



## **4 (1) b Proactive Disclosures under Right to Information Act 2005**

### **MAHILA SAMAKHYA KARNATAKA**

- i. Particulars of organization
- ii. Powers and duties of officers/Employees
- iii. Procedure for Decision Making
- iv. Norms for discharge of functions
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- vi. Statement of categories of documents
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## **4(1) b(1)**

### **Particulars of the organization, functions and duties**

#### **ABOUT US**

Mahila Samakhya Karnataka (MSKn) is a programme of the Department of Education, Ministry of Human Resource Development, Government of India. The programme was born out of the need for education programmes to play a 'positive interventionist role' in bringing about women's equality. This was emphasised by the New Education Policy of 1986. The programme is implemented through Mahila Samakhya Karnataka, a registered society started in 1989.

MSKn is today working with about 74,625 women in about 2,798 villages in 12 districts of Karnataka, namely Bidar, Bijapur, Mysore, Raichur, Gulbarga, Bellary, Koppal, Bagalkote, Chamarajnagar, Gadag, Chikkaballapur and Belgaum.

#### **Programme Objectives**

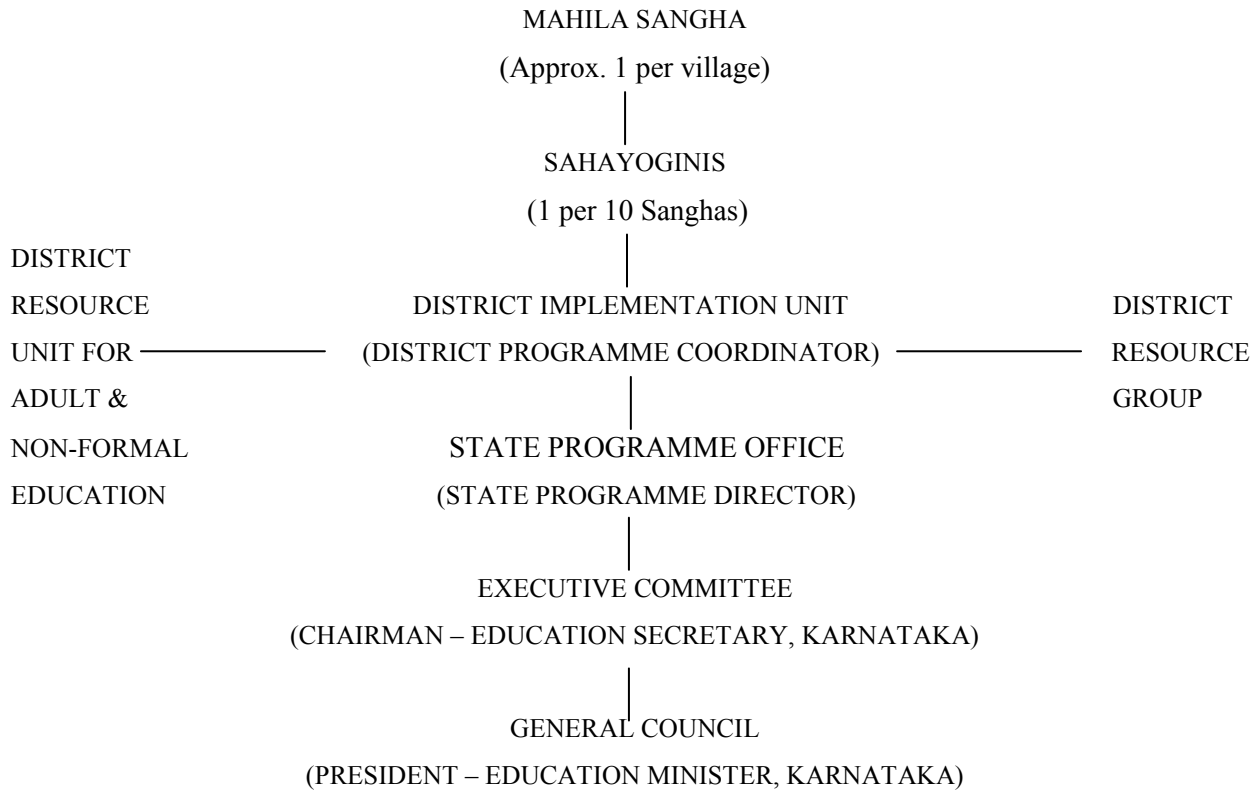
The broad objectives of Mahila Samakhya are:

- To provide women and adolescent girls with the necessary support structure and an informal learning environment to create opportunities for education
- To create an environment where women can seek knowledge and information and thereby empower them to play a positive role in their own development and development of society
- To set in motion circumstances for the larger participation of women and girls in formal and non-formal education programmes
- To create an environment in which education can serve the objectives of women's equality
- To enable mahila sanghas to actively assist and monitor educational activities in the villages, including primary schools, AE, NFE/EGS/AIE Centres and facilities for continuing education
- To enhance the self-image and self-confidence of women, thereby enabling them to recognise their contribution to the economy as producers and workers, reinforcing their need for participating in educational programmes
- To establish a decentralised and participative mode of management, with the decision making powers devolved to the district level and to mahila sanghas which in turn will provide the necessary conditions for effective participation

**4(1) b(2)**

**Powers and duties of officers and employees of Mahila Samakhya Functionaries.**

**Organisational Structure of Mahila Samakhya**



Everyone working in the programme has the individual responsibility to understand the goals, objectives and strategies of Mahila Samakhya and act in accordance with them. She/he must understand the role of each and every person working in the organization. In addition to the specific roles assigned to each person, she/he will take on any additional duties assigned.

## **4(1) b(3)**

### **Procedure followed in the decision making process**

#### **Implementation Strategy**

The basic strategy of the programme is the building of village level collectives or ‘sanghas’ that are not merely activity oriented but which enable women to raise their self-image and confidence and recognise their own strengths. The programme includes initiatives in literacy for women and young girls, awareness for women on health rights, legal education, participation of rural women in local governance bodies, and support for demanding accountability from mainstream structures and institutions.

#### **4(1) b(4)**

#### **Norms set for the discharge of its functions:**

**Executive Committee – Role:** The Executive Committee shall discharge all executive and financial functions of the society as spelt out in the Memorandum of Association and shall be responsible for the administration of the affairs of the society subject to any specific directions of the General Council, Department of Education of the State Government and in conformity with the overall advise of the Department of Education, Govt. of India.

The Education Secretary shall be the ex-officio Chairperson of the Executive Committee. List of EC Members is furnished under 4(1) b(8)

#### **General Council –**

General Council means the body constituted under Rule 5 of the Memorandum of Association of Mahila Samakhya. The Education Minister of the State shall be the president of the General Council.

The State Programme Director shall be the Member Secretary of the General Council.

The membership of the General Council consists of

- All District programme Co-coordinators.
- Persons from Non-Government organizations and educational institutions
- Nominees of the Central Government

The General Council shall have the following powers and functions –

- i) To review the implementation of the scheme and to give overall policy guidance and direction for efficient functioning of the society.
- ii) To approve the Annual Budget of the Society drawn up by the Executive Committee and to order it to be submitted it to the Govt. of India for sanction.
- iii) To consider the Balance Sheet and audited accounts for the previous year.
- iv) To consider the annual report prepared by the Executive Committee.
- v) To add and amend the rules of the society with the approval of the Govt. of India.
- vi) To frame bye-laws not inconsistent with these rules, for regulation of the business of the society with the approval of the Govt. of India.
- vii) To perform such other functions as are entrusted to it under these rules.
- viii) To delegate such of its powers to the Executive Committee and to other authorities of the society as may consider necessary and proper.

## **4.1 NATIONAL RESOURCE GROUP (NRG)**

- 4.1.1** A National Resource Group has been constituted by the Department of elementary Education and Literacy, Ministry of Human Resource Development to advise and to guide the programme. The NRG provides a crucial interface for MS with the voluntary sector, the women's movement and research and training institutions. This body discusses and debates the various conceptual issues and concerns, which arise in the programme; advise on how to evaluate the programme, and also advises GoI on policy matters concerning women's education.
- 4.1.2** The Ministry of Education, Government of India, nominates members to the NRG. Every two years the NRG is reconstituted. To ensure a national representation, members from various parts of the country are nominated thereby bringing in viewpoints and experiences from different regional and social contexts. Women who have achieved eminence in the fields of education, health, rural development, journalism, research on gender issues, activism, training have been and are members of the NRG. In addition there are also members from the Central Government departments like Education and Women & Child development. All State Programme Directors of MS are also members. State Education Secretaries, who are Chairpersons of State MS Societies also participate in the NRG deliberations as special invitees.

