



Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES

(Declared as Deemed to be University under Section 3 of the UGC Act, 1956)

UGC, AICTE & MHRD, Govt. of India Approved, I NAAC, NBA & ACCA Accredited

A CHRISTIAN MINORITY RESIDENTIAL INSTITUTION

Karunya Nagar, Siruvani Main Road, Coimbatore - 641 114. Tamil Nadu, India.



RIGHT TO
INFORMATION

**INFORMATION PUBLISHED IN
PURSUANCE OF SECTION 4(1) (B)
OF
RIGHT TO INFORMATION ACT, 2005**

INFORMATION MANUAL

Right to Information Act

Manual - 1

Section 4(1)(b)(i)

Particulars of organization, functions and duties:

- 1. Name of the Organization:** Karunya Institute of Technology and Sciences
(Deemed to be University)
- 2. Address of the Organization:** Karunya Nagar, Coimbatore, Tamilnadu, Pin: 641 114
- 3. Website:** www.karunya.edu
- 4. Email:** registrar@karunya.edu
- 5. Phone Number:** +91-422-2363636, **Fax Number:** +91-422-2615615
- 6. Type of University: Deemed to be University**

Karunya Institute of Technology and Sciences has been conferred the status of Deemed-to-be University with effect from 23rd June 2004 by the Central Government on the advice of the University Grants Commission under section 3 of the UGC Act, 1956 vide Government of India, Ministry of Human Resource Development Notification No. F.9-3/2000-U.3 dated 23rd June 2004.

- 7. Acts of the organization:** UGC Regulations 2019 and Memorandum of Association as laid down by the Karunya Institute of Technology and Sciences.

8. Names of the officers:

- | | |
|--------------------------------------|-----------------------------|
| 1. Chancellor | Dr. Paul Dhinakaran |
| 2. Vice Chancellor | Dr. P. Mannar Jawahar |
| 3. Pro-Vice Chancellor (QS) | Dr. Ridling Margaret Waller |
| 4. Pro-Vice Chancellor (RC) | Dr. E.J.James |
| 5. Registrar | Dr .R. Elijah Blessing |
| 6. Finance Officer | CA.Joseph Amulraj |
| 7. Controller of Examinations | Dr. John De Britto |

8. Such other officers, as may be declared by the University, by the statutes to be the Officers of Karunya Institute of Technology and Sciences.

9. 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.

10. The Memorandum and Articles of Trust

The Memorandum of Trust and Articles of Trust of Karunya Institute of Technology and Sciences, a Minority Educational Institution, which serves as the constitution of the Institution Deemed to be 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. The new constitution is in line with the Deemed University notification No. F.9-3/2000-U.3, dated 23rd June 2004. As per this, the UGC has empowered Karunya Institute of Technology and Sciences to design and start its own programmes in line with its overall objectives provided the norms of various regulatory agencies like the AICTE, MCI, DCI, BCI, INC, ICAR, NCTE, etc and 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 Karunya Institute of Technology and Sciences to discharge its power and functions to achieve its vision and mission by:

11. The Minority Status

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

Also, National Commission for Minority Educational Institutions (NCMEI) has declared "Karunya Institute of Technology and Sciences" Deemed to be University as a Minority Educational Institution covered under Section 2(g) of the NCMEI Act, 2004 on 19.3.2014.

12. The composition of the governing committee/ Management of the Institution Deemed to be University

The names and addresses and occupations of the first members of the Governing Body to whom the management of the Institution Deemed to be 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.Samuel Paul Dhinakaran	Trustee
4	Dr. D. George Washington	Trustee
5	Mr.G.L.B.Ernest	Trustee
6	Mr. Joseph Reginald Issac	Trustee
7	Mr.T.Anand	Trustee

The above members shall decide the Authority and bodies of the Institution Deemed to University as per the MoA under whom the various functions of the management of the affairs of the University shall be carried out.

13. Academic Growth

- 1986 B.E. Civil Engineering, B.E. Mechanical Engineering and B.E. Electronics and 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.
- 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 from Bharathiar University.
- The Institute has been granted **Autonomous status** by Bharathiar University in 1999.
- 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-to-be University** vide its Gazette Notification No.F.9-3/2000-U.3, dated 23 June, 2004.

Ranking and Accreditation:

NIRF Ranking:

The National Institutional Ranking Framework (NIRF) instituted by MHRD, Govt of India, has ranked Karunya Institute of Technology and Sciences (Deemed to be University) as detailed bellow among the top 100 universities:

Year	Engineering	University
2016	44	48
2017	62	71
2018	72	89
2019	72	92

National Assessment and Accreditation Council (NAAC):

The National Assessment and Accreditation Council (NAAC) accredited Karunya Institute of Technology and Sciences and awarded "B" grade with CGPA of 2.91 on four point scale for 5 years from 25.5.2016

National Board of Accreditation (NBA):

The B.Tech programs in Civil Engineering, Mechanical Engineering, Electronics and Communication Engineering, Computer Science & Engineering and Biotechnology were awarded NBA accreditation.

QS I- Gauge Award

QS I- Gauge (Indian College and University rating) has graded KITS with Diamond Rating for Employability, Facilities, Research, Social Responsibility and Teaching and Learning Categories.

QS I- Gauge awarded KITS with E-LEAD (E- Learning Excellence for Academic Digitization) Certification with 144 points out of 150 for effectively engaging the students and faculty through virtual platform with adequate support systems and comprehensive policy

14. Vision:

TM True to its name Karunya which means 'Compassion', Karunya Institute of Technology and Sciences shall be an Institution Deemed to be University with a social concern which will address the problems of humanity through technical education, research and development, products, patents and extension.

