

GLORY BE TO GOD

SIGNIFICANCE OF THE EMBLEM

The Karunya Emblem has a human face to indicate that the well being of humanity is central to our entire endeavors and that we shall never forget them in the midst of our equations and diagrams.

The symbol has a gear wheel as the human eye, in appreciation of the importance of technology in today's world;

The lighted torch stands for the light of knowledge, the light that promises moral, social and economic well being;

The hand holding the torch depicts Karunya's contribution to the cause, helping hand that spreads knowledge, the kindly light of education.

It has the motto '**ARISE AND SHINE**' - Karunya's message to the youth of the country.

To sum up, Karunya's emblem reflects the University's mission in knowledge creation and dissemination, value addition to men and materials and optimization of human potential for national development in all its ramifications for a bright future.



Karunya UNIVERSITY

KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES
(Declared as Deemed to be University under section-3 of the UGC Act, 1956)
(Accredited by NAAC)

Karunya Nagar, Coimbatore – 641 114.

STUDENT HAND BOOK

31 YEARS OF

PROFESSIONAL EXCELLENCE

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GENERAL INFORMATION

Address: Karunya University, Karunya Institute of Technology and Sciences, Karunya Nagar, Coimbatore – 641 114, Tamil Nadu, India.

Telephone: 91-422-2614300 / 301

Men's Residence:

Father Duraisamy Residence	91-422-2614 601/602
Edward George Residence	91-422-2614 611/612
Hepzibah Residence	91-422-2614 631/632
Angelina Residence	91-422-2614 621/622
Jerry Manuel Residence	91-422-2614 641/642
S.G. Bobraj Residence	91-422-2614 651/652
Johnson Victor Residence	91-422-2614 646
Bethany Residence	91-422-2614 643/644

Ladies' Residence:

Sundararaj Residence / SR Extn.	91-422-2614 511/512/513
Sevugapandian Residence	91-422-2614 501/502
Dakshinamoorthy Residence	91-422-2614 521/531
P.R Garg Residence	91-422-2614 522/523
Evangeline Residence	91-422-2614 519

Ophrah Residence 91-422-2614 520

Ladies Residence Fax 91-422-2614 534

Registrar's Office:

Fax 91-422-2615615

Website www.karunya.edu

E-mail ku@karunya.edu, info@karunya.edu

General:

Post Office Karunya Nagar – 641 114
Phone: 91-422-2615621/2614679

Bank Syndicate Bank,
Karunya Nagar Branch (6137)
Phone: 91-422-2615501/2614678
ATM facility available

Hospital 24 Hours (91-422-2614682)

Guest House 91-422-2614790/791/792

Bethesda International
Prayer Centre 91-422-2614580/4581/4582

UNIVERSITY ANTHEM

All praise and glory to our Merciful King

Majesty greatness we youth must sing

Soldiers of God and guardians of truth

So say the Prophets about as youth

One in a million we are His choice

Let us sing praises and let us rejoice

Love which surpasses motherly love

His merciful arms protect from above All praise and glory

Learning inspires humility

Good nature, kindness and modesty

Evil and sin to chase away

Will be our duty for this we pray All praise and glory

Soldiers of God let's rise and fight

To banish gloom and darkness of night

Day and night let our knowledge increase

At the feet of the merciful one without cease.... All praise and
glory

PERSONAL INFORMATION

1. Name :
2. Class & Reg. no. :
3. Date of Birth :
4. E-mail :
5. Permanent Residential :
Address :
6. Telephone no. :
7. Residence Address :
- on Campus :
8. Driving License no. :
10. Insurance Policy no. :
11. Passport details :
12. Bank name & Account no.:
13. Health record:-
Allergic to :
- Specs Lens (L/R) :
- Blood Group :
14. Reference contact address:
- (Only during emergency)

RAGGING IS STRICTLY PROHIBITED INSIDE & OUTSIDE THE CAMPUS

Ragging is a crime in law. It is a non bailable cognizable offence. The Govt. of Tamil Nadu has banned ragging in educational institutions vide its order no.: 7 of 1997 dated 14-02-1997, which makes ragging punishable. Students, whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside universities shall be punished accordingly.

1. Imprisonment up to a term of 3 years and
2. A fine up to Rs 2.5 Lakhs.
3. Dismissal from the Institution. The students so dismissed shall not be admitted to any other educational institution.

The students are warned not to commit any act that could be construed as ragging. They are also exhorted to rise up against the evil.

NOTE: Students must note that the violation of the rules and regulations stated above will result in severe punishment.



The Karunya Founders

Our Beloved Founders

Dr. Paul Dhinakaran, M.B.A., Ph.D. &
Late. Dr. D.G.S. Dhinakaran, C.A.I.I.B., Ph.D.

Karunya University then known as Karunya Institute of Technology and Sciences was established as an Engineering College on the 4th of October 1986, at Siruvani, Coimbatore District, Tamil Nadu State by Karunya Educational Trust, founded and promoted by world renowned Evangelist (late) **Dr. D.G.S.DHINAKARAN** and **Dr. PAUL DHINAKARAN**, with a divine vision and cherished desire to serve the cause of humanity through Education and Social Service. The institute was granted Autonomous status by Bharathiar / Anna University, the first ever self financing Engineering College in the Nation to receive this honour and responsibility on 15th October 1999. The Ministry of Human Resources & Development (MHRD) vide order no.: F.9-3-2000-U3 dated 23.06.2004 declared KITS as a Deemed to be University (under section 3 of UGC ACT 1956) and subsequently on October 10, 2004 the Honorable Minister of Human Resources & Development, Government of India, inaugurated the University.

KARUNYA'S VISION

- True to its name Karunya which means 'Compassion', Karunya University shall be a University with a social concern which will address the problems of humanity through teaching, research and extension in socially relevant areas.
- The students and faculty of Karunya University will be imbued with spiritual discernment and zeal to serve humanity and to eventually become leaders of society.

KARUNYA'S MISSION

To accomplish the vision, Karunya University – a Christian Minority Institution will be committed to transform lives through the following objectives:

- To raise undergraduate, post graduate students and research scholars to serve humanity by attaining high level of academic excellence, professional competence, exemplary values and spiritual empowerment.
- To find solutions to human problems in areas relating to Water, Food, Health Care and Energy through scientific, social and technological research as well as policy formulation.
- To set up care homes for physically and mentally challenged as well as the elderly and the terminally ill to enable the students to understand the human needs and pain, by participating in the services rendered to them on campus and thus to dedicate themselves to work towards solving those problems through research, development, policy making at high levels or through providing spiritual care.

The Karunya University stands for:

- ✓ Academic Excellence
- ✓ Personality Development, Value Incultation, and Character Building.
- ✓ Spiritual Nurture.
- ✓ Social Concern and Social Service to Humanity.

