



JSS Mahavidyapeetha
JSS College of Arts, Commerce and Science
(Autonomous, NAAC 'A' Grade &
College with Potential for Excellence)
Ooty Road, Mysore 570025



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Statutory Declaration under Section 4 (1) (b)
of the RTI Act 2005

Particulars of the Organization, Functions and Duties

Sl. No.	Title	Details
1.	Name of the College	JSS College of Arts, Commerce and Science
2.	Address for Communication	Ooty Road, Mysore 570025 Karnataka
3.	Phone No.	0821-2548379 :: 0821-2548236 :: 0821-2548380
4.	Fax No.	0821-2548238
5.	Email	jssautonomous@gmail.com
6.	Website	www.jsscacs.edu.in
7.	Chief Executive	B V Sambashivaiah
8.	Mobile No.	+91-9686677240
9.	Email	sambashivaiahbv@gmail.com
10.	The Principal	M. Mahadevappa
11.	Mobile No.	+91-9480391164

12. Introduction

JSS College of Arts, Commerce and Science, Ooty Road, Mysore was started in the year 1964. It is an Autonomous College affiliated to University of Mysore and is accredited in the 3rd cycle by NAAC with "A" Grade. The college has been recognized by UGC as a college with Potential for Excellence. The college is situated on a sprawling campus of 7.08 acres of land with a spacious building and a women's hostel in a picturesque surrounding at the foot of Chamundi Hills. It has excellent infrastructure required for the pursuit of higher education for all the programs offered in the college to achieve academic excellence. Because of its multifaceted growth, the college has won appreciation from all corners. Apart from Bachelor degree programmes in Arts, Commerce and Science the Institution offers vocational and inter-disciplinary courses in Business Management, Electronics & Computer Science, certificates, diplomas and advanced diplomas also.

The college offers six undergraduate programmes with twenty one different combinations and fourteen Master's degree programmes, M.Voc (Food Processing and Engineering), M.Voc (Software Development) and also PG Diploma Programmes in Animation and Visual Effects, HRE, BTFS, Sharana Sahitya and HRM. Postgraduate Departments of Social Work, Biotechnology, Biochemistry, Chemistry, Commerce, English, Kannada, Mathematics and Physics have been recognized as Research Centers by the University of Mysore. Besides a number of Career Oriented Courses such as Animation and

Visual Effects, the college also offers courses on Computerized Accounting, Insurance Management & Tourism.

The college has introduced Advanced Diploma in (i) Animation and Multimedia (ii) Retail Management - under Community College Scheme and Bachelor of Vocation and Master of Vocation in (i) Software Development (ii) Food Processing and Engineering programme through KAUSHAL Kendra, all sponsored by UGC. The college has adopted CBCS pattern for both UG and PG programmes.

The College has a clearly defined organizational structure for the optimum and effective decision making and implementation. The College makes an inventory of the available human, intellectual, financial and infrastructural resources, and utilise the same judiciously to achieve the Vision and Mission as stated below for the development at large.

13. The Vision statement

To be known as an institution providing need-based, skill-integrated, cost- effective, quality and holistic education, transforming the students into globally competitive, employable and responsible citizens and to be recognized as a centre of excellence.

