Chapter — 2

JAN SHIKSHAN SANSTHAN IN INDIA, ANDHRA PRADESH, ANANTAPUR DISTRICT
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 districts. It is regarded that basic literacy can be meaningful for an individual only when he is able to use it in his/her day to day life and only when it enables him/her to earn his/her livelihood. Jan Shikshan Sansthan, run by non-governmental organizations are important institutions which give training in different vocational skills to neo-literates. According to the present guidelines, issued by Ministry of Rural Development 25 per cent of the target group of Jan Shikshan Sansthan 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 sections of the society, such as Scheduled Castes, Scheduled Tribes, Women etc. It has also been decided that these Jan Shikshan Sansthan will operate not only in the urban areas but also in the rural areas of the district. The scheme of
JSS has been designed in such a manner as to keep it free from the outside interference (governmental or non-governmental organisations) 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 single purpose and objective. It is sure that the present guidelines will go a long way in giving the character of an independent literacy and polyvalent institution to the Jan Shikshan Sansthans 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.

Jan Shikshan Sansthans are non-formal vocational educational institutions for adults by liking literacy with training. Jan Shikshan Sansthans 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 Jan Shikshan Sansthans 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 Jan Shikshan Sansthans now has the entire district as its area of operation and they are expected to work as district level resource support agencies in organizing vocational training programmes for neo
literates. Jan Shikshan Sansthans in some places are also running Continuing Education Centres and Nodal Continuing Education Centres. Jan Shikshan Sansthans are registered societies set up as Non-Governmental Organizations and the affairs of the Jan Shikshan Sansthan are looked after by a Board of Management (BOM). The Government of India is keen that funds which are provided to these Jan Shikshan Sansthans 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.

**Concept of Jan Shikshan Sansthan**

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 Zilla Saksharata Samitis at district level in both urban and rural areas.

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
The Polyvalent approach takes into account the learning needs, convenience of place and time for learners and instructors variety in

- contents
- duration
- methods
- instructional arrangements
- The methodology includes
- theory,
- practicals; and
- field work experience.

Objectives

The objectives of JSS were redefined in the context of the literacy movement which was graduating rapidly into Post-Literacy (PL) and Continuing Education (CE) phases, with vocational and life skill upgradation as a part of their agenda. The enhanced role of the JSS include the following.

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

- 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;
To serve as nodal continuing education centres and to coordinate, supervise and monitor 10-15 continuing education centres/nodal centres;

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;

To organise equivalency programmes through Open Learning Systems.

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;

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

Functions of JSS

The Jan Shikshan Sansthas offer a large number (371) of vocational training programmes from candle making to computer courses. In the year 2009-10, 17.53 lakh beneficiaries have been covered under various vocational training programmes. The performance of Jan Shikshan Sansthas is evaluated every three years by reputed evaluating agencies empanelled with National Literacy Mission Authority (NLMA). So far, 116 Jan Shikshan Sansthas have
been evaluated. The Jan Shikshan Sansths utility cross the country has to fulfill the following functions.

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

❖ Identify and procure the list of neo-literates from Zilla Saksharata Samitis and ensure that at least 25 per cent of the clientele groups of Jan Shikshan Sansthan are neo-literates.

❖ Organize training programmes for key resource persons and master trainers in vocational courses and for neo-literates.

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

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

❖ Cooperate with educational, cultural and other social organizations involved in organizing programmes and activities to meet educational, vocational, social, cultural and welfare needs of target groups.

❖ Act as a coordinator, facilitator and catalytic agent by developing a system of net-working in collaboration with other educational and technical institutions, development line departments, welfare agencies, employers and workers organizations, voluntary agencies, economic enterprises etc.,
Undertake training and orientation of resource persons/instructors involving in planning and implementation of various programmes.

Organize equivalency programmes through Open Learning Systems.

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

Organize 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.

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

Provide follow-up services to beneficiaries of the JSS.