COURSES OFFERED:-

UNDERGRADUATE COURSES [Full Time]

BACHELOR OF TECHNOLOGY [B.Tech - 4 Years]

1. Aerospace Engineering
2. Bioinformatics
3. Biotechnology
4. Biomedical Engineering
5. Civil Engineering
6. Computer Science and Engineering
7. Electrical and Electronics Engineering
8. Electronics and Communication Engineering
9. Electronics and Instrumentation Engineering
10. Electronics and Media Technology
11. Food Processing and Engineering
12. Mechanical Engineering

POST GRADUATE COURSES [Full Time]

MASTER OF TECHNOLOGY [M.Tech - 2 Years]

1. Advanced Manufacturing Technology - Mech
2. Aerospace Engineering - Aero
3. Applied Electronics Engineering - ECE
4. Bioinformatics - Bioinfo
5. Biomedical Instrumentation - EIE
6. Bio Technology - Biotech
7. Communication Systems - ECE
8. Computer and Communication Engineering - CSE
9. Computer Science & Engineering - CSE
10. Control and Instrumentation Engineering - EIE.
11. Embedded Systems - EIE
12. Engineering Design - Mech
13. Food Processing Engineering - Food
14. Environmental & Water Resource Engg. - CIVIL
15. Thermal engineering - Mech
16. Geotechnology - CIVIL

17. Network and Internet Engineering - IT
18. Power Electronics & Drives - EEE
19. Software Engineering - CSE
20. Structural Engineering - CIVIL
21. VLSI Design Engineering - ECE
22. Renewable Energy Technologies - EEE

OTHER POST GRADUATE DEGREE COURSES [Full Time]

1. M.B.A. Trimester Pattern [2 Years]
(Marketing, Finance, HR, Operations, International Business and Logistics & Shipping Management)
2. M.Sc. Physics / Chemistry / Mathematics [2 Years]
3. M.Sc. Microbiology [2 Years]
4. M.A. English [2 Years]

Master of Science (M.Sc.) Integrated Courses [Full Time]

1. M.Sc..Nanoscience & Technology [5 Years]
2. M.Sc. Visual Communication [3 + 2 Years]
3. MA Media and Communication [3 + 2 Years]

POST GRADUATE DIPLOMA [Full Time - 1 Year]

1. Advanced Manufacturing Technology
2. Petroleum and Natural Gas Flow Measurements and Instrumentation.

RESEARCH PROGRAMME (IN ALL DISCIPLINES)

1. M.Phil. (Full time / Part time)
2. Ph.D. (Full time / Part time)

RULES AND REGULATIONS

An Opportunity:

1. The University provides ample opportunities for healthy and corporate living, with Christian values. Therefore, the students are expected to maintain friendly relationship with the entire faculty members, senior and junior fellow students. For redressal of any grievance, students can contact the respective Director of School / Head of the Department or Director (Campus Life).
2. Necessary infrastructure and amenities are provided for the healthy development of soul, mind and body of every individual. The rules and regulations are mainly for ensuring harmonious living and to inculcate self-discipline, cultivate values of honesty, integrity, responsibility and leadership in the student for a successful future as young and dynamic professional with a social concern.

Every student must:

Introduction:

- Foster and maintain a vibrant academic, intellectual, spiritual, cultural and social atmosphere which is consistent with the Vision and Mission of the University.
- Adhere to the rules and regulations of the University and discharge their responsibilities as a student with diligence, fidelity and honour.
- Not indulge in any act of indiscipline in the University and Residence campus and must behave and conduct themselves / appropriately.
- Be polite and courteous to all and be obedient to the members of the faculty.
- Enter and leave the class room with the permission of the Teacher.

- Maintain silence on campus and support an ambience of learning and scholastic pursuits.
- Maintain the University as a place of learning and an exclusive academic zone

Progress in Studies:

- Be aware that, in case progress in studies is uniformly poor even after adequate steps taken for improvement in Karunya University, the student is liable to be sent out of the University.

Social Awareness:

- Must be socially aware and participate in social service activities like NSS, CHS & YRC [Students can join NCC also]

Good Habits:

- Practice good health habits and regularly participate in wholesome physical activities like sports, games and athletics.
- Not breach discipline, violate rules in the playing fields and place of extracurricular activities.

Tobacco/Alcohol/Drugs:

- Refrain from possessing, consuming or distributing alcohol, narcotic and psychotropic substances and tobacco.
“Karunya University campus is Narcotic Drugs / Psychotropic Substances, Alcohol and Tobacco free.”

Punishment for the Charges:

- i) Under influence of alcohol/possession- One Semester Suspension
- ii) Under influence of tobacco/possession- One Semester Suspension
- iii) Narcotic drugs, Psychotropic Substances- Expulsion

Peace on Campus:

- Maintain peace in the University campus. Students should not destroy, damage, deface or remove the University property, or disturb or injure any person under the pretext of celebrating / inducting / pledging or for any other reason like rivalry, extortion etc.

Punctuality and Classes:

- Follow the University timings, class timings, residence timings, mess timings, Morning Assembly timing.
- Be punctual and put in full attendance to classes every day. Student must have a minimum of 80% for physical attendance to be eligible to appear for the end of semester examinations. Those with less than 80% attendance will have to repeat the semester.
- Attend all classes including the first day and the last day of the semester. Absence without permission for leave will be viewed seriously. Permission to leave the University campus must be got from the Director / HoD (if during the class hours – 8.30 a.m to 5 p.m) an outpass must be handed over to the security at the gate.
- Not leave the University Residence campus / University campus without prior written permission of the Director (S) / Chief Warden / Joint Chief Warden / Warden (between 5 p.m

to 8.00 a.m – outside class hours.). Gate pass must be handed over to the security at the gate.

- No student is permitted to leave the University campus or Hostel / Residence campus without official permission.

Identity Card:

- Not fail to wear their **identity card** while in the campus. They should be in possession of the identity cards at all times for verification. Defaced or broken ID cards are invalid. The ID card is required for use in the Library and facilities like the Utility Stores. It is also necessary for admission to Examination and Laboratories/Workshop. The student is responsible for any charges accounted on this card. The lost ID card is alive till TC is taken. ID once issued is valid till the end of the course. Loss of ID due to theft /misplacement or otherwise will be replaced. Students must take care of the ID Card.

Interactions:

- Not collect money from co-students for any purpose without authorization by the University authorities.
- Not convene or attend any unauthorized meeting in the University campus.
- Not bring Outsiders to the campus. Must not participate in any political activity or invite political leaders to the campus for providing such activities.
- Not respond to call for strike, procession, agitation and violence.
- Not indulge in anti-national, anti-social, communal and immoral activities.
- Not scribble on the desks, on the black / green boards and on the walls of the University and Residence campus.

- Not smear coloured powder, splash colour water or water or anything else in the guise of festivals, functions, birthdays or under any other occasion in the Residence and University campus on anyone or on anything.
- Violation: Suspension for 10days

Fire Cracker:

- Not bring, distribute, possess or burst fire crackers of any kind in the Residence and University campus.
- Violation: Suspension for 10 days

Ragging [Ragging is banned in Karunya University]:

- Not directly or indirectly commit, participate, abet, and instigate Ragging inside or outside the University.
- **Violation:** Expulsion from the University. Legal action as per law
- **Students shall report the ragging through the email Id antiragging@karunya.edu for necessary action**

ANTI-RAGGING COMMITTEE (2015-2016)

Chairman : **Dr.C.JOSEPH KENNADY** -The Registrar, Karunya University

Secretary: **Dr.A.ALBERT RAJAN** – Deputy Registrar (Student Affairs)

Administration : **Mr.SEKAR** - Sub Inspector of Police,Karunya Nagar Police station

Local Media : **Mr.GANDHI BABU** - Dhinakaran Daily Reporter

N.G.O Representation : **Mr.REUBEN** - Administrative Officer, SEESHA

Faculty Member : 1.**Dr.ELIZABETH FELIX** – Associate Professor – S&H

2. **Mr.ALFRED KIRUBA RAJ**- Assistant Professor – ECE

Parent Representative : **Mr.SAMUEL SUNDAR**

Student Representative : 1.**Mr.AJISH DAVID** – (Reg No: UR14EE106) – 1st Year Student

2. **Mr.JERIN JIMMY** – (Reg No: UR12EE068) – 3rd Year Student

Non – Teaching Staff : **Mr.SEBASTIN** - Student Affairs Office

- Not indulge in eve teasing, which is a cognizable offence punishable by law with damaging consequences. It is strictly prohibited in the University campus and punishable when indulged both inside and outside the campus.

Violation: Expulsion from the University.

- Not write, make, bring, distribute, display or circulate unauthorized notices, pamphlets, and leaflets on the campus. Not paste notices or posters in the Residence or University. Not forward, send or circulate unauthorized informations through SMS or email.

Violation: Suspension for One Semester

- Not to be present where the presence is unauthorized (e.g.: Cinemas, “local pathy”, hotel, and restaurant).
- Not be a part of any union or group or organize any move to form unions or groups unauthorized by the management and the Vice-Chancellor / Registrar.

