

JSS Mahavidyapeetha
JSS POLYTECHNIC FOR THE DIFFERENTLY ABLED
(Formerly known as JSS Polytechnic for the Physically Handicapped)
(An Autonomous Institute Aided by the Govt. of Karnataka &
Approved by AICTE, New Delhi)
Mysore – 570 006

Committees formed :

I Governing Body :

01. H H Jagadguru Sri Shivarathri Deshikendra
Mahaswamigalavaru,
President, JSS Mahavidyapeetha,
Jagadguru Dr. Sri Shivarathri Rajendra Circle,
Mysore – 570 004. Chairman
02. Sri B N Betkerur, IAS (Rtd.),
Executive Secretary
JSS Mahavidyapeetha
Jagadguru Dr. Sri Shivarathri Rajendra Circle,
Mysore – 570 004. Member
Management Nominee
03. Prof. M H Dhananjaya
The Director (Technical)
JSS Mahavidyapeetha
JSS TI Campus
Mysore – 570 006 Member
Management Nominee
04. Dr.M V Ranganath
Programme Director (Retd.)
Indian Society for Technical Education
No.230, Brindavan Extension
Mysore – 570 020 Member
Management Nominee
05. Prof. M K Sridhar
Reader, Canara Bank School of Management Studies,
Bangalore University Central College Campus,
Dr. B R Ambedkhar Veedhi
Banagalore – 560 001. Member
Management Nominee
06. The Regional Officer,
AICTE, South Western Region
University City Campus, P K Block,
Palace Road,
Bangalore – 560 009. Member
(Ex-Officio)

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|-----|--|---------------------|
| 07. | Prof. B S Basavarajaiah,
Special Officer, SJCE, Mysore
Industrialist/Technologist
Educationalist from the region
Representative of SWRC of AICTE | Member |
| 08. | The Secretary,
Board of Technical Examinations,
Palace Road, Bangalore – 560 001.
- Nominee of the State Board of Technical
Education | Member (Ex-officio) |
| 09. | The Director,
Department of Technical Education,
Government of Karnataka, Palace Road,
Bangalore – 560 001.
- Nominee of the State Government | Member (Ex-officio) |
| 10. | Sri D Sudhanva,
Managing Director,
M/s Excel Soft Technologies Pvt. Ltd.,
1B, Hootagalli Industrial Area, Mysore
An Industrialist/Technologist/Educationist from the region
Representative of State Government. | Member |
| 11. | The Director,
Dept. of Welfare of Disabled & Senior Citizens,
Podium Block, Vishveswaraiah Tower,
Dr. B R Ambedkar Road,
Bangalore – 560 001. | Special Invitee |
| 12. | The Principal,
CPC (Govt.) Polytechnic,
Mysore – 570 007. | Special Invitee |
| 13. | Sri Mahesh Nagarajaiah,
Chief Executive Officer,
i-CAD Engineering Pvt. Ltd.,
No.338, KIADB Industrial Area,
Hebbal 2 nd Stage,
Mysore – 570 016. | Special Invitee |
| 14. | Sri Nanjundaswamy
Principal,
JSS Polytechnic for the Differently Abled,
Mysore – 570 006. | Member Secretary |

II Academic Board :

1. Principal, JSS Polytechnic for the Differently Abled, Mysore (Ex Officio Member) Sri Nanjundaswamy
Chairman & Convenor
2. Heads of the Departments
 - a) HOD of Commercial Practice Sri K Mahadevaswamy
 - b) HOD of Computer Science & Engg., Smt. C Nirupama
 - c) HOD of Architecture Sri H E Chandrashekar
 - d) HOD of Jewellery Design & Technology Sri E Sreedharkumar
 - e) HOD of Electronics & Communication Engg., Sri N Shivaprasad, I/c HOD
 - f) HOD of Computer Applications for the Visually Impaired Smt. B C Vaishali, I/c HOD
3. One representative of the faculty of the Institution to be nominated by the Governing Council (for two years) Smt. Sunanda,
Senior Grade Lecturer in CS,
JSS PDA, Mysore
4. One expert from Industry to be nominated by the Governing Council of the Institution Sri D Sudhanva,
Managing Director,
M/s EXCEL SOFT, Mysore
5. One expert from Industry to be nominated by the Institute of Engineers (India) Sri M S Vijayashankar,
Vijaya Constructions Pvt. Ltd.,
Chamaraja Double Road, Mysore.
6. One nominee of the ISTE Prof. M Basavaraju,
Chairman, ISTE,
Karnataka Section
7. One representative of the Alumni of the Institution to be nominated by the Principal (for two years) Sri Shivashankar S,
Lecturer,
Government Engineering College,
Chamarajanagar.
8. One representative of the State Board of Technical Examination to be nominated by the Board (for two years) Secretary / or his nominee,
Board of Technical Examinations,
Palace Road, Bangalore
9. One member from NITTTR, Chennai Director, NITTTR, Chennai
or his nominee
10. Joint Director (CDC) or his nominee Member
DTE, Bangalore

III Awards Committee :