TM The faculty and students of Karunya shall be nurtured in character, ethics and spiritual discernment to serve the society with fervor and zeal.

15. Mission:

TM To accomplish the vision, Karunya Institute of Technology and Sciences – a Christian Minority Institution will be committed to transform lives through the following objectives:

- To raise technocrats, scientists and professionals with exemplary values and competence for finding solutions to human problems in areas relating to Water, Food, Health Care and Energy through scientific, social and technological research.
- To set up care homes for the physically and mentally challenged, elderly and the terminally ill to enable students to understand human needs and pain, by participating in the services rendered to them and thereby dedicating themselves to work towards solving problems through research & development and spiritual care.

16. Academic programmes in line with institution's mission:

TM To raise undergraduate and post graduate students and research scholars to serve humanity by attaining high levels of academic excellence, professional competence, exemplary values and spiritual empowerment.

TM 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, the following programmes are offered.

UNDERGRADUATE PROGRAMS:

BACHELOR OF TECHNOLOGY [B.Tech - 4 Years]

- ✓ B.Tech. Aerospace Engineering
- ✓ B.Tech. Agricultural Engineering
- ✓ B.Tech. Artificial Intelligence and Data Science
- ✓ B.Tech. Bioinformatics
- ✓ B.Tech. Biomedical Engineering
- ✓ B.Tech. Biotechnology
- ✓ B.Tech. Civil Engineering
- ✓ B.Tech. Computer Engineering
- ✓ B.Tech. Computer Science and Engineering
- ✓ B.Tech. Electronics and Communication Engineering
- ✓ B.Tech. Electrical and Electronics Engineering
- ✓ B.Tech. Electronics and Instrumentation Engineering
- ✓ B.Tech. Electronics and Media Technology
- ✓ B.Tech. Food Processing and Engineering
- ✓ B.Tech. Mechanical Engineering
- ✓ B.Tech. Robotics and Automation

BACHELOR OF SCIENCE [B.Sc. – 4 Years]

- ✓ B.Sc. Hons. Agriculture
- ✓ B.Sc. Hons. Horticulture
- ✓ B.Sc. Optometry

UNDERGRADUATE PROGRAMMES (ARTS & SCIENCE) (3 Years)

- ✓ B.B.A. (Business Administration)
- ✓ B.Com.
- ✓ B.Sc. Information Security & Digital Forensics
- ✓ B.Sc. Data Science and Analytics
- ✓ B.Sc. Forensic Science
- ✓ B.A (Criminology)
- ✓ B.A. Media & Communication
- ✓ BCA (Computer Applications)

POSTGRADUATE PROGRAMS [M.Tech. - 2 Years]

- ✓ Advanced Manufacturing Technology
- ✓ Biomedical Instrumentation
- ✓ Biotechnology
- ✓ Communication Systems
- ✓ Computer Science & Engineering
- ✓ Cyber Security
- ✓ Embedded Systems
- ✓ Environment & Water Resource Engineering
- ✓ Food Processing Technology
- ✓ Renewable Energy
- ✓ Robotics and Automation
- ✓ Structural Engineering
- ✓ VLSI Design

OTHER POSTGRADUATE PROGRAMS

- ✓ M.A. English
- ✓ M.A. Mathematics
- ✓ M.A. Media & Communication
- ✓ M.B.A.
- ✓ M.Sc Forensic Science
- ✓ M.Sc. Biotechnology
- ✓ M.Sc. Chemistry
- ✓ M.Sc. Food Science and Technology
- ✓ M.Sc. Information Security and Digital Forensics
- ✓ M.Sc. Nanoscience and Technology
- ✓ M.Sc. Physics
- ✓ M.Sc. Visual Communication

RESEARCH PROGRAMS (ALL DISCIPLINES)

- ✓ Ph.D. (Full time / Part time)

TM 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.

TM Value education is a part of curriculum of all programmes. Through value education, an understanding of life in all its complexities is given and practical opportunities are provided to mould students to meet the needs of the people. The capacity of the student is sharpened to enable them to make right moral and ethical choices. Professionals with social concern reaching out to the nation as leaders and serving the needy with divine grace and power are developed.

TM Care homes are built by KITS. Students are provided opportunities to understand sufferings through National Social Service (NSS) and activities by the Centre for Extension Activities.

TM Students are given opportunities to donate tricycles, motorized tricycles and other aids for differently-abled persons.

TM Project works are carried out by students through their half semester / full semester projects to develop products to help medical professionals to treat people with medical problems.

TM Ph.D research work is undertaken for developing robots for cardio-pulmonary resuscitation (CPR) for people who suffer from cardiac arrest. Research work is undertaken for improving the design of a motorized wheel chair to suit Indian conditions.