Laptops:

- Not misuse the Laptops for gaming or watching movies and non academic purposes. I year students should not possess any laptops / Computers. Laptops will be periodically checked by the faculty.

- Not possess articles that will cause harm or injury to others.
- Must not take the law into their own hands. Must not hold private panchayats.

Violation: Suspension for one semester.

- Be aware that in the event of self inflicted injury or wounds on any part of the body for what so ever reason, or drinking harmful substance will not be permitted to continue in the University.

Areas Out of Bounds:

- Not go to lake side, river side, hill and mountain side or to the forest outside the University. These areas come under the Forest Department, Govt. of Tamil Nadu. Should not go to the private property around the University/Residences and the fences around these are electrified against wild animals.
- Report any violation or indiscipline to the authorities.
- Be aware that violation of above rules will result in severe disciplinary action.

Responsibilities of Students:

1. Reading, understanding and complying with the University's and their faculty's academic regulations, which are updated each year in the student hand book/calendar and course hand book.
2. Reading, understanding and complying with degree and program requirements in the student hand book/calendar and course hand book and obtaining clarification from their faculty or University office if necessary.
3. Following course prerequisites
4. Requesting academic advising on a regular basis. While faculty and advising staff provide guidance, students are ultimately responsible for their study programme and degree requirement and compliance with course and degree requirements.
5. Reading and understanding procedures and deadlines for applying for Awards /Scholarships.
6. Ensuring that their course registrations for each semester are correct by checking their web record

7. Reporting any errors in their course registration to their faculty or University office before the end of the first week of classes.
8. Obtaining and carrying a student photo ID card
9. Paying fee on time.
10. Verifying the appropriateness of grades awarded them by checking their web record. Verifying the class attendance and morning assembly attendance.
11. Ensure that any appeals of grades received are made within the stipulated date that the grades are posted to the web.
12. Keeping the University provided with a current valid mailing address at all times by updating their record and
13. Applying for graduation / convocation and Transfer Certificate on completion of the Course

STUDENTS ARE NOT ALLOWED TO LOITER AROUND THE CAMPUS DURING CLASS HOURS OR DURING FREE HOURS FOR ANY REASON

DOCUMENTS:

- All documents that are supplied in support of application for admission submitted at the time of enrollment, readmission, or transfer, become the property of the Karunya University. Originals of the 10th Standard, 12th Standard/Intermediate grade sheets, Semester grade sheets, Provisional, Degrees and Community certificate will be returned to the student at the end of the course of study. For applicants who do not submit the originals of the certificates at the time of enrollment will have their conditional admission revoked or cancelled.

FEES:

- Student should pay the required fees (University, Residence & Mess) as stipulated by the University / Hostel in time. Delay in transit with respect to the above fee cannot be quoted as the reason for delayed payment. The parent / student should accept the obligation to pay all fees on schedule and should be aware failing which the student would be put out of rolls and restrained from attending classes / write exams / results being withheld. Fees must be paid before the commencement of each semester.
- All fee must be paid 15 days prior to the beginning of the semester.
- The University has adopted the cashless mode of transaction for all payment and settlement. While making remittance ensure the student's name and register number is clearly mentioned.
- All information regarding fees will be on the website and no letter will be mailed.

OUT OF ROLLS NORMS

1. Students are put out of rolls on 2 counts
 - (a) Disciplinary action
 - (b) Non Payment of Fees

ASSEMBLY

1. To develop the character and personality of students, regular assembly sessions are conducted every morning where attendance is compulsory. **Important announcements**, if any, are made in the assembly. None can plead ignorance of these announcements in case any student was absent on that day. All students and staff are required to attend the same.

2. **The morning assembly is part of the forenoon session of classes.** Absence in the assembly will result in loss of attendance.
3. Students shall be present in the morning and evening assembly (Residence / Hostels Prayer Cells) in order that the Almighty God bless them with peace of mind, wisdom, memory power, good health and success.

DRESS CODE

All the Students should adhere to the following dress code within the University campus on all Academic working days.

Men: Students must be neatly dressed in formals and clean-shaven with a decent hair cut at all times when in the campus. Earrings & Ear Studs are not permitted. Formal trousers, shirts (tucked in) and shoes whenever they are in the University campus. During University functions and on special occasions, they should wear University uniform (blazer and tie). **[T-shirt / Jeans (of any type including cargo) and low waist trousers are not permitted.]**

Girls: Girl students are required to wear either salwar kameez or churidhar with dupatta pinned at the shoulders or sarees and should wear University uniform [Blazer] on special occasions.

Laboratory & Workshops:

All students should wear laboratory / workshop uniform / Shoes when they are in labs / workshop classes.

CLASS ATTENDANCE

Students must strive to excel in academics right through the course and put in 100% physical attendance. There is no provision for any condonation. A student requires a minimum of 75% (80%

for CBCS students) physical attendance to be eligible to write the examinations. Students with less than 75% attendance should repeat the semester (non CBCS students).

Students can avail on Duty Permission to attend/participate approved programmes/activities. However the student must have 75% minimum attendance at the end of the semester to be eligible to write the Examination after taking into account the permission, medical leave and other leave.

CLASS TIMINGS:-

KARUNYA UNIVERSITY – TIME TABLE												
Day	Theory	Hour 1	Hour 2	Assembly 10.40 – 11.05	Hour 3	Hour 4	Lunch 12.55 – 2.15	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10
		8.30 – 9.30	09.35 – 10.35		11.10 – 12.00	12.05 – 12.55		2.15 – 3.05	3.10 – 4.00	4.20 – 5.10	5.15 – 6.05	6.10 – 7.00
Lab		Lab Session I 8.30 – 10.30		Lab Session II 11.10 – 01.10		Lab Session III 2.15 – 4.15		Lab Session IV 5.15 – 7.15				
Mon	Theory	E	D		F	A		G	H	TC	X	Y
	Lab	L1			L2			L3			XL1	
Tue	Theory	C	E		B	F		I	G	TD	TG	TY
	Lab	L4			L5			L6			XL2	
Wed	Theory	D	C		A	No Class		H	V	TH	No Class	
	Lab	L7						L8				
Thurs	Theory	V	D		F	B		I	H	TE	X	Y
	Lab	L9			L10			L11			XL3	
Fri	Theory	C	E		B	A		I	G	TF	X	Y
	Lab	L12			L13			L14			XL4	

EXAMINATION

End Semester Examinations are conducted at the end of each semester during April/May and November/December. For MBA courses examinations are conducted at the end of each trimester during September, January and May. Results will be published in the Internet within 10 days after the last examination of that semester.

75% (80% for CBCS Students) of attendance is necessary to be eligible to attend the end semester examinations.

Timetable and seating arrangement will be displayed in the ‘Examination’ portal of our website www.karunya.edu.

Xerox copies of the answer scripts can be obtained after the publication of results. Students can also apply for Revaluation (Level II / UG subjects) or Re-totalling (Level III / PG subjects). The details for the same will be announced from the Controller of Examinations during the publication of results.

Malpractice in any nature during the examination will be viewed very seriously. In case of any malpractice, an enquiry will be conducted and punishments such as ‘debaring the student from the University’, ‘cancellation of all the examinations taken during the semester’ etc. will be awarded as per the recommendations of the malpractice prevention committee.

The details for the issue of transcripts, getting duplicate certificate etc. are available in our University website.

INTERNAL ASSESSMENT (for Non CBCS students)

1. Normally 3 tests are given. Students should be present for all 3 tests. (MBA Students will have only 2 Internals each trimester)
2. There will be no provision for re-test.
3. Total marks in an Examination Paper consists of 50 marks internal plus 50 marks external making a total of 100 marks.(non-CBCS). For CBCS internal marks 60 plus external marks 40.

The duration of each internal test will be 2 class hours and the students will have to be inside the examination hall for the

whole duration. The progress report of each student will be sent to the parents. Students are free to approach the faculty / officials for any clarifications between 4.00 p.m and 6.00 p.m and the faculty will be available during these hours to clarify doubts and to mentor the students. Students should make use of the facility provided.