Target Group

Under JSS vocational programmes priority should be given to adult neo-literates/semi-literates, Scheduled Cast and Scheduled Tribes, Unemployed and other like oppressed women/girls, migrants, slum/pavement dwellers and working children and child labour who are drawn from their work places.
Organization and Management

Jan Shikshan Sansthans will function as registered voluntary organizations under the aegis of Voluntary agencies of repute or Universities as parent organisations. Jan Shikshan Sansthan will be sanctioned to universities only where an appropriate voluntary agency is not able to be located. The JSS sanctioned to University will, therefore, function only till such time as a suitable voluntary organization is located. Jan Shikshan Sansthans already functioning under the aegis of Universities must be brought under the aegis of registered voluntary agencies in a phased manner soon after a registered voluntary agency is located.

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. An Executive Committee (EC) and a Staff Selection Committee (SSC) shall assist the Board of Management. Each Jan Shikshan Sansthan shall have a nucleus of professional staff to plan, co-ordinate and conduct the programmes. Services of local qualified and experienced instructors/resource persons/experts to impart different skills shall be hired on part-time/fixed honorarium basis.

Registration

Each Jan Shikshan Sansthan should be registered independently under the Societies Registration Act of 1860 and revised act of 2001 as per the prescribed Memorandum of Association and Bye-laws provided
by the Government of India. The state-wise list of Jan Shikshan Sansthas established so far is given in table 2.1.

Table-2.1
State Wise Jan Shikshan Sansthas as on March 2009

<table>
<thead>
<tr>
<th>S. No.</th>
<th>STATE/UT</th>
<th>Number of Jan Shikshan Sansthas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANDHRA PRADESH</td>
<td>17</td>
</tr>
<tr>
<td>2</td>
<td>ARUNACHAL PRADESH</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>ASSAM</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>BIHAR</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>CHHATTISGARH</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>DELHI</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>GOA</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>GUJARAT</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>HARYANA</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>JAMMU &amp; KASHMIR</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>JHARKHAND</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>KARNATAKA</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>KERALA</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>MADHYA PRADESH</td>
<td>27</td>
</tr>
<tr>
<td>15</td>
<td>MAHARASHTRA</td>
<td>18</td>
</tr>
<tr>
<td>16</td>
<td>MANIPUR</td>
<td>3</td>
</tr>
<tr>
<td>17</td>
<td>MIZORAM</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>NAGALAND</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>ORISSA</td>
<td>15</td>
</tr>
<tr>
<td>20</td>
<td>PUNJAB</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>RAJASTHAN</td>
<td>6</td>
</tr>
<tr>
<td>22</td>
<td>TAMILNADU</td>
<td>10</td>
</tr>
<tr>
<td>23</td>
<td>TRIPURA</td>
<td>1</td>
</tr>
<tr>
<td>24</td>
<td>UTTARAKHAND</td>
<td>6</td>
</tr>
<tr>
<td>25</td>
<td>UTTAR PRADESH</td>
<td>47</td>
</tr>
<tr>
<td>26</td>
<td>WEST BENGAL</td>
<td>9</td>
</tr>
<tr>
<td>27</td>
<td>CHANDIGARH</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>226</strong></td>
</tr>
</tbody>
</table>

Programme Planning and Implementation

The Jan Shikshan Sansthan shall organize programmes keeping in view the objectives and target group in the city/town/district in which it is located. The activities may include:

- Organizing literacy and adult education programme.
- Coordinate and oversee groups of Nodal Continuing Education Centres/Continuing Education Centres.
- Acting as resource centres for vocational education in post literacy and continuing education programmes.
- Organize equivalency programmes through open learning systems.
- Integrate programmes of general education-cum-skill training designed for the needs of the special homogeneous groups.
- Organize programmes to improve vocational/occupational skills for vertical/horizontal mobility.
- Conduct family life, population and development education.
- Create awareness on issues such as health, hygiene, environment, sanitation, pollution, women's empowerment, child care, communal harmony and national integration.
- Organize cultural/recreational programmes including film shows, meetings, sports and games, excursions and tours.
- Provide facilities for library and reading room services.
The steps required to be followed for organizing programmes is as follows:

- Obtain and regularly update the list of neo-literates available in the office of the Secretary, Zilla Saksharta Samiti.
- Obtain list of Continuing Education/Post Literacy Centres running in the town/city and neighbouring 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.
- The jurisdiction of a Jan Shikshan Sansthan will not be restricted to the city/town but shall extend to the whole of the district in which it is situated
- Allot adopted areas to the programme staff of Jan Shikshan Sansthan 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 etc.)