17. Authorities of the University:

- a) Board of Trustees
- b) Board of Management
- c) Other Authorities/Committees:

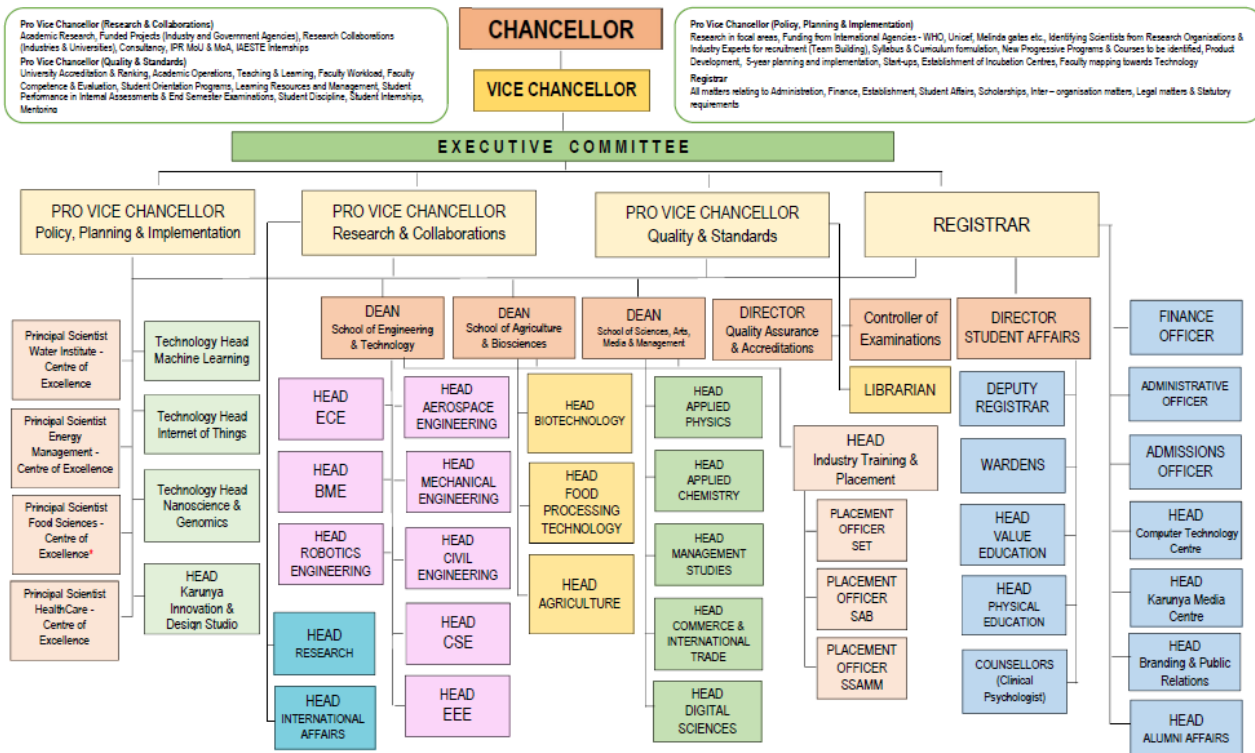
The following shall be the other authorities/committees of Karunya Institute of Technology and Sciences:

- a) Academic Council
- b) Planning and Monitoring Board
- c) Finance Committee
- d) Board of Studies
- e) Board of Research & Consultancy
- f) Board of Extension & Continuing Education
- g) Board of Distance Education / Virtual Education
- h) Board of Internal Quality Assurance Cell (IQAC)
- i) Curriculum Development Committee - at department programme level
- j) School Committee - at School level
- k) Boards of Studies - at department level / School level
- l) Board of Evaluation
- m) Grievance Redressal Committee
- n) Anti Ragging Committee
- o) Anti Discriminatory and Gender Sensitization
- p) Internal Complaint Committee for Sexual Harassment

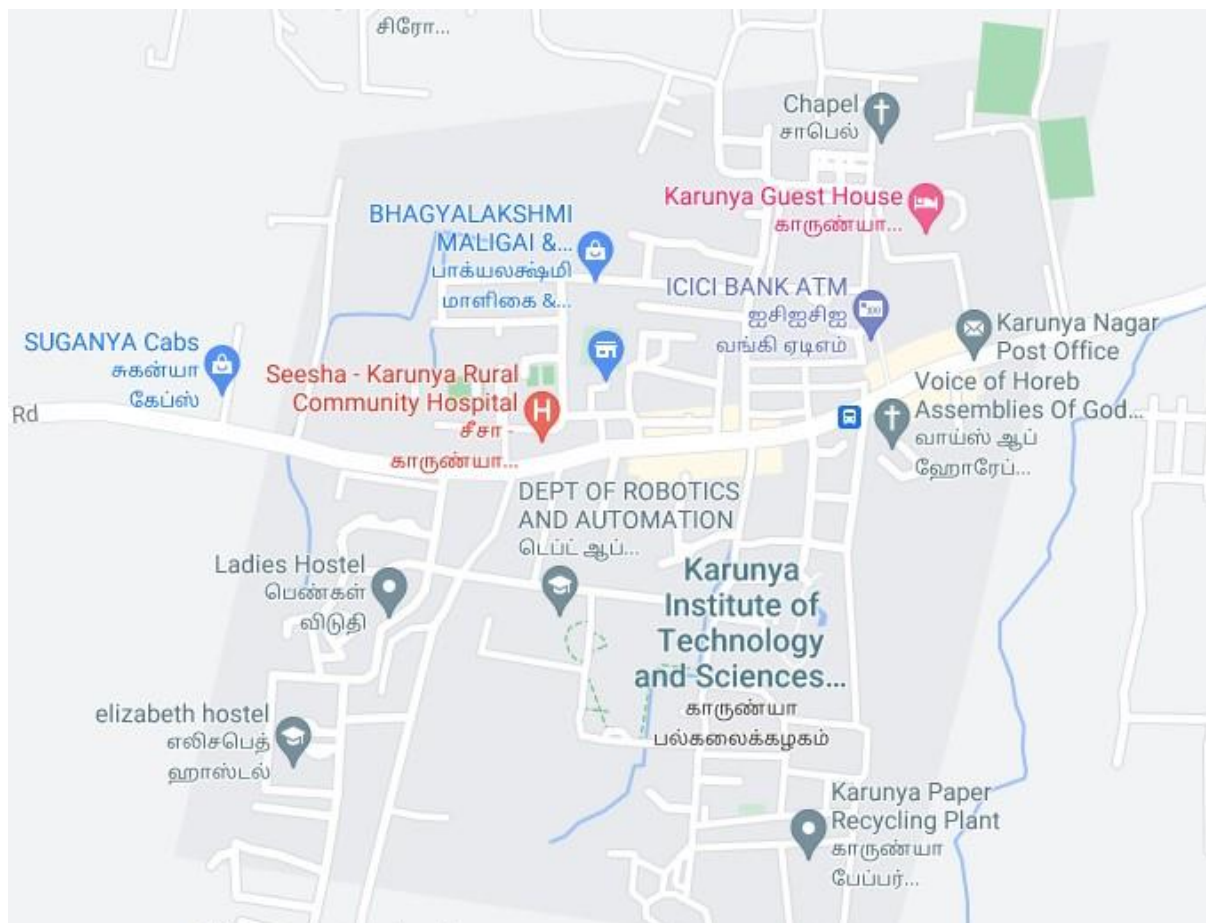
Such other authorities as may be declared by the Rules to be authorities of KITS deemed to be University from time to time.