ACADEMIC MISCONDUCT

Academic Integrity:

Assignments, tests, and examinations are designed for students to show the instructor how well they have mastered the course material. When the instructor evaluates the student's work, it must therefore be clear which ideas and words are the student's own. In general there must be academic integrity in the students doing course work and producing an original thesis in which acknowledgement is given for other people's ideas or works. Students should be aware that, while collaborative or group work on assignments may be encouraged in some disciplines, it is not acceptable in others. Discussion of ideas with faculty and other students is both allowable and important, provided that credit is given in written work for ideas that are not one's own. Group study is likewise permissible unless explicitly forbidden by the instructor.

Violations – Acts of Academic Misconduct:

Acts of academic dishonesty or misconduct include acts which contravene the general principles. In this section, some of these acts are described. Others which are not explicitly described here may also be considered academic misconduct. All forms of academic misconduct are considered serious offences within the University community.

Cheating:

Cheating constitutes academic misconduct. Cheating is dishonest behavior (or the attempt to behave dishonestly), usually in tests or examinations. It includes:

- Unless explicitly authorized by the course instructor or examiner, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily;
- Copying from the work of other students.
- Communicating with others during an examination to give or receive information, either in the examination room or outside it;
- Consulting other on a take-home examination (unless authorized by the course instructor);
- Commissioning or allowing another person to write an examination on one's behalf;
- Not following the rules of an examination;
- Using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early);
- Altering answers on an assignment or examination that has been returned;
- Taking an examination out of the examination room if this has been forbidden.

Plagiarism:

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or

carelessness. Unless the course instructor states otherwise, it is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Plagiarism includes the following practices:

- Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
- Presenting the whole or substantial portions of another person's paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet.

Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

In addition to the matters described above, academic misconduct subject to discipline also includes (but is not limited to) the following:

- Falsifying lab results;
- Padding a bibliography with works not read or used;
- Helping another student in an act of academic dishonesty; for example, writing a test or paper for someone else, or preparing materials for another student's study project;

- Providing false or incomplete information or supporting documents/materials on an application for admission, re-admission, or transfer;
- Providing false information to obtain a deferral of term work or examination;
- Altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance (one's own or someone else's);
- Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats;
- Hindering other students in obtaining fair access to University materials and facilities; for example, cutting an article out of a Library copy of a journal;
- Theft of another student's notes;
- Alteration or destruction of the work of other students;
- Behavior that interferes with the evaluation of another student's work, such as failure to participate in a group project

The two acts listed below may be considered to be academic misconduct unless authorized by the course instructor

- Submitting the same work for credit in more than one course. Students who wish to submit work they have prepared for another course must consult the course instructor and receive permission to do so
- Working jointly, with another student or group of students, on an assignment that is to be graded. If no explicit instructions are given by the instructor about group work, students who wish to work together must request the instructor's permission in advance.

BREAK IN STUDY / WITHDRAWAL

Be aware that, incase progress in studies is uniformly poor in Karunya University, the student is liable to be sent out of the University. Students can avail a Break in Study on medical grounds once during their course of study.

LEAVE RULES

Medical leave duly certified by Medical Superintendent – Karunya Rural Community Hospital (KRCH) will be sanctioned by the Director / HoD / HoS through the respective class teacher / Mentor. Leave must also be entered electronically within 5 days into the E-Governance / CMS / OA. Application for leave for other reasons should be submitted to the Dir / HoS / HoD well in advance (before two days) prior to availing of leave. The respective Residence Warden will sanction Residence leave. A student must have a minimum of 70% physical attendance and 80% overall class attendance to be eligible to appear for the end of semester examinations after taking into account all leave including medical and permissions.

MENTOR SYSTEM

Students numbering (20 to 25) will be attached to a faculty member called **MENTOR** for a period of one year by the HoD concerned for the effective monitoring of the welfare of the students. The Mentors will guide their wards to grow with excellence and academics, co-curricular and extracurricular activities. The Mentors shall keep the record of wards under their care and will periodically meet them and review the performance of their wards in academic activities like attendance, internal examinations, end semester examinations, assignments, project works, industrial training / tours,

paper presentation, personal and health matters. The Mentors are the local guardians of the students and offer mental and emotional support to them.

The Mentors shall report to their parents about their academic performance periodically and also inform of any disciplinary proceeding against their wards in case of the latter's violation of code of conduct or misbehavior in the campus. They shall counsel the individual student who has the problem and shall interact with their parents whenever they visit the University. The Mentors shall also make arrangements for the overall personality development and career guidance of their wards.

VEHICLES

The students shall use no powered vehicles of any type viz., motorcycle, scooters or cars within or outside the University and / or Residence campus. Violation of this is punishable by suspension and imposing of fine.

ACADEMIC FACILITIES:-

Central Resource Centre (Library) is open from 8 a.m. to 11 p.m. on all days except Sunday.

The Central Resource Centre (Library) has a good collection of text books, reference books, national and international journals, e-journals, CDs and Videos. Apart from this, every department has its own department library.

- ❖ Online web catalogues and Internet facilities are available.
- ❖ Bar code system has been implemented. Students can borrow books by producing ID cards.
- ❖ Silence is to be strictly observed in the library.
- ❖ Book will be lent to students only for a period of 15 days.

- ❖ The (final semester) students should return the books to the library for obtaining “**No dues Certificate**”.
- ❖ Borrowing journals / reference books / projects reports from the library is not permitted.
- ❖ Borrowers are expected to return the books on or before the due date stamped on the issue label. Books returned after the due date will be charged an over due charge of Rs. 1/- per day.
- ❖ Books may be returned on all working days. Absence from the University shall not be an excuse for any delay in returning the books. Books due on a holiday should be returned the next morning and no fine will be collected.
- ❖ Books returned shall not be reissued to the same person on the same day of return.
- ❖ Library books are to be used with utmost care and to be returned without any damage. Damaged books shall not be accepted.
- ❖ The Library is under surveillance with the aid of video cameras.
- ❖ In case of any loss of a book by any student, double the cost of the book will be recovered or the book may be replaced with the latest edition.
- ❖ The library accepts donations of manuscripts, books, and journals etc., which are found useful to the students.
- ❖ Students are not allowed inside the library without their dress code.
- ❖ Usage of mobile phones is not permitted inside the library.
- ❖ Book transaction hours are between **7 a.m. and 11.00 p.m.** The library is provided with a photocopying machine to enable the student to get copies of reading materials from the library on Payment basis. However, photocopying of materials from a source other than what is available in the library is not allowed.

SUPPORTING FACILITIES

The following facilities are provided within the campus:

Hospital

The campus has a 30 bedded well-equipped hospital with X-Ray, Scan centre, an operation theatre and pharmacy. Medical Officers on-duty cater to the needs of all students and staff.

Post office / Telephone Facilities

A Post Office with telegraph FAX, STD/ISD facilities and Speed Post Services (EMS) is also available in the campus. The installation of a microwave tower in the campus has made possible the STD/ ISD connections to and from outside faster. Separate STD /ISD facilities are also available in ladies Residence.

Bank

For the convenience of staff and students, Syndicate Bank with ATM facility is functioning within the campus. Also SBI, TMB ATMs are functioning. Students are expected to present their identity card whenever required by the bank authorities during transaction. Separate ATM is available inside the Ladies Residence campus. All ATMs are fitted with concealed cameras. Tampering with ATMs is a cognizable offence punishable under law.

Campus Utility Stores

A Campus Utility Stores (CUS) is available in the campus to cater to the needs of Staff and Students. Office stationery, eatables and other day-to-day items are available in these stores for the convenience of the students. A shopping complex is also available in the Ladies residence with facilities of laundry, hair dressing etc.

Guest House cum Restaurant

A Guest House cum 200 seater capacity multi-cuisine restaurant is available in the Campus. The Guest House has AC

rooms, non AC rooms in addition to family AC suites and other allied facilities.

