



**Councils, Committees, Faculties, Departments, Boards etc. under the University:**

**AUTHORITIES OF THE UNIVERSITY**

The following shall be the Authorities of the University

1. Board of Trustees
2. Board of Management
3. Other Authorities/Committees:
  - A. Academic Council
  - B. Planning & Monitoring Board
  - C. Finance Committee
  - D. Board of Studies
  - E. Board of Research & Consultancy
  - F. Board of Evaluation
  - G. Board of Quality Assurance (IQAC)
  - H. Selection Committee
  - I. Board of Extension & Continuing Education
  - J. Grievance Redressal Committee
  - K. Board of Publications
  - L. Such other authorities as may be declared by the Rules to be authorities of the institution deemed to be university

**1. BOARD OF TRUSTEES**

**a) Composition of Board of Trustees**

The composition of the Board of Trustees shall be the members whose names occur in the Trust Deed that will be in vogue.

The number of Trustees shall not be less than three and not more than seven at any time; however, it will be subjected to any subsequent changes that may be made in the Trust Deed. All members of the Board of Trustees shall be Christians.

**b) Powers & Duties of the Board of Trustees**

The powers and duties of the Board of Trustees shall among others things be to:

- i. To maintain and fulfill the basic aims and objectives of the University, and to determine and regulate all policies of the University relating to education, research, extension and minority rights;
- ii. To review from time to time the broad policies and programmes of Karunya University and to suggest measures for improvement and development of the University, to consider and adopt resolutions on the annual report and annual accounts of the University and the financial estimates, and to advise the Chancellor and Vice-chancellor in respect of any matter;
- iii. To promote overall administration of the University and to appoint, discipline or dismiss the Officers of the University. Further, it shall constitute/form a Board of Management for managing the University;
- iv. To manage the revenues of the University and to conduct all administrative affairs of the University, not otherwise specifically provided for;
- v. To appoint and grant leave to the Vice-chancellor of the University;
- vi. To provide for the raising, receiving, spending and borrowing funds, placing investments, and moneys of the University and also for the keeping of a true and correct account and for annual audit of the same;
- vii. To provide for the custody and expenditure of special funds and investments, including provident funds;
- viii. To hold, to buy, to sell and hypothecate or otherwise dispose of property, movable and immovable, which it may consider proper in carrying out objectives of the Trust;
- ix. To receive grants, donations, contributions, gifts, prizes, scholarships, and other moneys, and to disburse grants and donations, and award prizes, scholarships etc.;
- x. To appoint representatives to other bodies or organisations as may be desirable;
- xi. To appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit;
- xii. To establish hostels for the students of the University;
- xiii. To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works;
- xiv. To transfer or accept transfers of any movable and immovable property as needed to fulfill the aims and objectives of the Trust;

- xv. To do such other things that are incidental or necessary to fulfill the objectives of the Trust;
- xvi. To exercise any other powers vested in the Board of Trustees vide the Trust Deeds.
- xvii. To Formulate / revise statutes, ordinances and regulations.

❖ **Statutes:**

- To be formulated / revised by the Board of Management / Academic Council within the overall framework of the Memorandum of the Trust and approved by the Chancellor.
- To be sufficiently in detail to facilitate proper interpretation and smooth working of the University system.

❖ **Ordinances:**

- To be formulated / revised by the Board of Management / Academic Council within the overall framework of the Memorandum of the Trust, approved by the Chancellor.
- To be sufficiently in detail to facilitate proper interpretation and smooth working of all the sections of the University.

❖ **Regulations:**

- To be formulated / revised by the respective Authorities / Bodies and approved by the Chancellor.

- xviii. To appoint committees and to delegate any of the above mentioned powers and duties (1 to 18) to any committee, council, or officer/employees of the University.