## **4.2 ROLE OF THE NRG**

- 4.2.1** Unlike the Executive Committees and General Councils which oversee the running of the programme in a given state, the National Resource Group plays an advisory role. It is not directly concerned with the nitty gritty details of programme implementation. Its focus is to look at larger programme processes, interventions, directions and trends. The role of the NRG is :
- i) to advise and guide GoI in policy matters concerning women's education; and the future role of MS strategy in larger educational intervention.
  - ii) to safeguard the non-negotiables of MS and ensure they are treated as such at all levels.
  - iii) to plan the future expansion of the programme and contain it to an optimum size.
  - iv) to participate in internal evaluations/reviews in order to be in tune with the emerging needs of the programme.
  - v) to draw upon the experience and knowledge of similar intervention by different groups/individuals in the field of research and action.
  - vi) to devise mechanisms to safeguard the national character of the programme as members of the State ECs.

#### **4(1) b(5)**

Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

1. Selection process of MS functionaries
2. Roles and responsibilities
3. Code of Conduct
4. TA/DA and Leave rules
5. Delegation of financial powers
6. Guidelines on procurement
7. Selection Committees for various positions

## **4(1) b(6)**

**A statement of the categories of documents that are held by it or under its control.**

1. Proceedings of the EC Meeting
2. Proceedings of subcommittee meetings
3. Selection Committee Proceedings
4. Annual Activity and Budget Plan
5. Audited Financial Statements
6. Annual Reports

#### **4(1) b(7)**

##### **Details of consultative committees and other bodies**

A National Resource Group has been constituted by the Department of Elementary Education and Literacy, Ministry of Human Resource Development to advise and to guide the Programme. The NRG provides a crucial interface for MS with the voluntary sector, the women's movement and research and training institutions. The body discusses and debates the various conceptual issues and concerns, which arise in the programme; advise on how to evaluate the programme, and also advises GOI on policy matters concerning women's education.

1. General Council
2. Executive Committee
3. Admin & Finance Committee
4. Evaluation Committee
5. Selection Committee
6. Transfer Committee
7. Federation grants Approval Committee

#### 4(2) b(8)

**Statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 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 public;**

Dr.R.G.NADADUR, I.A.S., Principal Secretary Primary & Secondary Education Government of Karnataka M.S.Building, Dr.Ambedkar Veedhi BANGALORE -560 001	Deputy Secretary to Govt II Finance Department, Room No.259, 2 <sup>nd</sup> floor Vidhana Soudha, BANGALORE - 560 001
National Project Director 317-C Wing, Shastri Bhawan Ministry of HRD, Department of School Education & Literacy NEW DELHI-110 001	Ms. SANDHYA VENUGOPAL SHARMA I.A.S State Project Director Sarva Shiksha Abhiyan Next to Office of the Commissioner for Public Instruction Nrupatunga Road, BANGALORE - 560 001
Financial Advisor Department of School Education & Literacy Ministry of HRD Shastri Bhavan NEW DELHI - 110 115	Director KSLMA Directorate of Mass Education Govt. of Karnataka, 6th Cross, Malleshwaram BANGALORE - 560 003
Ms.VIJAYA CHAUHAN 84, "Olympus", M.M. Chotani Marg, Mahim, MUMBAI-400 016.	Director Directorate of Women and Child Development Govt. of Karnataka M.S. Building. Dr. Ambedkar Veedhi BANGALORE
Dr.SHANTA MOHAN Professor (School of Social Sciences) National Institute of Advanced Studies Indian Institute of Science Campus Malleshwaram, BANGALORE - 560 012	Ms. CHAYA DEGAONKAR HOD. Economics Department Gulbarga University, GULBARGA
Ms. ALEYAMMA VIJAYAN Sakhi Resource Centre for Women Convent Road Trivendrum - 695 035	Dr. R. INDIRA Director, International Centre Professor of Sociology, University of Mysore, Fine Arts College Premises, Manasagangotri MYSORE - 570 006

