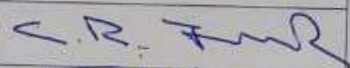
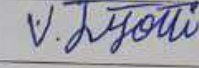
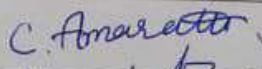

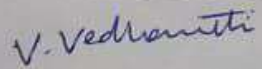
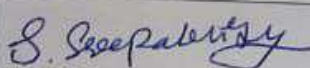
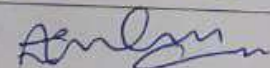
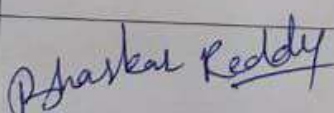


Ref: JRS/GB/2020-02

Dt:06-12-2020

GB Minutes

Minutes of the Governing Body of the JRS International School held at 11.00 hrs on Friday, 6<sup>th</sup> Dec 2020, in the Board room at JRS campus, at Korremula ,Ghatkesar Mandal,Medchal Dist.

S. No	Name of the Governing Body Member	Position	Signature
1.	Sri. C. R. Jagadish, President, GES	President	
2.	Smt. V. Jyothi	Vice President	
3.	C. Amaravathi,	General Secretary	
4.	Dr C.Suman Kumar,	Joint Secretary	
5.	SMT.V.VEDAVATHI	Treassurer	
6.	SREEPATHI RAO	Executive Member	
7.	SUDARSHAN RAO	Executive Member	
8.	BASKAR REDDY	Executive Member	

 Korremula X Road, Narapally  
 Near Uppal Depot, Dist. Medchal, TS-98

Phone : +91 9542664980

jrsinternational@gmail.com

Website : jrsinternationalschooluppal.com

## STAFF PAY STRUCTURE

The school managing committee governs and guides and decides broad policies related to school's philosophy, programme and approach.

It is an officially constituted body approved by the Board of Trustees. It is formed on the guidelines of the CBSE.

The School Managing Committee consists of the following members.

- Representatives nominated by the Board. (Ex-Officio Members)
- The Director.
- The Principal
- Heads of Pre-primary, Primary and Secondary Sections.
- Coordinators
- Two representatives from the staff.
- Two parents of students in the school
- Two educationists to be nominated by the Society.

### THE SCHOOL CORE COMMITTEE (SCC)

The school core committee governs and guides, decides and implements policies recommended or ratified by the managing committee and over sees day -to -day running of the school. It is an officially constituted body approved by the Board of Trustees. All role-holders are members of this committee.

SCC makes, modifies, recommends all policies related to school – in terms of micro and meso level operations.

This committee supervises the activity of the school for its smooth functioning. It works in accordance with the specific directions given by the Society regarding all school policy matters. It acts as bridge between the Society, Managing committee and the School.

This is also a training ground for leadership, current and future. Thus, every year 4 members from the team TOS volunteer to sit in outer circle as observers of the process and from this 2 are nominated for the committee. They have one year tenure to participate in all processes governing the school management on day to day basis.

### ROLES AND RESPONSIBILITIES OF THE SCHOOL CORE COMMITTEE

- Supervises the activity of the school for its smooth functioning.
- Works in accordance with the specific directions given by the Society regarding all school policy matters.
- Looks into the welfare of the staff of the school.
- Evolves both long-term and short-term programs for the improvement of the school.
- Makes the appointment of teaching and non-teaching staff.
- Exercises financial powers beyond those delegated to the Director within the budgetary provisions of the school.
- Takes stock of the academic program in progress of the school without jeopardizing the academic freedom.

