
SIGNIFICANCE OF THE EMBLEM

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

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

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

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

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

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



Karunya Institute of Technology and Sciences

(Declared as Deemed-to-be University under sec. 3 of the UGC Act 1956)

Karunya Nagar, Coimbatore- 641 114

A CHRISTIAN MINORITY RESIDENTIAL INSTITUTION

AICTE APPROVED AND NAAC ACCREDITED

STUDENTS' HAND BOOK
2019-20

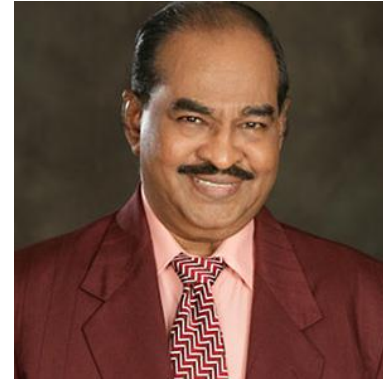
**RAGGING IS STRICTLY PROHIBITED
INSIDE & OUTSIDE THE CAMPUS**

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

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

Students are therefore warned not to commit any act that could be construed as ragging. They are also exhorted to rise up against this evil practice.

Our Beloved Founders



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



Dr. Paul Dhinakaran,
M.B.A., Ph.D.

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UNIVERSITY ADMINISTRATION

Vice Chancellor	Dr. P. Mannar Jawahar
Pro-Vice Chancellor (S & O)	Dr. E.J. James
Pro-Vice Chancellor (Q & S)	Dr. Ridling Margaret Waller
Registrar	Dr. R. Elijah Blessing
Dean (E&T)	Dr. G. Prince Arulraj
Dean (SSAMM)	Dr. C. Joseph Kennady
Dean (A&B)	Dr. S. Jacob K. Annamalai
Controller of Examinations	Dr. A. John De Britto
Director (QAA)	Dr. D. Tensing
Director (Admissions)	Dr. A. Samson Nesaraj
Director (Research & Development)	Dr. G.J. Samathanam
Director (IE)	Mr. Sandeep Jain
Director (SA)	Dr. S. Albonse Raj
Deputy Registrar (SA)	Dr. A. Albert Rajan
Chief Warden (Men's Residence)	Dr. P. Sam Paul
Chief Warden (Women's Residence)	Dr. Amutha Darwin
Finance Officer	CA. A. Joseph Amulraj

HEADS OF DEPARTMENTS

School of Engineering and Technology	
Aerospace Engineering	Dr. G. Jims John Wessley
Civil Engineering	Dr. G. Hemalatha
Computer Science and Engineering	Dr. J. Immanuel Johnraja
Electronics and Communication Engineering	Dr. D. Nirmal
Electrical and Electronics Engineering	Dr. A. Immanuel Selvakumar
Instrumentation Engineering	Dr. S. Thomas George
Mechanical Engineering	Dr. L. Godson Asirvatham
School of Agricultural and Biosciences	
Agriculture	Dr. Kuruvilla Varughese
Horticulture	Dr. Jenita Thinakaran
Biotechnology	Dr. Jibu Thomas
Food Processing Technology	Dr. S. Jacob K. Annamalai
School of Science, Arts, Media and Management	
Mathematics	Dr. A. Hepzibah Christinal
Physics	Dr. S. Rajesh
Chemistry	Dr. C. Joseph Kennady
Nanoscience	Dr. I.V. Muthu Vijayan Enoch
English	Dr. J. Sundarsingh
Information Technology	Dr. P. Ranjit Jeba Thangaiah
Management	Dr. C. Samuel Joseph
Commerce	Dr. C. Samuel Joseph

GENERAL INFORMATION

Address	Karunya Institute of Technology and Sciences, (Deemed to be University) Karunya Nagar, Coimbatore – 641 114, Tamil Nadu, India.
Website	www.karunya.edu
Fax	91-422-2615615
e-mail	ku@karunya.edu , info@karunya.edu
Telephone	91-422-2614300 / 301

Office of the Vice Chancellor	Telephone: 91-422-2614310 E-mail : vc@karunya.edu
Office of the Pro-Vice Chancellor (Q&S)	Telephone: 91-422-2614422 E-mail : provc_qs@karunya.edu
Office of the Pro-Vice Chancellor (S&O)	Telephone: 91-422-2614422 E-mail : provc_so@karunya.edu
Office of the Registrar	Telephone: 91-422-2614321 E-mail : registrar@karunya.edu

