

**KARUNYA UNIVERSITY**

(Declared as deemed to be university under section 3 of the UGC act 1956)

**Karunya nagar, Coimbatore 641114, Tamilnadu, India.**

**INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b)**

**OF**

**RIGHT TO INFORMATION ACT, 2005**

**INFORMATION MANUAL**

## **KARUNYA UNIVERSITY**

(Declared as deemed to be university under section 3 of the UGC act 1956)

**Karunya nagar, Coimbatore 641114, Tamilnadu, India.**

### **MANUAL UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT 2005**

The office of the Registrar Karunya University, Coimbatore 641114 provides the following information as per the requirements of the act. The information is published and updated every year. This is to facilitate easy availability of information to the public.

#### **Sl.No. Name of the manual/Document/information**

- 1.The particulars of organization ,functions and duties
- 2.Powers and duties of officers and employees
- 3.The procedure followed in decision making process
- 4.The norms set for discharge of functions
- 5.The rules ,regulations,instruction manuals and records
- 6.Statement of the categories of documents that are held under its control
- 7.Particulars of any arrangements that exists for consultation with or representation by the public in relation to the formulation of its policy or implementation there of
- 8.State of the boards ,councils, Committees and other bodies

9. Directory of Officers and employees

10. The monthly remuneration received by each officers and Employees including the system of compensation as providing in its regulations

11. The budget allocated to each of its agency ,indicating the particulars of all plans ,proposed expenditures and reports on disbursements made

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

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

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

15. The particulars of facilities available to citizens for obtaining information including the working of the library or reading room ,if maintained for public use

16. The name designations and other particulars of the appellate authority and public information officer

17. Such other information as may be prescribed.

\*\*\*\*\*

## **1.THE PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES**

### **1.1 Inception**

The Government of Tamil Nadu took a major policy decision to invite and encourage private participation in Higher Education in the State and approve self-financing private colleges without any financial commitment to the State Government with effect from 1984-85. As per the said policy and subject to the conditions laid down by the Government, the Karunya Institute of Technology was established in October 1986 at Siruvani, Coimbatore District, Tamil Nadu, by Karunya Educational Trust, promoted by 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.

### **Mission**

The Founders have established the Institute with a mission to:

- provide the youth with the best opportunities and environment for higher education and research in engineering, technology, medical and other arts and sciences to help them attain high levels of academic excellence and scientific temper, technical and professional competencies and life skills;
- train and develop youth as total persons who'd also be endowed with divine power and compassion to serve humanity, to alleviate their sufferings through prayer, Counselling and good works.
- inculcate in students, values and make them appreciate the need for high ethical standards in personal, social and public life in order to enable them to reach higher levels, to become leaders, to be a voice in order to influence society and nation with a view, to uphold and promote a just social order.

### **Registered office**

The Karunya Educational Trust has its registered office at No.16, Greenways Road, Chennai - 600 028.

## 1.2 The Memorandum and Articles of Trust

The Memorandum of Trust and Articles of Trust of Karunya University, a Minority Educational Institution, which serves as the constitution of the University has been revised. This revision has been necessary since the Karunya Institute of Technology and Sciences(KITS) attained the Deemed to be University status on 23rd June 2004 and University status on 13th September 2006. The new constitution is in line with the Deemed University notification No. F.9-3/2000-U.3, dated 23rd June 2004 and University notification No. F.6-1(II)/2006 (CPP-I), dated 13th September 2006. As per this, the UGC has empowered the University to design and start its own programmes in line with its overall objectives provided the norms of various regulatory agencies like the AICTE, NCTE etc. are adhered to. The revision has also been necessary in the light of the model University Act of the UGC for 21st Century Universities. Amendments have been made in the Memorandum of Trust and Articles of Trust to enable the University to discharge its power and functions to achieve its vision and mission by:

1. Facilitating Creation, Preservation and Dissemination of knowledge and attainment of excellence in different disciplines.
2. Promoting smooth transition from the earlier teacher-centric focus to the required learner-centric educational processes and activities.
3. Enabling performance of functions of interest to the university's major constituents like faculty, staff, students and society.
4. Developing a sense of ethos in the University community, making it conscious of its obligations to the society and the nation.
5. Accepting the challenges of globalization to offer high quality education and other services in a competitive manner.
6. Giving the system freedom to respond to the following:
  - a. Introducing democratization in the working of the University and making it well suited to its functions/tasks;
  - b. Insulating the university from interference by agencies outside the University system;

- c. Developing a system of working based on responsibility and accountability.
- 7. Facilitating the University to be flexible and responsive to rapid changes taking place in society;
- 8. Making provision for a legal frame work for the University to function smoothly;
- 9. Creating an ambience for it to earn the general confidence and respect of society at large.

The Board of Management considered the proposals for modifications and additions in the Memorandum of Trust and Articles of Trust and passed the appended draft which has been since approved by the Board of Trustees for operation from 8th September 2007.

### **1.3 The Minority Status**

The Institute has been declared as a Christian Minority Institution; within the meaning of Clause 1 of Article (30) of the Constitution of India by the Government of Tamil Nadu vide their GO MS.No.616 dated 28.7.1995 and annually by subsequent communications from the Department of Higher Education, Govt. of Tamil Nadu, the latest being letter (Ms) No.228, dated 5.7.2000.