In exercise of the powers and duties enumerated above, the Board of Trustees shall act in a manner consistent with the provisions of the relevant U.G.C. Act/any other Act or order of Central/State Government so far as they may be applicable and are not repugnant to provisions of the Deed of the Trust, and rights of the Christian Minority Educational Institution as guaranteed under Article 30(1) of the Constitution of India.

## **2. BOARD OF MANAGEMENT:**

The Board of Management shall be a compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.

### **a) Composition of the Board of Management**

1. Chancellor

- Chairman

- |                                                                                              |                 |
|----------------------------------------------------------------------------------------------|-----------------|
| 2. Vice-Chancellor                                                                           | - Member        |
| 3. Pro-Vice Chancellor                                                                       | - Member        |
| 4. Deans of Faculties not exceeding two<br>(by rotation based on seniority)                  | - Members       |
| 5. Three eminent academicians as nominated by the Chancellor                                 | - Members       |
| 6. One eminent academician to be nominated by the<br>Govt. of India in consultation with UGC | - Member        |
| 7. Two teachers (from Professors, Associate Professors)<br>(by rotation based on seniority)  | - Members       |
| 8. One nominee of the sponsoring Society                                                     | - Trust nominee |
| 9. The Registrar shall be the Non-member Secretary to the Board of Management.               |                 |

**b) Terms of Membership**

All the members of the above body, other than ex-officio and the members of the teaching staff, shall hold office for a term of three years and shall be eligible for reappointment.

Members of teaching staff in the above body shall hold office for a period of one year or till such time as they continue to be members of the teaching staff, whichever is less.

If a member other than the Vice-chancellor or those representing the teachers accepts a full-time appointment in the University or he/she does not attend three consecutive meetings of the Board of Management without proper leave of absence, he/she shall cease to be member of the above Body, ipso facto. However, the Chancellor could revoke such termination of membership.

**c) Powers of the Board of Management**

The Board of Management shall be the principal executive body of the University and shall, in addition to all powers vested in it have the powers to:

- i. To recommend creation of teaching and academic posts, the numbers, qualifications and cadres thereof and the emoluments of such posts in consultation with the Finance Committee to the Board of Trustees for approval;
- ii. To appoint such Professors, Associate Professors, Asst. Professors and other academic staff as may be necessary on the recommendation of the Selection Committee and approval by the Board of Trustees;

- iii. To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff maintained by the University, in consultation with the Academic Council;
- iv. To provide for appointment of Visiting Fellows, Emeritus, Distinguished and Visiting Professors;
- v. To institute Fellowships including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose;
- vi. To define, on the advice of the Academic Council, functions of the departments, faculties of the University and to allocate areas of study, teaching and research to them;
- vii. To conduct examinations or tests for admission to the courses taught in the University, to conduct examinations for Degrees and Diplomas and to declare the results of such examinations and tests and to confer, grants or award Degrees, Diplomas, Certificates and other academic titles and distinction;
- viii. To provide for research and for the advancement of and dissemination of knowledge;
- ix. To be directly responsible for overseeing of formal and non-formal educational activities of the University;
- x. To add, modify, curtail, cancel or withdraw any of the formal and non-formal educational programmes;
- xi. To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee with the prior approval of the Board of Trustees;
- xii. To regulate and enforce discipline among the employees of the University other than the officers of the University and to take appropriate disciplinary action, whenever necessary;

- xiii. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University;
- xiv. To appoint committees for such purposes and with such powers as the Board of Management may deem fit and to co-opt such persons on these committees as it thinks fit;
- xv. To review and approve/reject/alter recommendations made by any or all committees connected with the University; However, the Chancellor shall have the authority to review, ratify, alter, modify, reject any decision of the Board of Management of the University;
- xvi. To confirm the staff (other than Executive Officers) and employees of the University. Further it may suspend and discipline them by reduction in rank and with-holding increment, or otherwise dispense with their services, except for those employees delegated in Bye-laws to other authority. The staff shall include teaching and non-teaching employees of the University;
- xvii. To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University;
- xviii. To examine and accord final approval of building plans and award building contracts or authorise construction;
- xix. To arrange for maintenance of all buildings, plants and equipments of the University;
- xx. To arrange for the purchase and supply of all materials, equipments and other articles required for the University;
- xxi. To provide for the safe custody of all properties, plans, equipments and belongings of the University;
- xxii. To administer the revenues and properties of the University and to conduct all administrative affairs of the University;