SERVICE UTILIZATION

Service facilities are available in the campus to repair furniture, broken lights and attend to leakage taps, blockage in the sanitary pipes etc. Students who come across these defects in the Residence shall report the same to the Resident supervisors of their respective Residence. A complaint register maintained in the phone rooms of the Residence may be used for reporting the problems.

CO - CURRICULAR ACTIVITIES (CCA)

All Students are expected to enroll themselves in one or the other Co-curricular activities (CCA) under the Department of Extension and Continuing Education. Co-curricular activities are those activities that are outside the regular academic programme. CCA are included in the courses offered by Karunya University so as to broaden the scope of education. Co-curricular activities (CCA) are a means to enhance social interaction, leadership development, self-discipline and self-confidence and are compulsory for students of Karunya University, especially in the first and second years of graduate and integrated M.Sc. courses and in the first year of post graduate students. However, students are allowed to volunteer for these activities in the third and fourth years of their courses as an optional and voluntary activity.

Students have to earn credits from their involvement in these co-curricular activities. However, students do not necessarily need to appear for formal examinations in order to earn credits under these. These are held / organized outside the standard academic hours of the University. The co-curricular activities are considered significant in the wider context of education and employability of young men and women, who pass out of the University..

1. National Service Scheme [NSS] 12 Units
2. Rotaract Club
3. Community Health Service - CHS
4. Youth Red Cross – YRC
5. Food & Nutrition Club
6. Science & Faith Dialogue Club
7. Music & Choir
8. Bethesda International Prayer Centre
9. Y's Men Youth Club
10. Advance Leadership & Toast Master's Club
11. Journalism Club
12. Trekking Club
13. Karunya Arts & Literary Association [KALA]
14. Dramatics Club
15. Photography and Video Club
16. Nature Club
17. DoVE activities
18. Software and Network Club
19. Astronomy Club

Enrollment into student clubs for earning credits under CCA.

All students of First Year B.Tech shall enroll into NSS from the odd semester in the first year of their enrollment into the University. Students have an option of joining into one of the student clubs from the second year of the under-graduate programme. Hence enrollment in NSS in the first year and in one of the student clubs in the second year is obligatory for the students. However, students who are enthusiastic about working in student clubs in their third year have an option of joining a club of their choice. Students are not expected to enroll and participate in club activities in their final year graduate programme unless specially permitted by Director – Student Affairs or HoD, DECE. Students shall apply for membership in the club/ clubs by filling in an

application. The application form is available with the DECE, Programme Coordinators of student clubs as well as at the department website. The application form may be filled in all respects and submitted to the DECE within seven days of the reopening of the University.

Registration of students into Clubs

The registration for the ensuing year will be done in the month of April at the end of the even semester.

While registering for enrollment, a student can opt for three choices and registration into a club will be given for a student based on availability of seats in the student clubs. If the first choice is filled in, then the second choice can be given automatic enrollment. A student registered with a club or activity can continue with the same club or activity for a year and credit need to be awarded once every academic year, at the end of the even semester.

Credit Requirement to complete the course at the Karunya University

A student has to work for 40 hours to earn a credit under CCA. Of these 40 hours, the student shall work for 30 physical attendance hours and 10 hours to document his/her work and learnings. These 40 hours need to be completed during 18 weeks that constitute one semester. It is assumed that activities and programmes will be organized in 15 of the 18 weeks, at the rate of 2 hours per week contributing to 30 hours of work/activity per semester. Additional 10 hours shall be used for documenting the work.

Course-wise credit requirement as per norms of Karunya University

No	Name of Course	Credits to be earned to complete graduation
1	B.Tech. (Bachelor of Technology) Regular (8 semesters) & Lateral Entry (6 semesters)	4
2	M.Tech. (Master of Technology) 2 years	1
3	MBA (Master of Business Administration) 2 years	1
4	M.C.A. (Full time 3 years)	2
5	M. Sc. / MA (Full time 2 years)	1
6	M.Sc. (Five Year Integrated Course)	4

Students may take add-on courses from the third year of their course. However, add-on courses will not be eligible for credit under co-curricular activities. No co-curricular credit related activities are expected in final year

Administration of credit under CCA

Each student shall be given a report card for CCA. The duration of engagement and details of activities shall be marked on the report card and will be signed by the Programme Coordinator. Students shall keep the card carefully in safe custody and shall get their attendance entered on the card by the Programme Coordinator/ Programme Officer when they attend or participate in an activity or event. This will be considered as proof of involvement in club activities and subsequent award of credit. The Programme Coordinators/ Programme Officers shall keep a register of attendance and should be available for comparison and cross checking if and when called for by competent authorities. The number of credits each student is required to earn is given in the table above

CREDITS TO BE EARNED

- Students are expected to earn 1 credit for each semester.
- If the students are not able to complete the credit tally before the completion of their course, they will be required to come back to Karunya as alumni and work for the needed credits. Such students will not receive their consolidated mark sheets until they complete the credit tally.

Students who have “Credit Arrears” will not be able to participate in the Convocation/Graduation day and the award of the degree.

SPORTS AND GAMES

Students are encouraged to make use of all the sports, games and athletics facilities available in the campus between 4.30 p.m. and 8 p.m. Students who are involved in the University sports and games events are advised that they should take care of their studies properly and achieve academic excellence also.

The following Sports, Games, and Recreation facilities are available in the Campus:

A **OUTDOOR GAMES**

1. Football Ground
2. Hockey Ground
3. Volleyball Court (Men & Women)
4. Kabbadi Court (Men & Women)
5. Basketball Court (Men & Women)
6. Ball Badminton Court (Men & Women)
7. Tennis Court
8. Cricket Ground
9. Hand Ball
10. Archery
11. Athletics: Track and Fields

B **INDOOR GAMES**

1. Shuttle Badminton [4 Courts]
2. Table Tennis [Men & Women]
3. Carom Board [Men & Women]
4. Chess Board [Men & Women]
5. Gymnasium [Men & Women]
6. Volley ball, Basket ball & Kabadi Courts

In order to make everyone take part in the sports activities the entire students on roll have been classified into eight houses namely blue, yellow, red, green, white, brown, pink and orange.

The department of physical education is organizing sports activities for everyone especially in the morning and evening times.

Timings:

From	To
06.00 a.m	07.45 a.m.
04.30 p.m	8 p.m.

DIRECTORATE OF VALUE EDUCATION [DoVE]

DoVE has been established with the sole purpose of producing value-based professionals by equipping the future Managers / Engineers of the nation with moral, ethical and spiritual values, through various programmes like Retreats, Youth Seminars on practical issues, Peace Rallies, Prayer Sessions, Corporate Worship, Morning Assembly Sessions, Musical Concerts, Mega Events, Training & Development Programmes, Personal and Referral Counseling, Residence Prayer Cells, Sessions on Value Education, and other social awareness based activities. These ensure the effective dissemination of values to each and every student while living and studying in Karunya Campus.

STUDENT CARE AND COUNSELLING

Care & Counselling Services are offered by our University by a team of senior counseling experts from the Department of Care & Counselling located in the second floor of the University main building. Students who are involved in disciplinary issues and those who are going through problems that are serious in nature should be referred to the Care & Counselling team through the attached referral form. The Care & Counselling Services are also offered in the residences. **The Wardens, SRAs and Mentors are advised to refer students who need help and make use of the Counselling facility to ensure well being of the student community.** The Counseling rooms in each hostels are allotted.

CORPORATE WORSHIP brings the entire Karunya Community on every Sunday to worship and glorify the Almighty God, for his Divine guidance and provision. Students get an opportunity to use and develop their organizing, musical and singing skills in the right direction.

RESIDENCE PRAYER CELLS and **RESIDENCE COUNSELLORS** ensure that the students are nurtured and cared for while they live as a community away from their homes. DoVE can be reached anytime from anywhere through e-mail [askdove@karunya.edu] or through phone +91 422 2614530 or +91 422 2614032.