Also, the Institute has been certified as a Minority Institution, by the National Commission of Minorities, New Delhi, vide their letter dated 11.9.1993. The Honourable High Court of Madras has confirmed that "Karunya Institute of Technology, Coimbatore, run by the Karunya Educational Trust is a Christian Minority Educational Institution" vide their Judgement dated 21.1.1994 in S.A.No.257 of 1993.

The Institute started functioning from the academic year 1986-87 by offering the following three degree courses with an intake of 60 students in each with the approval of the State Government and the affiliation from Bharathiar University, Coimbatore:

1. B.E. Civil Engineering
2. B.E. Mechanical Engineering

### 3. B.E. Electronics and Communication Engineering

The University has registered continuous growth in terms of number of courses and overall performance and reached the status of an autonomous institute, offering PG and Ph.D. programmes.

#### 1.4 Academic Growth

1986 B.E. Civil Engineering, B.E. Mechanical Engineering and B.E. Electronics & Communication Engineering introduced.

1994 B.E. Electrical and Electronics Engineering and B.E. Computer Science and Engineering started.

Master of Business Administration (MBA) started.

1995 B.E. Electronics and Instrumentation started.

Master of Computer Applications (MCA) started.

1996 B.E. Production Engineering started.

1997 M.E. Structural Engineering and M.E. Thermal Engineering started. (two courses)

1998 **Permanent Affiliation** received for B.E.(Civil), B.E. (Mechanical) and B.E. (Electronics and Communication) courses from Bharathiar University.

UGC approval under Section 2 (f) and 12 (b) of the UGC Act, 1956, accorded for the purpose of receiving direct central assistance.

1999 B.E. Information Technology started.

M. Sc. Software Engineering (five year integrated) started.

The Institute received recognition for conducting Ph.D. programmes in Civil Engineering, Mechanical Engineering and Management Sciences Departments. Eight faculty members of these departments and two faculty members of from Electrical and Chemical Sciences have been approved to guide scholars for Ph.D. and M.Phil degrees in their respective fields.

The Institute has been granted **Autonomous status** by Bharathiar University.

2000 **Permanent Affiliation** received for B.E.(Electrical), B.E. (Computer Science) and MBA from Bharathiar University

2001 The National Board of Accreditation has accredited ME Thermal Engineering, ME Structural Engineering, MCA, BE Electronics & Instrumentation and BE Computer Science & Engineering courses.

2002 Three ME programs viz. ME Power Electronics & Drives, ME CAD-CAM and ME Computer Science and Engineering courses were started.

2003 M.E Control & Instrumentation started

**NAAC accredited and awarded "A" grade for 5 years.**

The Institute has won the "**Award for Excellence for the year 1994-'95**" in the category of Best Engineering College adjudged by the Institute of International Educational Service, Chennai (presented by the then Honourable Union Minister for Human Resource Development, Government of India).

In 1999-2000, five degree courses (4 UG and 1 PG) were accredited by the National Board of Accreditation (NBA) with Grade 'A' for three courses and Grade 'B' for 2 courses.

Having gained the **Autonomous Status** in 1999 from Bharathiar University, which is a significant achievement and the next stage of development for any institution of higher education being the attainment of Deemed University Status, the Karunya Institute of Technology and Sciences submitted its proposal to the Ministry of Human

Resource Development in March 1999.

2004 The National Board of Accreditation accredited MBA and BE Civil Engineering course.

The Government of India, MHRD declared KITS as **Deemed University** vide its Gazette Notification No.F.9-3/2000-U.3, dated 23 June, 2004.

## **1.5 OBJECTIVES OF THE UNIVERSITY**

- i. provide for instruction and training in various branches of learning as it may deem fit;
- ii. provide for research and for the advancement of and dissemination of knowledge;
- iii. undertake extra-mural studies, extension programmes and field outreach activities to contribute to the development of society;
- iv. Do all such other acts and things as may be necessary or desirable to further the objectives of the University;
- v. Fulfil its obligations and preserve its character as Christian Minority Institution / Trust / University within the scope of Article 30 (1) of the Constitution.

The objectives are well defined and made known to the students, teachers and non-teaching staff of the University.

## **1.6 POWERS AND FUNCTIONS OF THE UNIVERSITY**

- a. To establish courses of study and research and to provide instruction and training in such branches of study as the University deems appropriate for the advancement of learning and dissemination of knowledge in such branches;
- b. To confer degrees and to grant diplomas and /or certificates to persons who have satisfactorily completed the approved courses of study and/or research, as may be prescribed and shall have passed the prescribed examinations;
- c. To institute and award visitorship, fellowship, prizes and medals;
- d. To have greater interface with society and to have freedom to enlarge and enrich its programmes;
- e. To promote the cause of higher education by reaching out to socially, economically and physically disadvantaged;
- f. To start schools and centres of excellence, departments, virtual educational portals and institutions in engineering technology, medicine, natural and applied sciences and arts, media, performing arts and in other faculties, based on the social and industrial needs, as per norms of the statutory bodies like the UGC, AICTE, MCI, BCI, ICAR and other related statutory agencies.
- g. To introduce programmes of research and training in identified areas of national priorities in global context from time to time;