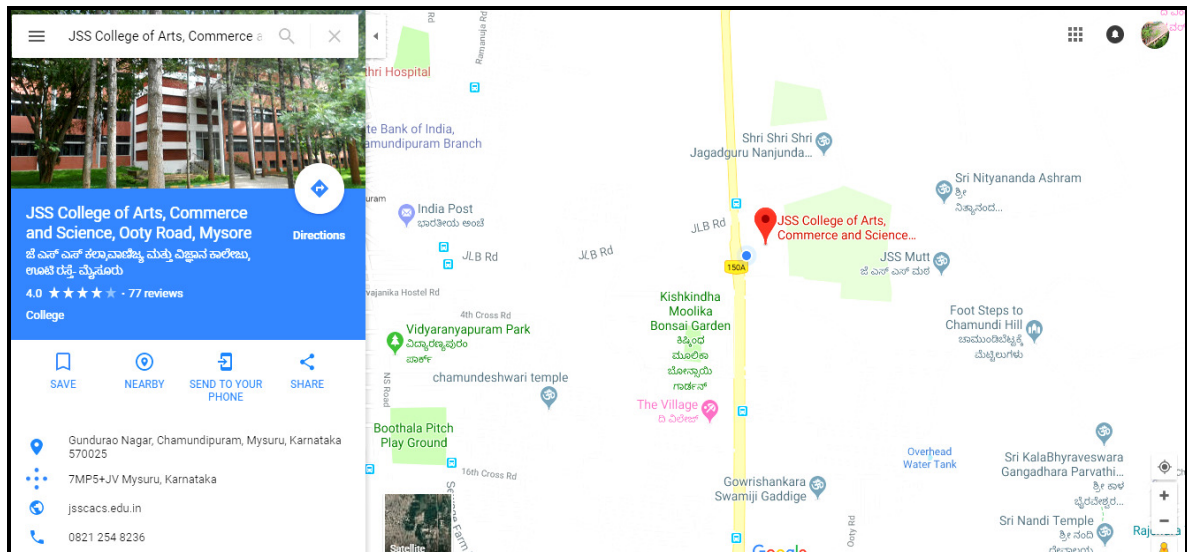
14. The Mission of the College

- ◆ To create and acquire relevant knowledge along with skills and global competencies and disseminate the same among students.
- ◆ To provide holistic education through relevant curricula, programs and pedagogic innovations focusing on employability and self-employment.
- ◆ To undertake research work contributing to the creation of knowledge, skills and its applications for sustainable development.
- ◆ To establish linkage and collaborations for the betterment of teaching, learning, research and extension activities.
- ◆ To provide good infrastructure, human resource and necessary support-services for the betterment of students' progress and welfare.
- ◆ To promote national integration, human rights, universal brotherhood and community development activities through inclusive practices.

15. Objectives of the College

- ◆ To serve the academic community for the upliftment of the academic activities of the college.
- ◆ To provide modern equipment for effective teaching, learning & research.
- ◆ Providing computerized information, by electronic storage, retrieval and dissemination.
- ◆ To cater the needs of the information to the users.
- ◆ To provide current and complete information regarding the today's trends.
- ◆ To prepare the users for competitive examinations.

16. Location of the College



17. Governance

The Vision, Mission and Objectives of the College reflect the nature of governance, perspective plans and participation of the teachers in these decision making bodies of the College. The governance of the institution is carried out with the support of following bodies constituted as per the UGC Autonomous norms:

- ◆ The Management
- ◆ Governing body
- ◆ Academic Council
- ◆ Planning Committee
- ◆ Finance Committee

The Management

The management, JSS Mahavidyapeetha (JSSMVP), Mysuru, is the life force of the administration and ensures imparting quality education to suit the emerging trends in all dimensions of growth. The participative decision making strategy of the Management helps to achieve the Vision, Mission and Objectives of the College.

Governing Body

The Governing Body is a liaison between Management and the College, which oversees and ensures all necessary infrastructural and other developmental activities. The Governing Body include Nominees from UGC, University of Mysore (Affiliating University), State Government (Collegiate Education), Academicians and Entrepreneurs along with senior faculty representatives. The Governing Body strives to steer for the implementation of the strategic plans adopted by the college.

Academic Council

The Academic Council with the Principal, as Chairperson, Experts nominated by Governing Body (Academician, Industrialist), University of Mysore (Affiliating University) nominees and senior teacher members along with all the Heads of the Departments discuss and approves the academic activities of the college such as course structure and policy matters recommended by the Board of Studies (BoS), Admission, Assessment and Evaluation, Research, Extension, Consultancy and Infrastructural developments of the College.

Planning and Monitoring Committee

The policies and practices of the college, academic and administrative; planning and implementation; reflect the effort of the institution towards a consistent growth for the development of society through education.

Finance Committee

The College with the Finance Committee constituted as per the guidelines of the UGC for autonomy prepares the annual budget and takes approval by the Governing body. The committee also oversees and monitors the funds from UGC, CPE grants, Autonomy grants and other funds from governmental and non-governmental organizations.