SCHOLARSHIP AND AWARDS

Student Affairs Office facilitates the student to receive the scholarships both from the Central, State Governments and also from the home Institution.

Central Government Scholarship.

Merit Cum Means Based Scholarship :

The Govt of India Department of Minorities Welfare announces the MERIT CUM MEANS BASED SCHOLRSHIP for the Minorities like Christian, Muslim, Sikh, Buddhist & parsi. [Renewal & Fresh]

Karunya University announces the scholarship through Notice board and Morning assembly.

Procedure for applying:

The eligible students can log on www.scholarships.gov.in and can register for this scholarship on line as per the following eligible criteria.

Eligibility Criteria:

1. 50% of marks in the previous year examination and without facing any competitive exam (or) student got admission with facing Competitive exam.
2. Annual Income of the parent / guardian from all sources is Rs.2.50 lakhs
3. Scholarship is awarded strictly on the basis of marks.
4. For renewal cases the students should not have any arrears.

Documents to be attached:

1. Attested copy of Community Certificate
2. Income Certificate obtained from the Revenue Department
3. Copy of 10th, 12th & UG Mark Sheet –Attested.
4. Bank A/C.No. & particulars-mail ID

The soft copy of the application shall be forwarded to the Student Affairs Office on line. The hard copy also shall be submitted to the Students Affairs Office along with all the supportive documents for the verification and scrutiny by the in charge scholarships.

The staff in charge shall scrutinize the applications received from the students both soft and hard copy and submit the hard copy to the Deputy Registrar for approval.

The approved hard copy has to be forwarded to the respective State Department dealing with Minority scholarship for further progress.

The department of minorities will publish the selected candidates both Renewal and Fresh in the minority website.

The candidates those who selected for the scholarship will be credited with the scholarship amount on the student's Bank Account.

State Government Scholarships:

SC/ST & Converted Christians Scholarships

The students all over the states from India are eligible for the above scholarship. [Fresh & Renewal]

Procedure for applying:

The eligible students can apply for the above scholarship on line in the respective state government scholarship web site.

Eligibility Criteria:

1. Annual Income of the parent / guardian from all sources is Rs.2.50 lakhs
For SC & ST and Rs. 200,000 for Converted Christians from SC.

Documents to be attached:

1. Attested copy of Community Certificate
2. Income Certificate obtained from the Revenue Department
3. Copy of 10th, 12th & UG Mark Sheet –Attested.
4. Bank A/C. No. & particulars-mail ID

Procedure for applying:

The hard copy of the application to be submitted to the Student Affairs Office (Scholarship section) for eligibility and scrutiny.

The scrutinized applications will be forwarded to the Deputy Registrar for approval. The approved scholarship applications will be forwarded to the respective state Governments for the grant.

The granted scholarship is being disbursed to the student's Bank Account Directly from the Granting Authority.

CENTRAL BOARD OF SECONDARY EDUCATION- CBSE

The Central Board of Secondary Education use to announce The Central Sector Scheme of Scholarship for College and University through ONLINE from the students who have passed Class XII Examination during every academic year.

Eligibility:

The applicant should be an Indian national.

The applicant should have passed the Senior School Certificate Examination conducted by CBSE and have secured the total aggregate marks

The applicant should be pursuing higher studies and have taken admission in Under Graduation regular course from recognized Educational Institutional / University in India.

The applicant should not be availing any other scholarship.

Total Annual Income of parents of the applicant from all sources should not exceed Rs. 6 lakhs per annum

The applicant should not belong to creamy layer as defined by DoP&T from time to time.(Govt. of India, Dept .of Per.& Trg.,OM No.36033/S/2004-Estt.(Res.) dated 14-10-2004) This is applicable to all categories of applicants both “ general and reserved”)

Students can apply through online form the CBSE Portal www.cbse.nic.in

How to apply:

After login online hardcopy have to be submitted to the Board on or before the stipulated date as and when published by the authority.

Joining report must be signed and stamped by the Head of the Institution from where UG course is being pursued.

The income affidavit should be either in Hindi or English on the prescribed format on a non –judicial stamp paper of Rs. 10/- duly sworn in before notary public/ First class executive magistrate / Revenue Officer.

Sanction of Scholarship:

The selected candidates will be awarded with the scholarship, and amount will be credited in the students Bank Account.

Institutional Scholarship:

Dr.D.G.S.Dhinakaran Memorial Educational Scholarship is awarded to the economically weaker section students. It is purely a loan scholarship. The student has to repay the scholarship with in six years from leaving this University.

Eligibility Criteria:

1. This scholarship is solely a Loan scholarship to support the meritorious B.Tech Students from economically weaker section.
2. Student must have a CGPA of 7.5 and above with no arrears. The students must have the class and assembly attendance above 85% and 90% respectively on all semesters.
3. The Joint income of the parents should be less than Rs. 2,00,000/-(Two Lakhs per annum)

The students can apply for the above scholarship in the prescribed application along with the recommendations from their respective Mentor, HOD/HOP/ Director.

The received applications will be scrutinize and approve by a committee headed by the chairman ship of Registrar for the eligibility of scholarship.

The eligible students will be sanctioned with the scholarship, The amount will be credited in their respective student's account.

Ranks and awards:

Semester:

The semester ranks are awarded to the students by the Student Affairs Office as per the SGPA of the semester forwarded by the Controller of Examinations at the end of the each semester.

The student Affairs Office will select the top three rank holders [as per SGPA] and award the rank and cash award accordingly.

The first Three rank holders are awarded with the rank certificates like 1st Rank 2nd Rank & 3rd Rank. The first and second rank holders are awarded with cash award of Rs 2500 & 1000 respectively. The third rank holder is not awarded with the cash award.

Out going student after the 8 semesters.

The list of the outgoing students over all toppers as per the CGPA will be forwarded by the controller of examinations to the Student Affairs Office.

The Student Affairs Office will rank the students as per their CGPA and they are awarded with the Rank certificates ie I,II & III and a cash award of Rs 3000,2000 & 1000 respectively.

Best Out going UG & PG students.- Chancellor Award.

The best out going students in UG & PG are selected by the Controller of examination as per the CGPA of the student The best out going students both UG & PG are given with a medal worth Rs. 3000/- and a cash award of Rs. 5000 and a certificate as a chancellor award.

Endowment Scholarship Awards:

The endowment award is being given from the respective department as per the student's academic and social achievement.

The endowment awards are being given to the best out going students from the following departments every year. The amount of the scholarship is RS.3000/-, and a certificate.

The list of Awards are Mentioned below

Sl.No.	Name of the Award	Dept
1	Dr. Johonson Victor Award	Civil
2	Sis. Christabel Jebaraj Award	Mechanical
3	Mr.Ajith Thomas Mathew Award	EEE
4	Mr. Kamala Raja Singh Award	EIE
5	Mr.S.G. Jeyaraj Award	CSE
6	Jaganous Diagou Award	IT
7	Dr.NinanVarghese Award	MBA
8	Dr. S.Gurubatham Award	ECE

Prime Minister's Scholarship for the Wards of Ex-Service men:

The wards of the Ex-Service men are eligible for the above Scholarship. There is no income limit.

Amalgamated fund-Scholarship for the wards of Ex servicemen.:

The wards of the Ex-Service men those who are not availing the Prime Minister's Scholarship are eligible for this scholarship (This Scholarship will be granted from the respective Zilla Sainik Boards)

RESIDENCE

Excellent Residential facilities with a capacity for accommodating 8000 students is available in the campus. The Residences are given below.