For Gouthami Educational Society

Chairman



- Guides to maintain Tone and Discipline in the School.
- Ensures that terms and conditions of service and other rules governing recognition / affiliation of the school are strictly adhered to.
- Ensures that the school gets furniture, science equipments, other teaching aids and Library books and requisite sports material in adequate quantity and on time.
- Exercises powers to take disciplinary action against staff.
- Empowers the Director, Heads of Primary and Secondary Schools for sanctioning leave to the staff and teachers.
- Ensures that no financial irregularity is committed and any irregular procedure with regards to admission / examination / promotion is adopted.
- Proposes to the Society various fee structures and other annual charges and reviews the budget of the school presented by the Director for forwarding the same to the Society for approval.
- Guides and monitors all processes concerning affiliation / recognition.
- Develops and provides code of conduct for students and staff.
- Commits to resolving issues related to school.
- Maintains accounts of the school, school records, service books of teachers, and such other register as may be specified by the Society / Board.
- Handles official correspondence relating to the school and furnish information required by the Authorities.
- Makes all payments including salaries in time and according to the instructions governing such payments.
- Ensures that the fees are realized and appropriately accounted for.
- Makes purchases required for the school in accordance with the policies governing such purchases, enter all in stock registers and scrutinize the bills and make payments.
- Arranges and conducts regular School Managing Committee meetings and sends the minutes of the meeting to the board of trustees.
- Represents concerns of whole school, when necessary, to the Board of trustees.

The JRS School is having the following four sections

- Pre-Primary :- Pre-Primary means the Senior KG section
- Primary:- Primary means the section from Std. I to V.
- Secondary:- Secondary means the section from Std. VI to X
- Senior Secondary:- Senior Secondary means the section from Std. XI to XII

Classification of Employees as per role

1. Teaching, Non-Teaching / Administrative, Service
2. Full time, part / half time as per requirement or domain they are attached to.
3. Visiting / Consultant/ Temporary category who are not on the school muster roll .

Permanent : means an employee whose employment has been confirmed by the school core committee and given in writing by the authorized on behalf of the school core committee.

**Probationer:** means an employee who is employed as probationer to fill up a vacancy but has not been confirmed in writing.

**Temporary / Contractual:** – means an employee who is appointed for a specified period purely on temporary basis

**Visiting :** means a faculty who visits for a fixed period of time during school hours to take specific number of classes for a honorarium.

### Qualification and Appointment

#### a. Qualification of Teaching & Non-Teaching Staff

It will be prescribed by the School Core Committee from time to time.

#### b. Appointment

All appointments of all categories shall be made by SCC through a selection committee constituted by the school society and in accordance with and upon such conditions as the managing committee may decide.

Recruitment policy has been worked out in detail.

All the employees including Teaching and Non-teaching Staff will be given Letter of Appointment . Appointment letter shall be for a specific period, which may be mutually extended on the agreed terms and conditions.

All the appointments except for temporary and part time ( as per categories) employees will be on probation for a period of 24 months and which may be extended/confirmed at the sole discretion of the SCC.

All the required documents such as:

- a. Date of Birth
- b. Attested Degree / Diploma Certificates.
- c. Work experience certificates or letters.
- d. Reference letters of the candidates' capability, if any

Have to be submitted to the school. All the Original Certificates will be returned after verifications. If all the required documents are not submitted within the stipulated time, the services will be liable to be terminated without assigning any reason.

In case, the information/documents furnished are not genuine or found to be incorrect, employee may be liable to be terminated without assigning any reason.

**Salary Structure:**All staff receiving salary are liable for taxes ( professional / TDS) as per norms.

- At entry level : For full time teaching staff as per their domain, qualification, work experience Salary + 30% of base salary + Interim allowance as per domain and category + other allowance perks as per eligibility.



- 2nd Year of service: Regular annual increment 10% on salary component and all allowances (30% + Interim allowance as per domain and category + other allowance) to continue.
- 3rd year only for employees who are eligible for confirmation - Confirmation salary will be given as per the GR of 6th pay commission
- 3rd year for employees who are not eligible for confirmation will get regular 10% yearly increment of the salary component only.

Annual increment :

- For confirmed staff : The annual increment cycle for confirmed employees being July, will be applicable to the staff that have got confirmed 6 months before. If not they will get in this cycle of annual increment from the next academic year.
- The annual increment will be as per 6th pay commission i.e 3% . This increment will be given every year in the month of July. If an employee has joined in May / June, his or her increment in next cycle and not immediate July.
- If a confirmed employee has gone in the unpaid leave category of more than 8 days, then his/her increment will get postponed to one year, as per 6th pay norms.

For Southami Educational Society

Chairman