OFFICE OF THE DEANS & DIRECTORS

Dean (E&T)	Telephone : 91-422-2614308 E-mail : dean_et@karunya.edu
Dean (A&B)	Telephone : 91-422-2614475 E-mail : dean_agri@karunya.edu
Dean (SSAMM)	Telephone : 91-422-2614800 E-mail : dean_as@karunya.edu
Office of the Director (Student Affairs)	Telephone : 91-422-2614314 E-mail : directorsa@karunya.edu
Office of the Deputy Registrar (SA)	Telephone : 91-422-2614323 E-mail : deputyregistrarsa@karunya.edu

MEN'S RESIDENCE

Father Duraisamy Residence (FDR) : 91-422-2614 601/602
Edward George Residence (EGR) : 91-422-2614 611/612
Hepzibah Residence (HR) : 91-422-2614 631/632
Angelina Residence (AR) : 91-422-2614 621/622
Jerry Manuel Residence (JMR) : 91-422-2614 641/642
S.G. Bobraj Residence (SGBR) : 91-422-2614 651/652
Johnson Victor Residence (JVR) : 91-422-2614 646
Bethany Residence (BR) : 91-422-2614 643/644
P.R. Garg Residence (PRGR) : 91-422-2614 522/523

LADIES' RESIDENCE

Ladies Residence Fax : 91-422-2614 534
Sundararaj Residence / SR Extn. (SRR) : 91-422-2614 511/512/513
Sevuga Pandian Residence (SPR) : 91-422-2614 501/502
Dakshinamoorthy Residence (DMR) : 91-422-2614 521/531
Evangeline Residence (EVR) : 91-422-2614 519
Ophrah Residence (OR) : 91-422-2614 520

OTHER FACILITIES

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

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

Karunya SEESHA Hospital : (91-422-2614682)
(24 Hours)

Guest House : 91-422-2614790/791/792

UNIVERSITY ANTHEM

All praise and glory to our Merciful King

Majesty greatness we youth must sing

Soldiers of God and guardians of truth

So say the Prophets about as youth

One in a million we are His choice

Let us sing praises and let us rejoice

Love which surpasses motherly love

His merciful arms protect from above All praise and glory

Learning inspires humility

Good nature, kindness and modesty

Evil and sins to chase away

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

Soldiers of God let's rise and fight

To banish gloom and darkness of night

Day and night let our knowledge increase

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

PERSONAL INFORMATION

Name :

Class & Reg. no. :

Date of Birth :

E-mail :

Aadhaar No. :

Permanent Residential
Address :

Telephone no. :

Hostel Address :

Driving License no. :

Insurance Policy no. :

Passport Details :

Bank Name & Account No. :

Health record:-
Blood Group :

Allergies :

Contact address for Emergency :

Mobile No. :

Karunya Institute of Technology and Sciences (KITS) was established as an Engineering College on the 4th of October 1986, at Siruvani, Coimbatore District, Tamil Nadu State by Karunya Educational Trust, founded and promoted by (late) **Dr. D.G.S. DHINAKARAN** and **Dr. PAUL DHINAKARAN**, with a divine vision and cherished desire to serve the cause of humanity through Education and Social Service. The Institution was granted Autonomous status by Bharathiar / Anna University, the first ever self-financing Engineering College in the Nation to receive this honour and responsibility on 15th October 1999. The Ministry of Human Resources & Development (MHRD) vide order no.: F.9-3-2000-U3 dated 23.06.2004 declared KITS as a Deemed to be University (under section 3 of UGC ACT 1956) and subsequently on October 10, 2004 the Honorable Minister of Human Resources & Development, Government of India, inaugurated the University. For the past 33 years, KITS has been involved in grooming youth with a focus on academic excellence, value inculcation and social concern.

In November 2017, a team of Experts from UGC and AICTE has commended KITS for its vibrant academic and research ventures, followed by the MHRD granting extension of the Deemed-to-be-University status for 5 years. Another team of Experts constituted by AICTE visited the campus in March 2018 for granting approval of Engineering and Management Programs. Impressed by the infrastructure and the quality of the Programs offered, the AICTE has approved all the Core and Circuit branches of the Engineering programs, including the Biotechnology, Agriculture Engineering, Food Processing Technology and Management Programs. In May 2016, KITS was accredited by NAAC for a period of five years (2016 to 2021).

Karunya Institute of Technology and Sciences was awarded Three Stars in QS Star Rating which includes Five Stars in Facilities and Inclusiveness and Four Stars in Teaching and Learning.