Men's Residence

1. Father Duraisamy Residence
2. Edward George Residence
3. Hepzibah Residence
4. Angelina Residence
5. Jerry Manuel Residence
6. S.G. Bob Raj Residence
7. Johnson Victor Residence
8. Bethany Residence

b) Ladies' Residence

1. Sundararaj Residence & S.R.Extension
2. Sevugapandian Residence
3. Dakshinamoorthy Residence
4. P.R. Garg Residence
5. Evangeline Residence
6. Ophrah Residence

Residences are administered by the Director [Campus Life], Chief Wardens and are supported by a team of Joint Chief Wardens, Wardens (Welfare & Discipline), Chief Warden (Mess), Wardens (Mess), Senior Resident Advisors and other officials.

RULES AND REGULATIONS PERTAINING TO RESIDENCE

OBJECTIVES

- To accomplish the vision of Karunya University.
- To be exemplary and maintain values and spiritual empowerment.
- To preserve peace, tranquility and calm atmosphere in the Residence.
- To respect the rights of others.
- To stand for the Karunya emblem which reflects the University's mission in Value addition.
- To maintain and respect multi cultured and pluralistic nature of the University.
- To Maintain and respect values of each individual irrespective of their religion/caste or creed

RULES

The University is completely residential for both men and ladies and for all courses and programmes (Both UG and PG).

1. Living in the University Residence is compulsory.
2. At the time of admission to the Residence, the University fee receipt has to be produced. A declaration agreeing to abide by the rules and regulations of the Residence has to be signed by the student and countersigned by parent / guardian.
3. On admission, the student will be allotted a room by the Residence authorities. These allocations to the room shall be subjected to change at any time, for administrative reasons. Students shall only occupy the rooms allotted by the authorities and shall not shift to any other room of their choice.
4. On allocation of the room, the student is to take possession of the room furniture and fittings and ensure that everything is

maintained in good order. Any damage will be claimed from the occupant immediately.

5. Dismissal or suspension from the University will entail automatic dismissal or suspension from the Residence also.
6. Before vacating the Residence, students are required to remove all their personal belongings and hand over furniture and other items entrusted to them in good condition, to the Residence authorities. They are required to leave all the electrical fittings in their rooms intact.
7. The students (men) are to be inside the Residence by 8.30 p.m.. The First year men students must be inside the Residence by 6.30 p.m on all days.
8. The students (Ladies) are to be inside the Residence after classes. However, permission shall be extended for any specific requirements up to 6.30 p.m.
9. Students can attend the Residence Prayer Cells between 6.30 p.m to 7.00 p.m. Study hours are to be observed between 8.30 p.m & 10.30 p.m on all days. Silence hours is between 10.30 p.m and 6.00 a.m on all days. Students should not make any noise / create disturbance / walking around during silence hours. After 12.00 a.m all students are to switch off their lights and go to sleep.
10. Students are not to organize or celebrate birthday parties or other functions / festivals in the Residence during the study and silence hours. Students having Birthdays can be specially prayed for in the respective Residence Prayer Cell.
11. The students are not to leave the Residence without prior permission of the concerned Warden. They have to apply in the prescribed Residence Leave Form in advance stating the reason of their leaving and the address of destination with the phone number. If they happen to leave the Residence without permission it will be reported to their parents immediately and liable for further action/punishment.
12. Students are not to leave the Residence premises on weekend holidays for any purpose without the prior permission of the

- Chief Warden or concerned Residence Authority. They are also not permitted to stay in Coimbatore (lodges/friends houses) for whatsoever reasons.
13. Students are not to carry articles/utensils belonging to the Residence outside the Residence premises. They are also not permitted to carry tumblers and plates with food from the mess to their Residence. Students must save and conserve electricity and water and not to waste food. Water from the Water Doctor is only for drinking purpose. Action will be taken if found using it for other purpose.
 14. Damage to common property of the Residence will be collected from all the students in the Residence. Students should not damage the property of Residence.
 15. Students need to switch off the fans and lights whenever they leave their rooms. A nominal additional electricity charge will be collected from them if they fail to switch off the fan/lights whenever they leave their rooms.
 16. Students will dine in the Residence mess only. They will not cook inside their rooms or mess outside. Students should not take the food to their rooms. Students should not buy food from outside and take it to their rooms.
 17. Students are required to clear outstanding arrears and dues, if any, before vacating the Residence.
 18. Students are required to produce identity cards on demand, for verification of identity. Identity cards must be shown for entry in to the Residence. Defaced or broken ID cards are invalid.
 19. Students are not to visit any other campus other than Karunya, on any account.
 20. Students should stay only in the allotted rooms and not in the rooms of others. After 8.30 p.m, the student must be in one's own room only.
 21. Ragging is a criminal offence. It is prohibited and those found committing any act of ragging would be dismissed from the Residence and University.
 22. Use of radios, televisions, sound system with speakers, tape recorders, Cameras, steel almirahs or any other type of personal furniture or electrical, electronic appliances [Iron Box / Electric Immersion Water Heater] is not permitted.
 23. Students are not allowed to write or paste anything on walls, windows or doors in the room or deface them in anyway. Posters of any kind are not to be affixed on walls or in any other place. However, calendars without picture are permitted.
 24. Students shall not play (cricket, foot ball etc...) in the Residence premises causing damage to the property and disturbances.
 25. Every part of the Residence premises will open for inspection by the authorities at all times.
 26. Meetings of any kind can be organized only with the prior permission of the Chief Warden / Joint Chief Warden.
 27. Students shall utilize the service of the Dhobi authorized by the University.
 28. Playing cards, all forms of gambling, smoking / use of tobacco, possessing / consuming narcotic drugs / psychotropic substances or alcohol and possessing obscene pictures, posters, pornographic material, lethal weapons or inflammable materials are strictly forbidden.
 29. Students are not to bring, possess, distribute or burst fire crackers inside the Residence.
 30. Cycles are to be parked only in the areas provided. **Possessing or use of motorized two / four wheelers by the Residence inmates are not permitted inside or outside the University.**
 31. Students are expected not to be in the Residence nor stay back during class hours without the permission of the concerned authorities. Sick students must take treatment in the Hospital.
 32. Students are expected to participate in all meetings and functions officially arranged for them by the authorities.
 33. Students are well advised to use the telephone facilities before 8.30 p.m. on working days and 9.00 p.m. on Sundays and other holidays.

34. All Students are to keep their rooms clean and tidy.
35. Students can have their own personal Computers / Laptops at their own risk. They have to use the same for academic requirements only. They are not expected to watch movies or download movies. Residence authorities will not be responsible for any theft or any damage of any of these items.
36. Use of Cell phone is optional and entails use of the same. Any violation or illicit use is subject to and governed by the relevant section of the Indian Penal Code.
37. The University and Residence officials shall not be held responsible for any theft within or outside the University and / or Residence premises. Complaints of theft of electronic and computer gadgets shall not be entertained. Students should take responsibilities for their safety.

ADDITIONAL CODE OF CONDUCT FOR WOMEN

Parents and authorized visitors are permitted to visit the students in the Residence Visitors Lounge between 5.30 p.m. and 6.30 p.m. on weekdays and between 7.00 a.m. to 6.30 p.m on holidays.

a) Personal Reasons

Normally it is advised that girl students are accompanied by authorized escorts while leaving the campus. For this parents of the girl students shall give the names of four visitors/escorts to the Chief Warden/Joint Chief Warden/Concerned Warden along with their passport size photos.

In case the parents desire that their ward may be allowed to leave the campus on her own or as a group of girl students during the permitted periods on holidays then they may fill the self escort form and send it to Joint Chief Warden (Welfare & Discipline) Ladies Residence.

However, the Chief Warden reserves the right to allow the girl student / students / group of students to leave the Residence without escort or put student under “Escort Required System” category.

b) Official Trips

The staff members should accompany the girl students. Parents should provide their specific consent and absolve the University of any Responsibility.

c) Representing the Institution and Project work of Final Years

Parent’s permission to go on their own, to do project work has to be obtained by the students.

Girl Students who represent or attend the events connected with the University shall be permitted to go out of the Residence only with the authorized member of the staff who arranges such events.

Students are advised to be careful about the safety of jewels and other costly articles. The Residence does not take responsibility for loss, theft or damage. Students should not possess costly articles and jewels.

