake collective activity for socio-economic development.
- 4.15 Provide follow-up services to beneficiaries of the JSS.

## **5. TARGET GROUP**

- 5.1 The Jan Shikshan Sansthan will concentrate on the socio-economically backward and educationally disadvantaged groups of urban/rural population such as men, women and youth, employed, self-employed, neo-literates, prospective workers and their family members as well as unemployed youth.
- 5.2 Priority is to be given to adult neo-literates/semi-literates, SC and ST, women/girls, oppressed, migrants, slum/pavement dwellers and working children.

## **6 ORGANISATION AND MANAGEMENT**

- 6.1 Jan Shikshan Sansthans will function as registered voluntary organisations under the aegis of :
- Voluntary agencies of repute
  - or
  - Universities.
- 6.2 Jan Shikshan Sansthan will be sanctioned to universities only where an appropriate voluntary agency can not be located. The JSS sanctioned to University will, therefore, function only till such time as a suitable voluntary organisation is located.
- 6.3 Jan Shikshan Sansthans already functioning under the aegis of Universities must be brought under the aegis of registered voluntary agency in a phased manner as soon as a registered voluntary agency is located.
- 6.4 The affairs of each Jan Shikshan Sansthan are to be managed by a Board of Management having members representing the interests of
- neo-literates / semi-literates
- 6.5 An Executive Committee (EC) and a Staff Selection Committee (SSC) shall assist the Board of Management.
- 6.6 Each Jan Shikshan Sansthan shall have a nucleus of professional staff to plan, co-ordinate and conduct the programmes.

- 6.7 Services of locally qualified and experienced Instructors/Resource Persons/Experts to impart different skills shall be hired on a part-time/fixed honorarium basis.
- 6.8 Each Jan Shikshan Sansthan should be registered independently under the Societies Registration Act of 1860 according to the Memorandum of Association and Bye-laws provided by the Government of India.
- 6.9 The affairs of the Jan Shikshan Sansthan shall be managed by a Board of Management (hereafter referred to as BOM) which shall consist of the following members:
1. Chairman
  2. State Director of Adult/Mass Education or his, her nominee.
  3. One representative from District Urban Development Agency or Rural Development Agency or Department dealing with Social Welfare Activities of the State Government.
  4. One member representing Local Self Government Institutions.
  5. Two eminent persons from the field of Education/Women's Welfare.
  6. Two prominent social workers (one of them should preferably be a woman).
  7. One member representing Zilla Saksharata Samiti
  8. One member representing employers
  9. One member nominated by JS (AE)/DG (NLM)
  10. Director of Jan Shikshan Sansthan (Member-Secretary).
- 6.9.1 AT the first meeting of the Board of Management, one non-official member of the BOM shall be selected as Vice-Chairman.

- 6.9.2 Bearing in mind the nature of the Jan Shikshan Sansthan scheme, in the case of a JSS set up by a university, the Vice-Chancellor or his nominee not below the rank of the Dean of the Faculty shall be the Chairman of the Board of Management and in the case of the JSS set up by a Voluntary Agency, it shall be the Chairman/President of the Voluntary Agency. Where the Chairman/President of the parent body is not the Chairman of the JSS, the Governing Body of the Parent Body shall nominate any member of the Governing Body of the Parent Organization to be the Chairman of the JSS. The tenure rule will similarly be applicable to all Chairmen.
- 6.9.3 In case of JSS being registered and not affiliated to any Voluntary Organisation or University, the Chairman will be decided by the Govt. of India.
- 6.9.4 Maximum age limit for members of the Board of Management excluding Chairman shall be 65 years. The Chairman and the non-official members may serve for two terms of three years each which may or may not run consecutively. No Chairman/Vice-Chairman or member shall be entitled to more than two terms.
- 6.10 The total membership of the Board shall not exceed 12 including its Chairman and Member-Secretary, except with the specific permission of the Government of India. Care may be taken to provide adequate representation to women on the Board and their number should not be less than two.
- 6.11 The Chairman and the Director (Member-Secretary of the Board of Management) will remain in office as long as they enjoy the confidence of the Government of India. The Government of India

will have the final say as far as their membership and their terms of office are concerned. 6.12 In case of any dispute, conflict, non-functioning or unsatisfactory functioning of the JSS, the matter shall be referred to the Government of India whose decision shall be binding on the Jan Shikshan Sansthan.

## **Powers and Functions of the Board**

6.13 The powers and functions of the Board shall be as follows :

- (i) To serve as the policy making and supervisory body for the Jan Shikshan Sansthan.
- (ii) To enlist the continued cooperation and support of voluntary agencies, welfare organisations, workers' unions, industrial establishments, developmental agencies, Zilla Saksharata Samities etc. for the programme.
- (iii) To establish such centres and sub-centres as are necessary to organise and implement the programme.
- (iv) To set up such sub-committees as are found necessary.
- (v) To periodically review and from time to time assess, the programmes implemented by and through the Sansthan with a view to effect modifications and improvement.
- (vi) To assess the financial requirements of the Sansthan in keeping with its objectives and approve the budgetary estimates.
- (vii) To exercise overall supervision and to ensure that the money spent achieves the objectives and the targets are reached.
- (viii) To appoint all categories of staff for conducting the affairs of the Sansthan, to fix the amount of their

remunerations, to define their duties and to grant allowances and other emoluments.

- (ix) Generally, to take all such measures as may be found necessary, from time to time, to promote the objects for which the Sansthan has been set up.

### **Duration of Membership**

6.14 The duration of the membership of the Board shall be as follows :

- i. The term of the Board of Management shall commence from the date the approval of the Government of India is given. The tenure of the Board of Management shall be for three years and it shall automatically be over at the end of the three year term.
- ii. When the term of office of the Board comes to an end, all its members except the Chairman and the Member-Secretary shall vacate office. The Director who is the ex-officio Member- Secretary of the Board of Management will continue as Member- Secretary as long as he remains the Director. Vacancy caused by the superannuation of Director would be filled by the new Director. The Chairman and the Member-Secretary will remain in office as long as they enjoy the confidence of Government of India. Government of India will have the final say as far as membership and their term of office is concerned.
- iii. Outgoing non-official members of the Board of Management shall be eligible for re-nomination for

another term but not more than two terms in total which may or may not be consecutive.

- iv. Three months before the expiry of the term of the BOM, the Member-Secretary, in consultation with the Chairman, shall propose a panel of names to the Government of India for the reconstitution of the Board.
- v. The Government of India shall, after careful consideration, approve the constitution of the BOM incorporating such changes/alterations/ additions and modifications as it deems fit.
- vi. If there is any vacuum between the expiry of the term of the BOM and the constitution of a fresh one, the Government of India shall appoint an Administrator as an interim arrangement.
- vii. Power of Veto within the BOM shall be vested with the representative of the Government of India. Any disputed matter shall be referred to the Government of India whose decision will be binding.
- viii. During the Board's term of office, vacancies may arise for the reasons indicated below:
  - a) Death;
  - b) Resignation addressed to the Member-Secretary in writing and accepted by the Board;
  - c) Becoming of unsound mind or insolvent;
  - d) Conviction for a criminal offence involving moral turpitude; or
  - e) Failure to attend three consecutive meetings without proper leave of the Board.

- ix. Any vacancy of the membership of the Board [or any of its committees] caused by any of the reasons mentioned above shall be filled in accordance with the provisions of guidelines. But the person appointed in the vacancy shall hold office only for unexpired period of the term of the membership.
- x. Where a member of the Board [or any of its committees] becomes a member by reason of the office or appointment held, his membership of the Board [or its committees] shall terminate when he ceases to hold that office or appointment; and in his vacancy, his successor in office or appointment shall automatically be a member of the Board for the unexpired period of the term of membership.
- xi. The Board and all its committees shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Board or its committees for the time being and notwithstanding any other vacancy, whether by non-appointment or otherwise; and no act or proceeding of the Board [or its committees] shall be invalidated merely by reason of the happening of the above events or any defect in the appointment of any of its members.
- xii. The Member-Secretary of the Board shall be the Director of Jan Shikshan Sansthan.

### **Meeting of the Board**

6.15 The following shall be observed with regard to the meetings of the Board:

- i. Every meeting shall be presided over by the Chairman, and in the absence of the Chairman, the Vice-Chairman shall preside over the meeting.
- ii. In the absence of Chairman and Vice-Chairman, one of the members of the Board of Management present and selected from among the members will preside over that meeting.
- iii. Five members of the Board present at any meeting shall constitute the quorum. No meeting shall take place in the absence of the Member-Secretary except in unavoidable circumstances when the next senior most staff member will act as substitute.
- iv. Meetings of the Board shall be held at such time and place as may be determined by the Chairman and not less than 15 days notice shall be given to the members. The draft annual report and the yearly accounts of the institution for the preceding financial year's working shall have to be approved by the Board. The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to (1) Under Secretary (AE) Ministry of Human Resource Development, Department of School Education and Literacy, Government of India, (2) Directorate of Adult Education, Government of

India and (3) State Directorate of Adult/Mass Education within 15 days after the meeting.

- v. An emergency meeting of the Board shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least 3 days notice. Discussions that have taken place in the emergency meeting need to be placed before the full meeting of the Board of Management when it meets next.
- vi. In case of a difference of opinion among the members and where there is an equal division, the Chairman shall have the right of casting a vote.
- vii. The Power of veto shall be vested with the representative of Government of India. Any disputed matter shall be referred to the Government of India whose decision would be binding.
- viii. The Board shall necessarily meet at least twice in a financial year. In the absence of such meetings, the JSS shall be liable to lose government funding.

### **Composition of the Executive Committee**

6.16 The management and control of the affairs of the Board shall be vested in the Executive Committee which shall consist of :

1. Vice Chairman of Jan Shikshan Sansthan.
2. Two non-officials from among the members of the Board of Management.

3. Representative of the Government of India. Representative of the State Directorate of Adult/Mass Education.
- Director and Member- Secretary.

### **Powers of Executive Committee**

6.17 The powers of the Executive Committee shall be as follows:

1. The Executive Committee is fully empowered to manage the affairs and funds of the Sansthan. It shall also have the authority to exercise such powers of the Board as may be delegated to it periodically.
2. The Executive Committee shall have the power with the sanction of the Board to make such bye-laws as it thinks proper for the preparation and sanction of budget estimates, sanction of expenditure, entering into contracts, making investments and for any other purpose as may be necessary.
3. The Executive Committee may, by resolution, appoint such sub-committees for such purposes and with such powers as the Executive Committee may think fit. Such sub-committees may consist of persons who are the members of the Board but who, by reason of their experience and qualification may be considered useful for promoting the aims and objectives of the Sansthan. The sub-committees shall have power to co-opt any person with the prior approval of the Executive Committee.
4. The Executive Committee may, by resolution, delegate to a sub-committee or to the Director (Member-Secretary) such of its powers for the conduct of its business as it may deem fit, subject to the condition that the action taken by any sub-committee or the person under the powers delegated to them by this sub-rule

shall be reported for confirmation at the next meeting of the Executive Committee.