1. Principal Sri Nanjundaswamy
Chairman & Convenor
2. Heads of the Departments
 - a) HOD of Commercial Practice Sri K Mahadevaswamy
 - b) HOD of Computer Science & Engg., Smt. C Nirupama
 - c) HOD of Architecture Sri H E Chandrashekar
 - d) HOD of Jewellery Design & Technology Sri E Sreedharkumar
 - e) HOD of Electronics & Communication Engg., Sri N Shivaprasad, I/c HOD
 - f) HOD of Computer Applications for the Visually Impaired Smt. B C Vaishali, I/c HOD
3. One representative of the faculty of the Institution to be nominated by the Principal (for two years) Smt. S Uma,
Slection Grade Lecturer in Architecture,
JSS PDA, Mysore
4. One representative to be nominated by the Governing Council (for two years) Prof. M H Dhananjaya,
Director (T),
JSS Mahavidyapeetha, Mysore.
5. Two representatives of the Board of Technical Examination to be nominated by the Chairman, Board of Technical Examinations (for two years) The Secretary, / or his nominee
Board of Technical Examinations,
Palace Road, Bangalore
6. DTE's Representative Joint Director of Technical Education
(Administration) or his nominee

IV Admission Committee :

1. Principal	President
2. Representative of Directorate of Technical Education	Member
3. Orthopaedic Surgeon	Member
4. Speech & Hearing Specialist	Member
5. Ophthalmologist	Member
6. Representative from Industry	Member
7. Psychologist	Member
8. Smt. C Nirupama, HOD of Computer Science & Engg.,	Member
9. Sri H E Chandrashekar, HOD of Architecture	Member
10. Sri K Mahadevaswamy, HOD of Commercial Practice	Member
11. Sri E Sreedharkumar, HOD of Jewellery Design & Technology	Member
12. Sri N Shivaprasad, I/c HOD of Electronics & Commn. Engg.,	Member
13. Kum. B C Vaishali, I/c HOD of Computer Applications for the Visually Impaired	Member
14. Sri N M Shivakumaraswamy, Hostel Warden	Member

V Alumni Association :

• President	:	Principal
• Vice President	:	Kum. Safiya K A
• Sri Shivashankar S	:	Secretary
• Sri Lokesh M L	:	Treasurer
• Kum. Bhanumathi D	:	Member
• Kum. Suchitra	:	Member
• Sri Kushal	:	Member
• Sri G P Sathish	:	Member
• Sri Veerabhadrapa	:	Member
• Sri Revanna	:	Member
• Sri Sandeep Kumar H R	:	Member
• Smt. Uma S	:	Staff Co-ordinator

ಜೆಎಸ್‌ಎಸ್ ಮಹಾವಿದ್ಯಾಪೀಠ
ಜೆಎಸ್‌ಎಸ್ ಅಂಗವಿಕಲರ ಪಾಲಿಟೆಕ್ನಿಕ್, ಮೈಸೂರು – 570 006
(ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಅನುದಾನಿತ ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆ ಮತ್ತು ಎಐಸಿಟಿಇ, ನವದೆಹಲಿ ಇವರಿಂದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)