The functions and the powers of other Bodies and Authorities will be provided by the Board of Management from time to time.

18. Organizational Chart



19. Karunya Location Map



20. Powers and Functions of the Institutions Deemed to be University:

- a) To establish courses of study and research and to provide instruction and training in such branches of study as the KITS Deemed to be 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, campuses in engineering technology, medicine, natural and applied sciences and arts, law, 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 establish linkages with industry, business and service sectors and participate in industrial and service activities for incubation and enhancement of the objectives of the Trust or KITS Deemed to be University.
- i) 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.
- j) To provide lifelong learning opportunities, for its students, alumni and local communities, offered individually or in partnership with other Universities, social, professional and developmental organizations.
- k) 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 (digital mode) for physical delivery and for broadcast uses (ii) Digital media for physical delivery and intranet / internet uses.

- l) To undertake other important academic functions such as
- Establishing networked learning centres at identified locations,
 - Entering into MoUs with Universities, Deemed to be Universities, Industries and Research Institutions for collaborations.
 - Encouraging partnership / consortia with other Institutions for mutual benefit.
 - Enabling inter-institutional students' mobility by mutual credit transfer
- m) To promote filing of patents on innovations carried out at the KITS Deemed to be University.
- n) To 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, NBA, ICAR, etc with a view to increase national, international image, visibility and competitiveness of the schools / departments.
- o) To undertake financial & physical resources, generation / mobilization from various sources, like Central / State Governments, non-governmental organizations, International funding agencies and philanthropists.
- p) To evolve& pursue innovative and strategic methods;
- q) To offer developmental & educational services for a wide range of clients;
- r) To form consortia with other institutions;
- s) To associate / collaborate with the private sectors.
- t) To exercise all other powers and carryout all other functions to fulfill its objectives.

21. Details regarding the Grievance Redressal Mechanism:

For individual grievances and complaint(s), KITS shall have a Grievance Redressal mechanism as prescribed by UGC.

tellus@karunya.edu to register grievances



MANUAL - 2

Section 4(1)(b)(ii)

Powers and duties of the officers:

Officers of the University

The following shall be the Officers of the KITS deemed to be University.

- a) Chancellor
- b) Pro Chancellor
- c) Vice-Chancellor
- d) Pro-Vice-Chancellor
- e) Registrar
- f) Finance Officer
- g) Controller of Examinations
- h) Dean of Schools/ Director
- i) Head of Department
- j) Such other officers as may be prescribed in the Rules of the institution deemed to be University or appointed by the Board of Management to fulfill the objectives of the KITS Deemed to be University.

1. Chancellor:

The KITS deemed to be university shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be university but shall not be the Chief Executive Officer. The Chancellor, who will be appointed by the sponsoring Trust KERT, shall hold office for a period of 5 years and shall be eligible for one or more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, the Chancellor shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the KITS deemed to be university.

2. Pro-Chancellor

The Sponsoring Trust of the KITS deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus to that of the Chancellor and shall be eligible to hold office for a period co-terminus with that of the Chancellor.

3. Vice-Chancellor:

The Vice-Chancellor shall be appointed by the Chancellor from the panel of three names suggested by a Search-cum- Selection Committee. The Vice-Chancellor shall hold office for a term of 5 years, and it may be extended up to one more term subject to agreement/approval of the Board of Management and Chancellor. The Vice-Chancellor is the principal academic and executive officer of the Institution Deemed to be University. He exercises general supervision and control over the affairs of the Deemed to be University and implements the decisions of the authorities of the Deemed to be University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University. The other terms and conditions of service of the Vice-Chancellor shall be as may be prescribed in Bye-laws.

4. Pro-Vice Chancellor:

The Pro-Vice Chancellor shall be appointed by the Chancellor in consultation with the Board of Management. The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor. The Pro-Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution deemed to be University.

5. Registrar:

The Registrar shall be shall be appointed by the Chancellor in consultation with Board of Management/on the recommendations of the Selection Committee. The Registrar shall have the powers and duties as may be specified in the Rules of the Institution Deemed to be University, or as may be specified by the Board of Management from time to time. The other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.