### **Additional Powers of the Executive Committee**

6.18 The Executive Committee shall also have the powers:

- i. To purchase, take on or otherwise acquire any land, building or other property, moveable, immovable, which may be necessary for carrying on the functions of the Sansthan.
- ii. To invest funds or money entrusted to the Sansthan in such a manner as may, periodically, be determined by it.
- iii. To draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques, or other negotiable instruments.
- iv. To make rules and regulations for conducting the meetings and affairs of the Sansthan and to adopt and modify them from time to time.
- v. To regulate the expenditure and to manage accounts of the Sansthan.
- vi. To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Sansthan moveable or immovable on such terms as it may think fit and proper without prejudice to the interests and activities of the Sansthan.
- vii. To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities, founded or based upon all or any of the properties and

assets of the Sansthan with or without any securities and upon such terms and conditions as it may think fit and to repay and redeem any money borrowed.

### **Meetings of the Executive Committee**

6.19 The Executive Committee shall meet at least twice in a financial year and not more than six months shall elapse between any two consecutive meetings of the Executive Committee. These meetings shall be convened by the Vice-Chairman. Notice for the meeting shall be issued under the signature of the Member-Secretary. The notice shall indicate the date, time and place of the meetings. The notice of the meeting shall be served on members either personally or by post not less than a fortnight in advance. The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to (1) Under Secretary (AE), Ministry of Human Resource Development, Department of School Education and Literacy, Government of India, (2) Directorate of Adult Education, Government of India and (3) State Directorate of Adult/Mass Education within 15 days after the meeting.

6.20 Three members of the Executive Committee present in person shall constitute a quorum at any of its meetings.

### **Residual Powers of the Government of India**

6.21 The Chairman and Member-Secretary of the JSS will remain in office as long as they enjoy the confidence of the Government of

India. The Government of India will have the final say as far as their membership and the term of office is concerned.

### **Power to frame, amend or repeal bye-laws**

6.22 Subject to the approval of the Government of India, the Board shall have the power to frame, amend or repeal any bye-laws for furtherance of its objectives and in particular to provide for the following matters :

- i. Matters relating to appointment, removal, resignation and term of office of the office bearers, other than the Chairman and the Member-Secretary.
- ii. The preparation and submission of the budget estimates to the Government of India, sanction of expenditure, entering into contracts, investment of the funds of the Sansthan, the sale or alteration of such investments and audit of accounts.
- iii. Procedure of the appointment of staff to assist the Director. All such appointments shall be only on contract basis.
- iv. The terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the staff of JSS.

### **Delegation of Powers**

- i. The Board may, by resolution, delegate to its Member-Secretary and Sub-Committee(s) as may be constituted periodically, such of its powers for the conduct of the affairs of the Board as may be considered necessary.
- ii) The Board or the Executive Committee may delegate to the officers of JSS or any of its committees such routine or

administrative or financial powers as it may consider necessary.

### **Selection, powers, functions and duties of the Chairman**

In case where the JSS is under the aegis of University, the Vice-Chancellor by designation will be the Chairman.

In case of JSS not affiliated to any Voluntary Organisation or University, the Chairman will be decided by the Govt. of India.

In such cases, where the JSS is under the aegis of a voluntary organization, the Chairman of the Voluntary Organization will be the Chairman of the JSS.

Provided that when a person ceases to be the Chairman of the Voluntary Organization, he/she will also cease to be the Chairman of the JSS.

Provided also that a Chairman of the parent Voluntary Organization will be the Chairman of the JSS for a term of not exceeding three years. Any single person can remain Chairman of the JSS for a maximum of two such terms which may or may not be consecutive.

Provided also that where a Chairman of the parent Voluntary Organization ceases to be the Chairman of the JSS, the Governing Body of the parent Voluntary Organization shall nominate one of its members as the Chairman of the JSS.

## **Powers, Functions And Duties Of The Chairman**

6.23 powers, functions and duties of the Chairman shall be as follows

- i. Chairman shall be the honorary head of the Jan Shikshan Sansthan.
- ii. He/she shall preside over all meetings of the Board and Executive Committee.
- iii. He/she shall have the power to convene ordinary and extraordinary meetings.
- iv. He/she shall have powers to invite any other person to attend to the Board meetings as a special invitee.
- v. He/she shall have the right of casting vote in case of division.
- vi. He/she shall issue the appointment order for the Director.
- vii. He/she shall place the matter regarding disciplinary action against the Director in the Board of Management meeting when Director shall not be present in the said meeting.
- viii. He/she shall convey the decision of the Board of Management to the Director.
- ix. He/she shall address a communication to the Government of India where there is a difference of opinion between the Chairman and the Board of Management and the Government of India's decision shall be final and binding.
- x. He/She shall be kept informed as and when, the Director goes out of the headquarters on tour.
- xi. Annual appraisal report of the Director will be written by the Chairperson.

### **Powers and functions of Vice-Chairman**

- 6.24 (i) Vice-chairman shall preside over the meetings of the Executive.
- (ii) In the absence of Chairman, the Vice-Chairman shall preside over the meeting of the Board of Management.

### **Powers, functions and duties of Director (Member-Secretary)**

- 6.25 The Director of the JSS shall be the Member-Secretary of the Board of Management. The recruitment and other matters concerning the post of Director shall be in conformity with the guidelines issued by the Government of India from time to time.
- i. Subject to any orders, rules and bye-laws of the institution, the Director of the Jan Shikshan Sansthan shall be responsible for the proper administration of the affairs of the JSS under the direction and guidance of the Board.
  - ii. The Director shall be the executive head of the Jan Shikshan Sansthan.
  - iii. The Director shall prescribe duties of all the members of the staff of the Sansthan and shall exercise supervision and disciplinary control as may be necessary under rules.
  - iv. The Director as Member-Secretary shall maintain a record of the minutes of all the meetings of the Board and Executive Committee and shall be responsible for the proper execution and implementation of the decisions of the Board and the committee.
  - v. The Director shall be the Drawing and Disbursing Officer.

- vi. The Director is empowered to issue cheques upto Rs.10,000. Payment of more than Rs.10,000/- shall be countersigned by a member of the Board of Management who is to be nominated by the Board.
- vii. The Director is empowered to purchase items upto Rs.5000/- in each case. Purchase of items beyond Rs.5000/- shall be done through a purchase committee to be appointed by the Board of Management/Executive Committee. All purchases above Rs.5,000/- shall be placed before the Board of Management when its meets next for ratification. Any purchase made beyond Rs.25,000/- must have the prior approval of the Executive Committee/ Board of Management.
- viii. For all the appointments, the Director shall issue the appointment order.
- ix. The Director shall act as a nodal point for communication between the Department of School Education and Literacy, Ministry of Human Resource Development, Government of India, Directorate of Adult Education, Government of India and the Jan Shikshan Sansthan.
- x. The Director shall entrust responsibility for activities to the programme functionaries proportionately to ensure their full and potential participation. He/she shall also hold regular meetings with the staff members, particularly with the programme functionaries to plan and implement and to review the activities as allocated.
- xi. The Director will initiate action for conducting and periodically updating socio-economic profiles and survey and for identifying areas, locations and target groups for planning and formulation of the work plan.

- xii. The Director will initiate action for assessment of learning needs and requirements for training for identified groups and in areas selected for programme operation.
- xiii. The Director will initiate action for developing and maintaining a system for identification, selection and training of resource persons and part-time instructors.
- xiv. The Director will initiate action for identification and mobilisation of resources needed for conducting the programmes.
- xv. The Director will initiate action for planning of programmes such as the preparation of course designs; teaching/learning material; procedures for learning assessment, programme schedule, selection and enrollment of participants, timing and location for conducting programmes.
- xvi. The Director will establish and develop contacts with appropriate agencies with a view to facilitate exchange of information and promoting mutually beneficial linkages in programmes and activities to be organised for different target groups by JSS itself or as joint ventures in cooperation/collaboration.
- xvii. The Director will render and facilitate consultation and counseling services to individuals and agencies, workers' organisation, employers and enterprises and other such organisations in matters of programmes of adult education and participate in meetings and discussions involving adult education issues.
- xviii. The Director will undertake activities for programme support communication availing various means of media, organising

- or participating in exhibition, special group meetings, inter-agency seminars etc. for promotion and publicity.
- xix. The Director will pursue action connected with the follow-up conclusions and recommendation of seminars and workshops held by the Directorate of Adult Education, Ministry of Human Resource Development, Government of India for improving and publicity.
  - xx. The Director will institute a system of follow-up activities for JSS programme beneficiaries.
  - xxi. The Director will evolve and monitor a system of annual performance appraisals (confidential character rolls) of every officer and clerical staff.
  - xxii. The Director will obtain the prior approval of the Chairman (in his absence, the vice-chairman) for his tour outside the head quarter.

### **Selection and Emoluments of Director**

6.26 The Director is the Principal Executive Officer of the Jan Shikshan Sansthan and is the Member-Secretary of the Board of Management. The recruitment and other matters concerning the post of Director shall be in conformity with the guidelines issued by the Government of India from time to time.

#### **6.26.1 Method of Recruitment:**

- i. The position shall be advertised in at least one National English Daily and two local dailies giving all requirements of the post

- ii. The position shall be filled on short-term contract or transfer/deputation basis for a period ordinarily not exceeding three years.
- iii. The position may be filled up by promotion/deputation after following the due process of selection. In such cases emoluments and other conditions will be decided by the Board of Management.
- iv. Minimum age of the candidates applying for the position shall be 40 years and shall not exceed 55 years as on the date of application.
- v. The composition of the Selection Committee for the position of Director shall be:
  - a. Chairman, Jan Shikshan Sansthan - Chairman;
  - b. Joint Secretary (Adult Education)/Director-General, National Literacy Mission, Government of India or his nominee;
  - c. Secretary, Education/Adult Education/Mass Education of the State Government or his/her nominee;
  - d. If need be, Joint Secretary (AE)/Director-General, National Literacy Mission may co-opt one or two experts or specialists to the Committee.
- vi. It is mandatory that the representative of Government of India is present at the Selection Committee Meeting.
- vii. The recommendation of the Selection Committee shall be placed before the Board of Management for ratification when it meets next.
- viii. A contract in the suggested model format (Annexure IV) shall be executed between the person selected for the post and the Chairman of the Jan Shikshan Sansthan.

- ix. The appointment letter for the position of Director shall be issued under the signature of the Chairman of the JSS.

#### **6.26.2 Emoluments**

Depending upon the qualification and experience of the person so selected, the Board of Management may consider offering a minimum consolidated amount along with such facilities as it may deem fit (viz. EPF, Residential telephone, Vehicle for Official use and Medical reimbursement, house rent, servant allowance, leave travel concession etc.). This is, however, entirely suggestive. It is, clarified that each JSS is free to decide the quantum of emoluments to be paid to the Director and to the other members of the staff. The Government of India will bear expenses only up to the limit of the amount provided in its annual grant.