KARUNYA'S VISION

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

KARUNYA'S MISSION

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

The Karunya Institute of Technology and Sciences stands for:

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

PROGRAMS OFFERED

UNDERGRADUATE PROGRAMS

BACHELOR OF TECHNOLOGY [B.Tech - 4 Years]

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

BACHELOR OF SCIENCE [B.Sc. Hons. – 4 Years]

1. B.Sc. Hons. Agriculture
2. B.Sc. Hons. Horticulture

BACHELOR OF COMMERCE [B.Com-3 Years]

1. B.Com.
2. B.Com (Computer Applications)
3. B.Com (Professional Accounting)

BACHELOR OF SCIENCE [B.Sc. – 3 Years]

1. B.Sc. Information Security & Digital Forensics
2. B.Sc. Information Technology
3. BCA
4. BBA

BACHELOR OF ARTS [BA – 3 Years]

1. B A. Criminology
2. B A. English

POSTGRADUATE PROGRAMS

MASTER OF TECHNOLOGY [M.Tech. - 2 Years]

1. Advanced Manufacturing Technology - Mechanical
2. Biomedical Instrumentation - EIE
3. Biotechnology - Biotech
4. Communication Systems - ECE
5. Computer Science & Engineering - CSE
6. Cyber Security - CSE
7. Embedded Systems - EIE
8. Engineering Design - Mechanical
9. Environment & Water Resource Engg - Civil
10. Food Processing Technology - FPT
11. Geotechnical Engineering - Civil
12. Renewable Energy - EEE
13. Structural Engineering - CIVIL
14. Thermal Engineering - Mechanical
15. VLSI Design - ECE

OTHER POSTGRADUATE PROGRAMS

1. M.B.A.
(Marketing, Finance, HR, Operations, Logistics & Shipping Management)
2. M.Sc. Physics / Chemistry / Mathematics
3. M.Sc. Microbiology
4. M.A. English
5. M.Sc. (Information Security & Digital Forensics)

MASTER OF SCIENCE (M.Sc.) INTEGRATED PROGRAMS

1. M.Sc. Nanoscience & Technology [5 Years]

2. M.Sc. Visual Communication [3 + 2 Years]
3. MA Media and Communication [3 + 2 Years]

RESEARCH PROGRAMS (ALL DISCIPLINES)

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

KITS

The Deemed to be University provides ample opportunities for healthy and corporate living, with Christian values. Therefore, the students are expected to maintain cordial relationship with faculty members, senior and junior fellow students. For redressal of any grievance, students may contact the Mentors, who will resolve the issue in consultation with the Heads of the Departments /Chief Wardens.

Necessary infrastructure and amenities are provided for the healthy development of body, mind and soul of every individual. The rules and regulations are mainly for ensuring harmonious living and to inculcate self-discipline, cultivate values of honesty, integrity, responsibility and leadership in students for a successful future as young and dynamic professionals with a social concern.

ALL STUDENTS ARE REQUIRED TO:

- Foster and maintain a vibrant academic, intellectual, spiritual, cultural and social atmosphere which is consistent with the Vision and Mission of the University.
- Adhere to the rules and regulations of the Institution and discharge their responsibilities with diligence, sincerity, fidelity and commitment.
- Conduct themselves appropriately and not indulge in any act of indiscipline in the Campus and Residence.
- Be polite and courteous to all and obedient to the members of the faculty.

- Maintain decorum on campus and an ambience for learning and scholastic pursuits.
- Be aware of societal concerns and participate in social service activities offered through NSS, YRC, ROTRACT, NCC.

HEALTHY HABITS:

- All students are required to practice good health habits and participate regularly in wholesome physical activities such as sports, games and athletics.
- Any breach of discipline and violation of rules in the play fields and extra-curricular activity camps will be viewed seriously.
- Possessing, consuming or distributing alcohol, use of tobacco, narcotic and other psychotropic substances is strictly prohibited on Campus and Resident Halls. Violations will result in summary dismissal from the University.

Karunya Institute of Technology and Sciences is a Narcotic Drugs / Psychotropic Substances, Alcohol and Tobacco free campus.

SCALE OF PUNISHMENT:

Any one possessing, consuming or pedaling the banned items shall face disciplinary action including expulsion from the Institution. Failure to report the same to the concerned authorities of the Institution is an offence and liable for prosecution by Civil authorities.

PEACE ON CAMPUS:

- Maintain peace in the University campus. Students should not destroy, damage, deface or remove the University property or disturb or injure any person under the pretext of celebrating /

inducting / pledging or for any other reason like rivalry, extortion etc.

- Any form of violence, destruction and disruption of peace on campus will result in dismissal from the University.

DISCIPLINE AND PUNCTUALITY:

- Students are required to attend the morning assembly, all theory and practical classes and follow the scheduled timings.
- Absence from classes without permission will attract immediate suspension. Permission to leave the University campus/Hostels during class hours must be obtained from the Mentor / Assistant Warden and the gate pass must be handed over to the security at the gate.
- No student is permitted to leave the University campus or Hostel / Residence campus without official permission.