- xxiii. To issue appeals for funds for carrying out the objectives of the University and consistent with the provisions of the objectives, and clause of the University, as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, etc;
- xxiv. To amend and receive payment of fees and other charges;
- xxv. To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee with the approval of Board of Trustees;
- xxvi. To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-Sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-laws;
- xxvii. To examine and recommend the Annual Budget and Annual Statement of Accounts to the Board of Trustees;
- xxviii. To refer all matters of policy and important financial decisions to the Board of Trustees, and ensure that all the minutes are regularly presented in the meetings of the Board of Trustees for perusal/approval;
- xxix. To manage and regulate the finances, accounts, investments, movable properties, business and all other administrative affairs of the University;
- xxx. To execute, with the approval of the Board of Trustees, conveyances, transfers, Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the University or to be acquired for the purposes of the University;
- xxxi. To raise and borrow money with the approval of the Board of Trustees on bonds, mortgages, promissory notes of other obligations or securities founded or based on any of the properties and assets of the University or without any securities and upon such terms and conditions and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed;

- xxxii. To fix emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations, in consultation with the Academic Council and the Finance Committee;
- xxxiii. To maintain and manage the hostels for the students of the University;
- xxxiv. To recognize and maintain control and supervision of hostels owned and managed by other agencies for the students of the University and rescind such recognition;
- xxxv. To select an emblem and to have a common seal for the University and to provide for the custody and use of such sea;
- xxxvi. To decide on the conferment of honorary degrees, awards, fellowships, etc to distinguished persons;
- xxxvii. To delegate all or any of its powers to any committee or sub-committee constituted by it or the Vice-chancellor of the university or any other person;
- xxxviii. To institute, conduct, defend, compound or abandon legal proceedings by or against the organization or its officers;
- xxxix. To do all such things and acts as may be directed by the Chancellor / Board of Trustees in fulfillment of the objectives of the Trust;
- xl. To approve of life-long learning opportunities, making use of e-education and other initiative for its students, alumni and local communities, offered individually or in partnership with other Universities, social, professional and developmental organisations;
- xli. To approve of University publications and educational material for physical delivery, broadcast, internet, intranet use;
- xlii. To approve of other academic ventures such as:
  - a. Networked learning centres
  - b. MoUs with other Universities and Research Institutions
  - c. Partnership / consortia with other Institutions for mutual benefit.



- d. Inter-institutional student mobility and transfer of credits.
- xliii. To approve of filing of patents for innovative work undertaken at the University.
- xliv. To permit financial and physical resources generation through:
  - a. Pursuing innovative and strategic approaches
  - b. Offering developmental and educational services to a wide range of clients
  - c. Setting up companies / registered societies for revenue persuasion
  - d. Consortia / association and collaborative efforts with other partners
  - e. Consultancy - testing services for resource generation

**d) Meetings of the Board of Management:**

- i. The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. \
- ii. Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
- iii. Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iv. Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- v. A copy of the proceedings of each meeting shall be furnished to the Chancellor as soon as possible after the meeting.