- h. To set up special institutes such as community colleges and rural institutes etc. and offer need-based courses to the benefit of the community at large, as per the norms of the Govt. of India, UGC, AICTE and related statutory agencies.
- i. To establish linkages with industry, business and service sectors and participate in industrial, business and service activities for enhancement of the objectives of the Trust;
- j. To undertake consultancy and testing service for augmenting its resources, based on its areas of expertise and facilities, to be made available to various types of users, like industries, companies and other institutions in India / abroad.
- k. To provide life long learning opportunities, making use of e-education and other initiatives for its students, alumni and local communities, offered individually or in partnership with other Universities, social, professional and developmental organisations.
- l. To facilitate creation and preparation of educational / research material in conventional mode (learning materials / text / reference books, journals) and in electronic (courseware, journals) forms, like: (i) audio / video tapes / cassettes for physical delivery and for broadcast uses (ii) Multimedia CDs for physical delivery and intranet / internet uses.
- m. To Undertake other important academic functions such as
  - i. Establishing networked learning centres at identified locations,
  - ii. Entering into MoUs with Universities, Industries and Research Institutions for joint programmes.
  - iii. Encouraging partnership / consortia with other Institutions for mutual benefit.
  - iv. Enabling inter-institutional students' mobility by mutual credit transfer.
- n. Promote filing of patents on innovative work done at the University.
- o. Promote quality monitoring / assurance for the maintenance of quality, standard and relevance of academic / research programmes and other activities by following the practices recommended by NAAC with a view to increasing national, international image, visibility and competitiveness of the schools / departments.
- p. Undertake financial & physical resources, generation / mobilization from various sources, like Central / State Governments, non-governmental organisations, International funding agencies and philanthropists.
  - i. Evolving & pursuing innovative and strategic methods;
  - ii. Offering developmental & educational services for a wide range of clients;

iii. Setting up a company / registered society for revenue generation activities.

iv. Forming consortia with other institutions;

v. Associating / collaborating with the private sectors.

q. To exercise all other powers and carryout all other functions to fulfill its objectives.

### **1.7 The composition of the governing committee/ Management of the University**

The names and addresses and occupations of the first members of the Governing Body to whom the management of the University is entrusted by the holding Trustees, until the various authorities in accordance with the rules are constituted are given below:

| S.No | Name                   | Occupation       |
|------|------------------------|------------------|
| 1    | Dr. Paul Dhinakaran    | Managing Trustee |
| 2    | Mrs. Stella Dhinakaran | Trustee          |
| 3    | Mr. K. Dakshinamoorthy | Trustee          |
| 4    | Mr. S.G. Bob Raj       | Trustee          |
| 5    | Mr. C. Sundara Raj     | Trustee          |
| 6    | Mr. G.L.B.Ernest       | Trustee          |

The above members shall decide the Authority and bodies of the University under whom the various functions of the management of the affairs of the University shall lie.

## **2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

### **OFFICERS OF THE UNIVERSITY**

- a. Chancellor
  - b. Vice-Chancellor.
  - c. Registrar
  - d. Finance Officer
  - e. Controller of Examinations.
  - f. Any other post introduced by the Board of Trustees from time to time.
- (ii) All the Officers shown in above shall be appointed from the Christian Minority Community.

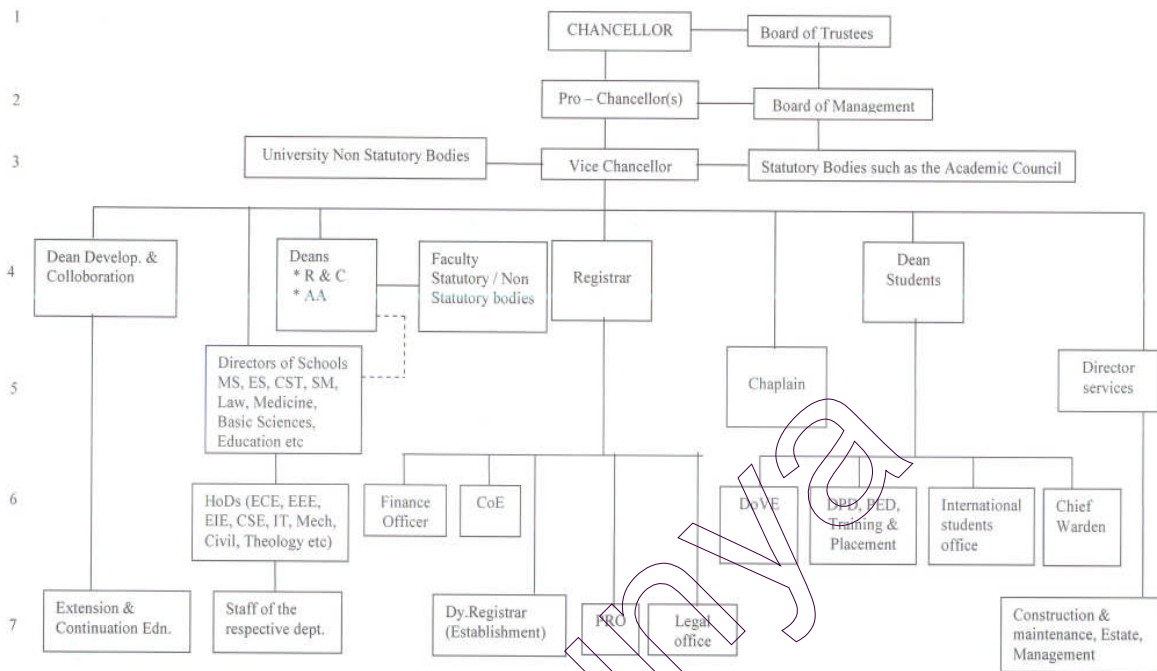
The powers and duties of the above are prescribed and they are the members in various boards and committee's ,councils and decisions taken accordingly.