ವಿವಿಧ ಅಧಿಕಾರಿ / ನೌಕರರ ಅಧಿಕಾರ ಹಾಗೂ ಕರ್ತವ್ಯಗಳು

ಆಡಳಿತ ಸಿಬ್ಬಂದಿ

1. ಸೇವಕ (ಡಿ ಸಮೂಹ) : ಕಛೇರಿ ಸ್ವಚ್ಛ ಹಾಗೂ ಅಂದವಾಗಿ ಇಟ್ಟುಕೊಳ್ಳುವುದು.
ಅಧಿಕಾರಿಗಳ ನಿರ್ದೇಶನದಂತೆ ಪತ್ರ / ಕಡತಗಳನ್ನು ಸಂಬಂಧಪಟ್ಟವರಿಗೆ ವಿತರಿಸುವುದು.
2. ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕರು : ಆಯಾ ವಿಭಾಗಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಕೆಲಸಗಳ ನಿರ್ವಹಣೆ
3. ಬೆರಳಚ್ಚುಗಾರರು : ಬೆರಳಚ್ಚು ಹಾಗೂ ಕಂಪ್ಯೂಟರ್ ಕೆಲಸಗಳ ನಿರ್ವಹಣೆ
4. ಪ್ರಥಮ ದರ್ಜೆ ಸಹಾಯಕರು : ಪತ್ರಗಳನ್ನು ಕಛೇರಿ ಕೈಪಿಡಿ ನಿಯಮಾವಳಿ ಮೇರೆಗೆ
ವಿಲೇವಾರಿ ಮಾಡಲು ಕಡತ ಮಂಡಿಸುವುದು.
5. ಪಿ.ಎ / ಸ್ಟೆನೋ : ಅಧಿಕಾರಿಗಳಿಗೆ ಬರುವ ಟಪಾಲು, ಕಡತ ಇತ್ಯಾದಿಗಳನ್ನು
ಸಂಬಂಧಪಟ್ಟ ಅಧಿಕಾರಿಗಳಿಗೆ ವಿತರಿಸುವುದು. ಬೆರಳಚ್ಚು ಹಾಗೂ
ಉತ್ತರೇಖನಗಳನ್ನು ಪಡೆದು ಅಧಿಕಾರಿಗಳಿಗೆ ಒಪ್ಪಿಸುವುದು.
6. ಅಧೀಕ್ಷಕರು : ವಹಿಸಿದ ವಿಭಾಗಗಳ ವಿಷಯ ನಿರ್ವಹಕರಿಂದ
ಬರುವ ಕಡತಗಳನ್ನು ಕಛೇರಿ ಕೈಪಿಡಿ ನಿಯಮಾವಳಿ ಹಾಗೂ ಸಂಬಂಧಪಟ್ಟ
ನಿಯಮಗಳನ್ವಯ ಪರಿಶೀಲಿಸಿ ಸೂಕ್ತ ಷರಾದೊಂದಿಗೆ ಹಿರಿಯ ಅಧಿಕಾರಿಗಳಿಗೆ
ಒಪ್ಪಿಸುವುದು.
7. ಉಪನ್ಯಾಸಕರು : ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವೇಳಾಪಟ್ಟಿಗಳಿಗನುಗುಣವಾಗಿ ಥಿಯರಿ/
ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳನ್ನು ನಡೆಸಿ, ಶೈಕ್ಷಣಿಕ ಮತ್ತು
ಶೈಕ್ಷಣಿಕ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಭಾಗವಹಿಸುವುದು.
ವಿದ್ಯಾರ್ಥಿಗಳೊಡನೆ ವಿದ್ಯಾಭ್ಯಾಸಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ನೇರ
ಸಂಪರ್ಕವಿಟ್ಟುಕೊಳ್ಳುವುದು.
8. ಹಿರಿಯ ಶ್ರೇಣಿ ಉಪನ್ಯಾಸಕರು : ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವೇಳಾಪಟ್ಟಿಗಳಿಗನುಗುಣವಾಗಿ ಥಿಯರಿ/
ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳನ್ನು ನಡೆಸಿ, ಶೈಕ್ಷಣಿಕ ಮತ್ತು
ಶೈಕ್ಷಣಿಕ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಭಾಗವಹಿಸುವುದು.
ವಿದ್ಯಾರ್ಥಿಗಳೊಡನೆ ವಿದ್ಯಾಭ್ಯಾಸಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ನೇರ
ಸಂಪರ್ಕವಿಟ್ಟುಕೊಳ್ಳುವುದು.
9. ಆಯ್ಕೆ ಶ್ರೇಣಿ ಉಪನ್ಯಾಸಕರು : ತರಗತಿಗಳು ಸುಲಲಿತವಾಗಿ ನಡೆಯುವಂತೆ ಅವರ ವಿಭಾಗದ ಎಲ್ಲಾ
ಥಿಯರಿ / ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳ ಜವಾಬ್ದಾರಿ ಹೊಂದಿರುತ್ತಾರೆ. ವಿಭಾಗದ
ಎಲ್ಲಾ ಲ್ಯಾಬೋರೇಟರಿ ಮತ್ತು ಕಾರ್ಯಾಗಾರಗಳ ಮೇಲುಸ್ತುವಾರಿ,

ವಿದ್ಯಾರ್ಥಿಗಳ ನೇರ ಸಂಪರ್ಕ ಮತ್ತು ಪರೀಕ್ಷೆ, ಕಾರ್ಯಾಗಾರಗಳ, ಸೆಮಿನಾರ್‌ಗಳ, ಆಂತರಿಕ ಮೌಲ್ಯಮಾಪನ ಇತ್ಯಾದಿಗಳನ್ನು ನಡೆಸುವುದು.

10. ಪ್ರಾಂಶುಪಾಲರು

: ಸಂಸ್ಥೆಯ ಮುಖ್ಯಾಧಿಕಾರಿ, ಸಂಸ್ಥೆಯ ಸಂಪೂರ್ಣ ಆಡಳಿತ ಉಸ್ತುವಾರಿ ಮತ್ತು ವಿವಿಧ ಹಂತಗಳಲ್ಲಿ ಜವಾಬ್ದಾರಿ ಆಡಳಿತಾತ್ಮಕ, ಶೈಕ್ಷಣಿಕ ಕಾರ್ಯಾಗಾರಗಳ ಮೇಲುಸ್ತುವಾರಿಗಳನ್ನು ನಿರ್ವಹಿಸುವುದಲ್ಲದೆ ನಿರ್ದೇಶಕರ ಮಾರ್ಗದರ್ಶನ / ಆದೇಶದಂತೆ ಕೆಲಸಗಳನ್ನು ನಿರ್ವಹಿಸುವುದು.

ಕಾರ್ಯಾಗಾರ ಸಿಬ್ಬಂದಿ

1. ಸಹಾಯಕರು (Helpers)

: ಯಾಂತ್ರಿಕರಿಗೆ ಸಹಾಯಕರಾಗಿ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗೆ ಉಪಕರಣ ಹಾಗೂ ಯಂತ್ರಗಳನ್ನು ಸಜ್ಜುಗೊಳಿಸುವುದು, ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಸಹಾಯ ಮಾಡುವುದು, ಕಾರ್ಯಾಗಾರ ಹಾಗೂ ಪ್ರಯೋಗಾಲಯಗಳನ್ನು ಸ್ವಚ್ಛ ಹಾಗೂ ಅಂದವಾಗಿಡುವುದು.