Girl students, who want to visit the staff quarters, or go to the University after working hours, are expected to obtain the signature of the official in charge on the permission slips. There is a separate permission slip to visit staff Quarters / Bethesda International Prayer centre on weekend or holidays, which has to be filled by the Girl students. They should return back to the Residence within two hours.

LEAVE PROCEDURE

Students may avail Residence Leave whenever they leave the Residence for any reason. They will apply in the prescribed **Residence Leave Form** in advance stating the reason of leaving and the address of destination with the phone number. (Residence students who leave Residence without application and permission from the concerned authorities shall be deemed to be missing and Parent / Guardian / in some such cases even Police authorities may be intimated). Whenever they go out of the University after class hour or to the staff Quarters, they will have to get the signature of the concerned in the prescribed form and also the entry to be made by the security staff at the gate and submit the same to the Senior Resident Advisor or the Warden (W&D) immediately after returning.

Students are allowed to go home once in a month during the weekends and not more than eight times per year.

The Warden / SRA is empowered to sanction the Residence leave for non-working hours & weekends and holidays and HOD / Administrative Coordinator on Institutional working days.

**TO LEAVE THE RESIDENCE WITHOUT PRIOR
PERMISSION IS AN OFFENCE**

LATE PERMISSION

Prior permission should be obtained by those who wish to come late to the Residence after the special class / laboratory work / special practice for the sports and extracurricular activities.

The staff concerned (HOD / Administrative Co-coordinator / Warden/ Faculty Member / Physical Director / Non – Academic Activity Co-coordinator) should certify the late permission slip.

VISITORS TO THE RESIDENCE

Parents or guests of the students can visit their wards in the Residence at the visitors lounge.

In the case of the girl students, the security at the ladies Residence gate will verify the escorts / visitor's authorization card.

Parents who desire to stay on campus can avail themselves of the Guest House accommodation on payment.

MESS

The Chief Warden (mess) reserves the right to exercise his/her direction in running the mess either on dividing system or on Contract System.

DIVIDING SYSTEM

The Residence has provision for both Vegetarian and Non-Vegetarian Mess.

If dividing system is in force, the remuneration paid to the mess staff, expenses incurred towards water and electricity in dining will be divided equally among all the inmates of the Residence and collected along with the monthly mess bill. Food allowances and other related expenditure paid to the staff during brief closures of the mess / vacation in University will be collected as surcharge in 10 monthly installments.

In dividing system full reduction in the mess rate will be given only to those Residence inmates who apply in advance for

leave to the mess for more than three days at a stretch. (N-3) days of rebate are granted.

Rebate application in the printed form should be personally handed over to the staff concerned in the Residence office at least a day in advance. Rebate applications received on the same day on which the boarder wants go on leave from the mess, will not be accepted.

Rebate applications submitted after availing of the leave will be rejected and no reduction will be granted in the mess bill.

In case of emergency, if a student happens to leave the Residence urgently due to unforeseen reasons, the student is directed to send a telegram or communicate on the immediate next day of availing leave from the Residence to the respective Joint Chief Warden or the Chief Warden. This can be treated as a documentary evidence for providing mess rebate. In case of hospitalization of any student the parent / guardian can send a telegram or communicate to the Chief Warden or the respective Joint Chief Warden on the immediate next day of availing leave.

The members of the Residence shall dine only in the section (Vegetarian or Non-Vegetarian), opted by them during the bill period. Billing period is 21st of month to 20th of following month. A student desirous to change from non-vegetarian menu to vegetarian menu or vice versa must submit an application to the respective Warden (Mess), and his/her approval before the 20th of the month.

MESS GENERAL RULES

- ❖ Only the inmates of the Residence are entitled to dine in the Mess.
- ❖ The cost of damage to mess utensils and furniture will have to be paid for by the boarders.

- ❖ Students who are sick will be provided with sick diet on request.
- ❖ The mess bill amount will be displayed on the notice board. The bill has to be paid within 15 days from the date of display. The mess bill is also sent to the parents for information. A sum of Rs. 25/- is collected as late fee for every 15 days after the last date for payment.
- ❖ Students are expected to come to the dining hall neatly dressed (T-shirts / Shirt and full pants). It is expected of them to enter the dining hall before the Grace and prayer of thanks is said.
- ❖ Students are advised to behave with courtesy and decorum in the dining hall and enable the mess to function smoothly.
- ❖ Washing of hands in plates is forbidden.
- ❖ Students shall not waste food in plates. Wastage is a social outrage and also increases the mess bill.
- ❖ Entry into the kitchen is strictly prohibited except for the Residence officials.
- ❖ Mess will remain open only during the scheduled timing.
- ❖ No private cooking in the Residence rooms or the Residence premises is allowed.
- ❖ Students can get token books for extra food items in the mess, purchase at Campus Utility stores & Snacks bar from the respective Residence Supervisor as per the approval given by the parents. Smart Cards for payment will soon be introduced.
- ❖ Students must bring their own plates and tumblers.

GRIEVANCES IN RESIDENCE

For the benefit of students and to bring out their opinion and suggestions for the improvement in Residence and Mess, a Residence Welfare Committee and a Mess committee are formed. The members of the committee meet once a month with Joint Chief

Warden / Wardens / SRA to discuss various issues pertaining to the Residence and Mess.

A mail ID tellus@karunya.edu is designated to address grievance inside University and Residences.

STUDENTS FORUM

Students Forum is arranged attended by the Vice Chancellor and Registrar. Complaint boxes are affixed in every residences for Students Suggestions and Grievances. Students can contact the following officials through e-mail.

Vice Chancellor -vc@karunya.edu
Registrar -registrar@karunya.edu

COMMITTEES

The following Committees are constituted to assist the Vice-Chancellor / Registrar in administering the University.

- a. University Spiritual Affairs Committee [U-SAC]
- b. University Academic Coordination Committee [UACC]
- c. Administrative Committee
- d. University Academic Calendar Committee
- e. Time table Committee
- f. Automation Committee*
- g. NSS activities Committee*
- h. Disciplinary Action Committee (both Students and Staff)
- i. Counseling Activities Committee*
- j. Placement and Training Committee*
- k. Library Committee*
- l. Faculty Development Committee
- m. Infrastructure and Campus Beautification Committee*
- n. Publication and Publicity Committee*

- o. Research Consultancy Committee
 - p. Scholarship Committee
 - q. Professional Activities Committee*
 - r. Sports and Games Committee*
 - s. Planning for “Special Occasions” Committee*
 - t. Extracurricular Activities Committee
 - u. Reception Committee*
 - v. Computer Centre Administration Committee
 - w. Campus Recreation Committee
 - x. Residence Administrative Committee*
 - y. Residence Welfare Committee
 - z. Students Academic Calendar Preparation Committee
- [*- These Committees have students’ representation also]**

NATIONAL ANTHEM

Jana gana mana adhinayaka, jaya he
Bharata bhagya vidhata
Punjaba Sindhu gujarata maratha
Dravida utkala vanga

Vindhya Himachala Yamuna Ganga
Uchchhala jaldhi Taranga
Tava Subha name jage,
Tava Subha asisa mage,
Gahe tava jaya gatha

Jana gana mangala dayaka, jaya he
Bharata Bhagya Vidhata
Jaya he, jaya he, jaya he,
Jaya jaya jaya, jaya he.

AUTHENTIC ENGLISH TRANSLATION OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of all people.
Thou Dispenser of India's destiny.

Thy name rouses the hearts of the Punjab, Sind
Gujarat and Maratha of Dravid, Orissa and Bengal.

It echoes in the hills of the Vindhyas and Himalayas,
Mingles in the music of the Yamuna and Gangas and
Is chanted by the waves of the Indian Sea.

They pray for Thy blessings and sing Thy Praise,
The saving of all people waits in Thy hand,
Thou Dispenser of India's destiny
Victory, Victory, Victory to Thee .