#### **Selection of other Staff**

6.27 All positions other than the Director shall be filled by following the prescribed procedures as decided by the Board of Management and through a duly constituted selection committee.

#### **Gratuity and Provident Fund**

6.28 The payment of Gratuity and Provident Fund for the employees of Jan Shikshan Sansthan will be made out of the funds allocated under the "emoluments" head.

## **Vigilance and Grievances**

6.29 i) Each Jan Shikshan Sansthan shall constitute a three member committee consisting of the following to deal with the cases relating to Vigilance and Grievance cases of the institute.

(ii)The committee will consist the following :

1. Representative of the Board of Management - Chairman
2. Representative of the Board of Management - Member
3. Representative of a reputed voluntary organisation or a social activist - Member

**Note: One of the member should be a women**

(iii) The committee should meet twice in a year to examine the pending vigilance/grievance cases. The cases alongwith the recommendations / views of the committee should be placed before the Board of Management for a decision. The Board of Management at its level may take a decision or refer the matter to Govt. of India for guidance, if need be.

## **7. PROGRAMME PLANNING & IMPLEMENTATION**

7.1 The JSS shall organise programmes keeping in view the objectives and target group in the city/town/district in which it is located. The activities may include:

- Organising literacy and adult education programme.

- Coordinating and overseeing groups of Nodal Continuing Education Centres/Continuing Education Centres.
- Acting as resource centres for vocational education in post literacy and continuing education programmes.
- Organising equivalency programmes through open learning systems.
- Integrating programmes of general education-cum-skill training designed for the needs of the special homogeneous groups.
- Organising programmes to improve vocational/occupational skills for vertical/ horizontal mobility.
- Conducting family life, population and development education.
- Creating awareness on issues such as health, hygiene, environmental sanitation, pollution, women's empowerment, child care, communal harmony and national integration.
- Organising cultural/recreational programmes including film shows, meetings, sports and games, excursions and tours.
- Providing facilities for library and reading room services.

#### 7.2 The steps required to be followed for organising programmes :

- Obtain and regularly update the list of neo-literates available in the office of the Secretary, Zilla Saksharata Samiti.
- Obtain list of Continuing Education/Post Literacy Centres running in the town/city and neighboring areas.
- Prepare city profile. Apart from the secondary data available with City Municipality/Corporation and other departments, primary data may be collected through a door to door survey.

- Identify and adopt few slums/residential colonies - labour colonies for intensive coverage where economically, socially poor sections live.
- Allot adopted areas to the programme staff of JSS for planning and implementation of the programme. This arrangement is necessary for assessing the performance of the individual staff member.
- Each of the programme staff may plan a programme of action including budget based on the need/requirement (the plan shall include vocational education, identification of resource persons, number of persons to be trained in each batch and the course fees per person per month/per programme.)
- With the help of resource persons, curriculum for each of the vocational courses may be developed and finalised. Curriculum content should include not only technical/vocational contents but also general awareness (more related to the courses and the clientele) which is otherwise called polyvalent aspects/life enrichment education.
- At the end of the each course, the beneficiaries may be administered a simple test and course completion certificate may be awarded.
- Collaboration with other agencies for organising programmes (both physical and financial) shall enhance the percentage of coverage of the beneficiaries. However, in the name of collaboration, the JSS should not surrender the basic objectives of the institution.

7.3 Subject to the approval of the Government of India, Jan Shikshan Sansthan can charge course fee from the beneficiaries. However, care shall be taken by the individual organisations not

to commercialise the programmes. The amount collected shall be deposited in a separate account and shall be recycled for organising more programmes so that greater number of persons are benefited. The amount collected as fees shall not be normally used for purchase of immovable properties. Such expenditures should be initially considered and approved by the Executive Committee/Board of Management and subsequently, by the Government of India. The amount also shall not be utilised for meeting the expenses on emoluments of the staff as well as for office expenses. The amount should not be diverted to the parent organisation or to any other project of the parent organisation.

- 7.4 The jurisdiction of a JSS will not be restricted to the city/town but shall extend to the entire area of the district in which it is situated. If more than one JSS is located in a district, area demarcation will be done by the JSSs with the approval of the Government of India.

## **8. STAFFING AND FINANCE**

- 8.1 Jan Shikshan Sansthan is a scheme of assistance to voluntary agencies enabling them to run a programme with the aims and objectives provided at page 6 of the guidelines.
- 8.2 In order to fulfill the objectives of the institution and to organise programmes for the identified clientele groups, each Jan Shikshan Sansthan should have qualified and experienced staff for the planning and organisation of the programmes, for developing and maintaining collaboration with other

institutions/agencies and for the general administration of the Jan Shikshan Sansthan.

It is, therefore, suggested that every Jan Shikshan Sansthan must have core staff which will include one Director who will be the administrative head of the organisation. He should be assisted by suitable selected personnel who would ensure:

- a. Smooth administration;
- b. Regular planning and monitoring;
- c. Regular and accurate maintenance of accounts;
- d. Systematic conduct of programmes; and
- e. Adequate supervision of activities, both at office and field levels.

The decisions with regard to the number of employees, their emoluments, their duties and functions and their designations will rest entirely with the Board of Management. The structure and shape of the staffing pattern will also fall within the purview of the Board of Management. At least one Programme Officer/Assistant Programme Officer/Coordinator should be woman.

As far as possible, the support services should be managed by hiring suitable service agencies so that work of a manual nature is not entrusted to employees.

8.3 The members of the staff of JSS are employees of the Sansthan /Parent Organization, as the case may be, and are not employees of the Government of India. The role of the Government of India is strictly limited to providing the registered society with financial assistance according to the approved

financial pattern. This too, it provides strictly on a temporary basis and is at liberty to withdraw such assistance without assigning any reason or issuing any notice.

- 8.4 The members of the staff of JSS shall be engaged on contract basis with consolidated emoluments, as may be fix by the Board of Management. This will be effective from the date of issue of the guidelines by the Government of India. All the existing vacant positions shall be filled only on contract basis.
- 8.5 No contract shall be signed with any staff member for a period exceeding three years. Contracts for shorter period shall be signed at the discretion of the Board of Management. No contract shall be renewed after the period of expiry of the contract. A fresh contract shall be entered into.
- 8.6 The resources (human, physical and financial) of the JSS shall be utilised for the purpose of JSS only. Utilization of services of the Members of staff of JSS by the parent organisation, use of JSS vehicle for other purposes and other transgressions shall be treated a serious violation of these guidelines.
- 8.7 The Board of Management of the Sansthan may decide the emoluments to be paid to staff members within the ceiling fixed by the Govt. of India.
  - 8.7.1 The Annual Appraisal Report for the positions in JSSs will be written by functionaries one level above the position to be reported upon. The positions for which Director will be the Reporting Officer will be reviewed by the Chairperson. For others the Director will be the Reviewing Officer.

8.7.2 **The Annual Appraisal report format will be provided by the Adult Education Bureau to all the Jan Shikshan Sansthan.**

**Financial Pattern For JSS**

8.8 **The JSS shall be classified into three categories depending on the nature of the city/town and the quantum of work carried out by the institution.**

**(i) Revised financial assistance for recurring and non-recurring expenditure for the three categories of JSS will be as follows:**

| <b>(Rs. In lakh)</b>         |                            |       |       |       |
|------------------------------|----------------------------|-------|-------|-------|
| <b>Recurring Expenditure</b> |                            |       |       |       |
|                              |                            | A     | B     | C     |
| 1.                           | Emoluments*                | 16.00 | 15.00 | 13.00 |
| 2.                           | Honorarium                 | 8.00  | 5.00  | 5.00  |
| 3.                           | Office Expenditure         | 5.00  | 5.00  | 4.00  |
| 4.                           | Teaching Learning material | 6.00  | 5.00  | 3.00  |
|                              | Total**                    | 35.00 | 30.00 | 25.00 |

\* includes EPF and gratuity

\*\* approved provision or actual expenditure whichever is less.

**“Non-recurring expenditure for Category - A”**

|       |                                   |       |
|-------|-----------------------------------|-------|
| 1.    | Vehicle*                          | 4.00  |
| 2.    | Computer with printers**          | 3.00  |
| 3.    | Audio visual equipment**          | 1.00  |
| 4.    | Photocopier                       | 1.50  |
| 5.    | Fax Machine**                     | 0.25  |
| 6.    | Course related material/equipment | 5.00  |
| 7.    | Misc. expenses                    | 0.25  |
| <hr/> |                                   |       |
|       | Total                             | 15.00 |
| <hr/> |                                   |       |

In addition, JSSs will be entitled to one time building grant of Rs.20lakh

(Rs. In lakh)

**Non-recurring expenditure for Categories B & C**

|       |  |       |
|-------|--|-------|
| 1.    | Vehicle*                               | 4.00  |
| 2.    | Computer with printer**                | 0.75  |
| 3.    | Audio visual equipment**               | 0.35  |
| 4.    | Photocopier                            | 1.50  |
| 5.    | Fax Machine**                          | 0.25  |
| 6.    | Course related material /<br>Equipment | 3.15  |
| <hr/> |  |       |
|       | Total                                  | 10.00 |
| <hr/> |  |       |

\*funds for purchase of vehicle would be released upto a maximum of Rs.4.00 lakhs or actual cost of vehicle which ever is less to those JSSs who do not have a vehicle.

\*\* If a JSS is sanctioned to an organization which also has a State Resource Centres (SRC), equipments such as

Computer, Fax and Audio Visual Equipments may be shared as far as possible between the JSS and SRC. In such cases fresh grant for these equipments may not be necessary.

**Non-recurring expenditure for new JSS During the IX Plan**

|    |  |       |
|----|--|-------|
| 1. | Vehicle                                | 4.00  |
| 2. | Computer with printer                  | 0.75  |
| 3. | Audio visual equipment                 | 0.35  |
| 4. | Photocopier                            | 1.50  |
| 5. | Fax Machine                            | 0.25  |
| 6. | Course related material /<br>equipment | 3.15  |
|    | Total                                  | 10.00 |

In addition, JSSs will be entitled to one time building grant of Rs.20 lakh

**Building grant**

The Jan Shikshan Sansthan will be provided a building grant of Rs. 20 lakh for construction or repair of Jan Shikshan Sansthan building. However, the amount will be released subject to the following conditions:

- The land or building should be registered in the name of Jan Shikshan Sansthan.
- Building Plan should be approved by the local competent authority.
- Estimates should be prepared by the Public Works Department

- JSSs would motivated to try and acquire their own accommodation as for as possible and building grant would be given sparingly.

### **8.10 Action Plan and Budget**

Before the commencement of the financial year each Jan Shikshan Sansthan would be required to formulate a comprehensive action plan indicating the programmes to be undertaken during the subsequent year and the achievements during the current year along with a detailed budget. Though in the financial pattern the allocations have been broadly indicated under 4 items only, it would be essential in the detailed budget to indicate the expenditure proposed to be incurred for each activity and sub items of expenditures should be worked out. The Action Plan along with budget should be got duly approved by the Board of Management of the Jan Shikshan Sansthan when Government of India representative is present in the meeting.