2. ಯಾಂತ್ರಿಕರು (Mechanics)

: ಯಂತ್ರ ಹಾಗೂ ಉಪಕರಣಗಳ ನಿರ್ವಹಣೆ, ಸಣ್ಣಪುಟ್ಟ ರಿಪೇರಿ ಹಾಗೂ ಉಪಕರಣಗಳ ನಿರ್ವಹಣೆ, ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳಲ್ಲಿ ಸಹಾಯ ಮಾಡುವುದು, ಶಿಕ್ಷಕರ ಮಾರ್ಗದರ್ಶನದಲ್ಲಿ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳನ್ನು ಮಾಡಿ ತೋರಿಸುವುದು.

3. ಸಹಾಯಕ ಬೋಧಕರು / ಬೋಧಕರು
(Assistant Instructor / Instructor)

: ಆಯಾ ವಿಭಾಗದ ಪ್ರಯೋಗಾಲಯ, ಕಾರ್ಯಾಗಾರದ 'ಪ್ರಭಾರೆ' ನಿರ್ವಹಿಸುವುದು ಹಾಗೂ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗೆ ಮಾರ್ಗದರ್ಶನ ನೀಡುವುದು, ನಕ್ಷೆ, ಚಿತ್ರ ಮಾದರಿ ಇತ್ಯಾದಿಗಳನ್ನು ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ತೋರಿಸುವುದು, ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳ ಮೇಲ್ವಿಚಾರಣೆ.

4. ಸಿಸ್ಟಂ ಅನಲಿಸ್ಟ್ / ಪ್ರೋಗ್ರಾಮರ್ / ಆಪರೇಟರ್

: ಎಲ್ಲಾ ಕಂಪ್ಯೂಟರ್ ಕೇಂದ್ರಗಳು ಹಾಗೂ ಕಂಪ್ಯೂಟರ್ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳು ಸುಗಮವಾಗಿ ನಡೆಸಲು ವ್ಯವಸ್ಥೆ ಮಾಡುವುದು

ಪಾಲಿಸಬೇಕಾದ ನಿಯಮ ಮತ್ತು ನಿರ್ಣಯ ತೆಗೆದುಕೊಳ್ಳುವ ಪ್ರಕ್ರಿಯೆ ಹಾಗೂ
ಉಸ್ತುವಾರಿ ಮತ್ತು ಜವಾಬ್ದಾರಿ

- ವಿಷಯ ನಿರ್ವಾಹಕರು : ಹೊಸ ಕಡತಗಳನ್ನು ಪ್ರಾರಂಭಿಸುವುದು
ಹಾಗೂ ವಿವಿಧ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಶೇಖರಿಸಿ ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ ಒಪ್ಪಿಸುವುದು.
- ಅಧೀಕ್ಷಕರು : ವಿಷಯ ನಿರ್ವಾಹಕರಿಂದ ಬಂದ ವಿವಿಧ
ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಸಂಬಂಧಪಟ್ಟ ಮಾಹಿತಿಯೊಂದಿಗೆ ಹಿರಿಯ
ಅಧಿಕಾರಿಗಳಿಗೆ ಒಪ್ಪಿಸುವುದು.

ಕೆಲಸ ನಿರ್ವಹಿಸಲು ನಿಗದಿಪಡಿಸಿದ ನೀತಿಗಳು

- ಸೇವಕ / ಗ್ರೂಪ್ ಡಿ : ವಹಿಸಿದ ಕೆಲಸವನ್ನು ಅಂದೇ ನಿರ್ವಹಿಸುವುದು
- ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕರು : ವಿಭಾಗಕ್ಕೆ ವಹಿಸಿದ ಕೆಲಸಗಳನ್ನು 5 ದಿವಸಗಳಲ್ಲಿ
ನಿರ್ವಹಿಸುವುದು
- ಪ್ರಥಮ ದರ್ಜೆ ಸಹಾಯಕರು : ವಹಿಸಿದ ಕೆಲಸಗಳನ್ನು 5 ದಿವಸಗಳಲ್ಲಿ
ನಿರ್ವಹಿಸುವುದು
- ಅಧೀಕ್ಷಕರು / ಪ್ರಾಂಶುಪಾಲರು : ಆದ್ಯತೆ ಹಾಗೂ ತುರ್ತು ಕಾರ್ಯ
ನಿರ್ವಹಿಸುವುದು