RAGGING IS BANNED
in Karunya Institute of Technology and Sciences

- Ragging directly or indirectly inside or outside the Campus is a punishable crime. Legal action will be initiated against the offenders followed by expulsion from the University.
- Students shall report ragging in any form through the e-mail id antiragging@karunya.edu for necessary action
- Indulging in eve teasing is a cognizable offence punishable by law. It includes harassment in person or through social media, phones, messages or forwarded texts, graffiti and other means of communication. It is strictly prohibited inside and outside the University campus. Instances of eve teasing can be reported through the e-mail id shpc@karunya.edu

ANTI-RAGGING COMMITTEE (2019-2020)

Chairman	:	Dr. R. ELIJAH BLESSING -The Registrar, KITS
Co-Chairman	:	Dr. S. ALBONES RAJ – Director (Student Affairs)
Secretary	:	Dr. A. ALBERT RAJAN – Deputy Registrar (Student Affairs)
Administration	:	Mr. A. THANGAM - Sub Inspector of Police, Karunya Nagar
Local Media	:	Mr. GANDHI BABU - Dhinakaran Daily Reporter
N.G.O Representation	:	Dr. J. SAMUEL THOMAS , COO, SEESHA
Faculty Member	:	1. Dr. ELIZABETH FELIX – Associate Professor – S&H 2. Mr. ALFRED KIRUBA RAJ - Assistant Professor – ECE
Parent Representative	:	Mr. V. JOHN BERCMANS , Section Officer
Student Representative	:	1. Mr. ASWATH MARTINE – URK17ME167 2. Ms. BESIENTHA N – PRK19CS1005 3. Mr. K SAI CHAITANYA – URK17CS266 4. Mr. ALAN JOSHUA J – URK18EC053
Non – Teaching Staff	:	Mr. SEBASTIN – Office of the Registrar

MENTOR SYSTEM

Students numbering (25 +) will be attached to a faculty member referred to as **MENTOR** who would provide continuous support and guidance. The Mentors, who play the role of a local guardian will assist their wards in academic matters, co-curricular activities and offer counselling on personal issues. They will meet students periodically and review their performance in Academics, Internal Assessments, End Semester Examinations, Industrial Training and Placements and report the same to the parents. Non-compliance in attending the meetings scheduled by the Mentor shall result in the student being placed on ‘Out of Roll’.

VALUE EDUCATION ASSEMBLY:

- Every morning, a Common Assembly program is organized to impart values to students, hone their communication skills and develop their character, personality and leadership traits. The entire community has an opportunity to listen to motivational speakers and meditate briefly.

- Important announcements, if any, are made before / after the assembly program.
- All staff and students are required to attend the Assembly.

Attendance is mandatory for the Morning Assembly as it is the first hour in the Time table.

ATTENDANCE:

- Students must strive to excel in academics all through their period of study and are encouraged to have 100% attendance in assembly, theory and practical classes. **A student requires a minimum of 80% attendance to be eligible to write the examinations.** OD and ML if any, should be within the remaining 20%. Students with less than 80% attendance should repeat the semester as there is no provision for condonation. Students can avail ‘On Duty’ leave to attend/participate in programmes/activities approved by the Department / Institution. Medical leave will be granted **only** for hospitalization, surgery and communicable diseases that require medical attention, upon producing an authentic medical certificate from a Certified Medical Practitioner. The OD and ML should be filed with proper documentation within one day of returning to the University. The mentor is required to enter the data the next day in the eduserve portal. Permissions granted for OD and Medical leave will be taken into account for consolidating the attendance percentage before every Internal Assessment (IA) and End of the Semester examinations.
- **Students with less than 80% attendance are not entitled to appear for the Internal Assessments and End Semester Examinations.**

ENGINEERING, AGRICULTURE & MBA PROGRAMS

Schedule	Time
V.E Assembly (1 st Period)	8.45 to 9.05 am
2 nd Period	9.10 to 10.00 am
3 rd Period	10.05 to 10.55 am
4 th Period	11.00 to 11.50 am
5 th Period	11.55 to 12.45 pm
Lunch Break	12.45 to 2.00 pm
6 th Period	2.00 to 2.50 pm
7 th Period	2.55 to 3.45 pm
8 th Period	3.50 to 4.40 pm

ARTS & SCIENCE PROGRAMS

Schedule	Time
V.E Assembly (1 st Period)	9.15 to 9.35 am
2 nd Period	9.45 to 10.35 am
3 rd Period	10.35 to 11.25 am
4 th Period	11.25 to 12.15 pm
Lunch Break	12.15 to 1.15 pm
5 th Period	1.15 to 2.05 pm
6 th Period	2.05 to 2.55 pm
7 th Period	2.55 to 3.45 pm

IDENTITY CARD:

All students are required to wear their **identity card** on their person while on campus. They should be in possession of the identity cards at all times and present them for verification whenever required. Defaced or broken ID cards are invalid. The

ID card is required for use in the Library, facilities like the Utility Stores, admission to Examination halls, Laboratories and Workshop. ID shall be valid only for the period stated in the card. Loss of ID due to theft/ misplacement or otherwise will be replaced on payment.