### **8.11 Settlement of Accounts**

As in the past, the Jan Shikshan Sansthan will continue to submit the audited statement of accounts and utilisation certificate from the Chartered Accountant. In no case expenditure above the ceilings laid down under each item would be entertained unless the approval for excess expenditure under each item has been given by the Board of Management of Jan Shikshan Sansthan when the representative of Central Government is present in the meeting. The unspent balance remaining at the end of the year shall immediately be reported to the Department so that the same is taken into account while releasing the grants for the next year. The Department's

permission would also have to be obtained for utilisation of the unspent balance of the previous year.

## **Re-appropriation of Funds**

8.12 Normally the ceiling imposed under each broad category of expenditure will be adhered to. The general principles governing the re-appropriation under each item of expenditure would be as under:

### **a. Emoluments**

As in the initial years, the provision under this item may not be utilised in full and the savings may be appropriated to Programme Expenditure, if required.

### **b. Office Expenses**

It is expected that the provision made under this item should be adequate. However, if excess expenditure is anticipated on account of any unforeseen/ unavoidable expenditure, re-appropriation may be allowed from the savings under "Emoluments"

### **c. Programme Expenditure** (i.e. honorarium & T/L Material)

Board of Management of the Jan Shikshan Sansthan may allow re-appropriation from "Emoluments" and "Office Expenses" towards 'Programme Expenditure' based on the need and requirement.

It would be desirable that the approval of the Board of Management for any re-appropriation is obtained by Jan Shikshan

Sansthan, when the representative of the Government of India is present at the meeting.

### **Release of Funds**

8.13 (i) The grant will be released to the Jan Shikshan Sansthan in three installments every year

(ii) The first installment of grants will be released at the beginning of the financial year.

(iii) The second installment of grants will be released after the issuance of the utilization certificate by this Department on the basis of the Audited Statement of accounts for the previous financial year. While doing so, the unspent balances available with the JSS/ reimbursement, if any due to them, will also be adjusted .

### **Development Fund**

8.14 The Development fund of the JSS is a fund generated by the Sansthan on account of the following

- ❖ Fees collected from the trainees.
- ❖ Donations.
- ❖ Consultancy fees for the programmes conducted by JSS on behalf of the other departments/agencies.
- ❖ Any income other than grant-in-aid received from Government of India.

8.14.1 A separate account shall be maintained for the income received under the Development Fund from different

sources as mentioned above and it shall be subject to audit and it shall be reflected in the audited statement of the accounts of the JSS.

8.14.2 The fee for different courses/activities shall be decided by the Board of Management in which the presence of the representative of the Government of India is mandatory.

8.14.3 The amount under the Development Fund shall be spent broadly on the following items:

- Programme and activities of JSS.
- Purchase of land, construction of office building for JSS, repair and renovation of JSS building.
- Not more than 25% of the Fund generated in a year may be utilized towards the JSS staff welfare activities which may include the retirement benefits etc.

8.14.4 The proposals for incurring expenditure from the Development Fund shall be placed in the meeting of the Board of Management in which the presence of the Government of India representative is necessary.

#### **Acceptance of Funds from other Source**

8.14.5 (i) Recurring grants released to Jan Shikshan Sansthan are released on year to year basis to provide vocational linked adult education programmes. For management of Continuing Education Centers and Nodal continuing Centers funds would be released by the Zilla Saksharata Samities proportionately to the number of Centres allotted to the Jan Shikshan Sansthan.

(ii) Jan Shikshan Sansthan shall not receive any grants from other Departments for implementation of their programmes without the specific approval of the Govt. of India (Adult Education Bureau)

(iii) They shall not engage in activities which are not related to the objectives of the Jan Shikshan Sansthan.

(iv) funds are received from other sources for similar as of Jan Shikshan Sansthan, the same would be deposited separately but should be reflected in the annual statement of audited accounts of the Jan Shikshan Sansthan. The unspent amount of such grants would be credited to the Development fund account and the expenditure would be incurred as per the rules of Development fund.

## **MONITORING**

- 9.1 All the JSS shall submit Annual Action Plan and Budget duly approved by their Board of Management (the presence of the representative of the Government of India is mandatory at the meeting of the Board of Management when the Action Plan and Budget is considered and approved) to the Directorate of Adult Education, Government of India, New Delhi in the format, as prescribed by the Directorate of Adult Education, preferably in the first week of February every year. This will be discussed and finalised by the Officers of DAE and AE Bureau with the concerned Directors of JSS in the month of February/March.
- 9.2 Each JSS will also submit, along with the annual action plan, complete details of staff strength in the prescribed format and

proceedings of all the meeting of the Board of Management, Executive Committee.

- 9.3 Every JSS shall provide at the annual action plan review a complete list of staff employed, details of contracts drawn-up and emoluments paid to each and every employee in the prescribed format.
- 9.4 List of all capital assets acquired by the JSS so far and the details of assets acquired during the last five years will also be submitted.

## **10. EVALUATION AND FOLLOW UP**

- 10.1 Every Jan Shikshan Sansthan will be evaluated once in three years by an external agency. National Literacy Mission will forward the names of three to five such agencies to the Jan Shikshan Sansthan. The Jan Shikshan Sansthan may in turn may choose any one of the agencies for the purpose.
- 10.2 A system of self evaluation shall be a part of the programme organised by each JSS. Evaluation shall include:
- Review regarding fulfilment of the objectives.
  - Feed back for the improvement of the programme particularly curriculum, methods, cost and organisation.
  - Impact of the programme on the beneficiaries.
- 10.3 Responsibility for the concurrent evaluation shall have to be taken by the respective Board of Managements and full time staff of JSS.

10.4 Government of India, have formulated guidelines for evaluation of JSSs and the same have been circulated to all the JSSs for compliance.

## **11. DIRECTORATE OF ADULT EDUCATION**

11.1 The role of Directorate of Adult Education, Government of India

New Delhi :

- Facilitating and coordinating technical support services.
- Monitoring of performance of JSSs
- Facilitating and ensuring evaluation of JSSs.
- Training and orientation to the programme/administrative staff.
- Periodical visits
- Clearing house services
- Attending Board of Management, Executive Committee and Staff Selection Committee meetings.
- Providing guidance to the members of Board of Management/Executive Committee and programme/administrative staff.

**MEMORANDUM OF ASSOCIATION OF THE JAN SHIKSHAN  
SANSTHAN, .....**

[Registered under the Societies Registration Act {XXI of 1860}]

**1. Name of the Society**

The name of the society shall be Jan Shikshan Sansthan, .....

[hereinafter referred to as the "Sansthan".]

**2. Location of the office**

The registered office of the Sansthan shall be situated at \_\_\_\_\_

at the time of registration it is situated at \_\_\_\_\_.

**Area of operation**

The area of Jan Shikshan Sansthan activities and programmes shall be limited to ..... district

**3. Objectives**

The objectives of the programme for which the JSS, \_\_\_\_\_ is established are :

- i. To improve the occupational skills and technical knowledge of the neo-literates and the trainees and to raise their efficiency and increase productive ability;
- ii. To provide academic and technical resource support to Zilla Saksharata Samities in taking up vocational and skill development programmes for neo-literates in both urban and rural areas;
- iii. To serve as nodal continuing education centres and to co-ordinate, supervise and monitor 10-15 continuing education centres/nodal centres;

iv. To organise training and orientation courses for key resource persons, master trainers on designing, development and implementation of skill development programmes under the scheme of Continuing Education for neo-literates;

v. To organise equivalency programmes through Open Learning Systems;

vi. To widen the range of knowledge and understanding of the social, economic and political systems in order to create a critical awareness about the environment;

vii. To promote national goals such as secularism, national integration, population and development, women's equality, protection and conservation of environment etc.

Jan Shikshan Sansthan, is an institution for conducting programmes of non-formal, adult and continuing education and for providing academic and technical resource support to Zilla Saksharta Samities in taking up vocational and skill development programmes for neo-literates in both urban and rural areas. Its primary responsibility is to explore, innovate, work-out alternatives, try new methodologies and thus, meet the needs of different target groups through programmes of education and training. Since the multi-sided development of adult learners cannot be visualised without their families being involved in that process, and also considering the fact that generally their spouses are also engaged in some kind of work, the Jan Shikshan Sansthan programme should also be extended to their families.

#### **4. Functions**

The functions of the JSS shall be to:

- i. Identify appropriate target areas and target groups by developing socio- economic profiles.
- ii. Identify and procure the list of neo-literates from Zilla Saksharata Samitis and ensure that Atleast 25% of the clientele of JSS are neo-literates.
- iii. Organise training programmes for key resource persons, master trainers and trainees in vocational courses and for neo-literates.
- iv. Identify and ascertain a variety of educational and vocational needs of different categories of clientele groups.
- v. Plan and organise polyvalent educational programmes and other activities including literacy, post-literacy, and continuing education to suit the learning requirements of target groups.
- vi. Explore, innovate, work out alternatives, try new methodologies to meet the needs of different target groups through programmes of education and training.
- vii. Co-operate with educational, cultural and other social organisations involved in organising programmes and activities to meet educational, vocational, social, cultural and welfare needs of target groups.
- viii. Act as a coordinator, facilitator and catalytic agent by developing a system of net-working in collaboration with other educational and technical institutions, development departments,

welfare agencies, employers and workers organisations, voluntary agencies, economic enterprises.

ix Undertake training and orientation of resource persons/instructors involved in planning and implementation of various programmes.

x. Organise equivalency programmes through Open Learning System.

xi. Organise library and reading room facilities. The libraries will have literature suitable for neo-literates and sale counters for distribution of literacy material on subsidised rates to the neo-literates and other interested readers.

xii. Provide consultancy services to agencies and enterprises planning to organise programmes for training and education of similar target groups.

xiii. Organise educational and vocational training programmes of special concern for deprived sections, women/girls and unemployed youth, to provide new skills, refine/sharpen/upgrade the existing skills leading to employment, self employment and income generation.

xiv. Promote organisation of forums such as co-operative societies, mandals and associations of women, youth and workers with a view to undertake collective activity for socio-economic development.

xv. Provide follow-up services to beneficiaries of the JSS.

The name, address, designation, occupation and signature of the members of the Governing Body (Board of Management) are :

| Sl.No. | Name and address | Designation | Occupation | Full signature |
|--------|------------------|-------------|------------|----------------|
|        |                  |             |            |                |



## **JAN SHIKSHAN SANSTHAN, .....**

### **Rules and Regulations**

Short Title : These rules shall be called the "Rules and Regulations of the Jan Shikshan Sansthan, ....."

1.1 Address : .....  
..... Area of Operation : Within the limits of ..... district

**2. Definitions :** In these rules, unless the context otherwise requires :

a) "The Board" shall mean the Board of Management (BOM) of the Jan Shikshan Sansthan.....

b) "The Sansthan" means the Jan Shikshan Sansthan, \_\_\_\_\_.

c) "The Chairman" shall mean the Chairman of the Board of Management of the Jan Shikshan Sansthan .....

d) "The Vice Chairman" shall mean the Vice Chairman of the Board of Management of Jan Shikshan Sansthan.....

e) "The Member-Secretary" shall mean the Member Secretary of the Board of Management of the Jan Shikshan Sansthan.....

f) "Logo" shall mean the Logo of the Jan Shikshan Sansthan.

