

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)
(Member: Association of Indian Universities)

Karunya Nagar, Coimbatore – 641 114.

STUDENT HAND BOOK 2013

27 YEARS OF

PROFESSIONAL EXCELLENCE

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 an unbailable 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 Inculcation, 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. Bio-Informatics
3. Bio-Technology
4. Civil Engineering
5. Computer Science and Engineering
6. Electrical and Electronics Engineering
7. Electronics and Communication Engineering
8. Electronics and Instrumentation Engineering
9. Electronics and Media Technology
10. Food Processing and Engineering
11. Information Technology
12. Mechanical Engineering
13. Bachelor of Kinesiology Canadian Degree / University of Regina / 2+2 Years

POST GRADUATE COURSES [Full Time]

MASTER OF TECHNOLOGY [M.Tech - 2 Years]

1. Applied Electronics Engineering - ECE
2. Bio-Informatics -
3. Biomedical Instrumentation - EIE
4. Bio-Technology -
5. Communication Systems - ECE
6. Computer and Communication Engineering - CSE
7. Computer Science & Engineering - CSE
8. Control and Instrumentation Engineering - EIE.
9. Embedded Systems - EIE
10. Food Processing Engineering -
11. Integrated Water Resources Management. - CIVIL

12. Mechanical Engineering with specialization in CAD/CAM, Thermal Engineering, Engineering Design, Automobile, Aeronautical Engineering
13. Multimedia Technology - IT
14. Nano Technology
15. Network and Internet Engineering - IT
16. Power Electronics & Drives - EEE
17. Software Engineering - CSE
18. Structural Engineering - CIVIL
19. VLSI Design Engineering - ECE
20. Renewable Energy Technologies - EEE
21. Integrated Course on Nanoscience and Nanotechnology

OTHER POST GRADUATE DEGREE COURSES [Full Time]

1. M.B.A. Semester Pattern [2 Years]
(Marketing, Finance, HR, Operations & International Business)
2. M.B.A. Semester Pattern [2 Years]
(Logistics & Shipping Management)
3. M.C.A. [3 Years]
4. M.Sc. Physics / Chemistry / Maths [2 Years]
5. M.Sc. Industrial Mathematics [2 Years]
6. M.Sc. Microbiology [2 Years]
7. M.Sc. Medical Biochemistry / Networking Technology/
New Media [2 Years]
8. M.A. English [2 Years]
9. L.L.M. Intellectual Property Rights [2 Years]
10. M.Tech Integrated course on Nanoscience and
Nanotechnology [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. M.Sc. Biomedical Sciences | [5 Years] |
| 4. M.Sc. Medical Informatics | [5 Years] |
| 5. M.Sc. Kinesiology and Health Sciences | [5 Years] |
| 6. M.Sc. Medical Laboratory Science | [5 Years] |

POST GRADUATE DIPLOMA [Full Time - 1 Year]

1. Advance Manufacturing Technology
2. VLSI
3. Environmental Management
4. 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, incase progress in studies is uniformly poor 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 75% physical attendance to be eligible to appear for the end of semester examinations. Those with less than 75% 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 – 9.00 a.m to 4.30 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 4.30 p.m to 9.00 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.

Cell phones:

- The University does not permit cell phones on campus however students may keep a cell phone with their residences. Parents are strictly warned on the possible misuse of cell phones and the damages which may result to the character of the student. Misuse of cell phones is punishable as per the cyber law. Any student using cell phone to solicit illegal relationships, illicit deals and illegal activities like ragging, providing of drugs and banned substances will be expelled from the University.

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:

- Not directly or indirectly commit, participate, abet, and instigate Ragging inside or outside the University.
- **Violation:** Expulsion from the University
- 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
2. A student who is placed **Out of Rolls** is not permitted to be present in the University campus including Residence.
3. If the student is out of rolls, the period is marked absent. Fees payment beyond 13 working days from the date of reopening of a semester will not be accepted. The student will not be permitted to continue the semester which will result in loss of one year of study.

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 half a day 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 (blue 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 [Blue Blazer] on special occasions.

Laboratory & Workshops:

All students should wear laboratory / workshop uniform 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% physical attendance to be eligible to write the examinations. Students with less than 75% attendance should repeat the semester.

Students can avail "PERMISSION" to attend/participate approved programmes/activities. A maximum of 10 PERMISSIONS only can be availed during a semester. 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:-

I Assembly	a) 08.55 a.m. - 09.20 a.m. b) 09.30 a.m. - 09.55 a.m.
II	09.30 a.m. - 10.20 a.m.
III	10.20 a.m. - 11.10 a.m.
IV	11.10 a.m. - 12 noon
Lunch Break	12 noon - 1.30 p.m.
V	1.30 p.m. - 2.20 p.m.
VI	2.20 p.m. - 3.10 p.m.
VII	3.10 p.m. - 4 p.m.
VIII Arrear Coaching/Mentoring	4 p.m. - 4.50 p.m.

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% of attendance is necessary to be eligible to attend the end semester examinations.

Timetable and seating arrangement will be displayed in the 'Examination' Section 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-totaling (Level III / PG subjects). The details for the same will be announced through the Internet 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 enquiry committee.