Dr. K.G. KULKARNI C/o Krishna G Kulkarni Simpilinganna Road KOPPAL	Dr. B.K. ANITA Associate Professor (School of Social Sciences) National Institute of Advanced Studies Indian Institute of Science Campus Malleshwaram, BANGALORE - 560 012
Director, Rural Development & Panchayat Raj M.S Building, BANGALORE	Ms. ARUNA A RAGHUVeer Advocate, Near St. Anne;s Lions school Extension area, BAGALKOTE
Ms. JYOTHI KULKARNI District Programme Coordinator Mahila Samakhya Karnataka H.No.1-873/2 Venkatesh Nagar Sreenivas Building Station Bazar GULBARGA	Dr. SYED AMEERUDDIN KHAZI Professor and Chairman Department of Sociology Karnataka State Women's University BIJAPUR - 586101
CLUSTER RESOURCE PERSON (Two members by rotation from MSKn Districts)	Mr. G.S. JAYADEVA Deenabandhu Trust, Behind Forest Nursery CHAMARAJANAGAR - 571 313
Ms. JAGADEVI YALAL District Programme Coordinator Mahila Samakhya Karnataka No.1-10-99, 1-10-51, Azad Nagar Station Road RAICHUR - 584 101	Ms. NIRMALA SIRAGUPPI District Programme Coordinator Mahila Samakhya Karnataka Behind Godavari Lodge Tervi Road, BIJAPUR - 586 101
Ms. JAYAMMA G District Programme Coordinator Mahila Samakhya Karnataka Near Bannikatti, Gadag Road KOPPAL - 583 231	Ms. BHARATI UDAY VADAVI 28, Ranade Colony 1 <sup>st</sup> Cross Hindwadi, Belgaum
Ms. SHARADA T. District Programme Coordinator Mahila Samakhya Karnataka H.No.19, 18, 2nd Main, Parvathi Nagar BELLARY - 583 103	DISTRICT PROGRAMME COORDINATOR (I/C) Mahila Samakhya Karnataka No.19-6-156, Shivanagar North BIDAR - 585 401
Ms. LEENA KUMARI District Programme Coordinator Mahila Samakhya Karnataka No.A1, OYHS Behind New Kantaraj Urs Road Near SBI ATM, Kuvempunagar MYSORE - 570 023	Ms. SANTHANI DANDIN District Programme Coordinator Mahila Samakhya Karnataka C/o Dr.Krishna. R Badiger, Pavamana colony, 2 <sup>nd</sup> Cross, U B Hill, Malamaddi, DHARWAD

<p>Ms. LATHA KULKARNI  District Programme Coordinator  Mahila Samakhya Karnataka  Plot NO.24, "Tulasi", 16<sup>th</sup> Road  Vidyagiri, BAGALKOTE – 587 102</p>	<p>Ms. GEETHA UDUPI  District Programme Coordinator  Mahila Samakhya Karnataka  1st Main Road, Kurubara Pete,  Near Home Guard Office,  CHIKKABALLAPUR</p>
<p>Ms. LOCHANA  District Programme Coordinator  Mahila Samakhya Karnataka  Ranganatha Nilaya, No.23/378,  2nd Cross, Shankarapura Layout  Near V.H.P School  CHAMARAJNAGAR - 571 313</p>	<p>Ms. ANITHA AROLIKAR  District Programme Coordinator  Mahila Samakhya Karnataka  Abbigeri Layout, Sambapur Road  GADAG</p>
<p>District Programme Coordinator (I/C)  Mahila Samakhya Karnataka  No.98/16-17, RPD College Corner  Tilakawadi, BELGAUM</p>	<p>Prof. KODI RANGAPPA  678/26, TG. Tank Road  Behind Govt. First Grade College  Chikkaballapur – 562101</p>
<p>Dr. SUCHITHRA VEDANTH  State Programme Director  Mahila Samakhya Karnataka  No.631, 22nd Main, 4th 'T' Block,  Jayanagar, BANGALORE - 560 075</p>	<p>Ms. Leelavathi E Chakoti  H.No.9-1-601  Nandi colony, KPTCL Road  BIDAR</p>

#### 4(1) b(9) List of officers and employees

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Suchithra Vedanth	State Programme Director
2	Kavitha D L	Senior Resource Person
3	T K Geetha Rani	Senior Resource Person
4	S Narayan	Accounts Officer
5	B S Kamath	Office Manager
6	Ganapathi Joshi	Internal Auditor
7	G Chandra Shekar	Internal Auditor
8	Saroja Gadad	Consultant
9	V Lathashree	Accountant
10	Premalatha Devi B	Documentation Assistant
11	Yashoda	Documentation Assistant
12	Anitha Sreenath	Documentation Assistant
13	Mahendra V	Messenger
14	Gangadhariah K N	Messenger
15	Rammurthy	Driver