#### **2.1 Objectives :**

The specific objectives of the programme for which the Jan Shikshan Sansthan, \_\_\_\_\_ is established are:

i. To improve the occupational skills and technical knowledge of the neo-literates and the trainees and to raise their efficiency and increase productive ability;

ii. To provide academic and technical resource support to zilla Saksharata Samities in taking up vocational and skill development programmes for neo-literates in both urban and rural areas;

iii. To serve as nodal continuing education centres and to coordinate,

supervise and monitor 10-15 continuing education centres/nodal Continuing Education centres;

iv. To organise training and orientation courses for key resource persons, master trainers on designing, development and implementation of skill development programmes under the scheme of Continuing Education for neo-literates;

v. To organise equivalency programmes through Open Learning Systems.

vi. To widen the range of knowledge and understanding of the social, economic and political systems in order to create a critical awareness about the environment;

vii. To promote national goals such as secularism, national integration, population and development, women's equality, protection and conservation of environment.

## **2.2 Functions**

The functions of the JSS shall be to:

i. Identify appropriate target areas and target groups by developing socio- economic profiles.

ii. Identify and procure the list of neo-literates from Zilla Saksharata Samitis and ensure that Atleast 25% of the clientele of JSS are neo-literates.

iii. Organise training programmes for key resource persons, master trainers and trainees in vocational courses and for neo-literates.

iv. Identify and ascertain a variety of educational and vocational needs of different categories of clientele groups.

v. Plan and organise polyvalent educational programmes and other activities including literacy, post-literacy, and continuing education to suit the learning requirements of target groups.

vi. Explore, innovate, work out alternatives, try new methodologies to

meet the needs of different target groups through programmes of education and training

vii. Co-operate with educational, cultural and other social organisations involved in organising programmes and activities to meet educational, vocational, social, cultural and welfare needs of target groups.

viii. Act as a coordinator, facilitator and catalytic agent by developing a system of net-working in collaboration with other educational and technical institutions, development departments, welfare agencies, employers and workers' organisations, voluntary agencies, economic enterprises.

ix. Undertake training and orientation of resource persons/instructors involved in planning and implementation of various programmes.

x. Organise equivalency programmes through Open Learning Systems.

xi. Organise library and reading room facilities. The libraries will have literature suitable for neo-literates and sale counters for distribution of literacy material on subsidised rates to the neo-literates and other interested readers.

xii. Provide consultancy services to agencies and enterprises planning to organise programmes for training and education of similar target groups.

xiii Organise educational and vocational training programmes with special concern for deprived sections, women/girls and unemployed youth to provide new skills and to refine/sharpen/upgrade the existing skills leading to employment, self employment and income generation.

xiv. Promote organisation of forums such as co-operative societies, mandals and associations of women, youth and workers with a view to undertake collective activity for socio-economic development.

xv. Provide follow-up services to beneficiaries of the JSS.

### **3. Board of Management**

The affairs of the Jan Shikshan Sansthan shall be managed by a Board of Management which shall consist of the following members :

1. Chairman
2. State Director of Adult/Mass Education or his/her nominee.
3. One representative from District Urban Development Agency or Rural Development Agency or Department dealing with Social Welfare Activities of the State Government.
4. One member representing Local Self Government Institutions.
5. Two prominent persons from the field of Education/ Women Welfare.
6. Two prominent Social Workers (one of them should be a woman).
7. One member representing Zilla Saksharata Samiti
8. One member representing employers
9. One member nominated by JS (AE)/DG (NLM).
10. Director of Jan Shikshan Sansthan (Member- Secretary).

3.1 In the first meeting of the Board of Management, one non-official member of the Board of Management shall be selected as Vice-Chairman.

3.2 Bearing in mind the nature of the Jan Shikshan Sansthan scheme, in the case of a JSS set up by a University, the Vice-Chancellor or his nominee not below the rank of the Dean of the Faculty shall be the Chairman of the Board of Management and in the case of the JSS set up by a Voluntary Agency, it shall be the Chairman/President of the Voluntary Agency. Where the Chairman/President of the Parent Body is not the Chairman of the JSS, then the Government Body of the Parent Body shall nominate any member of the Governing Body of the Parent

Organisation to be Chairman of the JSS. The tenure rule will similarly be applicable to all Chairmen.

In case of JSS being registered and not affiliated to any Voluntary Organisation or University, the Chairman will be decided by the Govt. of India.

3.3 Maximum age limit for the members of the Board of Management excluding Chairman shall be 65 years. The Chairman and the non-official members may serve for two terms of three years each which may or may not run consecutively. No Chairman/ Vice-Chairman or member shall be entitled to more than two terms.

3.4 The total membership of the Board shall not exceed 12 persons including its Chairman and Member-Secretary, except with the specific permission of the Government of India. Care may be taken to provide adequate representation to women on the Board and their number should not be less than two.

3.5 The Chairman and the Director (Member-Secretary of the Board of Management) will remain in office as long as they enjoy the confidence of the Government of India. Government of India will have the final say as far as their membership and their terms of office are concerned.

3.6 In case of any dispute, conflict, non-functioning or unsatisfactory functioning of the JSS, the matter shall be referred to the Government of India whose decision shall be binding on the Jan Shikshan Sansthan.

### **3.7 Meeting of the Board**

The following shall be observed with regard to the meetings of the Board:

- i. Every meeting shall be presided over by the Chairman, and in the absence of the Chairman, the Vice-Chairman shall preside over the meeting.
- ii. In the absence of the Chairman and Vice-Chairman, one of the members of the Board of Management present and selected from among the member will preside over that meeting.
- iii. Five members of the Board present in any meeting shall constitute the quorum. No meeting shall take place in the absence of the Member-Secretary except in unavoidable circumstances when the next senior-most staff member will act as substitute.
- iv. Meetings of the Board shall be held at such time and place as may be determined by the Chairman and not less than 15 days notice shall be given to the members. The draft annual report and the yearly accounts of the institution for the preceding financial year's working shall have to be approved by the Board. The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to (1) Under Secretary (AE) Ministry of Human Resource Development, Department of School Education and Literacy, Government of India (2) Directorate

of Adult Education, Government of India and (3) State Directorate of Adult/Mass Education within 15 days of the meeting.

- v. An emergency meeting of the Board shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least 3 days notice. Discussions that have taken place in the emergency meeting need to be placed before the full meeting of the Board of Management when it meets next.
- vi. In case of a difference of opinion among the members and where there is an equal division, the Chairman shall have the right of casting vote.
- vii. The power of veto shall be vested with the representative of Government of India. Any disputed matter shall be referred to the Government of India whose decision would be binding.
- viii. The Board shall necessarily meet at least twice in a financial year. In the absence of such meetings, the JSS shall be liable to lose government funding.

#### **4. Powers and Functions of the Board**

The powers and functions of the Board shall be as follows:

- i. To serve as the policy making and supervisory body for the Jan Shikshan Sansthan.

- ii. To enlist the continued co-operation and support of voluntary agencies, welfare organisations, workers' unions, industrial establishments, development agencies, Zilla Saksharata Samities for the programme.
- iii. To establish such centres and sub-centres as or necessary to organise and implement the programme.
- iv. To set up such sub-committees as are found necessary.
- v. To periodically review and from time to time assess, the programmes implemented by and through the Sansthan with a view to effect modifications and improvement.
- vi. To assess the financial requirements of the Sansthan in keeping with its objectives and approve the budgetary estimates.
- vii. To exercise overall supervision and to ensure that the money spent achieves the objectives and the targets are reached.
- viii. To appoint all categories of staff for conducting the affairs of the Sansthan, to fix the amount of their remunerations, to define their duties and to grant allowances and other emoluments.
- ix. Generally, to take all such measures as may be found necessary, from time to time, to promote the objectives for which the Sansthan has been set up.

v. **Duration of membership**

The term of office of the Board of Management shall commence from the date of approval of the Government of India is given. The tenure of the Board of Management shall be for three years and it shall automatically be over at the end of the three year term.

6. When the term of office of the Board comes to an end, all its members except the Chairman and the Member-Secretary shall vacate office. The Director who is the ex-officio Member-Secretary of the Board of Management will continue as Member-Secretary as long as he remains the Director. Vacancy caused by the superannuation of Director would be filled by the new Director. The Chairman and the Member-Secretary will remain in office as long as they enjoy the confidence of Government of India. Government of India will have the final say as far as membership and their term of office is concerned.

6.1 Outgoing non-official members of the Board of Management shall be eligible for re-nomination for another term but not more than two terms in total which may or may not be consecutive.

6.2 Three months before the expiry of the term of the BOM, the Member-Secretary, in consultation with the Chairman, shall propose a panel of names to the Government of India for the reconstitution of the Board.

6.3 The Government of India shall, after careful consideration, approve the constitution of the Board of Management

incorporating such changes/ alterations/additions/modifications as it deems fit.

6.4 If there is any vacuum between the expiry of the term of the Board of Management and the constitution of a fresh one, the Government of India shall appoint an Administrator as an interim arrangement.

6.5 Power of veto within the BOM shall be vested with the representative of the Government of India. Any disputed matter shall be referred to the Government of India whose decision will be binding.

7. During the term of office of the Board, vacancies may arise for the reasons indicated below :

- a. Death;
- b. Resignation addressed to the Member-Secretary in writing and accepted by the Board;
- c. Becoming of unsound mind or insolvent;
- d. Conviction for a criminal offence involving moral turpitude; or
- e. Failure to attend three consecutive meetings without proper leave of the Board.

8. Any vacancy of the membership of the Board [or any of its committees] caused by any of the reasons mentioned above shall be filled in accordance with the provisions of guidelines. But the person appointed in the vacancy shall hold office only for unexpired period of the term of the membership.

9. Where a member of the Board [or any of its committees] becomes a member by reason of the office or appointments held his membership of the Board [or its committees] shall terminate when he ceases to hold that office or appointment and in his vacancy, his successor in office or appointment shall automatically be a member of the Board for the unexpired period of the term of membership.

10. The Board and all its committees shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Board or its committees for the time being and notwithstanding any other vacancy, whether by non-appointment or otherwise; and no act or proceeding of the Board [or its committees] shall be invalidated merely by reason of the happening of the above events or any defect in the appointment of any of its members.

11. The Member-Secretary of the Board shall be the Director of Jan Shikshan Sansthan.

## **1. Composition of the Executive Committee**

The management and control of the affairs of the Board shall be vested in the Executive Committee which shall consist of :

1. Vice Chairman of Jan Shikshan Sansthan.
2. Two non-official from among the members of the Board of Management.
3. Representative of the Government of India.
4. Representative of the State Directorate of Adult/Mass Education.
5. Director and Member- Secretary.