18. Working hours

- ◆ Office 9.45 am to 5:30 pm – Monday to Saturday
- ◆ Lunch – 1.30 pm to 2.30 pm
- ◆ Visiting hours for Public – 10:00 am to 5:00 pm on all working days
- ◆ Library – Week days : 8 am to 8 pm (Sunday: 10 am to 1 pm)

19. Powers and Duties of Officers and Employees

Sl. No.	Title of the Authority	Responsibilities
i.	Chief Executive	<ul style="list-style-type: none">◆ Keep a track with policies of regulatory authorities, finance management◆ Design action plan◆ Define Vision and strategies to achieve the vision◆ Aligning People◆ Communicate Direction by words/ deeds◆ Coalition /teams that accept vision◆ Preparing Master Budget and speeding the development◆ Effective maintenance of campus infrastructure◆ Monitor optimum utilization of campus resources◆ Monitor implementations of planned development◆ Support and coordination between College & Management◆ Monitoring policies and procedures and results◆ Extend guidance and better methods/ systems
ii.	Principal	<ul style="list-style-type: none">◆ Building and improving of the quality of education and research◆ Research fund generation from various funding agencies◆ Promoting team work and spirit◆ Staffing of teaching, technical and supporting staff◆ Budgetary optimization of income and expenditure◆ Admissions as per Rules & Regulations of Autonomous Guidelines, Parent University and GoK◆ Overall administration◆ To hold meetings of the Statutory Bodies of the Autonomous College as per norms

iii.	Head of the Department(s)	<ul style="list-style-type: none"> ◆ Actively assisting the Principal ◆ Monitoring academic profile of the Department ◆ Co-coordinating the teaching and learning of the subjects ◆ Ensuring timely and adequate provision of textbooks, materials, and equipment required ◆ Budgets for the requirements of the laboratories ◆ To look after repair/maintenance of equipment and instruments ◆ Conduct regular Departmental meetings to monitor developmental activities ◆ Motivate faculty to publish research articles and participate in conferences / workshops /symposium ◆ Applying for research projects grants
iv.	Controller of Examinations	<ul style="list-style-type: none"> ◆ Acquire and maintain an up-to-date knowledge of the examinations circulars issued by the Parent University ◆ Plan and display to staff, parents and students, the examinations schedule ◆ Smooth conduct of internal and external exams ◆ Assign duties related to invigilation ◆ To maintain documents related to functioning of exam ◆ To strictly follow rules/regulations of the examination ◆ Prompt correspondence and rapport with the stakeholders
v.	Training and Placement Officer	<ul style="list-style-type: none"> ◆ Conduct employability, entrepreneurship and soft skill programs ◆ Awareness camps and programs for personality development for students ◆ Counsel students for education/job opportunities ◆ Arrange campus interviews. ◆ Promote Industry-Institute Interaction for internships sponsored projects, placement etc.

vi.	Faculty	<ul style="list-style-type: none"> ◆ Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such as student counselling, setting and grading test papers, arranging and conducting tests, implementation of project for students, setting and evaluation. ◆ Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry ◆ Perform the duties and responsibilities assigned by Principal and Department Head ◆ Student's activities such as Mentor to literary, sports and student progression system ◆ Administration which may be Departmental and or College as member/convener of committees
vii.	Sports-in-Charge	<ul style="list-style-type: none"> ◆ Organize intra and inter college sports events for the students from time to time ◆ Procure and make available the sports material and equipments ◆ To promote good health, giving students a new way to make them fit and learn their lessons at the same time. ◆ Also inculcate the values and importance of team spirit ◆ Insist them to work as a part of team to make the student competitive
viii.	Alumni Association Committee	<ul style="list-style-type: none"> ◆ Constitution of committee and maintaining minutes of meeting ◆ Maintaining and updating alumni database ◆ Organizing Alumni Meet ◆ Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc

