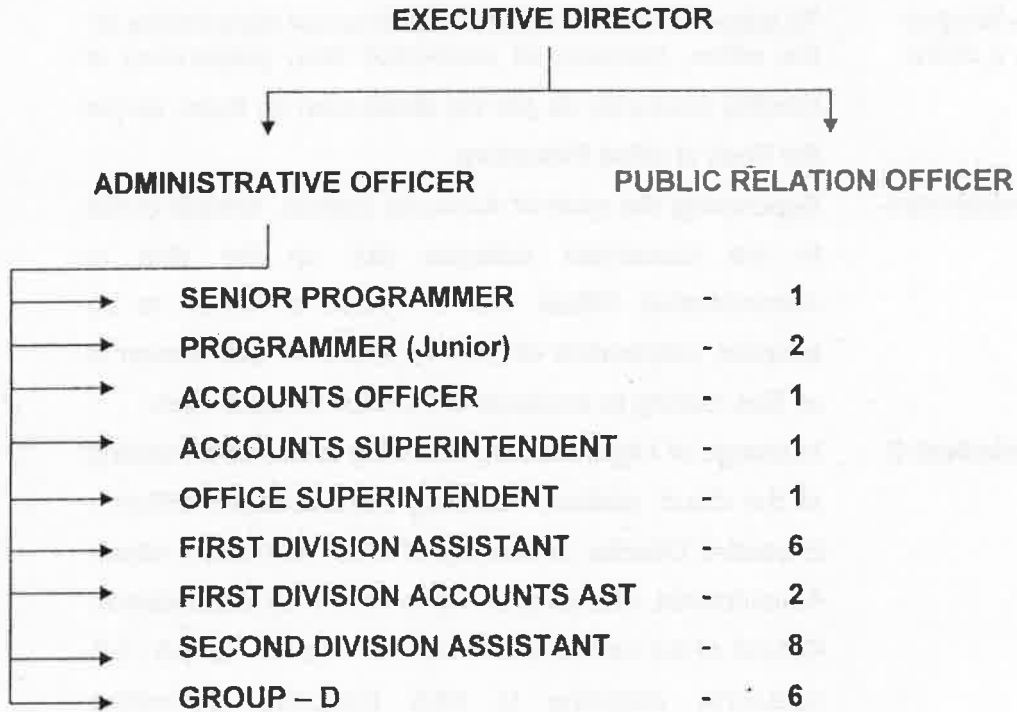


**ANNEXURE – II**  
**ORGANISATION CHART**

**1. STAFFING PATTERN IN KARNATAKA EXAMINATIONS AUTHORITY AS  
PER Section 4 (1) (b) (i) :**



As per Govt. Order No.ED.212.TEC.2006 dated 25-07-2007 the erthwhile CET Cell created as per Government Order No. ED 316 TGL 93 dated 04-03-1994 has been converted as Karnataka Examinations Authority and the same has been registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act 17 of 1960) vide Society No.SOR-GNR-01/2007-08 dated 06-08-2007. The above vacancies have been created in the KEA as per 8the Governing Council Meeting resolution dated 04-02-2010.

**2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES AS PER Section 4 (1) (b) (ii) :**

**Group – D** : To keep the Office neat and tidy. To deliver the Files / Tappals to other sections / Departments / Offices, as per the Book of Office procedure.

**Case Worker (FDA & SDA)** : To attend the works related to all financial transactions of the office, maintain all connected files, preparation of monthly accounts, as per the duties cast on them, as per the Book of office Procedure.

**Superintendent-1** : Supervising the work of Accounts section, release of fee to the concerned colleges, put up the files to Administrative Officer with a course of action to be adopted, preparation of monthly accounts, submission of all files relating to accounts of the KEA for audit work.

**Superintendent-2** : In charge of Legal section, attending to all cases relating to the Court matters, Assisting Administrative Officer / Executive Director in drafting of CET Admission rules / Amendments, attending all Government correspondence, Refund of fee cases, submission of replies to LA / LC questions, attending to KEA Executive Committee Meeting and Governing Council Meeting, drafting of resolution of meetings and take further action on the resolution of the meeting.