DRESS CODE:

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

Boys: Students must be neatly dressed in formal Trousers/regular Jeans, shirts tucked-in, shoes and should be clean-shaven with a regular hair cut at all times. Earrings & ear studs are not permitted. During academic events, special programs and functions students should wear University uniform (Blazer & Tie).

Girls: Girl students are required to wear either salwar kameez or churidhar with dupatta. During University functions / Department programs they are permitted to wear sarees / University uniform [Blazer]. Pants/Jeans with knee-length tops are permitted, however low-waist / ripped jeans is not allowed.

All students should wear uniform and shoes during laboratory sessions / workshops.

GENERAL RULES:

1. Collection of money from fellow students for any purpose without authorization by the University authorities is forbidden.

2. Convening unauthorized meetings in the University campus, participating in mass gatherings and indulging in violence are acts of violation.
3. Forming Unions / Associations without the approval of University administration is not permitted.
4. Bringing outsiders to the campus or inviting political leaders and participating in political activities and rallies are strictly prohibited.
5. Organizing Protests, Processions, responding to the call to strike, instigating agitations and indulging in anti-national, anti-social, communal and immoral activities are forbidden.
6. Displaying / circulating unauthorized notices, pamphlets, and leaflets on campus and pasting notices or posters in the Residence or University, generating and forwarding unauthorized messages / information through SMS or Social media will result in suspension from the University for one semester.
7. Graffiti on the desks, classroom boards, walls of the University and rooms in the Hostels, smearing colour powder or splashing coloured water in the guise of festivals, functions, birthdays or any other occasion is a punishable offence evoking suspension for 10 days.
8. Distributing and bursting fire crackers on Campus is forbidden.
9. Trespassing into the neighborhood 'Pathy', Siruvani Forests, Dams and Reservoirs, Wildlife Reserves, Private property around the campus and Bars is an offence.
10. Use of Laptops for non-academic activities - gaming or watching movies and objectionable websites will be viewed seriously. Laptops will be periodically checked by the faculty. I year UG students should not possess any laptops / Computers.
11. Possessing articles that can harm or injure others is not permitted. Inflicting injury on oneself and consuming poisonous substances is a cognizable offence. Such students will be expelled from the Institution.

12. VEHICLES

Students are not permitted to use any vehicle – motorcycle / scooters or cars for transport inside the University campus and Residences. Any violation would result in suspension from the University. Bi-cycles are permitted on campus.

LEAVE RULES

Medical leave should be duly certified by a University approved Medical practitioner. The ML approved by the mentor must be entered in the eduserve within 2 days. Application for leave for other reasons should be submitted to the Mentor 5 days prior to availing of leave. The Assistant Wardens are authorized to sanction leave for absence from Hostels.

OUT OF ROLLS NORMS

Students placed “out of rolls” shall not enter the campus of the University, Resident Halls and Guest House. Their names shall be removed out of attendance, tests, exams, events and mess hall list. The ID Card reader shall reflect that he/she is “out of rolls” at all entry points and entry will be denied.

BREAK IN STUDY / WITHDRAWAL

- Students with more than 2 arrears at the end of each academic year will not be promoted to the subsequent year. Remedial Coaching classes will be scheduled during the summer vacation every year followed by the supplementary examinations. It is mandatory for students with arrears to attend the coaching classes and appear for the Supplementary Examination. Break in study policy will be applicable for students who have more than 2 arrears.

- Students can avail a Break in Study on medical grounds only once during their course of study subject to the academic regulations.

RESPONSIBILITIES OF STUDENTS:

1. To read, understand and comply with the University's regulations, which are updated every year in the student hand book.
2. To comply with Degree/Program/Course requirements and obtain clarification if necessary from faculty members or at the University office.
3. To enquire and follow-up on applications for Scholarships / Awards / Internships from the Office of the Student Affairs and comply with the procedures and deadlines.
4. To verify Course registrations for every semesters and contact Mentors / Course Teachers / eduserve Coordinator / Heads for clarifications.
5. To obtain a student photo ID card from the Office of the Student Affairs, if lost or damaged and to wear it around their neck inside the campus and during the class hours.
6. To Pay fees on time as per University schedule.
7. To check class attendance and morning assembly attendance uploaded on the eduserve on a daily basis.
8. To ensure that any appeals for correction of marks / grades are made within the stipulated period.
9. To keep the University updated on the current and valid mailing address of self and parent/guardian.
10. To apply for Graduation / Convocation and Transfer Certificate on completion of the Program.