ಕಛೇರಿ ಕೆಲಸಕ್ಕಾಗಿ ಉಪಯೋಗಿಸಬೇಕಾದ ನಿಯಮ / ಕಟ್ಟಳೆ / ಸೂಚನೆ

- ಲಭ್ಯವಿರುವ ಕೈಪಿಡಿ ದಾಖಲೆಗಳು

1. ಕರ್ನಾಟಕ ಸರ್ಕಾರಿ ಸೇವಾ ನಿಯಮಾವಳಿ
2. ಸೇವಾ ನಿಯಮಾವಳಿ
3. ಕರ್ನಾಟಕ ಆರ್ಥಿಕ ಸಂಹಿತೆ
4. ವರ್ಗೀಕರಣ ನಿಯಂತ್ರಣ ಹಾಗೂ ಮೇಲ್ಮನವಿ ನಿಯಮಾವಳಿ
5. ವೃಂದ ಹಾಗೂ ನೇಮಕಾತಿ ನಿಯಮಾವಳಿಗಳು
6. ಸರ್ಕಾರಿ ಆದೇಶಗಳು ಹಾಗೂ ಸುತ್ತೋಲೆಗಳು
7. ಕರ್ನಾಟಕ ಶಿಕ್ಷಕ ಕಾಯ್ದೆ
8. ಖಾಸಗಿ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಗಳ 9 ಶಿಸ್ತು ಹಾಗೂ ನಿಯಂತ್ರಣ ನಿಯಮಗಳು
9. ಅನುದಾನ ಸಂಹಿತೆ

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Mysore – 570 006

General Telephone Numbers : 2548273 (PABX)
Principal : 2548315
Fax : 2548316

ADMINISTRATION			
<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Telephone No. Extn. / Mobile</i>
1.	Sri Nanjundaswamy	Principal	2548273 Extn: 5540 96866 77236
2.	Sri N Raju	First Division Assistant	2548273 Extn: 5542 98449 44077
3.	Sri H S Shivakumar	First Division Assistant	2548273 Extn: 5544 99162 23519
4.	Sri N Madappa	First Division Assistant	94810 69924
5.	Sri N Narendra	First Division Assistant	99458 78036
6.	Sri S P Ramegowda	Second Division Assistant	2548273 Extn: 5546 92427 92298
7.	Dr. Palaniswamy	Second Division Assistant	2548273 Extn: 5542 93428 18459
8.	Sri R Mahadevaswamy	Typist	94806 67772
9.	Smt. S Shashikala	Typist	96119 47088
10.	Sri S M Mahesha	Attender	94804 75895
11.	Sri K Shankar	Lib. Attender	94498 92621
12.	Sri M Mahadevaswamy	Group 'D' Employee	99012 59572
13.	Sri Siddalinga Shivayogi	--- " ---	98806 55184
14.	Sri Basavanna	--- " ---	96863 09664
15.	Sri K B Mallikarjunappa	--- " ---	99167 21131
16.	Sri G Nagarajappa	--- " ---	92410 32047
17.	Sri Bannari	--- " ---	-
18.	Sri K Shanmugam	--- " ---	99862 15457
19.	Sri K J Siddaraju	--- " ---	94488 72616
20.	Sri Bangari	--- " ---	-
21.	Sri K Nagaraju	--- " ---	-
22.	Sri Nijaguna	Driver	99012 41474
23.	Sri M Sridhar	Driver	94497 03055
24.	Sri K S Mallesha	Cook	99012 53936
25.	Sri S M Swamy	Cook	99453 68312
26.	Sri C S Nanjappa	Group 'D' Employee	99458 91034
27.	Sri B Veera	Group 'D' Employee	-
28.	Sri D Srinivasa	Group 'D' Employee	99726 61957

<i>Dept., of Computer Science & Engg.,</i>			
29.	Smt. C Nirupama	HOD / Sl. Gr. Lecturer	99860 11217
30.	Smt. Sunanda	Sr. Gr. Lecturer	98444 96133
31.	Sri S G Srikantaswamy	Sl. Gr. Lecturer	99008 98748
32.	Kum. K Leelavathi	Operator	98456 27228
33.	Smt. B V Manjula	Asst. Instructor	99640 29591
34.	Sri N K Veerannaradhya	Mechanic	91645 54884
35.	Sri B S Visvesvaraiiah	Mechanic	94498 86356
36.	Kum. M P Rathnamma	Mechanic	97313 66957
37.	Sri D Raju	Helper	99648 78971
38.	Sri C V T Murthy	Helper	90084 72002
39.	Sri A P Madappa	Helper	97400 01017
<i>Department of Architecture</i>			
40.	Sri H E Chandrashekar	HOD / Sl. Gr. Lecturer	98444 71702
41.	Smt. S Uma	Sl. Gr. Lecturer	94489 57991
42.	Sri Gurushanthappa R Nidavani	Lecturer in Art	94489 57905
43.	Sri D Jagadeesh	Sl. Gr. Lecturer	98444 77909
44.	Smt. B P Dakshayani	Studio Assistant	94485 88504
45.	Sri Mahesh Navalgund	Mechanic	94489 58008
46.	Sri M L Lokesh	Mechanic	98861 29617
47.	Sri S C Kumar	Helper	99454 15736
<i>Workshop</i>			
48.	Sri D S Mahadevaswamy	Instructor	90088 55701
49.	Sri C S Rajendraprasad	Mechanic	99868 87936
50.	Sri G Mallikarjunaswamy	Helper	93422 07717
<i>Department of Commercial Practice</i>			
51.	Sri K Mahadevaswamy	HOD / Sl. Gr. Lecturer	93421 88428
52.	Sri M B Raghu	Sl. Gr. Lecturer	94484 34270
53.	Smt. D V Nandini	Sl. Gr. Lecturer	94814 39275
54.	Sri R Sumatheendra	Lecturer in CP	94482 18114
55.	Smt. Murugamma	Lecturer in CP	91415 73584
56.	Sri Kempananjappa R	Mechanic	98809 61367
57.	Sri Nanjundaswamy R S	Mechanic	97405 36004
58.	Sri P Kumar	Helper	98446 44937
59.	Sri Rangaswamy D	Helper	96114 17956
60.	Sri K C Venkatesh	Helper	94486 01290
<i>General</i>			
61.	Sri B Elangovan	Sl. Gr. Lecturer (Maths)	99162 25104
62.	Sri N M Shivakumaraswamy	Sl. Gr. Lecturer (Science)	94488 26306
63.	Sri M Shivananjaswamy	Sr. Gr. Lecturer (Spl. Res.)	98448 20831
<i>Health Centre</i>			
64.	Dr. A M Mahesh	Medical Officer (P T)	9481 150303
65.	Sri M Guruprasad	Male Nurse	94489 40540
66.	Smt. H M Kathyayini	Female Nurse	91415 67196
67.	Sri R Ramesh	Medical Attendant	99458 55516
68.	Sri G K Krishnaiah	Medical Attendant	97400 51599