6. Finance Officer:

The Finance officer shall be appointed by the Board of Management. The Finance Officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-Chancellor. He would be an advisor to the Vice-Chancellor for financial matters. Subject to the control of the Board of Management to manage property and investment of the Institute, he shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management. The other terms and conditions of service of the Finance Officer shall be as may be prescribed in the Bye-laws.

7. Controller of Examinations:

The Controller of Examinations shall be appointed by the Board of Management. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with. The Controller of Examinations shall be a permanent invitee to the Academic Council.

8. Deans:

The Departments dealing with allied subjects could be grouped into a School. Each School shall be headed by a Dean. The Deans shall have the powers and duties as may be specified in the Rules and Bye-laws of the Institution, or as may be specified by the Board of Management from time to time.

9. Head of the Department

There shall be a Head of the Department for each of the departments in the Institution deemed to be University, who shall be appointed by the Vice Chancellor amongst the Professors of the Department

Provided that if there is no Professor in the department or there is only one Professor in the Department, whose term as Head of the Department is ending, the Vice Chancellor may appoint an Associate Professor as Head of the Department

The term of the Head of the Department shall normally be 3 years and he / she shall be eligible for reappointment for one more term, but not for two consecutive terms.

The powers and functions of the Head of the Department shall be prescribed by the rules of KITS deemed to be University.



MANUAL - 3
Section 4(1)(b)(iii)

Procedure followed to take a decision on various matters:

The decisions in various matters are taken by the respective authorities of the Institute as per the procedures laid down in bye-laws of the Institution Deemed to be University and the rules or directives given by University Grants Commission, MHRD, Government of India.

The procedure followed in the decision making process including channels of supervision and accountability is as follows:

- a. Decisions on policy matters and all other matters relating to academic programmes are made by the Board of Management on the recommendation of various authorities: Academic Council, Finance Committee, Planning and Monitoring Board, Board of Studies, etc.
- b. Decisions on other matters are made through office notes, initiated by a concerned officer and submitted to the Vice Chancellor as follows:
 - Through the Registrar for general administrative matters
 - Through the Finance Officer in case the matter has financial implications.
 - Through the Controller of Examinations if the matter is related to examinations.

Actions on all issues are initiated by the respective Deans/Heads of the Depts.



MANUAL - 4
Section 4(1)(b)(iv)

Norms set by the University for the Discharge of its functions:

Decisions in various matters are taken by the respective authorities of the University as per the procedures laid down under Bye-laws, rules and regulations of the Institution Deemed to be University.

- The Board of Trustees, Board of Management, and other Councils and Committees have the prescribed norms to follow and they govern the discharge of the functions.



MANUAL - 5
Section 4(1)(b)(v)

The rules, regulations, instructions, manuals and records, held by it or under its control of used by its employees for discharging functions at Karunya Institute of Technology and Sciences :

S. No.	Rules and regulations
1.	Memorandum of Trust and Articles of Trust
2.	Bye-laws [UGC (Institutions Deemed to be University) Regulations, 2019]
3.	HR manual
4.	Student manual
5.	Admission procedure manual
6.	School/Departmental manuals
7.	Examination manual
8.	Finance department manual
9.	Hostel administration manual
10.	Financial records, files, documents are maintained, etc.



MANUAL - 6
Section 4(1)(b)(vi)

Official documents and their availability:

- a) The Karunya Institute of Technology and Sciences (Deemed to be University) Prospectus for admissions to various courses in the University is available in print form/soft form in the respective Faculties/Departments.
- b) Files, Registers, books of accounts and records relating to office and general administration.
- c) Files, Registers and records relating to academics.
- d) Information Brochures.
- e) Annual Reports.
- f) Advertisements for jobs.
- g) Course manual, course materials and calendars.
- h) Library books on various topics.
- i) Karunya Institute of Technology and Sciences Alumni.
- j) Students' Calendar.
- k) List of holidays observed by the University.



MANUAL - 7
Section 4(1)(b)(vii)

Mode of public participation:

Various authorities of Karunya Institute of Technology and Sciences comprising eminent people from the society, and representatives of member of the public in relation to the formulation of its policy, or implementation thereof.



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

AUTHORITIES OF THE UNIVERSITY

The following shall be the Authorities of the University

1. Board of Management
2. Other Authorities/Committees:
 - I. Academic Council
 - II. Planning & Monitoring Board
 - III. Finance Committee
 - IV. Board of Studies
 - V. Board of Research & Consultancy
 - VI. Board of Examiners
 - VII. Board of Quality Assurance (IQAC)
 - VIII. Selection Committee
 - IX. Grievance Redressal Committee
 - X. Such other authorities as may be declared by the Rules to be authorities of the Institution deemed to be university

1. BOARD OF MANAGEMENT:

a) Composition of the Board of Management

The composition of Board of Management shall be as under: -

- i) Vice-Chancellor.....Chairperson;
- ii) Pro Vice-Chancellor (wherever applicable);
- iii) Two Deans of Faculties of the KITS Deemed to be University, to be appointed by rotation based on inter-se seniority;
- iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the KITS Deemed to be University as well as the Karunya Educational and Research Trust, the Sponsoring body;
- v) One representative of the Central Government or the State Government, as the case may be, where the Institution Deemed to be University is controlled and managed by such Government or is receiving grants directly or indirectly of a minimum of

50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of KITS Deemed to be University, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission;

- vi) Two teachers of the KITS Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority;
- vii) Nominees of the Karunya Educational and Research Trust, the Sponsoring body, not exceeding Four in number;
- viii) The Registrar, who shall be ex-officio Secretary of the Board of Management.

b) Tenure of the members of the Board of Management

- a) All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.
- b) Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the KITS Deemed to be University, whichever is earlier.

c) Powers and Limitations of the Board of Management

- a) The Board of Management shall be the principal organ of management and the apex executive body of the KITS Deemed to be University, with powers to make rules of the KITS Deemed to be University.
- b) The Board of Management shall be the final decision making body of the Institute in respect of every matter of the KITS Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.
- c) The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory/recommendatory powers, the Board of Management shall obtain advice/recommendations from such authority, before deciding on any matter before it.

d) Meetings of the Board of Management:

- a) The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.
- b) Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
- c) In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in KITS Deemed to be University, a member chosen by the other members present, shall preside over the meeting.