Refer:Board, Councils & committees

## **3. THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

### **3.1 Organisation chart**

Organization structure of Karunya University



Approved  
*Paul Alunakarand*  
 10/2/07.

**4.THE NORMS SET FOR DISCHARGE OF FUNCTIONS**

The governing body ,Board,committees and councils have the prescribed norms to follow and it governs the discharge the functions

**5.THE RULES ,REGULATIONS,INSTRUCTION MANUALS AND RECORDS**

- 1.HR manual consist of HR policies
- 2.Student manual consist of rules and regulations

3. Admission procedure manual

3. Departmental manuals

4. Examination manual

5. Finance dept manual

6. Hostel administration manual

7. Financial records , files, documents are maintained etc

## **6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD UNDER ITS CONTROL**

a) Files, Registers, books of accounts and records relating to office and general administration

b) Files, Registers and records relating to academics

c) Course manual, course materials and calendars

d) Library books on various topics

## **7. PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF**

Policy formulated by the concerned authorities in which external experts are also participating.

External members are representing the boards and committees as a representation by the public in relation to the formulation of its policy or implementation

## **8. STATE OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES**

**AUTHORITIES OF THE UNIVERSITY**

The following shall be the Authorities of the University

- a. Board of Trustees
- b. Board of Management
- c. Academic Council
- d. The Finance Committee
- e. Planning, Development & Monitoring Board
- f. Board of Research & Consultancy

#### **OTHER BODIES**

- \* Board of Extension & Continuing Education
- \* Board of Distance Education / Virtual Education
- \* Board of Publications
- \* Board of Quality Assurance (IQAC)
- \* Curriculum Committee - at faculty level
- \* School Committee - at School level
- \* Boards of Studies - at department level
- \* Board of Evaluation - at faculty level
- \* Grievance Committee

#### **BOARD OF TRUSTEES**

##### **A) Composition of Board of Trustees**

The composition of the Board of Trustees shall be the members whose names occur in

the Trust Deed that will be in vogue.

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

## **B) Powers & Duties of the Board of Trustees**

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

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

- such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works;
- 14) transfer or accept transfers of any movable and immovable property as needed to fulfil the aims and objectives of the Trust;
- 15) do such other things that are incidental or necessary to fulfil the objectives of the Trust;
- 16) Exercise any other powers vested in the Board of Trustees vide the Trust Deeds.
- 17) Formulate / revise statutes, ordinances and regulations.**

Statutes:

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

Ordinances:

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

Regulations:

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

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

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

## **BOARD OF MANAGEMENT**

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

The composition of the Board of Management shall be as follows:

- (1) Chancellor of the University : Chairman
- (2) Pro-Chancellor : Member
- (3) Vice-chancellor : Executive - Secretary
- (4) One Dean of Faculty of the University by rotation and on seniority (where applicable) preferably the Pro-Vice-Chancellor.
- (5) Three nominees of the Chancellor
- (6) One nominee of the Chairman, UGC
- (7) One nominee of the Government of India
- (8) One Professor / Asst. Professor of the University (by rotation according to seniority)
- (9) Two nominees of the holding Trust nominated by its Managing Trustee.

The Registrar shall be the Joint Executive Secretary to the Board of Management, but shall not be a member of the Board.

## **B) Terms of Membership**

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

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

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

### **C) Powers of the Board of Management**

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

- 1) recommend creation of teaching and academic posts, the numbers, qualifications and cadres thereof and the emoluments of such posts in consultation with the Finance Committee to the Board of Trustees for approval;
- 2) appoint such Professors, Associate Professors, Asst. Professors and other academic staff as may be necessary on the recommendation of the Selection Committee and approval by the Board of Trustees;
- 3) lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff maintained by the University, in consultation with the Academic Council;
- 4) provide for appointment of Visiting Fellows, Emeritus, Distinguished and Visiting Professors;
- 5) institute Fellowships including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose;
- 6) define, on the advice of the Academic Council, functions of the departments, faculties of the University and to allocate areas of study, teaching and research to them;
- 7) conduct examinations or tests for admission to the courses taught in the University, to conduct examinations for Degrees and Diplomas and to declare the results of such examinations and tests and to confer, grants or award Degrees, Diplomas, Certificates and other academic titles and distinction;
- 8) provide for research and for the advancement of and dissemination of knowledge;
- 9) shall be directly responsible for overseeing of formal and non-formal educational activities of the University;
- 10) add, modify, curtail, cancel or withdraw any of the formal and non-formal educational programmes;
- 11) create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee with the prior approval of the Board of Trustees;
- 12) regulate and enforce discipline among the employees of the University other than the officers of the University and to take appropriate disciplinary action, whenever necessary;
- 13) entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University;
- 14) appoint committees for such purposes and with such powers as the Board of Management may deem fit and to co-opt such persons on these committees as it thinks fit;