- With the help of resource persons, curriculum for each of the vocational courses may be developed and finalized. Curriculum content to include not only technical/vocational contents but also general awareness (more related to the courses and the clientele) which is otherwise called polyvalent aspects.

- At the end of each course, the beneficiaries may be administered a simple test to gage the level of performance of the trained candidates and course completion certificate may be issued and grades may be awarded. (do not issue either Degree or Diploma certificate).

- In collaboration with other agencies for organizing programmes (both physical and financial) shall enhance the percentage of coverage of the beneficiaries. However, in the name of collaboration, the Jan Shikshan Sansthan should not surrender the basic objectives of the institution.

Subject to the approval of the Government of India, Jan Shikshan Sansthan can charge course fees from the beneficiaries. However, care shall be taken by the individual organizations not to commercialize the programmes. The amount collected shall be deposited in a separate account and shall be recycled for organizing more programmes so that more number of persons 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 utilized for meeting the expenses on emoluments of the staff as well as for office expenses. The amount should not be diverted to the parent organization or to any other project(s) of the parent organization.

**Staffing and Finance**

Jan Shikshan Sansthan is a scheme of assistance to voluntary agencies for enabling them to run a programme with the aims and objectives (provided at page 6 of the guidelines). In order to fulfill the objectives of the institution and to organize programmes for the identified clientele groups, each Jan Shikshan Sansthan should have qualified and experienced staff for the planning and organization 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/CEO who will be the administrative head of the organization. He should be assisted by suitable selected personnel who would ensure:

- Smooth administration;
- Regular planning and monitoring;
- Regular and accurate maintenance of accounts;
- Systematic conduct of programmes; and
- 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. As far as possible, the support services should be managed by hiring suitable service agencies so that the work of a manual nature is not entrusted to employees.

The members of the staff of Jan Shikshan Sansthan 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 as per the approved financial pattern. This too, it is providing strictly on a temporary basis and is at liberty to withdraw such assistance without assigning any reason or issuing any notice.

The members of the staff of Jan Shikshan Sansthan shall be engaged on contract basis with consolidated emoluments, as may be fixed 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. 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.

The resources (human, physical and financial) of the Jan Shikshan Sansthan shall be utilized for the purpose of Jan Shikshan Sansthan programmes only. Utilization of services of the members of staff of Jan Shikshan Sansthan by the parent organization, use of Jan Shikshan Sansthan vehicle for other purposes and other transgressions shall be treated a serious violation of these guidelines. 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.

The Annual Appraisal Report for the positions in Jan Shikshan Sansthsans 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. (The Annual Appraisal report format will be provided by the Adult Education Bureau to all the Jan Shikshan Sansthsans)

Financial Pattern of Jan Shikshan Sansthan

The Government of India provides annual lump sum grant to these institutes in a set pattern. The funds provided by the government are to be spent under different heads, the ceiling for which has also
been prescribed in the guidelines prepared by the Government. There is no interference of the Government in the affairs of the Samsthans except monitoring their performance and also ascertaining before releasing further grants whether the funds are being utilized as per the guidelines issued by it. The Government of India representative in the Board of Management of the Institute facilitates in taking appropriate decisions and guides the institution in organizing various programmes and activities.

Funding Pattern

The Jan Shikshan Sansthans are classified into three categories depending on the nature of the city/town and the quantum of work carried out by the institution.

On the basis of area and extent of operation JSS are classified into three categories.

Category A

The Jan Shikshan Sansthan is located in Bangalore, Chennai, Delhi, Hyderabad, Kolkata and Mumbai (Worli) are belonging to A category.

Category B

Ajmer, Aurangabad (M.S), Chandigarh, Coimbatore, Cuttack, Faridabad, Guntur, Indore, Jammu, Jamshedpur, Jaipur, Jodhpur, Kanpur, Kota, Lucknow, Madurai, Mysore, Nagpur, Narendrapur, Pune,
Ranga Reddy, Rourkela, Surat, Tiruchirapalli Thiruvananthapuram, Vadodara, Vijayawada & Vishakhapatnam are belonging to category B.