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

INTERNAL ASSESSMENT

1. Normally 3 tests are given. Students should be present for all 3 tests and the better of two test marks will be taken. (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.

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 5.00 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-house 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 acknowledge 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 75% physical 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 9.30 a.m. to 7.00 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 **9.30 a.m. and 7.00 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. 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 campus 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

With effect from the odd semester of 2011-12, there shall be only one annual registration to enroll into co-curricular activities. (For the year 2011-12, registration will be done in the month of July. For the subsequent years, 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

*Applicable for 2011-2012 student onward

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 6.30 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
06.30 a.m	08.00 a.m.
10.00 a.m	12.30 p.m (for I year B.Tech NYP Classes)
02.00 p.m.	04.00 p.m
05.00 p.m	07.00 p.m.

DEPARTMENT 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.

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.

SCHOLARSHIPS AND AWARDS

Dr. D.G.S Dhinakaran Memorial Awards Scholarship:

The University has instituted this scholarship to honor our founder Dr. D.G.S Dhinakaran.

This is a merit cum means scholarship to the meritorious, physically challenged and students with good conduct of missionary parent the The scholarship amount is Rs. 20, 000/-

Silver Jubilee Scholarship: This Scholarship is provided to pursue Full Time Ph. D at Karunya University.

Government Scholarships

SC/ST SCHOLARSHIPS ELIGIBILITY PRESCRIBED BY THE GOVERNMENT OF INDIA.

Only those candidates who are citizens of India and who have obtained a minimum of 50 % of marks in school leaving examination namely Matriculation/ Higher Secondary/India School Certificate Examination etc are eligible for this scholarship.

Types of Scholarship:

Government of India Scholarship – Scheduled caste:

This Scholarship is meant only for the Scheduled caste candidates. The Annual income for the above scholarship from all sources is Rs. 1, 00,000/-.

Government of India Scholarship - Scheduled tribe:

This above Scholarship is meant only for the Scheduled Tribe candidates. The Annual income for the above scholarship from all sources is Rs. 1, 00,000/-.

State Government Scholarship:

The above Scholarship is meant only for the Scheduled caste converted Christian candidates. The Annual income from all sources for the above Scholarship is Rs. 50,000/-per year.

Government of Tamil Nadu – Adi Dravidar Higher Education Special Subsidy:

The above Scholarship is meant only for the Scheduled caste, Scheduled tribe and Adi-Dravidar Converted Christians. It is a special subsidy being granted from the Government of Tamil Nadu. The Annual income for the above scholarship from all sources is Rs. 50,000/-.

Government of Tamil Nadu-Chief Minister Award Scholarship:

This Scholarship is meant for the students belonging to Adi-Dravidar and Adi-Dravida Christian Converted students. This scholarship is awarded to the students on the basis of highest marks obtained by them during Higher Secondary Examination and studied Tamil as a second language in HSC.

Government of India Post Matric Scholarship-Minority Communities:

This Scholarship is awarded to the student who has secured not less than 50 % marks in the previous final examination and the annual income of parents / guardian from all sources does not exceed Rs. 2 Lakhs.

Muslims, Sikhs, Christians, Buddhists and Zoroastrians (Parsis) have been notified as minority communities under section 2 (c) of the National Commission for Minorities Act, 1992.

Government of India-Merit cum Means based Scholarship:

This Scholarship is meant for the students who get admission to a college to pursue technical/professional course on the basis of a competitive examination or without facing any competitive examination.

However, such students should have not less than 50% marks at Higher secondary/Graduation level.

The Annual income of the parent / guardian should not exceed Rs. 2.50 lakhs from all sources.

BACKWARD CLASS SCHOLARSHIPS ELIGIBILITY PRESCRIBED BY THE GOVERNMENT OF TAMIL NADU.

The scholar should belong to Tamil Nadu State and to the Backward or Most Backward, Denotified Communities so recognized by the Government of Tamil Nadu.

The annual income of the parents or the guardian should not exceed Rs.1, 00,000/-

The scholarship award is subject to good conduct and regularity and should be renewed every year on promotion.

The scholars who are eligible shall obtain the prescribed application form from the Office of the Registrar and submit the same along with necessary enclosures before the stipulated date. The notification will be given well in advance and the nature of scholarship and last date will be displayed on the notice board.

Additional information about these scholarships can be had from the concerned staff in the Student Affairs Office of the Registrar.

Government of Jharkhand Birsa Munda Technical Stipend:

Eligibility: This scholarship is awarded to the SC/ST students from the state of Jharkhand.

UGC SC/ST Post Graduate Scholarship

This scholarship is awarded to the SC/ST students who are pursuing post graduate professional courses. It is a merit scholarship.

Government of Andhra Pradesh Social Welfare Scholarship:

This scholarship is awarded to students who belong to the state of Andhra Pradesh. Since it is a Government Scholarship, the students are advised to apply to the District Head Quarters of their respective Districts.

RESIDENCE

Excellent Residential facilities with a capacity for accommodating 7500 students is available in the campus. The Residences are given below.

a) 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 by 6.30 p.m on all days. However the I year (Ladies) will return to the Residence after classes.
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. 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 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 intimidated). 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.

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