**Accounts Officer:** He will supervise all the financial transaction of KEA.

**Programmer (Junior and Senior)**

- i) Modifications to the existing software to suit the latest needs, as per the Government Orders and CET Rules, on day-to-day basis.
- ii) Software modifications with respect to procedural changes in the KEA activities.
- iii) Rank generation and seat selection activities.
- iv) Maintenance of automated logs of seat selection process.

- v) Backup and recovery of all systems and databases, necessary for the KEA activities.
- vi) Assisting in the maintenance of Networks and other peripherals needed to run the seat selection activities.
- vii) Preparation of various reports, as required by the Government from time to time.

**Public Relation Officer** : Attending public enquiries, counter verification in respect of original documents of candidates and attending to the discrepancies, if any, during the seat selection process.

**Administrative Officer** : Second senior most Officer in charge of the Office, attending day to day Office work, assisting the Executive Director while decision making in all policy related matters, conduct of CET examination, publication of results, conduct of seat selection process under the directions of the Executive Director, reporting to Executive Director in all important matters. He will be the member Secretary of the Executive Committee of KEA, he will assist Executive Director in conducting Executive Committee Meetings

**Executive Director** : Head of the Office who acts upon the directions of the Principal Secretary to Government, Higher Education Department / Secretary to Government, Medical Education Department, in the capacity of Head of the office. He is also Chairman of the Executive Committee of KEA and also Member Secretary of the Governing Council of KEA, who acts upon the directions of the Governing Council and the one who discharges all confidential duties such as setting up of CET question papers, printing, receiving and dispatch of the same for conduct of the Test, procurement of ~~used~~ OMR

answer sheets, scanning, application of Key answers, etc. and overall control of accounts.

**3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER Section 4 (1) (b) (iii) :**

- Case Worker** : Opening of new files on receipt of a proposal  
OR  
Processing the receipt in the existing file.
- Superintendent** : Scrutinise the proposal with all relevant facts and submit the file to Administrative Officer with a course of action to be adopted.
- Administrative Officer:** Review the cases with an overall view and submit the file to the Executive Director for approval, for the ultimate course to be adopted on the proposal under consideration.
- Executive Director** : Will decide on the course of action to be taken on a proposal and if necessary, will submit the files to Governing Council for approval.

**4. NORMS SET FOR DISCHARGE OF FUNCTIONS AS PER Section 4 (1) (b) (iv) :**

- Group – D** : Carryout all the functions entrusted to him on the same day.
- Case worker** : Up to 5 days for submission of files / tappals (as per book of office procedure)
- Superintendent** : to attend the work on priority and immediate basis
- Administrative Officer:** to attend the work on priority and immediate basis
- Executive Director** : to attend the work on priority and immediate basis

**5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING OF FUNCTIONS AS PER Section 4 (1) (b) (v) :**

- 1) Karnataka Selection of candidates for admission to Government seats in Professional Educational Institutions, Rules-2006.
- 2) KCSR
- 3) KFC
- 4) Manual of Office Procedure
- 5) Stores Manual
- 6) Karnataka Right to Information Act
- 7) Karnataka transparency Act
- 8) Karnataka Examinations Authority - Memorandum of Association
- 9) Karnataka Examination Authority Rules
- 10) Karnataka Examinations Authority Bye-law
- 11) The KEA – Cadre and Recruitment Regulations – 2008
- 12) The KEA Conduct and Disiplinary Proceedings Rules
- 13) The KEA – Employees Provident Fund Regulations – 2008
- 14) The KEA – (Employees Medical Attendance) Regulations – 2008
- 15) The KEA – (Absorption of person working on contract basis) Byelaws,2008

**6. A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL AS PER Section 4 (1) (b) (vi) :**

The following registers are maintained in KEA for day to day administration :

- 1) Attendance register
- 2) C. L. register
- 3) Current register
- 4) Cash Book
- 5) Stock register
- 6) KEA Executive Committee Meeting resolution book
- 7) KEA Governing Council Meeting resolution book

- 8) All the information regarding conduct of CET examination, dates of test, availability of seats, fee structure and other details are made available on the KEA website.

**7. THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF AS PER Section 4 (1) (b) (vii) :**

The Public Relation Officer of the rank of Class – I Officer is exclusively appointed to give suggestions, to clarify the doubts of public.