**(i) 4(1) b(10) monthly remuneration received by each of its officers and employees**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Monthly Honorarium</b>
1	Dr. Suchithra Vedanth	26785
	State Programme Director	
2	Kavitha D L	17857
	Senior Resource Person	
3	T K Geetha Rani	16071
	Senior Resource Person	
4	S Narayan	13607
	Accounts Officer	
5	B S Kamath	13607
	Office Manager	
6	Ganapathi Joshi	13607
	Internal Auditor	
7	G Chandra Shekar	13607
	Internal Auditor	
8	Saroja Gadad	13393
	Consultant	
9	V Lathashree	10366
	Accountant	
10	Premalatha Devi B	8232
	Documentation Assistant	
11	Yashoda	6479
	Documentation Assistant	
12	Anitha Sreenath	6479
	Documentation Assistant	
13	Mahendra V	7009
	Messenger	
14	Gangadhariah K N	7009
	Messenger	
15	Rammurthy	8232
	Driver	

**4(1) b(11)**

**Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-**

Grants received, utilized and unutilized during the year 2007-2008 and 2008-2009 –

**(Amount in lakhs)**

<b>Sl. No.</b>	<b>Year</b>	<b>Grants available at the beginning of the year</b>	<b>Grants received during the year</b>	<b>Amount utilised</b>	<b>Unspent (Rs. In Lakhs)</b>
1	2007-08	24.63	550.00	509.12	65.51
2	2008-09	67.77	576.70	597.33	47.14
3	2009-10				

**4(1) b(12)**

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not Applicable.

**4(1) b(13)**

Particulars of recipients of concessions, permits or authorizations granted by it

Not Applicable.

#### **4(1) b(14)**

Details in respect of the information available to or held by it reduced in an electronic form.

Information regarding Mahila Samakhya Karnataka can be accessed through the website as under –

[www.mahilasamakhya-karnataka.org](http://www.mahilasamakhya-karnataka.org)

Telephone Numbers : 080 – 26634845

080 – 26636264

080 – 26635366

Fax 080 – 26634846

Email: [mskarnataka@dataone.in](mailto:mskarnataka@dataone.in)

[mskarnataka@gmail.com](mailto:mskarnataka@gmail.com)

#### **4(1) b(15)**

Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Public can access information under RTI Act from the office on any working day during office hours as under –

9.00 a.m. to 5.30 p.m.

1.30 p.m. to 2.00 p.m. Lunch

(Monday to Friday)

#### **4 (1) b(16)**

#### **Name, Designation and other particulars of Public Information Officers**

In respect of Mahila Samakhya Karnataka, State Office, Bangalore, CPIO is.

Dr. Suchithra Vedanth  
State Programme Director  
Mahila Samakhya Karnataka  
No.631, 22<sup>nd</sup> Main,  
4<sup>th</sup> 'T' Block, Jayanagar,  
Bangalore – 560 041  
Ph:080-26634845, 26662264  
Fax . 080-26634846  
Email – [mskarnataka@dataone.in](mailto:mskarnataka@dataone.in)  
[mskarnataka@gmail.com](mailto:mskarnataka@gmail.com)

**4 (1) b(16)****Name, Designation and other particulars of Public Information Officers**

<b>Sl. No.</b>	<b>Name, designation, address and telephone numbers of CPIO</b>	<b>Appellate Authority</b>
1.	Ms. Latha Kulkarni District Programme Coordinator(I/c) Mahila Samakhya Karnataka 'Harshitha Nilaya', Sector No.63-A, Plot No.35, Brindavan Nagar, Near Sevalal Office, Navanagar, BAGALKOTE Phone No. 08354 – 234037 Email : <a href="mailto:mskbagalkot@rediffmail.com">mskbagalkot@rediffmail.com</a>	Dr. Suchithra Vedanth State Programme Director Mahila Samakhya Karnataka No.631, 22 <sup>nd</sup> Main, 4 <sup>th</sup> 'T' Block, Jayanagar, Bangalore – 560 041 Ph:080-26634845, 26662264 Fax . 080-26634846 Email : <a href="mailto:mskarnataka@dataone.in">mskarnataka@dataone.in</a> <a href="mailto:mskarnataka@gmail.com">mskarnataka@gmail.com</a>
2.	Ms. Jyothi Kulkarni District Programme Coordinator (I/c) Mahila Samakhya Karnataka No.8-6-145, II Floor, Bishon Mansion Upstairs Syndicate Bank, Udgir Road BIDAR- 595 401 Phone : 08482 - 227469 Email : <a href="mailto:msk_bidar@bsnl.in">msk_bidar@bsnl.in</a>	Same as above
3.	Ms. Jyothi Kulkarni District Programme Coordinator Mahila Samakhya Karnataka House No.1-873/2, Venkatesh Nagar Station Bazar, Sreenivas Building, GULBARGA-5 Phone No. 08472 – 220791 Email : <a href="mailto:mskgulbarga@rediffmail.com">mskgulbarga@rediffmail.com</a>	Same as above
4.	Ms. Leena Kumari District Programme Coordinator Mahila Samakhya Karnataka No.A1, OYHS, Behind New Kantharaja Urs Road Near SBI ATM, Kuvempu Nagar, MYSORE-570 023 Phone No. 0821 – 2547152 Email : <a href="mailto:msmysore@hotmail.com">msmysore@hotmail.com</a>	Same as above