**e) Constitution of Standing Committees and appointment of Ad-hoc Committees by the Board of Management:**

Subject to the provisions of the Rules / Bye-laws of the University, the Board of Management may constitute such Standing Committee or Co-committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the University or for inquiring into reporting and advising upon any matter of the University with the approval of Board of Trustees;

The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

**f) Delegation of Powers of the Board of Management:**

The Board of Management may, by a resolution, delegate to the Vice-chancellor or any other officer of the standing Committee or the Ad-hoc Committee such of its powers as it may deem fit, subject to the condition that the action taken by the Vice-chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

**3. OTHER AUTHORITIES OF KARUNYA UNIVERSITY**

**A. Academic Council**

The Academic Council shall be the principal academic body of the University and shall be subject to the provisions of the Memorandum of Trust and the Rules and Bye-laws have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

**a) Composition of Academic Council**

The Academic Council shall consist of the following persons, namely:

- |                                          |                    |
|------------------------------------------|--------------------|
| 1. Vice-chancellor                       | - Chairman         |
| 2. Registrar                             | - Member Secretary |
| 3. Dean (Academic Affairs)               | - Member           |
| 4. Dean (Development & Collaborations)   | - Member           |
| 5. Director (Interdisciplinary Research) | - Member           |
| 6. Director(s) / HoD                     | - Member           |

7. Controller of Examination - Member
8. One Professor (other than No. 3 to 7) from each department (by rotation and on seniority) to be nominated by Vice-Chancellor
9. One Associate Professor from each department (by rotation and on seniority) to be nominated by the Vice-Chancellor.
10. One Assistant Professor from each department (by rotation and on seniority) to be nominated by the Vice-Chancellor.
11. Five Persons from amongst educationists of repute or persons from any other field related to the activities of the University (prospective employers of the graduates of Karunya University) who are not in the service of the University, nominated by the Board of Trustees
12. Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialised knowledge for each sitting.

The term of members other than ex-officio members shall be two years. They shall not be eligible for further nomination unless everyone has completed one term.

External members to be chosen shall be by nomination by the Chancellor on behalf of Board of Trustees

The representation of different categories shall be only through rotation and not through election. It shall be ensured that no particular faculty dominates the membership of the Council.

#### **b) Powers and Functions of the Academic Council**

The Academic Council as the principal academic body of the University, shall in addition to all other powers and duties vested in it, have the powers and duties to:

- i. To exercise general supervision over the academic work of the University and to give directions regarding methods of instruction, evaluation or research or improvements in academic standards;
- ii. To approve the recommendation of Board of Studies on curricula for various courses.
- iii. To promote research within the University, acquire reports on such researches from time to time;
- iv. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon;

- v. To make arrangements for the conduct of examinations in conformity with the bye-laws;
- vi. To maintain proper standards of the examinations;
- vii. To recognise diplomas and degrees of other Universities and Institutions and to determine equivalence with the diplomas and degrees of the Institute;
- viii. To prescribe courses of study leading to degrees and diplomas of the University;
- ix. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- x. To suggest measures for departmental co-ordination;
- xi. To make recommendations to the Board of Management on:
  - a. Proposals for new courses, curricula and syllabi, modifications, changes or repeal of existing ones in line with the recommendations of Curriculum Committee and the Board of Studies.
  - b. Measures for improvement of standards of teaching, training and research in line with the recommendations of the IQAC.
  - c. Institution of Academic Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc.
  - d. Establishment or abolition of departments / centres and bye-laws covering the academic functioning of the University, discipline, residence, admissions, examinations.
  - e. Award of fellowships and studentships, freeships, concessions, attendance etc.
- xii. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xiii. To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require;
- xiv. To take periodical review of the activities of the Departments / Centres and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction;
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws;
- xvi. To make regulations regarding courses of study covered under twinning programmes with other Universities / Institutes;
- xvii. To coin rules to transfer and accept credits in the case of students opting for mobility by taking up programmes of other approved institutions / Universities;

- xviii. To approve short-term value added courses / career oriented courses offered by the University departments for both the regular students and adult learners;
- xix. To approve of all e-educational initiatives undertaken by the departments;;
- xx. To approve of all virtual educational initiatives undertaken by the Schools / departments.

### **B. Planning and Monitoring Board**

The Planning and Monitoring Board shall facilitate the BoM in planning and shall identify parameters for the monitoring of the development programmes of the University.