**DEPARTMENT OF TECHNICAL EDUCATION
AIDED POLYTECHNICS**

**4 (1) b(II) Powers and duties of officer / Officials / Employees
ADMINISTRATIVE STAFF, TEACHING & INSTRUCTIONAL STAFF**

Peon	To keep the Office neat and tidy. To deliver the files / Tappals to section as per the instructions of the officer.
Second Division Assistant / First Division Assistant	In charge of the work of maintaining diaries, movement and distribution of receipts / Registers files in the section as per the hand book of office procedure.
Typist	In charge of the typing, computer work at section
PA / Stenographer	In charge of receipt of Tappals / files by the officer concerned. Typing and stenography work entrusted by officer concerned.
Superintendent	In charge of the allotted sections, scrutiny of files submitted by the superintendent as per the handbook office procedure and related Govt. orders, supervise and control of the subordinates.
Lecturer	Carry out theory / practical work allotted to them as per time table, attend curricular & Extra curricular activities. Liason with students about the study matters.
Senior Grade Lecturer	Carry out of theory / Practical work allotted to them as per time table, attend curricular and extra curricular activities. Liason with students about the study matters.
Selection Grade Lecturer	In charge of particular department arrangement of classes (theory and Practical) smooth running of classes, supervision and control of Labs / workshops. Students liason and arrangement of test / Seminar workshop / internal assessment / Tests etc.,
Principal	Management of the administration of college, Head of Institution and organize the activities of the college, control, manage and supervise the activities in the college. Act according to the direction of DTE / Management.

INSTRUCTIONAL STAFF

1. Helper	Assistant to Mechanic, arrange the tools & equipments for practical purpose. Assist the students in practical work. To keep clean and tidy the lab / workshop.
2. Mechanic	Maintenance of Machinery and equipments. Minor repairs and maintenance of the equipments. Assist the students in practical work. Demonstrate the practical work as per the direction of instructors.
3. Asst. Instructor / Instructor	In charge of practical work of the lab / workshop, instructions for practical work, drawing, demonstration of models etc. supervise the practical work done by the students.
4. System Analyst / Programmer / Operator	Control of all the Computer labs, arrangement of smooth running the practical work, arrangement for providing raw materials supplies and tools for the practical work, control and supervise the workshop affairs of the branch. Assist the Head of Section for smooth running of theory and Practical work.

4(1) b(iii) The procedure followed in the decision making process including channels of supervision and accountability.

Case worker	Opening of a new file on receipt of a proposal or processing the receipt in the existing file.
Superintendent	Will scrutinize the proposal with all relevant facts and mark the file to registrar with a course of section to be adopted.

4(1) b(iv) Norms set for the discharge of Functions

	Second Division / First Division Assistant /Superintendent / Registrar/ Principal	To attend to the work on priority and immediate basis.
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4(1) b(v) the rules, regulations, instructions Manual records held by them or under their control or used by employees for discharging of functions.

1)	Karnataka Civil Service Rules
2)	Service Manual
3)	K F C
4)	CCA Rules
5)	C & R Rules
6)	Govt. Orders & Circulars
7)	K.T.C
8)	B.M
9)	M.C.E
10)	Karnataka Educational Act

4(1) b(vi) Statement of the Categories of Documents that are held by it or under its control

1. Register of Registers
2. Casual Leave Registers
3. Inward Register
4. Outward Register
5. Vacancy Register
6. Attendance Register
7. Stock Register of Purchases
8. Indent / Invoices
9. Cash Book
10. Day Book
11. Library Accession Register
12. Issue Register

4(1) b(vii) The particulars of any arrangement that exists for consultation

With, or representation by, the members of the public in relation to the formulation of its policy of administration thereof.