**Category C**

All other remaining Jan Shikshan Sansthans come under Category C.

The funding pattern for different categories of Jan Shikshan Sansthan is as under as per pre revised financial assistance.

<table>
<thead>
<tr>
<th>Category</th>
<th>Recurring</th>
<th>Non- Recurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category-A</td>
<td>Rs. 35 lakh</td>
<td>Category-A</td>
</tr>
<tr>
<td>Category-B</td>
<td>Rs. 30 lakh</td>
<td>Category-B</td>
</tr>
<tr>
<td>Category-C</td>
<td>Rs. 25 lakh</td>
<td>Category-C</td>
</tr>
</tbody>
</table>

Revised financial assistance for recurring and non-recurring expenditure for the three categories of Jan Shikshan Sansthan is given in the tables 2.2, 2.3 and 2.4.
### Table -2.2
Recurring Expenditure of Jan Shikshan Sansthans

<table>
<thead>
<tr>
<th>S.No</th>
<th>Items</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Emoluments*</td>
<td>16.00</td>
<td>15.00</td>
<td>13.00</td>
</tr>
<tr>
<td>2.</td>
<td>Honorarium</td>
<td>8.00</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>3.</td>
<td>Office Expenditure</td>
<td>5.00</td>
<td>5.00</td>
<td>4.00</td>
</tr>
<tr>
<td>4.</td>
<td>Teaching Learning material</td>
<td>6.00</td>
<td>5.00</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>35.00</td>
<td>30.00</td>
<td>25.00</td>
</tr>
</tbody>
</table>

*Includes EPF and gratuity
**Subject to actual expenditure - 100% assistance

Source: Department of Adult Education, Ministry of Human resource Development Govt. of India, New Delhi.

### Table-2.3
Non-recurring expenditure for Category - A

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Amount in Lakhs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vehicle (Category A to have additional vehicle),</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Computer with printers</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Audio visual equipment</td>
<td>0.75</td>
</tr>
<tr>
<td>4.</td>
<td>Photocopier,</td>
<td>2.50</td>
</tr>
<tr>
<td>5.</td>
<td>Fax Machine</td>
<td>1.25</td>
</tr>
<tr>
<td>6.</td>
<td>Course related material/equipment,</td>
<td>1.25</td>
</tr>
<tr>
<td>7.</td>
<td>Misc. expenses</td>
<td>0.25</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Source: Directorate of adult Education, Ministry of HRD, Govt. of India, New Delhi.

In addition, JSSs will be entitled to one time building grant of Rs.20 lakh the provision for which has been indicated in Para 1.5.12.
### Table-2.4
Non-recurring expenditure for Categories B & C

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Amount in Lakhs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vehicle(one additional vehicle for Category B and replacement of Old vehicle for Category C If required)*</td>
<td>4.00</td>
</tr>
<tr>
<td>2.</td>
<td>Computer with printer**</td>
<td>0.75</td>
</tr>
<tr>
<td>3.</td>
<td>Audio visual equipment**</td>
<td>0.35</td>
</tr>
<tr>
<td>4.</td>
<td>Photocopier**</td>
<td>1.50</td>
</tr>
<tr>
<td>5.</td>
<td>Fax Machine**</td>
<td>0.25</td>
</tr>
<tr>
<td>6.</td>
<td>Course related material / equipment,</td>
<td>3.15</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>10.00</strong></td>
</tr>
</tbody>
</table>

Source: Directorate of adult Education, Ministry of HRD, Govt. of India, New Delhi.

*Funds for purchase of vehicle would be released up to a maximum of Rs.4.00 lakhs or actual cost of vehicle which ever is less to those Jan Shikshan Sansthas who do not have a vehicle.

**If a Jan Shikshan Sansthan is sanctioned to an organization which also has State Resource Centre (SRC), equipments such as Computer, Fax and Audio Visual Equipments may be shared as far as possible between the Jan Shikshan Sansthas and SRC. In such cases fresh grant for these equipments may not be necessary.