The Planning & Monitoring Board shall be the principal planning body of the institution and shall be responsible for the monitoring of the development programmes of the institution deemed to be university. The Vice-Chancellor of the Institute shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members, and three outside experts, including one nominee of the UGC. The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules. The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the objectives of the institution deemed to be university. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

#### **a) Composition of Planning and Monitoring Board:**

- |                                                                                                                            |               |
|----------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. Vice -Chancellor                                                                                                        | - Chairperson |
| 2. Three Professors Nominated by the Chancellor                                                                            | - Members     |
| 3. Librarian                                                                                                               | - Member      |
| 4. Head Computer Centre                                                                                                    | - Member      |
| 5. Two non-Teaching Staff nominated by the Chancellor<br>(One from Administrative and one from Technical)                  | - Member      |
| 6. Three Students to be nominated by the vice-chancellor<br>(One UG and PG each (Academic Toppers) and the sports captain) | - Members     |
| 7. Nominee of UGC                                                                                                          | - Member      |
| 8. One Expert in Higher education<br>(Chancellor's Nominee)                                                                | - Member      |
| 9. One Expert from Industry<br>(Chancellor's Nominee)                                                                      | - Member      |

10. Registrar

- Member Secretary

**b) Term of Office:**

The term of office shall be three years renewable for one more term so as to ensure that one third of the members of the old committee remain with a view to provide continuity for the Board. For persons relating to 2,5, 6 the term shall be one year.

**c) Functions**

- i. The Planning and Monitoring Board shall meet Twice a year, once in the last week of second week of September and again the last week of January to monitor progress made by the various on-going projects and to plan the financial estimates for the new projected projects;
- ii. The Planning and Monitoring Board would advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objective of the University;
- iii. The recommendation of the Planning and Monitoring Board along with the comments of the Academic Council shall be placed before the Board of Management for consideration. Proposals relating to academic matters shall be processed through the Academic Council. Proposals relating to finance shall be processed by the Finance Committee.

**C. Finance Committee**

**a) The Composition of the Finance Committee:**

- |                                                                             |                        |
|-----------------------------------------------------------------------------|------------------------|
| 1. Chancellor                                                               | - Chairman             |
| 2. Vice-Chancellor                                                          | - Member               |
| 3. Registrar                                                                | - Member               |
| 4. Dean                                                                     | - Member               |
| 5. One senior Director                                                      | - Member               |
| 6. Finance Officer                                                          | - Non-Member Secretary |
| 7. Two External financial experts<br>(to be nominated by Board of Trustees) | - Members              |
| 8. One Special Invitee                                                      |                        |

The Finance Committee shall meet at least twice a year just before the BoM to examine the accounts and to scrutinise proposals for expenditure. Once in October / November to review Budget Estimates against actual expenditure and next in March & shall look at

Audited Accounts, Budget Actuals, Revised Estimates, Budget Estimates and pass the same.

**b) Terms of Office of the Members**

All ex-officio members of the Finance Committee shall hold office for a term of three years. Non Ex-officio members shall hold membership for a year.

**c) Powers and Functions**

- i. The annual accounts and financial estimates of the University shall be placed before the Finance Committee for consideration and the Board of Management with the comments of the Finance Committee for approval by the Board of Trustees;
- ii. The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year, based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed;
- iii. The Finance Committee shall recommend and implement activity based budgeting to allocate budgetary resources amidst schools/departments of the University annually;
- iv. The committee shall recommend to the Board of Trustees through the Board of Management the creation of all types of posts;
- v. Shall recommend on the rate of remuneration payable to question paper setters, answer paper evaluators their TA / DA, etc.;
- vi. Shall make recommendations / ratification of decisions of revisions of DA to regular and contractual staff of the University;
- vii. Shall recommend on the pay and allowances of casual workers;
- viii. Shall recommend incentives to be paid to faculty and non teaching staff based on objective performance indicators set by the IQAC of the University;
- ix. Shall recommend the capital expenditure and request approval of the same;
- x. No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee and Board of Management/Board of Trustees.