### **13. Powers of Executive Committee**

The powers of Executive Committee shall be as follows:

(i) The Executive Committee is fully empowered to manage the affairs and funds of the Sansthan. It shall also have the authority to exercise such powers of the Board as may be delegated to it periodically.

(ii) The Executive Committee shall have the power with the sanction of the Board to make such bye-laws as they think proper for the preparation and sanction of budget estimates, the sanction of expenditure, entering into contracts, making investments and for any other purpose as may be necessary.

(iii) The Executive Committee may, by resolution, appoint such sub-committees for such purposes and with such powers as the Executive Committee may think fit. Such sub-committees may consist of persons who are the members of the Board but who, by reason of their experience and qualification, may be considered useful for promoting the aims and objectives of the Sansthan. The sub-committees shall have power to co-opt any person with the prior approval of the Executive Committee.

(iv) The Executive Committee may, by resolution, delegate to a sub-committee or to the Director (Member-Secretary) such of its powers for the conduct of its business as it may deem fit, subject to the condition that the action taken by any sub-committee or the person under the powers delegated to them by this sub-rule shall be reported for confirmation at the next meeting of the Executive Committee.

#### **14. Additional Powers of the Executive Committee**

The Executive Committee shall also have the powers :

(i) To purchase, take on or otherwise acquire any land, building or other property, moveable, immovable, which may be necessary for carrying on the functions of the Sansthan.

(ii) To invest funds or money entrusted to the Sansthan in such a manner as may, periodically, be determined by it.

(iii) To draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques, or other negotiable instruments.

(iv) To make rules and regulations for conducting the meetings and affairs of the Sansthan and to adopt and modify them from time to time.

(v) To regulate the expenditure and to manage accounts of the Sansthan.

(vi) To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Sansthan moveable or immovable on such terms as it may think fit and proper without prejudice to the interest and activities of the Sansthan.

(vii) To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities, founded or based upon all or any of the properties and assets of the Sansthan with or without any securities and upon such terms and conditions as it may think fit and to repay and redeem any money borrowed.

## **15. Meetings of the Executive Committee**

i)The Executive Committee shall meet at **least twice in a financial year** and not more than six months shall elapse between any two consecutive meetings of the Executive Committee. These meetings shall be convened by the vice-chairman. The notice for the meeting shall be issued under the signature of the Member-Secretary. The notice shall indicate the date, time and place of the meetings. The notice of the meeting shall be served on members either personally or by post not less than fortnight in advance. The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to (I)Under Secretary (AE) Ministry of Human Resource Development, Department of School Education and Literacy, Government of India (2) Directorate of Adult Education, Government of India and (3) State Directorate of Adult/Mass Education within 15 days after the meeting.

ii)Three members of the Executive Committee present in person shall constitute a quorum at any of its meetings.

## **16.Residual Powers of the Government of India**

The Chairman and Member-Secretary of the JSS will remain in office as long as they enjoy the confidence of the Government of India. The Government of India will have the final say as far as their membership and the term of office is concerned.

## **17.Programme Advisory Committee**

In the formulation and implementation of the programmes, the



iv)The terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the staff of JSS.

## **20.Delegation of Powers**

i)The Board may, by resolution, delegate to its Member-Secretary and Sub-Committee(s) as may be constituted periodically, such of its powers for the conduct of the affairs of the Board as may be considered necessary.

ii) The Board or the Executive Committee may delegate to the officers of JSS or any of its committees such routine or administrative or financial powers as it may consider necessary.

### **20.1 Selection, powers, functions and duties of the Chairman**

In case where the JSS is under the aegis of University, the Vice-Chancellor by designation will be the Chairman.

In case of JSS being registered and not affiliated to any Voluntary Organisation or University, the Chairman will be decided by the Govt. of India.

In such cases, where the JSS is under the aegis of a voluntary organization, the Chairman of the Voluntary Organization will be the Chairman of the JSS.

PROVIDED that when a person ceases to be the Chairman of the Voluntary Organization, he/she will also ceases to be the Chairman of the JSS.

PROVIDED also that a Chairman of the parent Voluntary Organization will be the Chairman of the JSS for a term of not exceeding three years. Any single person can remain Chairman of the JSS for a maximum of two such terms which may or may not be consecutive.

PROVIDED also that where a Chairman of the parent Voluntary Organization ceases to be the Chairman of the JSS, the Governing Body of the parent Voluntary Organization shall nominate one of its members as the Chairman of the JSS.

**The powers, functions and duties of the Chairman shall be as follows**

- i) Chairman shall be the honorary head of the Jan Shikshan Sansthan.
- ii) He/she shall preside over all meetings of the Board of Management.
- iii) He/she shall have the power to convene ordinary and extraordinary meetings.
- iv) He/she shall have powers to invite any other person to attend to the Board meetings as a special invitee.
- v) He/she shall have the right of casting vote in case of division.
- vi) He/she shall issue the appointment order for the Director.
- vii) He/she shall place the matter regarding disciplinary action against the Director in the Board of Management meeting when Director shall not be present in the said meeting.

viii) He/she shall convey the decision of the Board of Management to the Director.

ix) He/she shall address a communication to the Government of India where there is difference of opinion between the Chairman and the Board of Management and the Government of India's decision is final and binding.

x) He/she shall be kept informed, as and when, Director goes out of the Head Quarter State on tour.

xi) Annual appraisal report of the Director will be written by the Chairperson.

## **20.2 Powers and functions of the Vice-Chairman**

i) The Vice-Chairman shall preside over all meetings of the Executive Committee.

ii) In the absence of Chairman, the Vice-Chairman shall also preside over the meeting of the Board of Management.

## **21 Powers, functions and duties of the Director (Member-Secretary)**

The Director of the JSS shall be the Member-Secretary of the Board of management. The recruitment and other matters concerning the post of Director shall be in conformity with the guidelines issued by the Government of India from time to time. The powers, functions and duties of the Director shall be as follows :

i) Subject to any orders, rules and bye-laws of the institution, the Director of the Jan Shikshan Sansthan shall be responsible for the proper administration of the affairs of the JSS under the direction and guidance of the Board.

ii) The Director shall be the executive head of the JSS.

iii) The Director shall prescribe duties of all the members of the staff of the Sansthan and shall exercise supervision and disciplinary control as may be necessary under rules.

iv) The Director as Member-Secretary shall maintain a record of the minutes of all the meetings of the Board, Executive Committee and shall be responsible for the proper execution and implementation of the decisions of the Board and the Committee.

v) The Director shall be the Drawing and Disbursing Officer.

vi) The Director is empowered to issue cheques upto Rs.10,000/- . Payment of more than Rs.10,000/- shall be countersigned by a member of the Board of Management who is to be nominated by the Board.

vii) The Director is empowered to purchase items up to Rs.5000/- in each case. Purchase of items beyond Rs.5000/- shall be done through a purchase committee to be appointed by the Board of Management/Executive Committee. All purchases above Rs.5,000/- shall be placed before the Board of Management when it meets next for ratification. Any purchase made beyond Rs.25,000 must have the prior approval of the Executive Committee/ Board of Management.

viii) For all the appointments, The Director shall issue the appointment order.

ix) The Director shall act as a nodal point for communication between the Department of Education, Ministry of Human Resource Development, Government of India, Directorate of Adult Education, Government of India and the Jan Shikshan Sansthan .

x) The Director shall entrust responsibility for activities to the programme functionaries proportionately to ensure their full and potential participation. He/she shall also hold regular meetings with the staff members, particularly with the programme functionaries to plan and implement and to review the activities as allocated.

xi) The Director will initiate action for conducting and periodically updating socio-economic profiles and survey and for identifying areas, locations and target groups for planning and formulation of the work plan.

xii) The Director will initiate action for assessment of learning needs and requirements of training for identified groups and in areas selected for programme operation.

xiii) The Director will initiate action for developing and maintaining a system for identification, selection and training of resource persons and part-time instructors.

xiv) The Director will initiate action for identification and mobilisation of resources needed for conducting the programmes.

xv) The Director will initiate action for planning of programmes such as the preparation of course designs; teaching/learning material; procedures for learning assessment; programme schedule; selection and enrollment of participants; timing and location for conducting programmes.

xvi) The Director will establish and develop contacts with appropriate agencies with a view to facilitate exchange of information and promoting mutually beneficial linkages in programmes and activities to be organised for different target groups by JSS itself or as joint ventures in cooperation/collaboration.

xvii) The Director will render and facilitate consultation and counseling services to individuals and agencies, workers' organisation, employers and enterprises and other such organisations in matters of programmes of adult education and participate in meetings and discussions involving adult education issues.

xviii) The Director will undertake activities for programme support communication availing various means of media, organising or participating in exhibition, special group meetings, inter-agency seminars etc. for promotion and publicity.

xix) The Director will take follow up action on the conclusions and recommendation of seminars and workshops held by the Directorate of Adult Education, Ministry of Human Resource Development, Government of India.

xx) The Director will institute a system of follow-up activities for JSS programme beneficiaries.

xxi) The Director will evolve and monitor a system of annual performance appraisals (confidential character rolls) of every officer and clerical staff.

xxii) The Director will obtain the prior approval of the Chairman (in his absence, the Vice-Chairman) for his tour out side the Head Quarter.

### **21.1 Selection and emoluments of Director**

Director is the Principal Executive Officer of the Jan Shikshan Sansthan and is the Member-Secretary of the Board of Management. The recruitment and other matters concerning the position of Director shall be in conformity with the guidelines issued by the Government of India from time to time.

### **21.2 Method of Recruitment:**

- a. The position shall be advertised in at least one National English Daily and two local dailies giving all requirements of the post. If, sufficient response is not received, the position may be re-advertised in two National English Dailies and one Local Daily.
- b. The position shall be filled on short-term contract or transfer/deputation basis for a period ordinarily not exceeding three years.

- c. The position may be filled up by promotion/deputation after following the due process of selection. In such cases emoluments and other conditions will be decided by the Board of Management.
- d. The Minimum age of the candidates applying for the position shall be 40 years and shall not exceed 55 years as on the date of application.
- e. The composition of the Selection Committee for the position of Director shall be:
  - 1. Chairman, Jan Shikshan Sansthan - Chairman
  - 2. Joint Secretary (Adult Education)/Director-General, National Literacy Mission, Government of India or his/her nominee)
  - 3. Secretary, Education/Adult Education/Mass Education of the State Government or his/her nominee
  - 4. If need be, Joint Secretary (AE)/Director-General, National Literacy Mission, Govt. of India may co-opt one or two experts or specialists to the Committee.
- f. It is mandatory that the representative of Government of India is present at the Selection Committee Meeting.
- g. The recommendation of the Selection Committee shall be placed before the Board of Management for ratification when it meets next.

- h. A contract in the suggested model format (Annexure IV) shall be executed between the person selected for the position and the Chairman of the Jan Shikshan Sansthan.
- i. The appointment letter for the position of Director shall be issued under the signature of the Chairman of the JSS.