### Table-2.5
Non-recurring expenditure for new Institutes during the IX Plan

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Amount in Lakhs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vehicle</td>
<td>4.00</td>
</tr>
<tr>
<td>2.</td>
<td>Computer with printer</td>
<td>0.75</td>
</tr>
<tr>
<td>3.</td>
<td>Audio visual equipment</td>
<td>0.35</td>
</tr>
<tr>
<td>4.</td>
<td>Photocopier</td>
<td>1.50</td>
</tr>
<tr>
<td>5.</td>
<td>Fax Machine</td>
<td>0.25</td>
</tr>
<tr>
<td>6.</td>
<td>Course related material</td>
<td>3.15</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>10.00</strong></td>
</tr>
</tbody>
</table>

Source: Directorate of adult Education, Ministry of HRD, Govt. of India, New Delhi
In addition, Jan Shikshan Sansthans will be entitled to one time building grant of Rs.20 lakh the provision for which has been indicated in Para 1.5.12 of Jan Shikshan Sansthan guidelines issued by Ministry of HRD, Govt. of India, New Delhi.

**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 either by Public Works Department or by a registered architect.

**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 are 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.

**Settlement of Accounts**

The Jan Shikshan Sansthan will continue to submit the audited statement of accounts and utilisation certificate from the Registered 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 approved 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 reimbursing the grants for the next year. Permission of the Department would also have to be obtained for utilisation of the unspent balance of the previous year.

**Reappropriation of Funds**

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:
1. 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.

2. Office Expenses

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

3. Programme Expenditure (i.e. honorarium & T/L Material)

While the Board of Management of the Shramik Vidyapeeth may allow re-appropriation from salaries and office expenses towards Programme Expenditure no re-appropriation shall be permitted out of the allocations made for Programme Expenditure for augmenting allocation for Emoluments and/or Office Expenses. It would be desirable that approval of the Board of Management for any re-appropriation is obtained by Jan Shikshan Sansthan when the representatives of the Central Government are present in the meeting.
4. Development Fund

The Development fund of the Jan Shikshan Sansthan is a fund generated by the Sansthan from the following sources: Fees collected from the trainees.

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

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 Jan Shikshan Sansthan. 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. The amount under the Development Fund shall be spent broadly on the following items:

☆ Programme and activities of Jan Shikshan Sansthan.

☆ Purchase of land, construction of office building for Jan Shikshan Sansthan, repair and renovation of Jan Shikshan Sansthan building.

☆ Not more than 25 per cent of the fund generated in a year may be utilized towards the Jan Shikshan Sansthan staff welfare activities which may include the retirement benefits etc.
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 sources**

Recurring grants released to Jan Shikshan Sansthans 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. Jan Shikshan Sansthans 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). They shall not engage in activities which are not related to the objectives of the Jan Shikshan Sansthans. If funds are received from other sources for similar objectives as of Jan Shikshan Sansthans, 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

All the Jan Shikshan Sansthan 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 in 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.

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. 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 as per the prescribed format annexed. 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.
Evaluation and Follow Up

Every Jan Shikshan Sansthan will be evaluated once in three years by an external agency. National Literacy Mission will forward the names of 3 to 5 such agencies to the Jan Shikshan Sansthan. The Jan Shikshan Sansthan may in turn choose any one of the agencies for the purpose. 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.
♦ Responsibility for the concurrent evaluation shall have to be done by the respective Board of Managements and full time staff of Jan Shikshan Sansthan.

Directorate of Adult Education, Government of India, New Delhi shall formulate evaluation guidelines and circulate to Jan Shikshan Sansthus for compliance.

Role of Directorate of Adult Education in Running Jan Shikshan Sansthan

The role of Directorate of Adult Education, Government of India, New Delhi has the following roles to play in functioning Jan Shikshan Sansthas:
♦ Facilitating and coordinating technical support services.

♦ Monitoring of performance of Jan Shikshan Sansthans.

♦ Facilitating and ensuring evaluation of Jan Shikshan Sansthans.
   
   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 or administrative staff.