**D. Board of Studies:** There shall be one Board of Studies for each Faculty/Department of Karunya University.

**a) Composition of the Board of Studies:**

1. Director / Head of the Department – Chairperson
2. All Professors of the faculty / Department
3. Two Associate Professors of the faculty/ Department by rotation of seniority
4. Two Assistant Professors of the faculty/Department by rotation of seniority
5. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

The powers and functions of the Board of Studies shall be prescribed by the by the Rules of the institution.

**E. Board of Research and Consultancy (BRC)**

The Research and Consultancy committee shall be responsible for the enhancement of Research and consultancy activities at Karunya University

**a) Composition of the Board of Research and Consultancy**

- |                                                          |            |
|----------------------------------------------------------|------------|
| 1. Vice Chancellor                                       | - Chairman |
| 2. Pro-Vice Chancellor                                   | - Member   |
| 3. Registrar                                             | - Member   |
| 4. Deans                                                 | - Members  |
| 5. Controller of Examinations                            | - Member   |
| 6. Directors of Schools                                  | - Members  |
| 7. One external member to be nominated by the Chancellor |            |

**b) Powers and Functions**

- i. Will frame the regulations for Research & consultancy;
- ii. Identification of R&D thrust areas within the frame work of a 5 year programme;
- iii. Clearance / approval for sending the R&D proposals to funding agencies;
- iv. Finalization of R&D tie-ups with National and International bodies;
- v. Screening and approval for publications from KU faculty;
- vi. Approval for organizations of seminars / conferences to be hosted by KU;
- vii. Will frame the regulation for consultancy work.



This committee will implement all the research programmes as approved by the Board of Research & Consultancy. The members will report to the Chairman.

**c) Term of Office** of the members will be synchronous with their tenure of office in the designated positions.

## **F. Board of Evaluation**

### **a) Composition of the Board of Evaluation:**

- |                                                       |                    |
|-------------------------------------------------------|--------------------|
| 1. Vice-Chancellor                                    | - Chairperson      |
| 2. Registrar                                          | - Member           |
| 3. Deans                                              | - Members          |
| 4. All Heads of Schools/Directors                     | - Members          |
| 5. Asst. CoEs                                         | - Members          |
| 6. Two External Members to be nominated by Chancellor | - Members          |
| 7. Controller of Examinations                         | - Member Secretary |

### **b) Term of Office:**

The term of Office will be the same as that for the positions 1 to 4 (period during which they hold office under the respective designations). For the external nominated members the term will be for three years.

### **c) Functions**

- i. To advise the academic Council on policies, methods and procedures of assessment, evaluation and grading;
- ii. To keep under review the working of the internal assessment system;
- iii. To collect, maintain and scrutinize records of examinations and assessment;
- iv. To process and analyse examination marks and results and to advise the Academic Council on passing of results and matters of student grievances, moderation, re-examination etc;
- v. To forward to the Academic Council the list of eligible candidates for the award of degrees, etc with classifications;
- vi. To form sub-committees for such purposes as it may think fit with the approval of the Academic Council and delegate necessary powers;

- vii. To formulate the Scrutiny Board for Question Papers consisting of a Dean (Nominated by the vice-chancellor), the COE as member Secretary, The Head of the School for each subject and external subject experts to be co opted by the Dean. This committee shall examine the complaints about the question papers and recommend compensation for out of syllabus and wrong questions to be implemented by the Member Secretary;
- viii. To perform such other functions relating to assessment and evaluation as may be prescribed by the Academic Council;
- ix. To formulate Sub-Committees to look into issues like malpractice in examinations and other disciplinary matters concerning the conduct of examinations in the University.