ix.	Anti-Ragging Committee	<ul style="list-style-type: none"> ◆ Ensure compliance with the provisions of AICTE Regulations and Maharashtra prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016. ◆ Enforcement of act and its amendments as published from time to time ◆ To prevent the events related to ragging in campus/ off campus / hostel / any other place in the premises. ◆ Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student/s accused of ragging and considering such other relevant information as may be required.
x.	Grievances-Redressal committee	<ul style="list-style-type: none"> ◆ To fix the complaint box for receiving complaints from employees at some conspicuous part of the College building and open the box periodically ◆ To entertain complaints made by staff members and resolve them amicably
xi.	Committees for reserved category and minority	<ul style="list-style-type: none"> ◆ To investigate and monitor all matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards. ◆ To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category ◆ To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development ◆ To declare the schemes provided by Government

xii	Librarian and Library staff	<ul style="list-style-type: none"> ◆ To prepare and maintain accession register ◆ Classification, digital indexing and rejuvenation of books and journal ◆ Maintain question papers and syllabus record ◆ To make new books ready for students / staff circulation ◆ Maintain record of student projects. ◆ Maintain newspaper clipping/ Maintain Computer related record in Register in E library section. ◆ Maintaining Library Documentation ◆ Providing access to external library database through e-resources and Plagiarism softwares
xiii	Administrative Office Staff	<ul style="list-style-type: none"> ◆ All program admissions and its administration ◆ All students' original documents and general register record maintenance ◆ Bonafide, leaving/ transfer certificate, fee structure and concession forms ◆ Online Student Data / Statistical information ◆ Eligibility, Pro-rata fees collection and submission ◆ Proceedings of Local Managing Committee, Governing Body and other statutory committees and maintenance of records ◆ Maintenance of leave record, service books and staff personal files ◆ Guidance for form filling/submission of reserved students for scholarship/fee reimbursement ◆ Keeping records and maintenance of property
xiv	Accounts Clerk	<ul style="list-style-type: none"> ◆ To draw salary through Pay-roll software & maintain the file of salary ◆ Preparation of P.F. ◆ Calculation of Form No.16. TDS & Professional Tax ◆ To file e-TDS/GST return quarterly ◆ To issue salary certificate to employees as per their requirement. ◆ To assess Principal for optimization budgetary allocation

		<ul style="list-style-type: none"> ◆ Maintenance of bank and cash books ◆ Preparation of computational balance sheet and get it audited
xv	Lab Assistants	<ul style="list-style-type: none"> ◆ To maintain breakage record of glassware ◆ To maintain chemical & glassware stock record ◆ Calibration /validation of instrument & equipment ◆ Issue/return of the glassware to the student for practical ◆ To perform cleaning work in laboratories ◆ Cleaning of the glassware, equipments and working platforms ◆ To help HOD and other faculty members ◆ To perform assigned duties as and when directed

20. Directory of Officers

Sl. No.	Title	Details
1.	B V Sambashivaiah Chief Executive	0821-2548379 +91-9686677240 sambashivaiahbv@gmail.com
2.	M. Mahadevappa Principal	0821-2548380 :: Fax: 0821-2548238 +91-9480391164 jssautonomous@gmail.com
3.	B S Mallesh Office Superintendent	0821-2548236 +91-9900745954 bsmjsscm@gmail.com
4.	Dr. B Prabhuswamy Controller of Examination	0821-2548396 +91-8861654566 prabhukatnavadi@gmail.com
5.	Dr. B K Kendaganna Swamy IQAC-Co-ordinator	+91-9900335780 bkkswamy1991@gmail.com
6.	S P Udayashankar Selection Grade Librarian	+91-9591247696 jsscacslibrary25@gmail.com
7.	P Vasumathi Training & Placement Officer	+91-9945391692 vasumathi77@gmail.com
8.	M Karthik Physical Education Director	+91-9538574311 karthikshaiva1992@gmail.com
9.	T V Latha Convenor-Grievance Redressal Committee	+91-9449492828 tvlatha64@gmail.com
10.	President Anti-Ragging Committee	0821-2548380 +91-9480391164 jssautonomous@gmail.com
11.	Chairman Committee for SC/ST	0821-2548380 +91-9480391164 jssautonomous@gmail.com
12.	Chairman Committee for OBC	0821-2548380 +91-9480391164 jssautonomous@gmail.com