- NIL -

4(1) b(viii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted and It's part or for the purpose to it to advise, and as to whether meetings of these boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Committees	Headed by
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Statement of monthly remuneration for the month of May 2010

<i>Sl. No.</i>	<i>Designation</i>	<i>Name</i>	<i>Pay Scale Min - Max</i>	<i>Total Pay</i>
<i>Dept., of Computer Science & Engg.,</i>				
1.	HOD / Sl. Gr. Lecturer	Smt. C Nirupama	12000 - 18300	39,846.00
2.	Sr. Gr. Lecturer	Smt. Sunanda	10000 - 15200	30,195.00
3.	Sl. Gr. Lecturer	Sri S G Srikantaswamy	12000 - 18300	32,437.00
4.	Operator	Kum. K Leelavathi	8825 - 16000	19,400.00
5.	Asst. Instructor	Smt. B V Manjula	6800 – 13000	14,289.00
6.	Mechanic	Sri N K Veerannaradhya	6250 – 12000	7,942.00
7.	Mechanic	Sri B S Visvesvaraiyah	6250 – 12000	12,713.00
8.	Mechanic	Kum. M P Rathnamma	6250 – 12000	12,638.00
9.	Helper	Sri D Raju	5500 – 9500	10,787.00
10.	Helper	Sri C V T Murthy	5500 – 9500	10,837.00
11.	Helper	Sri A P Madappa	5200 – 8200	9,942.00
<i>Department of Architecture</i>				
12.	HOD / Sl. Gr. Lecturer	Sri H E Chandrashekar	12000 - 18300	38,787.00
13.	Sl. Gr. Lecturer	Smt. S Uma	12000 - 18300	32,437.00
14.	Lecturer in Art	Sri Gurushanthappa R Nidavani	11400 - 21600	23,908.00
15.	Sl. Gr. Lecturer.	Sri D Jagadeesh	12000 - 18300	33,570.00
16.	Studio Assistant	Smt. B P Dakshayani	9500 - 17250	19,883.00
17.	Mechanic	Sri Mahesh Navalgund	5800 - 10500	12,193.00
18.	Mechanic	Sri M L Lokesh	5800 - 10500	12,368.00
19.	Helper	Sri S C Kumar	5500 – 9500	10,787.00
<i>Workshop</i>				
20.	Instructor	Sri D S Mahadevaswamy	9500 - 17250	19,883.00
21.	Mechanic	Sri C S Rajendraprasad	6250 – 12000	12,638.00
22.	Helper	Sri G Mallikarjunaswamy	5200 – 9500	10,787.00
<i>Department of Commercial Practice</i>				
23.	HOD / Sl. Gr. Lecturer.	Sri K Mahadevaswamy	12000 - 18300	32,437.00
24.	Sl. Gr. Lecturer	Sri M B Raghu	12000 - 18300	32,437.00
25.	Sl. Gr. Lecturer	Smt. D V Nandini	12000 - 18300	32,512.00
26.	Lecturer in CP	Sri R Sumatheendra	11400 - 21600	21,574.00
27.	Lecturer in CP	Smt. Murugamma	8000 - 13500	30,635.00
28.	Mechanic	Sri Kempananjappa R	6250 – 12000	12,638.00
29.	Mechanic	Sri Nanjundaswamy R S	6250 – 12000	12,738.00
30.	Helper	Sri P Kumar	5500 – 9500	10,837.00
31.	Helper	Sri Rangaswamy D	5500 – 9500	10,787.00
32.	Helper	Sri K C Venkatesh	5200 – 8200	10,595.00