### **G. Internal Quality Assurance Cell (IQAC)**

#### **a) Composition of the Internal Quality Assurance Cell:**

- |                                                   |                    |
|---------------------------------------------------|--------------------|
| 1. Vice-Chancellor                                | - Chairperson      |
| 2. Registrar                                      | - Member           |
| 3. Controller of Examinations                     | - Member           |
| 4. Chief Technology Officer                       | - Member           |
| 5. Four senior faculty members (Faculty nominees) | - Members          |
| 6. Chancellor's representative and Trustee        | - Member           |
| 7. One nominee from Local Society                 | - Member           |
| 8. Two student nominees                           | - Members          |
| 9. Three Alumni nominees                          | - Members          |
| 10. One nominee from Industry side                | - Member           |
| 11. One nominee from Stakeholders                 | - Member           |
| 12. IQAC Coordinator                              | - Member Secretary |

#### **b) Term of Office:**

The term of office of the Faculty members will be for a period of 3 years. The ex-officio members will hold office during their respective tenures.

#### **C) Powers and Functions**

- i. Development and application of quality benchmarks/parameters/radars in various activities of the institution;
- ii. Dissemination of information on quality aspects in the institution;
- iii. Organization of discussions, workshops, seminars and promotion of quality circles.
- iv. Recording and monitoring quality measures of the institution;
- v. Acting as a nodal agency of the institution for quality related activities;
- vi. Preparation of the Annual Quality Assurance Reports and such other reports as may be decided from time to time.

#### **H. Selection Committee:**

##### **a) Selection/Search Committee for appointment of Vice-Chancellor**

There shall be a Selection/Search Committee constituted by the Chancellor for the purpose of recommending to the Chancellor a panel of three names for appointment of Vice-chancellor. The Chancellor shall select a suitable person from the panel and appoint him / her as the Vice-chancellor.

The Committee shall consist of the following members

1. One nominee of the Chancellor - Convenor
2. Two Eminent Educationalists appointed by the Board of Trustees - Member
3. One nominee of the UGC - Member
4. One nominee of the Central Govt. - Member

The Committee shall submit its recommendation to the Chancellor for appointment. If the Chancellor does not approve of any of these persons so recommended, he shall have the power to reconstitute a fresh committee and call for a fresh panel. The Chancellor may also invite an Eminent Scholar / Scientist / Administrator from within India or outside and offer him/her an appointment directly. Appointing Vice-chancellor, Directors, Registrar and Finance Comptroller or any other Executive Officer, shall be within the powers of the Chancellor.

The person appointed as Vice-Chancellor shall normally not have attained the age of 62 at the time of appointment so that he can complete the tenure of 3 years before 65 years of age. However, the Chancellor / Board of Trustees shall have the full power to relax this age requirement for appointment in special cases.

**b) Selection Committee for appointment of Deans, Directors, Registrar and other Executive officers**

- |                             |                    |
|-----------------------------|--------------------|
| 1.Chancellor or his nominee | - Chairman         |
| 2.Vice-Chancellor           | - Member Secretary |
| 3.A member of BOM           | - Member           |

The Committee shall submit its recommendations to the Chancellor for final decision.

**c) Selection Committee for appointment of teaching staff**

There shall be a Selection Committee for making recommendation to the Chancellor / Board of Trustees for appointment to the posts of Professors, Associate Professors and Assistant Professors in the University and such other posts as may be prescribed by the Bye-laws.

Every Selection Committee for Appointment of all teaching staff shall consist of the following members

- |                                                                                                     |                    |
|-----------------------------------------------------------------------------------------------------|--------------------|
| 1. Vice-Chancellor                                                                                  | - Chairman         |
| 2. A person nominated by the Chancellor                                                             | - Member           |
| 3. Director of the respective School /<br>Chairman Board of Studies, provided he/she is a Professor | - Member           |
| 4. One subject expert nominated by the<br>Chancellor from outside the University                    | - Member           |
| 5. University Chaplain                                                                              | - Member           |
| 6. Registrar                                                                                        | - Member Secretary |

The Committee shall submit the recommendation to the Chancellor for final decision.