- 15) review and approve/reject/alter recommendations made by any or all committees connected with the University; However, the Chancellor shall have the authority to review, ratify, alter, modify, reject any decision of the Board of Management of the University;
- 16) Confirm the staff (other than Executive Officers) and employees of the University. Further it may suspend and discipline them by reduction in rank and with-holding increment, or otherwise dispense with their services, except for those employees delegated in Bye-laws to other authority. The staff shall include teaching and non-teaching employees of the University;
- 17) provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University;
- 18) examine and accord final approval of building plans and award building contracts or authorise construction;
- 19) arrange for maintenance of all buildings, plants and equipments of the University;
- 20) arrange for the purchase and supply of all materials, equipments and other articles required for the University;
- 21) provide for the safe custody of all properties, plans, equipments and belongings of the University;
- 22) administer the revenues and properties of the University and to conduct all administrative affairs of the University;
- 23) issue appeals for funds for carrying out the objectives of the University and consistent with the provisions of the objectives, and clause of the University, as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, etc;
- 24) amend and receive payment of fees and other charges;
- 25) deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee with the approval of Board of Trustees;
- 26) maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-Sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-laws;
- 27) examine and recommend the Annual Budget and Annual Statement of Accounts to the Board of Trustees;
- 28) Refer all matters of policy and important financial decisions to the Board of Trustees, and ensure that all the minutes are regularly presented in the meetings of the Board of Trustees for perusal/approval.
- 29) manage and regulate the finances, accounts, investments, movable properties, business and all other administrative affairs of the University;
- 30) execute, with the approval of the Board of Trustees, conveyances, transfers, Government securities, re-conveyances, mortgages, leases, bonds, licenses and

- agreements in respect of property, moveable or immovable belonging to the University or to be acquired for the purposes of the University;
- 31) raise and borrow money with the approval of the Board of Trustees on bonds, mortgages, promissory notes of other obligations or securities founded or based on any of the properties and assets of the University or without any securities and upon such terms and conditions and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed;
  - 32) fix emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations, in consultation with the Academic Council and the Finance Committee.
  - 33) maintain and manage the hostels for the students of the University;
  - 34) recognize and maintain control and supervision of hostels owned and managed by other agencies for the students of the University and rescind such recognition;
  - 35) select an emblem and to have a common seal for the University and to provide for the custody and use of such seal;
  - 36) decide on the conferment of honorary degrees, awards, fellowships, etc to distinguished persons;
  - 37) delegate all or any of its powers to any committee or sub committee constituted by it or the Vice-chancellor of the university or any other person;
  - 38) institute, conduct, defend, compound or abandon legal proceedings by or against the organization or its officers;
  - 39) do all such things and acts as may be directed by the Chancellor / Board of Trustees in fulfilment of the objectives of the Trust.
  - 40) approve of life-long learning opportunities, making use of e-education and other initiative for its students, alumni and local communities, offered individually or in partnership with other Universities, social, professional and developmental organisations.
  - 41) approve of University publications and educational material for physical delivery, broadcast, internet, intranet use.
  - 42) approve of other academic ventures such as
    - a. Networked learning centres
    - b. MoUs with other Universities and Research Institutions
    - c. Partnership / consortia with other Institutions for mutual benefit.
    - d. Inter-institutional student mobility and transfer of credits.
  - 43) Approve of filing of patents for innovative work undertaken at the University.
  - 44) Permit financial and physical resources generation through

- a. Pursuing innovative and strategic approaches
- b. Offering developmental and educational services to a wide range of clients
- c. Setting up companies / registered societies for revenue persuasion
- d. Consortia / association and collaborative efforts with other partners
- e. Consultancy - testing services for resource generation

### **CONSTITUTION OF STANDING COMMITTEES AND APPOINTMENT OF AD-HOC COMMITTEES BY THE BOARD OF MANAGEMENT**

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

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

#### **Delegation of Powers of the Board of Management**

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

### **ACADEMIC COUNCIL**

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

duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

#### **A. Membership of the Academic Council**

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

1. Vice-chancellor : Chairman
2. Registrar : Member Secretary
3. Dean (Academic Affairs) : Member
4. Dean (Development & Collaborations) : Member
5. Director (Interdisciplinary Research) : Member
6. Director(s) / HoD : Member
7. Controller of Examination : Member
8. One Professor other than 3 to 7 from each department (by rotation and on seniority) to be nominated by Vice-Chancellor
9. One Assistant Professors / Sr.Lecturer / Lecturer from each department (by rotation and on seniority) to be nominated by the Vice-Chancellor.
10. Five Persons from amongst educationists of repute or persons from any other field related to the activities of the University (prospective employers of the graduates of KU) who are not in the service of the University, nominated by the Board of Trustees (Article VII B-10).
11. Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialised knowledge for each sitting.

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

The term of membership for categories item no 3 to 5 and directors in the case of 6 in the above list shall be for 3 years.

External members to be chosen shall be by nomination by the Chancellor on behalf of Board of Trustees (Article VII B-10).