General				
33.	Sl. Gr. Lecturer (Maths)	Sri B Elangovan	12000 - 18300	32,437.00
34.	Sl. Gr. Lecturer (Science)	Sri N M Shivakumaraswamy	12000 - 18300	32,762.00
35.	Sr. Gr. Lecturer (Spl. Res.)	Sri M Shivananjaswamy	10000 - 15200	24,273.00
Health Centre				
36.	Medical Officer (P T)	Dr. A M Mahesh	Consolidated	5,500.00
37.	Male Nurse	Sri M Guruprasad	8825 - 16000	18,434.00
38.	Female Nurse	Smt. H M Kathyayini	8825 - 16000	18,559.00
39.	Medical Attendant	Sri R Ramesh	5200 - 8200	9,942.00
40.	Medical Attendant	Sri G K Krishnaiah	5200 - 8200	9,992.00
Administration				
41.	Principal	Sri Nanjundaswamy	12000 - 18300	39,636.00
42.	First Division Assistant	Sri N Raju	8000 - 14800	16,583.00
43.	First Division Assistant	Sri H S Shivakumar	8000 - 14800	16,583.00
44.	First Division Assistant	Sri N Madappa	8000 - 14800	16,683.00
45.	First Division Assistant	Sri N Narendra	8000 - 14800	16,808.00
46.	Second Division Assistant	Sri S P Ramegowda	6250 - 12000	12,638.00
47.	Second Division Assistant	Dr. Palaniswamy	6250 - 12000	12,638.00
48.	Typist	Sri R Mahadevaswamy	6250 - 12000	12,903.00
49.	Typist	Smt. S Shashikala	6250 - 12000	12,728.00
50.	Driver	Sri M Sridhar	6250 - 12000	12,728.00
51.	Driver	Sri Nijaguna	6250 - 12000	12,728.00
52.	Attender	Sri Mahesha S M	5500 - 9500	10,787.00
53.	Lib. Attender	Sri K Shankar	5500 - 9500	10,787.00
54.	Group 'D' Employee	Sri M Mahadevaswamy	5200 - 8200	10,218.00
55.	--- " ---	Sri Siddalinga Shivayogi	5200 - 8200	10,143.00
56.	--- " ---	Sri Basavanna	5200 - 8200	10,143.00
57.	--- " ---	Sri K B Mallikarjunappa	5200 - 8200	10,193.00
58.	--- " ---	Sri G Nagarajappa	5200 - 8200	10,143.00
59.	--- " ---	Sri Bannari	5200 - 8200	10,143.00
60.	--- " ---	Sri K Shanmugam	5200 - 8200	10,143.00
61.	--- " ---	Sri K J Siddaraju	5200 - 8200	10,143.00
62.	--- " ---	Sri Bangari	5200 - 8200	10,143.00
63.	--- " ---	Sri K Nagaraju	5200 - 8200	10,143.00
Hostel				
64.	Cook	Sri K S Mallesha	5200 - 8200	10,143.00
65.	Cook	Sri S M Swamy	5200 - 8200	10,143.00
66.	Group 'D' Employee	Sri C S Nanjappa	5200 - 8200	10,143.00
67.	Group 'D' Employee	Sri B Veera	5200 - 8200	10,143.00
68.	Group 'D' Employee	Sri D Srinivasa	5200 - 8200	10,143.00

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Mysore – 570 006

LIBRARY AND INFORMATION CENTRE

1. No. of Books	:	8323
2. No. of Journals	:	11
3. SC / ST Book Bank Scheme	:	1920
4. Working Hours	:	10.00 AM To 5.30 PM

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Coursewise admission details to First, Third & Fifth Semesters for the year 2009-10

<i>Sl. No.</i>	<i>Course</i>	<i>I Sem</i>	<i>III Sem</i>	<i>V Sem</i>	<i>Total</i>
1.	Computer Science & Engg.,	56	42	40	138
2.	Architecture	28	16	22	66
3.	Commercial Practice	02	05	07	14
4.	Jewellery Design & Technology	03	05	01	09
5.	Electronics & Communication Engg.,	34	20	29	83
6.	Computer Applications for the Visually Impaired	07	05	12	24
<i>Total (1)</i>		<i>130</i>	<i>93</i>	<i>111</i>	<i>334</i>

1.	Jewellery Design & Technology (JSS MVP Scheme)	14	07	23	44
<i>Total (2)</i>		<i>14</i>	<i>07</i>	<i>23</i>	<i>44</i>
<i>Total (1 + 2)</i>		<i>144</i>	<i>100</i>	<i>135</i>	<i>378</i>

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2008-09
Semester wise November / December 2008 & May / June 2009 Examination Results

Sl. No.	Name of the Course	Intake	No. of Candidates Actually Admitted			No. of Candidates Appeared for Examn.			No. of Candidates Actually Passed			% of Passes		
			I Yr	II Yr	III Yr	I/II	III/IV	V/VI	I/II	III/IV	V/VI	I/II	III/IV	V/VI
01	Computer Science	60	56	42	40	60 59	34 34	46 46	20 16	11 12	32 32	33.33 27.11	32.35 35.29	69.56 69.56
02	Architecture	30	28	16	22	29 29	15 16	19 19	05 05	14 12	09 15	17.24 17.24	93.33 75.00	47.36 78.94
03	Commercial Practice	30	02	05	07	06 06	07 07	09 09	01 01	05 03	06 09	16.66 16.66	71.42 42.85	66.66 100.00
04	Jewellery Design & Technology	30	03	05	01	14 14	01 01	03 03	02 01	01 01	02 02	14.28 01.00	100.00 100.00	66.66 66.66
05	Electronics & Communication	40	34	20	29	36 35	31 31	29 29	07 14	15 11	19 15	19.44 40.00	48.38 35.48	65.51 51.72
06	Computer Application for the Visually Impaired	30	07	05	12	05 05	14 14	11 11	05 03	10 06	10 10	100.0 60.00	71.42 42.85	90.90 90.90

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4(1)(b)(xii) & (xiii) – SCHOLARSHIPS AWARDED DURING 2009-10

<i>Sl. No.</i>	<i>Nature of Scholarship</i>	<i>No. of Beneficiaries</i>	<i>Total Amount (Rs.)</i>
1.	Department of Women & Child Development, Government of Karnataka, Mysore	88	2,20,000-00
2.	Lion M N Jaiprakash, Lions Service Foundation, Mysore through DLSF	180	3,80,000-00
3.	Ministry of Social Justice & Empowerment, Government of India, New Delhi (2006-07 & 2007-08 amount received during 2009-10)	06	72,860-00
Total			6,72,860-00