**8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PARTS OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLICS AS PER Section 4 (1) (b) (viii) :**

As per Sl.No.9 of Memorandum of Association of Karnataka Examinations Authority and Rule (9) Karnataka Examinations Authority the following two Committees have been constituted

1. Governing Council of KEA
2. Executive Committee of KEA

**(1) Name of the Committee : KEA Governing Council - Headed by**

1. Honb'le Minister for Higher Education – Chairperson
2. Hon'ble Minister for Medical Education – Vice Chairperson
3. Principal Secretary to Government, - Deputy Chairperson  
Education Dept., Higher Education
4. Secretary to Govt. Medical Education - Member
5. Secretary to Govt, Finance Dept. - Member
6. Vice Chancellor, VTU, Belgaum - Member

7. Vice Chancellor, RGUHS, Bangalore	Member
8. Commissioner, Collegiate Edn.,	Member
9. Director, Technical Education	Member
10. Director, Medical Education	Member
11. Representative of Private Engg. Colleges Association, Sponsored by COMED K	Member
12. Representative of Private Medical Colleges Association, Sponsored by COMED K	Member
13. Representative of Private Minority Engg. Colleges Association	Member
14. Representative of Private Minority Medical Colleges Association	Member
15. Representative Sponsored by Confederation of Indian Industries	Member
16. Executive Director, KEA	Member Secretary

**(2) Name of the Committee : KEA Executive Committee –Headed by**

1. Executive Director	:	Chairman
2. Commissioner, Collegiate Education, Dept :		Member
3. Vice Chancellor, RGUHS, Bangalore	:	Member
4. Vice Chancellor, VTU, Belgaum	:	Member
5. Director of Technical Education	:	Member
6. Director of Medical Education	:	Member
7. Director of Ayush, Bangalore	:	Member
8. Administrative Officer	:	Member Secretary

The Meeting of the above committees are not open to public. But the Proceedings of such meetings are assessable for public, if asker for.

**11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE AS PER Section 4 (1) (b) (xi) :**

The KEA is a self-financing body and KEA receives no Governments grants. The main source of income to KEA is from the sale of application form cum brochure, interest amount of bank deposits, sale of daily bulletins, sale of old question papers, from conducting of outsourcing jobs and the fee amount forfeited in respect of candidates who surrender seats.

**12. THE MANNER OF EXECUTION OF SUBSIDIARY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER Section 4 (1) (b) (xii) :**

KEA is conducting Rural CET coaching through Satellite in 110 Centers for the benefit rural students who are taking CET 2010 . The total cost of the project is Rs.11.5crores. This programme is being implemented through Keonics. This programme is being benefited to 15000 rural students who are studying in PUC / 12<sup>th</sup> standard in Institutions situated in rural areas.

**13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT AS PER Section 4 (1) (b) (xiii) :**

- NIL -

**14. DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO OR HELD BY KEA, REDUCED IN AN ELECTRONIC FORM AS PER Section 4 (1) (b) (xiv) :**

- (i) Details of availability of seats, result of entrance test with paper wise scores will be available periodically as per-calendar of events on the KEA website.
- (ii) Previous years category wise cut off ranks of seat selection process will be available.
- (iii) Latest fee structure and latest amendments in KEA procedures are available on website up to date.
- (iv) Previous years question papers and key answers are made available to public on reasonable cost.



- (v) College wise, category wise allotted list will be provided to public after getting approval from concerned authority on payment of necessary fee.
- (vi) Evaluation reports in respect of each candidate for current year is made available on website.

**15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE, AS PER Section 4 (1) (b) (xv) :**

- (i) Information regarding fee structure, seat selection, stages of cancellation is made available on the KEA notice boards, brochure, and daily bulletins.
- (ii) Detailed information about reservation policy, KEA Rules and any latest amendments and Government circulars are available for clarification for public.

**16. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS AS PER Section 4 (1) (b) (xvi) :**

- (i) Administrative Officer  
Office: 23464583; Mobile:  
Contact numbers
- (ii) Sri. A.S.Ravi Public Relation Officer  
Office: 23464583;  
Mobile:  
Contact numbers

**17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AS PER Section 4 (1) (b) (xvii) :**

- NIL-

Executive Director  
Karnataka Examinations Authority