### **21.3 Emoluments**

Depending upon the qualification and experience of the person so selected, the Board of Management may consider offering a minimum consolidated amount along with such facilities as it may deem fit (viz. EPF, Residential telephone, Vehicle for Official use and Medical facilities reimbursement, house rent, servant allowance, leave travel concession). This is, however, entirely suggestive.

It is, clarified that each JSS is free to decide the quantum of emoluments to be paid to the Director and to the other members of the staff. The Government of India will bear expenses only up to the limit of the amount provided in its annual grant.

### **21.4 Selection of other Staff**

All positions other than the Director shall be filled by following the prescribed procedures as decided by the Board of Management and through a duly constituted selection committee.

### **21.5 Gratuity and Provident Fund**

The payment of Gratuity and Provident Fund for the employees

of Jan Shikshan Sansthan will be made out of the funds allocated under the "emoluments" head.

## **21.6 Vigilance and Grievances**

a. Each JSS shall constitute a three member committee consisting of the following to deal with the matters relating to the vigilance and grievances cases of the institute.

b. The committee will consist of the following:

- |  |   |          |
|--|---|----------|
| 1. Representative of the BOM   | - | Chairman |
| 2. Representative of the BOM   | - | Member   |
| 3. Representative of a reputed<br>voluntary Organisation or a<br>social activist | - | Member   |

***Note : One of the members should be a women***

c) The Committee should meet twice a year to examine the pending vigilance/grievance cases. The cases along with the recommendations/views of the committee should be placed before the BOM for a decision. The BOM at its level may take a decision or refer the matter to the GOI for guidance, if need be.

## **21.7 LOGO**

The Scheme of Jan Shikshan Sansthan has its own Logo symbolising the concept of the scheme. The Logo is at Annexure -II. It is mandatory and all JSSs are to adopt this Logo without any alteration.

## **22. Funds of the Board and Accounts**

The funds of the Board shall consist of the following:

- i) Grants made by or through the Government of India or the State Government
- ii) Grants, donations and contributions, fees and contributions from other sources; and
- iii) Income from investments.

23. The Bankers of the institution shall be any Nationalised Bank approved by the Board of Management. All funds of the Sansthan shall be paid into the institution's accounts and shall not be withdrawn except through cheques signed by the Director up to Rs.10,000/-. Payment of more than Rs.10,000 shall be countersigned by a member of the Board of Management who is to be nominated by the Board.

24. The Director shall prepare a budget of the Sansthan which as approved by the Board shall be submitted to the Government of India for approval.

25. Development fund of JSS is a fund generated by the Sansthan on account of the following:

- o Fees collected from the trainees.

- Donations.
- Consultancy fees for the programmes conducted by JSS on behalf of the other departments/agencies.
- Any income other than grant-in-aid received from Government of India.

25.1 A separate account shall be maintained for the income received under the Development Fund from different sources as mentioned above and it shall be subject to audit of the auditors and it shall be reflected in the audited statement of the accounts of the JSS.

25.2 The fee for different courses/activities shall be decided by the respective Board of Management in which the presence of the representative of the Government of India is mandatory.

25.3 The amount under the Development Fund shall be spent broadly on the following items:

- Programme and activities of JSS.
- Purchase of land, construction of office building for JSS, repair and renovation of JSS building.

Not more than 25% of the Fund generated in a year may be utilised towards the JSS staff welfare activities, which may include the retirement benefits etc.

25.4 The proposals for incurring expenditure from the Development Fund shall be placed in the meeting of the Board of Management in which the presence of the Government of India representative is necessary.

26. The accounts of the Sansthan, any expenditure incurred in connection with the institution, shall be audited annually in such manner as may be prescribed by the Government of India by a qualified auditor(s) appointed for the purpose by the Board. The auditor(s) shall have the right to demand production of books, accounts, connected vouchers and other documents and papers and to inspect offices of the institution. [The nature of the audit to be applied and the detailed arrangements to be made in regard to the form and their maintenance and presentation of the accounts shall be prescribed in bye-laws to be framed by the Board].

27. The Sansthan shall maintain proper accounts and other relevant records and prepare an Annual Statement of Accounts including the balance sheet in such form as may be prescribed by the Government of India. The audited statement of accounts should contain income and expenditure statement, receipts and payments, assets and liabilities, balance sheet and utilisation certificate.

28. Should it be proposed during the course of financial year to finance any approved Scheme which has not been included in estimates for that year, the sanction shall be obtained as to the method proposed for financing it, whether, that be by means of supplementary grants or by re-appropriation within the sanctioned estimates.

29. An Annual Report of the proceedings of the Board and the working of Sansthan during each financial year shall be submitted by it for information to the Government of India, Ministry of Human Resource Development, Department of School

Education and Literacy, Directorate of Adult Education, Government of India, and the State Directorate of Adult/Mass Education. Annual report and yearly accounts of the Sansthan shall be placed before the Board at the Annual Meeting. Copies of the Annual Report and yearly accounts as finally passed shall be supplied to the members of the Board and to the Government of India.

30. The approval of the Board shall be necessary to all schemes proposed to be financed from funds set apart by the Government of India from time to time.

31. The funds provided in the sanctioned estimates for each scheme shall be deemed to be at the disposal of the Director who shall have the powers to appropriate sums there from to meet expenditure on each such scheme upto the amount sanctioned and provided for it.

32. All contracts shall be executed on behalf of the Board by the Member-Secretary or an officer authorised by it and countersigned by the Chairman or a person authorised by him/her.

33. The Board shall provide a seal and also provide for its safe custody and the seal shall never be used except by the assurance or contract shall be discharged from the money at the disposal of the Board.

34. The Board shall provide a seal and also provide for its safe custody and the seal shall never be used except by the authority

of the Board previously given and the Member-Secretary of the Board shall sign every instrument to which the seal is affixed.

35. No act or proceedings of the Board or the Executive Committee shall be invalid on account of any deficiency or any defect in the Constitution of the Board or the Executive Committee, as the case may be.

36. The Board may sue or be sued in the name of the Chairman or the Member-Secretary.

37. The income and the assets of the JSS, however derived, shall be applied towards the promotion of the objects thereof, subject nevertheless, in respect of the expenditure of grants made by the Government of India, to such limitations as the Government may periodically.

38. The Government of India may appoint one or more persons to review the work and progress of the JSS and to hold enquiries into the affairs there of and report thereon, in such manner as the Government of India may stipulate and upon receipt of any such report, the Government of India may take such action and issue such directives as it may consider necessary in respect of any of the matters dealt within the report and the Board shall be bound to comply with the same.

39. i) The Government of India may give directives to the Board in respect of its broad policies and programmes.

ii) If at any time difficulty arises in the functioning of the Board, because of any lacuna in the Memorandum of Association, or in the rules, or the failure of any of their provisions to operate, the

Government of India shall have powers to give directives to resolve the difficulty and such directives shall be binding on the officers and authorities of the Board.

#### **40. Membership role and service of notice**

i) The Board shall keep a roll of its members and every member of the Board shall sign the roll and shall state therein his rank or occupation and address.

ii) If a member of the Board changes his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the roll of members but if he shall fail to notify his new address, the address which is already recorded in the roll of members shall be deemed to be his address.

iii) All notices shall be served upon the members of the Board either personally or through post to such member at the address mentioned in the roll of members.

iv) Any notice served by post shall be deemed to have been served on the day following two days of the date on which the letter/notice had been served.

#### **41. Winding up or dissolution of JSS**

If on the winding up or dissolution of the JSS, there shall remain, after settlement of all its debts and liabilities, any property, whatsoever, the same shall not be paid or distributed among the members of the Board or to any of them but shall be disposed of under rules and in such manner as the Government of India may determine.

**42. Alteration or expansion of the purpose of the Board**

The Board may alter, extend or abridge any purpose or purposes for which it is established, subject however, to such propositions being agreed to by the votes of three-fifth of the members of the Board at a meeting duly convened for the purpose and finally approved by the Government of India.

43. The said rules, save and except rules, 3,12,38,39 and 42 may be altered at any time with the prior approval of Government of India [Ministry of Human Resource Development] by a resolution passed by not less than half the total number of members of the Board at any meeting of the Board which shall have been duly convened for the purpose.

LOGO



The Logo incorporates the human figure and flower petals. The human figure represents holistic development of the individual and the society. The blooming flower represents the progress and success.

The Logo shall be used by the Jan Shikshan Sansthan in all their documents communications, papers and letter heads without any modification or distortion.

**REQUIRED**

**DIRECTOR**

JAN SHIKSHAN SANSTHAN .....

(Name of the place)

We are a leading voluntary agency located at \_\_\_\_\_ . We have an excellent track record of performance in the field of adult education.

We have been running the Jan Shikshan Sansthan for a number of years / have set up the Jan Shikshan Sansthan recently to provide Non-formal literacy linked vocational and skilled development training to the neo-literates, non-literates, the less educated and other under privileged training youths.

The Jan Shikshan Sansthan is also responsible for providing academic and technical resource support to Zilla Saksharata Samitis in taking up vocational and skill development programmes for neo-literates in both urban and rural areas and also for organising equivalency programmes through Open Learning system.

We are looking for a dynamic person to head the organisation as its DIRECTOR. The DIRECTOR would be the Member-Secretary of the Board of Management (BOM) and would be in charge of providing the organisation with leadership, direction and drive. He would also be fully

incharge of all day-to-day activities. The DIRECTOR is expected to have proven capabilities of motivating and leading a team of professionals. He should have good management skills and be a team-builder.

### **Qualification and Experience :**

#### **Essential :**

1. Second Class Master's Degree from a recognised University / Institution or equivalent.
2. Seven years experience in a supervisory capacity preferably, but not necessarily, in the field of education or Social Sciences
3. Working knowledge of the local language.

#### **Desirable:**

1. BBA or MBA - Diploma / Degree.
2. Experience in Administration or Management.
3. Experience in leading a team.
4. Experience in heading an organisation.
5. Experience in guiding / conducting of research or Evaluation.

#### **Age**

Minimum 40 years - Maximum 55 years as on the date of application

#### **Terms and Conditions**

The selected candidate will be paid by the Board of Management of the Jan Shikshan Sansthan a remuneration of Rs.25,000/- per month (Consolidated) in case of Category "A" JSSs and Rs.20,000/- in case of Category "B" and "C" JSSs. Facilities would also be provided by Board of Management for transport, provident fund, residential telephone and residential accommodation and such other facilities as it deems fit.

The appointment would initially be on a two year contract basis extendable by one more year by mutual agreement.

Interested persons may send in their application :

The Chairman (Address of the Jan Shikshan Sansthan).

The last date of receipt applications is one month after the date of appearance of the advertisement in the newspaper.

This position may also be filled up by persons on Promotion/Deputation. In such cases emoluments will be decided by the Board of Management but these will not be less than what is being currently drawn by the candidate in his parent department.

Eligible candidates will be short-listed and called for interview by the Board of Management. Outstation candidates called for interview will be reimbursed to and fro II AC Rail fare.

Persons employed in organisation would be required to have applications sent through proper channel. They would be required to furnish a "No Objection Certificate" from their employer at the time of interview.