- d) Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- e) Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members
- f) A copy of the proceedings of each meeting shall be furnished for approval to the Chancellor of the KITS Deemed to be University as soon as maybe possible after the meeting.

e) Termination of Membership of the Board of Management

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a fulltime appointment in the KITS Deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.

f) Delegation of Powers of the Board of Management

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/ faculty or to a Committee of officers/faculties of the KITS Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

2. OTHER AUTHORITIES OF KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES

I) Academic Council

The Academic Council shall be the principal academic body of KITS deemed to be university and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests within the KITS deemed to be University and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

a) Composition of Academic Council

The composition of the Academic Council shall be as under:

- i) Vice-Chancellor..... Chairperson
- ii) Pro-Vice-Chancellor
- iii) Dean (s) of Faculties
- iv) Heads of the Departments
- v) Ten Professors from the Departments other than the Heads of the Departments, by rotation based on inter-se seniority

- vi) Two Associate Professors from the Departments other than the Heads of the Departments by rotation based on inter-se seniority
- vii) Two Assistant Professors from the Departments by rotation of seniority, by rotation based on inter-se seniority
- viii) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the KITS deemed to be University, nominated by the Vice-Chancellor
- ix) Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
- x) The Registrar, who shall be the ex-officio Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. The term of members other than the ex-officio members shall be two years. The Controller of Examinations shall be the permanent invitee to the meetings of the academic Council.

b) Powers and Functions of the Academic Council

The Academic Council shall have the following powers and duties, namely:

- a) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the Schools / Departments / Faculties and to take proper action thereon;
- b) To exercise general supervision over the academic work of the KITS deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- c) To promote research within the KITS deemed to be university and to acquire reports on such researches from time to time;
- d) To prescribe courses of study leading to degrees and diplomas of the KITS deemed to be university;
- e) To make arrangements for the conduct of examinations in conformity with the Rules / Bye-Laws;
- f) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- g) To maintain proper standards of the examinations;
- h) To recognize diplomas and degrees of universities and other institutions and to determine equivalence with the diploma and degrees of the Institutions/ Institution deemed to be University
- i) To suggest measures of Schools/Departmental coordination

- j) To make recommendations to the Board of Management on:
- Measures for improvement of standards of teaching research and training
 - Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.
 - to recommend to the Board of Management, the establishment or abolition of departments/centres; and
 - To frame rules covering the academic functioning of the institution Deemed to be University, admissions, examinations, award of fellowships and studentships, free-hips, concessions, attendance, discipline, residence etc.
- k) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- l) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- m) To take periodical review of the activities of the Schools / Departments / Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- n) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- o) To exercise such other powers and perform such other duties as may be conferred by the Board of Management or imposed upon it by the Rules.

c) Meeting of the Academic Council

- a) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given before every meeting of the Academic Council.
- b) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- c) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- d) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

II) Planning and Monitoring Board

- a) The Planning and Monitoring Board shall be the principal Planning Body of the KITS deemed to be university and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.
- b) The Vice-Chancellor and the Registrar shall be the Chairman and Secretary, respectively, of the Planning and Monitoring Board, which may include Seven members, internal to the Institution Deemed to be University, and three experts of eminence from outside the institution.
- c) The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules.
- d) The Planning and Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution deemed to be university.
- e) The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval.

III. Finance Committee

a) The Composition of the Finance Committee:

The composition of the Finance Committee shall be as under:

- i) Vice-Chancellor - Chairperson
- ii) Pro Vice Chancellor
- iii) One person nominated by the Trust
- iv) Two nominees of the Board of Management, one of whom shall be a member of the Board.
- v) One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other institutions Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission;
- vi) Finance Officer – Secretary ex-officio

b) Tenure of members of the Finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

c) Powers and Functions of the Finance Committee

- a) To consider the annual accounts and financial estimates of the Institution deemed to be University and submit them to the Board of Management for its approval
- b) To consider and recommend the annual budget and revised estimates to the Board of Management.
- c) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of KITS deemed to be University.

Note: No expenditure other than that provided in the budget shall be incurred by the KITS deemed to be University without the approval of the Finance Committee.

d) Meetings of the Finance Committee

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

IV. Board of Studies:

There shall be one Board of Studies for each Faculty/Department of Karunya Institute of Technology and Sciences.

The Composition of Board of Studies of each faculty / Department shall consist of:

- i) Dean of faculty / Head of the Department – Chairperson
- ii) All Professors of the faculty /Department
- iii) Two Associate Professors of the faculty /department by rotation based on inter-se seniority
- iv) Two Assistant Professors of the faculty /department by rotation based on inter-se seniority
- v) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution Deemed to be University.