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

### **B. Powers and Functions of the Academic Council**

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

- 1) exercise general supervision over the academic work of the University and to give directions regarding methods of instruction, evaluation or research or improvements in academic standards;
- 2) approve the recommendation of Board of Studies on curricula for various courses.
- 3) promote research within the University, acquire reports on such researches from time to time;
- 4) consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon;
- 5) make arrangements for the conduct of examinations in conformity with the bye-laws;
- 6) maintain proper standards of the examinations;
- 7) recognise diplomas and degrees of other Universities and Institutions and to determine equivalence with the diplomas and degrees of the Institute;
- 8) prescribe courses of study leading to degrees and diplomas of the University;
- 9) appoint examiners, moderators, tabulators and such other personnel for different examinations;
- 10) suggest measures for departmental co-ordination;
- 11) make recommendations to the Board of Management on:
  - i. proposals for new courses, curricula and syllabi, modifications, changes or repeal of existing ones in line with the recommendations of Curriculum Committee and the Board of Studies.
  - ii. measures for improvement of standards of teaching, training and research in line with the recommendations of the IQAC.
  - iii. institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc;

- iv. establishment or abolition of departments / centres and
  - v. bye-laws covering the academic functioning of the University, discipline, residence, admissions, examinations;
  - vi. award of fellowships and studentships, freeships, concessions, attendance etc.
- 12) appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- 13) consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require;
- i. to take periodical review of the activities of the Departments / Centres and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction;
  - ii. to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.
- 14) make regulations regarding courses of study covered under twinning programmes with other Universities / Institutes.
- 15) coin rules to transfer and accept credits in the case of students opting for mobility by taking up programmes of other approved institutions / Universities.
- 16) approve short-term value added courses / career oriented courses offered by the University departments for both the regular students and adult learners.
- 17) approve of all e-educational initiatives undertaken by the departments.
- 18) approve of all virtual educational initiatives undertaken by the Schools / departments.

## **FINANCE COMMITTEE**

### **A) The Composition of the Finance Committee:**

- a) Chancellor or his nominee - Chairman
- b) Vice-Chancellor - Member

- c) Registrar - Member
- d) One nominee of Board of Trustees - Member
- e) A senior faculty not below the rank  
of Professor nominated by Board of Management - Member
- f) A financial expert / professional to be nominated by  
Board of Trustees - Member
- g) Finance Officer - Non-Member Secretary

The Finance Officer shall be the Secretary of the Finance Committee, but not a member of the committee.

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

### **B) Terms of Office of the Members**

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

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

1. The annual accounts and financial estimates of the University shall be placed before the Finance Committee for consideration and the Board of Management with the comments of the Finance Committee for approval by the Board of Trustees
2. The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year, based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed;
3. The Finance Committee shall recommend and implement activity based budgeting to allocate budgetary resources amidst schools/departments of the University annually.

4. The committee shall recommend to the Board of Trustees through the Board of Management the creation of all types of posts.
5. Shall recommend on the rate of remuneration payable to question paper setters, answer paper evaluators their TA / DA, etc.
6. Shall make recommendations / ratification of decisions of revisions of DA to regular and contractual staff of the University.
7. Shall recommend on the pay and allowances of casual workers.
8. Shall recommend incentives to be paid to faculty and non teaching staff based on objective performance indicators set by the IQAC of the University.
9. Shall recommend the capital expenditure and request approval of the same.
10. No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee and Board of Management/Board of Trustees.

#### **ADVISORY COMMITTEE**

For a period of first ten years, the institution will have an Advisory Committee under the Chairmanship of a person nominated by the UGC from among members of the Commission including Vice-chairman. The Advisory Committee will include the Head of the Institution and its senior faculty along with one/two experts nominated by the UGC to help its academic planning and growth.

The Advisory committee shall meet once a year to look into the overall functioning of the University and suggest/ recommend strategies for its growth and development.

#### **Planning and Monitoring Board**

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

#### **A) Composition:**

- |   |               |
|---|---------------|
| 1. Vice -Chancellor                                   | - Chairperson |
| 2. Three Professors Nominated by the Chancellor       | - Members     |
| 3. Librarian  | - Member      |
| 4. Head Computer Centre                               | - Member      |
| 5. Two non-Teaching Staff nominated by the Chancellor | - Member      |

(One from Administrative and one from Technical)

6. Three Students to be nominated by the vice-chancellor - Members  
(One UG and PG each (Academic Toppers)  
and the sports captain)
7. Nominee of UGC - Member
8. One Expert in Higher education - Member  
(Chancellor's Nominee)
9. One Expert from Industry - Member  
(Chancellor's Nominee)
10. Registrar - Member Secretary

#### **B) Term of Office:**

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

#### **C) Functions**

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

the Academic Council. Proposals relating to finance shall be processed by the Finance Committee.