POST SELECTION PROCEDURE FOR APPOINTMENT OF  
DIRECTOR

TO JAN SHIKSHAN SANSTHAN

Steps to be taken:-

1. Offer of appointment by the Chairman of the Board of Management of the Jan Shikshan Sansthan to the selected candidate stating the terms and conditions for the appointment as fixed by the Jan Shikshan Sansthan within the broad frame- work of guideline issued by NLM
2. Signing of contract between the Jan Shikshan Sansthan and the selected candidate after the candidate has given the letter of acceptance to the offer of appointment (the contract shall be for a period of two years initially which can be extended for a further period of one year by mutual agreement. Such extension must be ratified by the Executive Committee of the Jan Shikshan Sansthan. No contract can be extended beyond 3 years)
3. Appointment letter to be issued ;

(The appointment letter should be a speaking order giving all the terms and conditions stipulated in the letter of offer of appointment and also the date of appointment to the post and emoluments to be paid)

4. A set of all the above papers to be sent to NLM for record.

**TERMS AND CONDITIONS TO BE OFFERED TO SELECTED  
CANDIDATE FOR THE POST OF**

**DIRECTOR JAN SHIKSHAN SANSTHAN**

4. Shri/Smt./Kum.\_\_\_\_\_shall serve under the agreement for a period of two years with effect from \_\_\_\_\_(that is date of joining the post) to \_\_\_\_\_(that is the date on which this contract will expire)

The contract will be renewable for a period of one calendar year only by mutual agreement. Such extension of one year must be ratified by the Executive Committee of the Jan Shikshan Sansthan.

5. Shri/Smt./Kum.\_\_\_\_\_shall be the Principal Executive Officer of the Jan Shikshan Sansthan and serve the JSS as Director with powers and duties provided for in the rules and regulations of the Jan Shikshan Sansthan.
6. Shri/Smt.Kum\_\_\_\_\_ shall devote his/her whole time to the service of the JSS and shall be subject to the provisions of the rules and regulations of the Jan Shikshan Sansthan.
7. During the period of his/her service except in respect of any period of suspension and also of any period of leave without pay, Shri/Smt/Kum.\_\_\_\_\_ shall be entitled subject to the Indian Income-tax Act, to a consolidated amount of Rs.\_\_\_\_\_per month. During his/her service the appointee shall be governed by

the Contributory Provident Fund/Employees Provident Fund (EPF) Scheme of the Jan Shikshan Sansthan, if any.

6. The appointee shall be entitled to leave as admissible to the employees of the JSS.

7. The appointee shall be eligible for the following other privileges:

- (i)
- (ii)
- (iii)
- (iv)

8. The service of the appointee may, during the period of this contract, be terminated by the JSS at any time by three months notice in writing. Provided always that the JSS may in lieu of the notice herein provided give the appointee a sum equivalent to the amount of his consolidated pay for three months.

9. The appointee may terminate his/her own service by giving the JSS three months notice in writing.

x. In respect of any matter for which no provision has been made in this agreement, the appointee may be governed by rules and regulations of the Jan Shikshan Sansthan .

11. The appointee will sign a contract which will laid down the broad terms and conditions of his/her appointment. This contract will be for a period of two years renewable by mutual agreement only for a period not exceeding one calendar year, such extension

of one year must be ratified by a meeting of the BOM of the Jan Shikshan Sansthan.

**SUGGESTED MODEL FORMAT**

**CONTRACT OF SERVICE**

An AGREEMENT for service made this .....day of ..... thousand .....between .....(hereinafter called the appointee) of the one part and the .....(hereinafter called the JSS), of the other.

“WHEREAS The Board of Management of the \_\_\_\_\_JSS, has been pleased to approve engagement of Shri/Smt./Kum.\_\_\_\_\_ as the Director of (Name of the JSS) on contract terms for a period of\_\_\_\_\_years and Shri/Smt./Kum.\_\_\_\_\_ has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENT WITNESSES and the parties hereto respectively agree as follows:

- (1) The agreement of service shall be deemed to have been entered into subject at all times, to the conditions of this contract.
- (2) Shri/Smt./Kum.\_\_\_\_\_shall serve under the agreement for a period of\_\_\_\_\_years with effect from \_\_\_\_\_(that is date of joining the post) to\_\_\_\_\_ (that is the date on which this contract will expire).

- (3) Shri/Smt./Kum.\_\_\_\_\_shall be the Principal Executive Officer of the JSS and serve the JSS as Director with powers and duties provided for in the JSS guidelines as issued by the Government of India from time to time.
- (4) Shri/Smt.Kum\_\_\_\_\_ shall devote his/her whole time to the service of the JSS and will be subject to the provisions of the JSS guidelines as issued by the Government of India.
- (5) During the period of his/her service except in respect of any period of suspension and also of any period of leave without pay, Shri/Smt/Kum.\_\_\_\_\_ shall be entitled subject to the Indian Income-tax Act, to a consolidated amount of Rs.\_\_\_\_\_per month. During his/her service the appointee shall be governed by the Contributory Provident Fund/PPF Scheme of the JSS, if any.

The appointee shall be entitled to leave as admissible to the employees of the JSS.

The appointee shall be eligible for the following other privileges:

- (i)
- (ii)
- (iii)
- (iv)

The service of the appointee may, during the period of this contract, be terminated by the JSS at any time by three months notice in writing. Provided always that the JSS may in lieu of the notice herein provided give the appointee a sum of equivalent to the amount of his consolidated pay for three months.

- i) The appointee may terminate his/her service by giving to the JSS three months notice in writing.
- ii) In respect of any matter for which no provision has been made in this agreement, the appointee will be governed by the JSS Guidelines as issued by the Government of India.

IN WITNESS WHEREOF on the day and the year first above written, the Chairman of the Board of Management of JSS has hereinto set his/her hand and the appointee has hereinto said his/her hand.

Signed and delivered for

Chairman

By the Chairman of Board Of Management of JSS

Board of Management

In the presence of

Signature of Witness with Name and complete address

Signed and delivered by the Said appointee

(Signature of the appointee)

In the presence of

Signature of Witness with Name & complete address

**ANNEXURE V**

**APPLICATION FORM TO APPLY FOR ESTABLISHMENT**

**OF**

**JAN SHIKSHAN SANSTHAN (JSS)**

**(INSTITUTE OF PEOPLE'S EDUCATION (IPE))**

[The application must be submitted to the Under Secretary (AE), Department of School Education and Literacy, Ministry of Human Resource Development, Government of India, Shastri Bhawan, New Delhi-110001]

**A. INFORMATION ABOUT THE ORGANIZATION**

1. Name of the organization with complete postal address with pin code, telephone and fax no. if any.
2. Whether the organization is registered under Societies Registration Act? If yes, give Registration No. and date and attach photocopy of the certificate along with copy of the Memorandum of Association, Constitution, Rules and Regulations of the organization.

3. Management of the institution (enclose details with regard to the Chairman, Members, their occupation and complete address in the separate sheet).
4. What are the sources of income of the organisation? (Enclose copies of the audited statement of accounts for the last three years)
5. Employees of the organization. Enclose details - names of the persons, post held, qualification and emoluments in the separate sheet.
6. Brief history of the agency, its objectives and functions along with annual reports of last 3 years.
7. Whether the organization has any previous experience in adult education/ community development programmes? If yes, indicate the period, type, size and location of the programme organised and achievements.
8. If any grant from Government of India or the State Government has been received previously, mention the sanction order and date of grant indicating the purpose for which the grant was sanctioned.

#### B.INFORMATION ABOUT THE CITY/TOWN/ DISTRICT HEADQUARTERS

1.Attach the profile of the city containing information about:

i)Its historical background, location and topography, population growth, literacy rate among men and women, (SCs, STs, OBCs, Minority), socio-economic conditions of the deprived sections of the urban community, slum dwellers, migration trend, employment structure, educational structure, workers colonies, banking facilities, business and commercial organisations, major

and minor industries, agencies working in the field of adult education and social welfare, civic problems, employers/workers association/unions etc.

ii) Position of the literacy campaign/continuing education programme in the district. (The information may be collected from the Zilla Saksharata Samiti, if existing)

iii) List of organisations/industrial units/business and commercial enterprises/ workers' organisations/ employees' associations, educational institutions and other non-governmental agencies whose cooperation and coordination would be sought by the proposed JSS (IPE)

#### C. INFORMATION ABOUT THE PROPOSED JSS ((IPE)

i) Justification for setting up the JSS (IPE) in the city.

ii) Copy of the resolution of the organization to set up JSS (IPE)

iii) Memorandum of Association, Constitution, Rules and Regulations of the proposed JSS (IPE) as suggested.

## **Acceptance:**

- 1.To register the JSS (IPE) under the Societies Registration Act as per the Constitution, Memorandum of Association and Rules and Regulations suggested by the Government of India.
2. To open a separate bank accounts of the JSS with a nationalised bank.
3. To abide by the Rules and Regulations, terms and conditions issued by the Government of India from time to time.
4. List of proposed members of the Board of Management of JSS (IPE) as per the guidelines with their names, address and occupation.
5. Any other relevant information.

Signature of the Chairman

Signature of the  
Secretary

Name in Block letters

Name in Block letters

Stamp of the organisation

Stamp of the  
organization

Date:

Date:

Place:

Place:

## **LIST OF DOCUMENTS TO BE ATTACHED DULY SIGNED AND STAMPED**

1. Attested copy of the Registration Certificate of the organization.
2. Copy of the Constitution, Memorandum of Association, Rules and Regulations of the organization.
3. List of members of the existing Board of Management of the organization with particulars.
4. Brief history of the organization with its objectives and achievements.
5. Copies of Annual Reports of the organization for the last 3 years
6. Copies of the audited accounts, statements and assets of the organization for the last 3 years along with certified balance sheet for previous years.
7. List of the present employees of the organization as desired vide item No.A-6.
8. Note on the previous expenditure of the organization in the field of adult education, if any, as desired by item No.A-8.
9. Statement of grant, if any, received from the Government of India/State Government earlier as per item No.A-9.
10. Profile of the city as desired vide item No.B-1 of the application form.

11. List of organization/industrial units/economic enterprises/workers organisations/employers associations/institution/ government departments and their developmental schemes whose co-operation would be sought by the JSS (IPE) with the plan of their involvement in programme implementation.
12. Copy of the Memorandum of Association and Constitution of the proposed JSS (IPE) as per the guidelines issued by the Government of India
13. List along with brief bio-data of the proposed representatives serving various interests in the Board of Management of the proposed JSS (IPE).
14. Acceptance to abide by the terms and conditions, procedures etc. as required vide item No.C-4 (I,II and III) of the application form.
15. Additional papers/information, if any.

Signature of the Chairman      Signature of the Secretary

Name in Block letters      Name in Block letters

Stamp of the organization      Stamp of the organization

Date:

Date:

Place:

Place:



Ministry of Human Resource Development  
Department of Elementary Education and Literacy  
Government of India  
New Delhi- 110001