V. Board of Research and Consultancy (BRC)

The Board of Research and Consultancy is one of the statutory committees of the Institution. The committee shall be responsible periodically reviewing the activities related to research and consultancy and come up with policies that will enhance the research and consultancy outcomes at Karunya Institute of Technology and Sciences:

a) Composition of the Board of Research and Consultancy

1.	Vice Chancellor	-	Chairman
2.	Pro-Vice Chancellor (Research and Collaborations)	-	Member Secretary
3.	Pro-Vice Chancellor (Quality Standards)	-	Member
4.	Registrar	-	Member
5.	Deans	-	Members
6.	Controller of Examinations	-	Member
7.	Directors	-	Members
8.	HoDs of Departments	-	Members
9.	Academic Research Coordinator	-	Member

b) Powers and Functions

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

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.

VI. Board of Examiners

a) Composition of the Board of Examiners:

The board of Examiner will consists of the following Members

- | | |
|---|--------------------|
| i. Vice Chancellor | - Chairman |
| ii. Pro Vice Chancellors | - Member |
| iii. Registrar | - Member |
| iv. Controller of Examinations | - Member Secretary |
| v. Deans | - Members |
| vi. All Heads of Department | - Members |
| vii. Assistant Controller of Examinations | - Members |
| viii. CBCS Coordinators | - Members |

b) Term of Office:

The term of Office will be the same as that for the positions 1 to 7 (period during which they hold office under the respective designations). For the external nominated members the term will be for three years.

c) Functions

- i. Advise the Academic Council on policies, methods and procedures of assessment, evaluation and grading.
- ii. Keep under review the working of the internal assessment system.
- iii. Collect, maintain and scrutinize records of examinations and assessment.
- iv. Process and analyse examination marks and results and to advise the Academic Council on passing of results and matters of student grievances, moderation, re-examination etc.
- v. Forward to the Academic Council the list of eligible candidates for the award of degrees, etc with classifications.
- vi. Form sub-committees for such purposes as it may think fit with the approval of the Academic Council and delegate necessary powers.
- vii. Formulate the Scrutiny Board for Question Papers consisting experts from external institutions, This members shall examine the standards of the question papers and recommend proper action to be taken in future.
- viii. Perform such other functions relating to assessment and evaluation as may be prescribed by the Academic Council.
- ix. Formulate Sub-Committees to look into issues like malpractice in examinations and other disciplinary matters concerning the conduct of examinations in the University.

d) Meetings

Meetings of the Board of Examiners shall be held two times a year, at the end of each semester so as to finalize the semester examination results. The Chairman will give the opening remarks. The Controller of Examinations will present the results including the Subject wise pass percentage, Class Pass percentage, moderation, list of degree completed students, Shortage of Non Academic Credits, Malpractices etc. The members will discuss on the results in details and recommend any moderations before approving the results.

The minutes of the meetings are recorded and signed by all the members present and kept in the Office of the Member Secretary.

VII. Internal Quality Assurance Cell (IQAC)

a) Composition of the Internal Quality Assurance Cell:

- | | |
|--|--------------------|
| 1. Vice-Chancellor | - Chairperson |
| 2. Pro Vice-Chancellor | - Member |
| 3. Registrar | - Member |
| 4. Management Nominee | - Member |
| 5. Seven senior faculty (Faculty nominees) | - Members |
| 6. One nominee from Employer | - Member |
| 7. One nominee from Local Society | - Member |
| 8. Three student nominees | - Members |
| 9. Two Alumni nominees | - Members |
| 10. One nominee from Industry side | - Member |
| 11. One nominee from Stakeholders | - Member |
| 12. Director (QAA) - IQAC Coordinator | - Member Secretary |

b) Term of Office:

The term of office of the Faculty members will be for a period of 2 years. The ex-officio members will hold office during their respective tenures.

c) Powers and Functions

- i. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- ii. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- iv. Dissemination of information on various quality parameters of higher education;
- v. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vi. Documentation of the various programmes/activities leading to quality improvement;
- vii. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- viii. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- ix. Development of Quality Culture in the institution;
- x. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

VIII. Selection Committee:

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

- i. 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.
- ii. The Vice-Chancellor shall be a whole time salaried officer of the KITS Deemed to be University and shall be appointed by the Chancellor from a Panel of three names suggested by a Search-cum-Selection Committee.
- iii. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.

- iv. The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:
- ❖ A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
 - ❖ A nominee of the Chairman, University Grants Commission
 - ❖ An academician, with not less than 10 year service as Professor, nominated by the Board of Management

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.

b) Selection Committee for appointment of teaching staff

- i. There shall be one or more Selection Committee constituted for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the maintenance of Standards in Higher Education), 2018 as amended from time to time.
- ii. The meetings of the Selection Committee shall be convened as and when necessary by the Chairperson of each Selection Committee.
- iii. Four members of the Selection Committee, of which atleast two shall be experts, shall form the quorum.
- iv. Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time and as per the rights of this Minority Institution deemed to be University under Article 30(1) of the Constitution of India.