## **BOARD OF EVALUATION**

### **A) Composition:**

- |                               |                    |
|-------------------------------|--------------------|
| 1. Vice-Chancellor            | - Chairperson      |
| 2. Controller of Examinations | - Member Secretary |
| 3. All Deans                  | - Members          |
| 4. All Heads of Schools       | - Members          |
| 5. Two External Members       | - Members          |
- to be nominated by Chancellor

### **B) Term of Office:**

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

### **C) Functions**

- \* Advise the Academic Council on policies, methods and procedures of assessment, evaluation and grading
- \* Keep under review the working of the internal assessment system
- \* Collect, maintain and scrutinize records of examinations and assessment.
- \* Process and analyse examination marks and results and to advise the Academic Council on passing of results and matters of student grievances, moderation, re-examination etc.
- \* Forward to the Academic Council the list of eligible candidates for the award of degrees, etc with classifications.

- \* Form sub-committees for such purposes as it may think fit with the approval of the Academic Council and delegate necessary powers.
- \* Formulate the Scrutiny Board for Question Papers consisting of a Dean (Nominated by the vice-chancellor), the COE as member Secretary, The Head of the School for each subject and external subject experts to be co opted by the Dean. This committee shall examine the complaints about the question papers and recommend compensation for out of syllabus and wrong questions to be implemented by the Member Secretary.
- \* Perform such other functions relating to assessment and evaluation as may be prescribed by the Academic Council.
- \* Formulate Sub-Committees to look into issues like malpractice in examinations and other disciplinary matters concerning the conduct of examinations in the University.

#### **BOARD OF RESEARCH & CONSULTANCY**

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

#### **A) Composition**

- |   |                    |
|---|--------------------|
| 1. Vice Chancellor  | - Chairman         |
| 2. Registrar  | - Member           |
| 3. Directors of Schools (Engg & Tech)                       | - Members          |
| 4. Research coordinator of each School                      | - Members          |
| 5. Director (IDR)   | - Member           |
| 6. Dean (Research)  | - Member Secretary |
| 7. One external member to be nominated<br>by the Chancellor |                    |

## **B) Powers and Functions**

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

## **RESEARCH IMPLEMENTATION COMMITTEE**

Dean (Research) - Chairman

Coordinators of different thrust

areas as identified by the Board of

Research & Consultancy - Members

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

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

## **BOARD OF EXTENSION & CONTINUING EDUCATION**

### **(A) Composition of the Board**

- 1) Vice Chancellor - Chairperson
- 2) Two nominees of Chancellor - Members  
(External Members)
- 3) Director (Student Affairs) - Member

- |   |                    |
|---|--------------------|
| 4) NSS coordinator                            | - Member           |
| 5) DPD Representative                         | - Member           |
| 6) KRCH Representative                        | - Member           |
| 7) KCRD Representative                        | - Member           |
| 8) HoD of Extension &<br>continuing education | - Member Secretary |

**(B) Term of Office** for non-ex-officio member will - 3 years

**(C) Powers & Functions**

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

**BOARD OF DISTANCE EDUCATION/ VIRTUAL EDUCATION**

**A) Composition**

- |   |               |
|---|---------------|
| (1) Vice-chancellor   | - Chairperson |
| (2) Dean (Academic affairs)   | - Member      |
| (3) Dean (Development and collaboration)  | - Member      |
| (4) Three external experts in distance/virtual<br>Education to be nominated by the Chancellor | - Member      |

- |   |                    |
|---|--------------------|
| (5) HoD of Media Technology                       | - Member           |
| (6) Director of School of Computer Science & Tech | - Member           |
| (7) Registrar                                     | - Member           |
| (8) Controller of Examination                     | - Member           |
| (9) Director of Distance Education                | - Member Secretary |

**B) Term of Office** of the members will be synchronous with their tenure of office in the designated positions and three years for external members.

**C) Powers and Functions:**

- 1) To formulate proposals for the introduction of programmes under the distance/virtual education mode
- 2) To ensure compliance with the regulatory authority such as Distance Education Council - New Delhi and other such regulatory agencies mandatory for the approval of distance/ virtual education programmes
- 3) To frame the regulations of the various distance/ virtual education programmes for the university
- 4) To frame the admission policy for the distance/ virtual education programmes
- 5) To approve off campus, off shore distance/virtual education centres
- 6) To formulate regulations for the appointment of faculty under the distance/virtual education mode.
- 7) To look into issues pertaining to conduct of examinations, declaration of results and issue of certificates/ diplomas and degrees to the students under the distance/virtual education mode
- 8) To decide on the administrative structure for the distance/virtual education programmes.
- 9) To formulate sub-committees to look into any specific issue pertaining to distance/virtual education.

**BOARD OF PUBLICATIONS**

**A) Composition**

- |                          |                    |
|--------------------------|--------------------|
| (1) Vice-Chancellor      | - Chairperson      |
| (2) University Librarian | - Member Secretary |

- (3) All HoS - Members
- (4) Dean Research - Member
- (5) One External Expert nominated by the Chancellor

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

**C) Powers and Functions:**

- (1) To formulate the bye-laws for the university publication division
- (2) To look into the feasibility of various proposals put forward by the faculty for university publications
- (3) To formulate the budget for the university publication division in conformity with the bye-laws.

**THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**A) Composition:**

- 1. Vice-Chancellor - Chairperson
- 2. Registrar - Member
- 3. Two members appointed by Chancellor - Members
- 4. Dean - Development and Collaborations - Member Secretary

**B) Term of Office:**

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

**C) Powers and Functions**

- 1) Development and application of quality benchmarks/parameters/radars in various activities of the institution.
- 2) Dissemination of information on quality aspects in the institution.
- 3) Organization of discussions, workshops, seminars and promotion of quality circles.
- 4) Recording and monitoring quality measures of the institution.