STUDENTS ARE NOT PERMITTED TO DISTURB CLASSES DURING CLASS / FREE HOURS

BONA FIDE CERTIFICATE

Students applying for Bona fide Certificate are required to fulfill the minimum attendance requirement (80%). They may apply online through eduserve portal for Passport/Visa, Police verification, Bank loans and other needs.

For all other purposes including Internships, IAESTE, Inplant Training, Full /Half Semester projects and Industrial visits, the Head of the Department will issue the Bona fide Certificate.

DOCUMENTS:

All students are required to produce the original certificates at the time of admission / readmission / transfer. The Certificates will be returned to the students once the verification is over. The Transfer Certificate will be retained in the office and a new Transfer Certificate will be issued after completing or discontinuing the Course of study.

FEES:

- Student should pay the required fees on time (University, Residence & Mess) as stipulated by the University. Fees must be paid before the commencement of each semester.
- The University has adopted the cashless mode of transaction for all payments and settlements. While making remittance ensure the student's name and register number is clearly mentioned.
- All information regarding fees will be on the website and no letter will be mailed.
- Delayed payments will not be entertained. Defaulters would be put "out of rolls".

ACADEMIC FACILITIES:-

The Central Library is open from 8 a.m. to 11 p.m. on all days and from 2.00 p.m. to 6.00 p.m. on Sundays. A good collection of text books, reference volumes, national and international journals, e-journals, CDs and Videos are available. In addition to this facility, every department has its own Library.

- Online web catalogues and Internet facilities are available.
- Students can borrow books by producing ID cards as bar code system is in place. Book issue / return is between **7 a.m. and 11.00 p.m.**
- Books will be lent to students only for a period of 15 days.
- Journals / reference books / projects reports will not be issued.
- Books should be returned on or before the due date stamped on the issue label. An overdue charge of Rs. 1/- per day is applicable for books returned after the due date.
- Books may be returned on all working days. Absence from the University shall not be an excuse for any delay in returning the books. Books due on a holiday should be returned the next morning and no fine will be collected.
- Books returned shall not be reissued to the same person on the same day of return.
- Library books are to be used with utmost care and to be returned without any damage. Damaged books shall not be accepted.
- The Library is under CCTV surveillance.
- Books Lost by students should be replaced with the latest edition.
- The library accepts donations of manuscripts, books, and journals which are useful to students.
- Students are required to follow the dress code inside the library
- Mobile phones are not permitted inside the library.
- The library is provided with a photocopying machine. Students can avail this facility on a Payment basis. However,

photocopying of materials from a source other than what is available in the library is not allowed.

- Any deviation will result in the denial of hall ticket for the next test.

SPECIAL CLASSES AND PLACEMENT TRAINING:

If a student does not attend a special class organized by a Teacher he/she shall not be permitted to write the test/exam and will be denied Hall ticket for that test / exam by the teacher. If a student does not attend the Placement training or Soft Skill classes then he/she shall not be considered by the Placement Coordinator for any placement exercise and the name of the student shall be taken off from the placement list.

SUPPORTING FACILITIES

The following facilities are provided within the campus.

KARUNYA SEESHA HOSPITAL

The campus has a 40 bedded well-equipped hospital with X-Ray, Scan Centre, an operation theatre and pharmacy. Doctors / Medical Officers on-duty cater to the needs of University community. Services charges will have to be paid at the Hospital. There is no provision for personal / University credit.

MEDICAL FACILITY IN CAMPUS

First Aid and Medical Facilities Centre is available on KITS Campus to take care of students on all working days from 12.00 noon to 1.30 pm & 3.30 pm to 5.00 pm.

If a student is found unwell in the class room / hostel rooms during working hours, the campus ambulance facility shall be requisitioned by the Course Teacher / Assistant Wardens to take the

student to the Karunya SEESHA Hospital for immediate and emergency care.

POST OFFICE / TELEPHONE FACILITIES

A Post Office with FAX and Speed Post Services is available on campus. A microwave tower installed on campus provides faster connectivity.

BANK

For the convenience of staff and students, Syndicate Bank with ATM facility functions within the campus. Also additional SBI, TMB ATMs are available on campus. Tampering with ATMs is a cognizable offence punishable under law.

CAMPUS UTILITY STORES

A Campus Utility Stores is available on campus exclusively for staff and students. Office stationery, snacks and other necessary items are available for the convenience of the students. Several other shops catering to the needs of girl students function within the Ladies Residences. Payment will have to be made through electronic transactions.

LAUNDRY

Laundry services are available in the Hostels on payment.