5.	<p>Ms. Anitha Arolikar  District Programme Coordinator  Mahila Samakhya Karnataka  Plot No.98/16-17, R.P.D College Corner  Tilakawadi  BELGAUM.  Phone No. 08312 - 250263  Email : <a href="mailto:mskbelgaum@rediffmail.com">mskbelgaum@rediffmail.com</a></p>	Same as above
6.	<p>Ms. Lochana  District Programme Coordinator  Mahila Samakhya Karnataka  Ranganatha Nilaya, No.23;378, 2<sup>nd</sup> Cross  Shankarpuram, Near V.H.P. School  CHAMARAJANAGAR-571 313  Phone No.08226 - 226426  Email : <a href="mailto:mskchngr@rediffmail.com">mskchngr@rediffmail.com</a></p>	Same as above
7.	<p>Ms. Sharada .T  District Programme Coordinator  Mahila Samakhya Karnataka  House No. 19, 18, II Main  Parvathi Nagar  BELLARY – 583 103  Phone No.08392 - 267680  Email : <a href="mailto:mskblr@bsnl.in">mskblr@bsnl.in</a></p>	Same as above
8.	<p>Ms. Nirmala Shiraguppi  District Programme Coordinator  Mahila Samakhya Karnataka  Venkatachal Nivas,  Behind Godavari Lodge Toravi Road, BIJAPUR.  Phone no. 08352 – 271696  Email : <a href="mailto:mskbijapur@gmail.com">mskbijapur@gmail.com</a></p>	Same as above
9.	<p>Ms. Sharada .T.  District Programme Coordinator  Mahila Samakhya Karnataka  Near Bannakatti, Gadag Road  KOPPAL – 583 231  Phone No. 08539 - 230854  Email : <a href="mailto:mahilask@sancharnet.in">mahilask@sancharnet.in</a></p>	Same as above

10.	Ms. Jagadevi Yalal District Programme Coordinator Mahila Samakhya Karnataka No.1-1-10-99, 1-10-51, Azad Nagar, Station Road RAICHUR- 584 101 Phone No. 08532 -231493 Email : <a href="mailto:mskraichur@rediffmail.com">mskraichur@rediffmail.com</a>	Same as above
11.	Ms. Anitha Arolikar District Programme Coordinator Mahila Samakhya Karnataka I Floor, Abbigeri Layout, Sambapur Road, GADAG Phone No. 08372-239567 Email : <a href="mailto:msk_gadag@rediffmail.com">msk_gadag@rediffmail.com</a>	Same as above
12.	Ms. Geetha Udupi District Programme Coordinator Mahila Samakhya Karnataka No.1210, 1 <sup>st</sup> Floor, Lakshmi Nivas Bazar Road, 2 <sup>nd</sup> Cross CHIKKABALLAPUR Phone No. 08156 - 275665 Email : <a href="mailto:mskcbpura@yahoo.in">mskcbpura@yahoo.in</a> ,	Same as above

B. In respect of Mahila Samakhya Karnataka, State Office, Bangalore, CPIO is.

Dr. Suchithra Vedanth  
State Programme Director  
Mahila Samakhya Karnataka  
No.631, 22<sup>nd</sup> Main,  
4<sup>th</sup> 'T' Block, Jayanagar,  
Bangalore – 560 041  
Ph:080-26634845, 26662264  
Fax . 080-26634846  
Email – [mskarnataka@dataone.in](mailto:mskarnataka@dataone.in)  
[mskarnataka@gmail.com](mailto:mskarnataka@gmail.com)

**4(1) b(7)**

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 or implementation there of

Executive Committee which consists of National Project Director, Chairperson (Ex-Office-Secretary, Education Department) GoI nominee, District Resource Group Members, National Resource Group Members besides State and District heads meet once in a quarter to discuss policy issues and monitoring programme and activities.