- 5) Acting as a nodal agency of the institution for quality related activities
- 6) Preparation of the Annual Quality Assurance Reports and such other reports as may be decided from time to time.

## **SELECTION COMMITTEES**

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

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

The Committee shall consist of the following members

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

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

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

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

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

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

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

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

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

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

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

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

- |                    |            |
|--------------------|------------|
| 1. Vice Chancellor | - Chairman |
|--------------------|------------|

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

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

### **9.DIRECTORY OF OFFICERS AND EMPLOYEES**

Informations available at KARUNYA UNIVERSITY'S official web site [www.Karunya.edu](http://www.Karunya.edu)

### **10.THE MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDING IN ITS REGULATIONS**

**Teaching category:**

|                            |   |                                 |
|----------------------------|---|---------------------------------|
| <b>VICE CHANCELLOR</b>     |   | Rs. 25000/-                     |
| <b>SENIOR PROFESSOR</b>    |   | Rs. 20900-500-24900             |
| <b>PROFESSOR</b>           | : | Rs.16,400-450-20,900-500-24,400 |
| <b>ASSOCIATE PROFESSOR</b> | : | Rs. 14,940-420-18,300           |
| <b>ASSISTANT PROFESSOR</b> | : | Rs. 12,000-420-18,300           |
| <b>SENIOR LECTURER</b>     | : | Rs. 10,000-325-15,200           |
| <b>LECTURER</b>            | : | Rs. 8,000-275, 13,500           |

Karunya

**KARUNYA UNIVERSITY, COIMBATORE**

**Non-teaching Staff - Details of Scale of Pay (Cadre wise)**

| Group / Band  | Scale of Pay         |
|---|----------------------|
| <b>Group A</b><br>(Attender)  | 2550-55-2660-60-3200 |
| <b>Group B</b><br>(Mechanic / Driver)   | 3050-75-3950-80-4590 |
| <b>Group C</b><br>(Sr. Mechanic/Sr. Driver/<br>Assistant/Accountant/ Store Asst /<br>Guest House Supervisor / Land<br>Supervisor / Hostel Superintended/<br>Acc. Asst.  | 3625-85-4900         |
| <b>Group D</b><br>(Console Operator/ AV Sys. Oper./Store<br>Keeper / Lab Assistant / Site Engineer /<br>Asst. Grade - 1 / Steno)  | 4500-125-7000        |
| <b>Group E</b><br>(Instructor/ Engg. Tech./Computer<br>Operator/Site Engr./ Senior Asst/Senior<br>Accountant /Maintenance Supervisor/<br>Programmer / Assistant Bursar) | 5500-175-9000        |
| <b>Group F</b><br>[(PRO/PO/Store. Off./SME/Mgr(T&L)]  | 6500-200-10500       |
| <b>Group G</b><br>(F.O / Campus Admin.)   | 8000-275-13500       |

**11.THE BUDGET ALLOCATED TO EACH OF ITS AGENCY ,INDICATING THE PARTICULARS OF ALL PLANS ,PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :**

The budget allocations looked after by the finance committee

**The Composition of the Finance Committee:**

- |   |                        |
|---|------------------------|
| a) Chancellor or his nominee  | - Chairman             |
| b) Vice-Chancellor  | - Member               |
| c) Registrar  | - Member               |
| d) One nominee of Board of Trustees   | - Member               |
| e) A senior faculty not below the rank<br>of Professor nominated by Board of Management | - Member               |
| f) A financial expert / professional to be nominated by<br>Board of Trustees            | - Member               |
| g) Finance Officer  | - Non-Member Secretary |

The Finance Officer shall be the Secretary of the Finance Committee, but not a member of the committee.

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

**Budget allocation 2008-09:**

The details of budget allocation for the year 2008-2009 under various heads is as follows

|   |                     |
|---|---------------------|
| Capital expenditure                       | Rs.147645000        |
| Establishment expenditure                 | Rs.177664313        |
| Others : Academic & Non Academic Expenses | Rs.104973635        |
| <b>Total</b>                              | <b>Rs.430282948</b> |

**12.THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE BENEFICIARIES OF SUCH PROGRAMMES**

NIL

**13.Particulars of recipients of concessions ,permits or authorizations granted by it**

NIL

**14.DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT ,REDUCED IN AN ELECTRONIC FORM**

Official Web site:[www.karunya.edu](http://www.karunya.edu)

E-Mail:[Ku@Karunya.edu](mailto:Ku@Karunya.edu)

**15.THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING OF THE LIBRARY OR READING ROOM ,IF MAINTAINED FOR PUBLIC USE**

Library and reading rooms provided only for the students and faculties of our university and not open for public use

**16. THE NAME DESIGNATIONS AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY AND PUBLIC INFORMATION OFFICER**

Public Information Officer – Dr. Mathew Sebastian

Appellate Authority – Dr. Annie Marry Fernandez, Registrar, Karunya University

Phone No. 0422-2614300

**17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.**

Nil

\*\*\*\*\*

Karunya