GUEST HOUSE & RESTAURANT

A Guest House and multi-cuisine restaurant is available in the Campus premises. AC / Non AC rooms / Family suites and other facilities are available. Payment will have to be made through electronic transactions.

CO - CURRICULAR ACTIVITIES

All Students are expected to enroll themselves in one or the other Co-curricular activities (CCA) under the Department of Extension and Continuing Education. CCA enhance social interaction, leadership development, self-discipline and engage student in community development and service. I and II year UG students and I PG Students should register under anyone of the activities offered by the University and earn credits. Others are allowed to volunteer for additional credits.

1. National Service Scheme [NSS] 23 Units
2. Rotaract Club
3. Youth Red Cross [YRC]
4. Music & Choir
5. Karunya Arts & Literary Association [KALA]
6. Journalism Club
7. Photography & Video Club
8. Karunya Outreach Club

A student has to work for 40 hours to earn one credit under CCA, 30 hours for physical attendance and 10 hours to document his/her work.

PROGRAM-WISE CREDIT REQUIREMENT FOR CCA

No	Program	Credits to be Earned
1	B.Tech.	4
2	M.Tech	1
3	MBA	1
4	MA / M. Sc.	1
5	M.Sc. (Five Year Integrated)	4
6	B.A, B.Sc., B.Com, BBA & BCA	3

Note:

- Students are expected to earn 1 credit for each Semester.
- If students are unable to complete the credit tally before the completion of their study, they will be required to return to University for the needed credits. Such students will not receive their consolidated mark sheets until they complete CCA.
- Students who have “Credit Shortage” will not be able to participate in the Convocation/Graduation day.

IAESTE

The International Association for the Exchange of Students for Technical Experience (IAESTE), is a platform for students from all parts of the world to procure the professional technical expertise required for their careers. It equips students with exemplary professional experience and provides cross-cultural exposure.

KITS became a member of this International chapter in 2001 that partners with 85 countries. Since then more than 500 students from KITS were selected to pursue internship in universities/ research institutes of repute, providing them leadership, individual training and promoting multi-cultural and multi- lingual exchange of ideas on a global scale.

SPORTS AND GAMES

Students are encouraged to use the sports, games and athletics facilities available on campus between 5.00 p.m. and 8.00 p.m. Girls shall use the facilities in their residences.

The following Sports, Games, and Recreation facilities are available:

OUTDOOR GAMES

Football, Hockey, Volleyball, Kabbadi, Basketball, Ball Badminton, Tennis, Cricket, Hand Ball, Archery and Athletics

INDOOR GAMES

Shuttle Badminton, Table Tennis, Carom, Chess, Gymnasium, Volley ball and Basket ball.

VALUE EDUCATION & COUNSELLING

The Department of Value Education (DoVE) was established with the sole purpose of producing value-based professionals by equipping the future Engineers of the nation with moral, ethical and spiritual values. Various programs such as Retreats, Youth Seminars, Peace Rallies, Morning Assembly, Music Concerts, Mega Play, Training & Development Programs, Personal and Referral Counseling, Sessions on Value Education and other social awareness activities are organized regularly.

Counselling Services are offered by a team of senior counsellors from the Department. The Wardens, Assistant Wardens and Mentors are advised to refer students who need help and make use of the Counselling facility.

CORPORATE WORSHIP is conducted every Sunday to bring the staff and students together for a time of meditation and prayer. Students use the opportunity to develop their organizing skills and showcase their talent in music and singing.

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

SCHOLARSHIPS AND AWARDS

The Office of the Student Affairs facilitates the student to apply and receive scholarships from Central & State Governments and also from KITS.

1. MERIT CUM MEANS SCHOLARSHIP (Central Government):

The Department of Minorities Welfare, Government of India, offers Merit Cum Means Scholarship for Minorities which is communicated through the Office.

Eligible students can log on www.scholarships.gov.in and can register on line.

Eligibility Criteria:

1. 50% of marks in the previous year examination.
2. Annual Income of the parent / guardian is Rs.2.50 lakhs
3. Scholarship is merit based.

Documents to be attached:

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

The soft copy of the application shall be forwarded to the Office of Student Affairs and a hard copy shall be submitted to the Office along with the supporting documents for verification and will be forwarded to the Government. The Department of minorities will publish the list of selected candidates in the website. The scholarship will be credited in the individual bank account.

2. SC/ST & CONVERTED CHRISTIANS SCHOLARSHIPS (State Government)

Eligible students can apply for the above scholarship online in the respective state government scholarship web site.

Eligibility Criteria:

Annual Income of the parent / guardian is Rs.2.50 lakhs for SC& ST and Rs. 2.0 lakhs for Converted Christians from SC.