**d) Selection Committee for the appointment of Administrative and Non-Teaching Staff**

- |                                      |                    |
|--------------------------------------|--------------------|
| 1. Vice Chancellor                   | - Chairman         |
| 2. Director of the respective School | - Member           |
| 3. Head of the Department/Office     | - Member           |
| 4. An expert nominated by Chairman   | - Member           |
| 5. University Chaplin                | - Member           |
| 6. Registrar                         | - Member Secretary |

Practical Test shall be conducted wherever necessary. Committee shall submit its recommendation to the Chancellor for approval if the post is at / above the level of an Officer.

### **I. Board of Extension & Continuing Education**

#### **a) Composition of the Board of Extension & Continuing Education:**

- |                                                  |                    |
|--------------------------------------------------|--------------------|
| 1. Vice Chancellor                               | - Chairperson      |
| 2. Two nominees of Chancellor (External Members) | - Members          |
| 3. Director (Student Affairs)                    | - Member           |
| 4. NSS coordinator                               | - Member           |
| 5. DPD Representative                            | - Member           |
| 6. KRCH Representative                           | - Member           |
| 7. KCRD Representative                           | - Member           |
| 8. HoD of Extension & continuing education       | - Member Secretary |

#### **b) Powers & Functions**

- i. To undertake Planning & Execution of all the extension activities of the university;
- ii. To approve of the short term courses to be conducted by the department;
- iii. To approve proposals on projects to be sent to different funding agencies for sponsorship;
- iv. To prepare the budget for all the activities of the Department of Extension and continuing education.

### **J. Grievance Redressal Committee**

In accordance with University Grants Commission Regulations 2012 (The Gazette of India, March 23-29, 2013), a Grievances Redressal Committee has been constituted at Karunya University. The Grievance Redressal Cell at Karunya University has been an easy and readily accessible forum for prompt disposal of day-to-day grievances of its stakeholders through a fair, impartial and consistent mechanism.

The Grievance Redressal committee shall to use its best efforts to informally workout a resolution of the issues involved with the parties named in the grievance application. It

shall be the endeavor of the Committee to ensure disposal of every grievance application within a period of one month of the receipt of application.

**a. Composition of Grievances Redressal Committee:**

- |                                                                     |                          |
|---------------------------------------------------------------------|--------------------------|
| 1. Vice-chancellor                                                  | - Ex-officio Chairperson |
| 2. Pro-Vice-Chancellor                                              | - Member                 |
| 3. Registrar                                                        | - Ex-officio Secretary   |
| 4. Deputy Registrar (SA)                                            | - Member                 |
| 5. Dean, Academic Affairs                                           | - Member                 |
| 6. Dean, Research                                                   | - Member                 |
| 7. Officer-in-Charge GR Cell                                        | - Member                 |
| 8. UG/PG student(s)/Research Scholar(s)/<br>Women representative(s) | - Special Invitees       |

**b. Functions:**

- i. To obtain the facts through relevant sources in a fair and objective manner, and use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application;
- ii. To ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application;
- iii. To promote a responsive and accountable attitude and cordial relationships among stakeholders;
- iv. To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;
- v. To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
- vi. To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.

## **K. Board of Publications**

### **a) Composition of the Board of Publications:**

- |                                                    |                    |
|----------------------------------------------------|--------------------|
| 1. Vice-Chancellor                                 | - Chairperson      |
| 2. University Librarian                            | - Member Secretary |
| 3. All HoS                                         | - Members          |
| 4. Dean Research                                   | - Member           |
| 5. One External Expert nominated by the Chancellor |                    |

**b) Term of Office** shall be 3 years or synchronous with the tenure of the posts held.

### **c) Powers and Functions:**

- i. To formulate the bye-laws for the university publication division;
- ii. To look into the feasibility of various proposals put forward by the faculty for university publications;
- iii. To formulate the budget for the university publication division in conformity with the bye-laws.