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

IX. Grievance Redressal Committee

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

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

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

a) . Composition of Grievances Redressal Committee:

- | | |
|---|--------------------------|
| 1. Vice-Chancellor | - Ex-officio Chairperson |
| 2. Pro-Vice-Chancellors | - Member |
| 3. Registrar | - Ex-officio Secretary |
| 4. Director (Student Affairs) | - Member |
| 5. Deans | - Members |
| 7. Officer-in-Charge GR Cell | - Member |
| 8. UG/PG student(s)/Research Scholar(s)/
Women representative(s) | - Special Invitees |

b) Functions:

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



MANUAL - 9
Section 4(1)(b)(ix)

Directory of officers and employees:

Information available at Karunya University's official web site **www.Karunya.edu** -

<https://karunya.edu/administration>

[http://www.karunya.edu/\(Department\)/faculty](http://www.karunya.edu/(Department)/faculty)



MANUAL - 10
Section 4(1)(b)(x)

Monthly remuneration received by each of its employee:

The pay scales of various teaching and Administrative, Technical and Essential staff are as prescribed by the University Grants Commission and adopted by the Institution Deemed to be University.



MANUAL - 11
Section 4(1)(b)(xi)

Budget allocated to each agency:

The budget allocations looked after by the Finance Committee

The Finance Committee shall meet at least twice a year just before the BoM to examine the accounts and to scrutinize 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.



MANUAL - 12
Section 4(1)(b)(xii)

Manner of execution of subsidy programmes:

The University does not have any subsidy Programme.



MANUAL - 13
Section 4(1)(b)(xiii)

Concessions granted by the University:

Not applicable to Karunya Institute of Technology and Sciences.



MANUAL - 14
Section 4(1)(b)(xiv)

Information available in electronic form:

All necessary information about the Karunya Institute of Technology and Sciences is available on the Karunya official Web site: www.karunya.edu.

- Information about the admissions, syllabus, examinations, courses, results.
- Information regarding various faculties/department, Library, Amenities and Services
- Information available in the electronic form has already been elaborated under manual of this manual.

Efforts are being made to provide more and more information on this site.



Means, methods and facilities available to citizens for obtaining information:

All important notices and circulars issued by the Karunya Institute of Technology and Sciences are placed on the Notice Boards. The Relevant brochures and various other bye-laws are available in printed form. Library and reading rooms provided only for the students, faculty and staff members of Karunya University and not open for public use.

Procedure for Accessing Information:

The person seeking information may apply in writing in a Form appended below or on plain paper or through electronic means in English or Hindi or in the Official language of the area, to the Public Information Officer of Karunya Institute of Technology and Sciences. The application has to be accompanied with prescribed fee towards cost of processing the request.

The schedule of fees for various printed documents can be obtained from the Public Information Officer of Karunya University. A nominal fee will be charged for supply of the information as below:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by the prescribed application fee by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, Karunya Institute of Technology and Sciences, Karunya Nagar, Coimbatore, Tamil Nadu-641114.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by demand draft or banker's cheque payable to the Registrar, Karunya Institute of Technology and Sciences, Karunya Nagar, Coimbatore, Tamil Nadu-641114, at the following rates —
 - a. Actual charge for each page (in A-4 or A-3 size paper);
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models; and

- d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- 3. For providing the information under sub-section (5) of section 7, the fee shall be charged by demand draft or bankers cheque payable to the Registrar, Karunya Institute of Technology and Sciences, Karunya Nagar, Coimbatore, Tamil Nadu-641114. at the following rates –
 - a. For information provided in diskette or pen drive (actual cost) and
 - b. For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

The BPL (below poverty line) candidates need not pay the fees, however they have to attach a photocopy of the certificate or ration card issued by the government.

- 4. The request for obtaining information shall be scrutinized based on the applicability for Self-financing Institutions and with reference to the Clause 1 of Article (30) in the Constitution of India,

REQUISITION FORM
Right to Information Act, 2005

Name of the Applicant:

Date:

Postal address with Pin code

Telephone No.

Email:

To: PIO

Details of Information Required:

S.No.	Brief title of the subject	Printed/electronic format

Signature of the Applicant:

For Office Use

Application Received on..... Time
.....

Time required to furnish
information.....

Fees Prescribed (if any)
:.....

Name of the PIO

Signature:

Date.....

**Right to Information Act, 2005
(For Office Use)**

Name of the Department:

Date:

As per the Act, the following information is
requested:

Time:

S.No.	Brief title of the subject	Printed/electronic Format	Time limit

Name of the PIO

Signature: _____

Date: _____

(For Department use)

Name of the Department:

Submission of Information requested:

S.No.	Brief title of the subject	Printed/electronic format	Remarks

Name of the Head of the Department/Section:

Signature: _____

Date: _____

To: PIO



MANUAL - 16
Section 4(1)(b)(xvi)

The names, designations and other particulars of Public Information Officers:

Sr.No.	Name	Designation	Other Particulars
1.	Mr. D. John Karunakaran Public Information Officer (PIO)	Officer-in-Charge of Grievance Redressal Cell	Administrative Block, Karunya Institute of Technology and Sciences, Karunya Nagar P.O. Coimbatore – 641114 Phone: 0422-2614331 Fax: 0422-2615615 Email: johnkarunakaran@karunya.edu
2.	Dr. R. Elijah Blessing First Appellate Authority (FAA)	Registrar	Administrative Block, Karunya Institute of Technology and Sciences, Karunya Nagar P.O Coimbatore – 641114 Phone:0422-2614300 Fax:0422-2615615 Email:registrar@karunya.edu



MANUAL - 17
Section 4(1)(b)(xvii)

Other information:

The following information will remain confidential and not available in the public domain.

1. Confidential matters pertaining to examination, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection/search committees will remain confidential and not available in the public domain.
2. Information which relates to personal information the disclosure of which has no relationship to any public activity or larger public interest, or which would cause unwarranted invasion of the privacy of the individual.
3. Any other information which the Karunya Institute of Technology and Sciences, Karunya Nagar P.O classifies as confidential from time to time.