Documents to be attached:

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

Procedure for applying:

The hard copy of the application shall be submitted to the Office of the Student Affairs for scrutiny, which will be forwarded to the Government. The scholarship will be credited to the student's Bank Account directly.

3. CENTRAL BOARD OF SECONDARY EDUCATION - CBSE

The Central Board of Secondary Education offers scholarship to students who have passed Class XII Examination during every academic year.

Eligibility:

The applicant should be an Indian national and should have passed the Senior School Certificate Examination conducted by CBSE. He / She should pursue higher studies in a recognized Educational Institution / University in India. The total annual income of parents should not exceed Rs. 6.0 lakhs per annum. The applicant should not belong to creamy layer as defined by DoP&T from time to time. (Govt. of India, Department of Per. & Trg., OM No. 36033/S/2004-Estt. (Res.) dated 14-10-2004). This is applicable to all categories of applicants both “General and Reserved”). The applicant should not be in receipt of any other scholarship.

Students can apply online from the CBSE Portal www.cbse.nic.in. The hardcopy has to be submitted to the Board on or before the stipulated date as and when published by the authority. The joining report must be signed and stamped by the Head of the Institution from where UG Program is being pursued.

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

The scholarship amount sanction will be credited in the students Bank Account.

4. PRIME MINISTER’S SCHOLARSHIP FOR THE WARDS OF EX-SERVICE MEN:

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

5. AMALGAMATED FUND-SCHOLARSHIP FOR THE WARDS OF EX-SERVICEMEN:

The wards of the Ex-Service men those who are not availing the Prime Minister’s Scholarship are eligible which will be granted by the respective Zilla Sainik Board.

6. KITS SCHOLARSHIP:

SCHOLARSHIP POLICY FOR 2019-20 BATCH

a) B.Tech. PROGRAMS / B.Sc. HORTICULTURE

S.No.	Scholarship	Amount per year	Eligibility/Renewal Criteria
1	Merit Scholarship	Rs. 60,000/- each in semester I and II. Total amount Rs. 1,20,000 NRI 2,500 USD SAARC 1,250 USD	➤ 95% in PCM/PCB (first year) Will be renewed every year if the student achieves - 8.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters - No disciplinary cases
		Rs. 60,000/- per year NRI 2,000 USD SAARC 1,000 USD	➤ 90% in PCM/PCB (first year) Will be renewed every year if the student achieves - 8.0 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters - No disciplinary cases
		Rs. 40,000/ per year NRI 1,750 USD SAARC 875 USD	➤ 80% in PCM/PCB (first year) Will be renewed every year if the student achieves

			<ul style="list-style-type: none"> - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters - No disciplinary cases
2	Christian Minority Students	Rs. 40,000/- per year NRI 1,500 USD SAARC 750 USD	<ul style="list-style-type: none"> First year, 60% in PCM/PCB Will be renewed every year if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters - No disciplinary cases
3	Wards of Alumnus /Staff of KITS/JC/ Seesha/ Bethesda Scholarship	Rs. 40,000/- per year NRI 1,500 USD SAARC 750 USD	<ul style="list-style-type: none"> First year, 60% in PCM/PCB Will be renewed every year if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters - No disciplinary cases
4	Siblings of current student or Alumnus of KITS scholarship	Rs. 40,000/- per year NRI 1,500 USD SAARC 750 USD	<ul style="list-style-type: none"> First year, 60% in PCM/PCB Will be renewed every year if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters

			<ul style="list-style-type: none"> - No disciplinary cases
5	Child of a Pastor / Missionary from Registered Church or Missionary Organization Scholarship	Rs. 40,000/- per year NRI 1,500 USD SAARC 750 USD	<ul style="list-style-type: none"> First year, 60% in PCM/PCB Will be renewed every year if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters - No disciplinary cases
6	Girl Students Scholarship	Rs. 40,000/- per year NRI 1,500 USD SAARC 750 USD	<ul style="list-style-type: none"> First year, 60% in PCM/PCB Will be renewed every year if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in preceding semesters - No disciplinary cases

Note : The candidate is eligible for any ONE of the above Scholarships.

Procedure for availing Scholarship for B.Tech. Programs

1. The candidate shall apply for scholarship while submitting the B.Tech. application form for Karunya Institute of Technology and Sciences and shall choose the category of Scholarship
2. The candidate shall upload the PCM/PCB marks along with the attested copies of the 12th Marksheet and the proof of the category (YPP certificate / Alumni ID card / Sibling ID card / KITS / JC / Seesha / Bethesda staff ID card).

3. Based on the eligibility, after verification and approval, scholarship shall be granted. The decision of the scholarship committee shall be final and binding.
4. All the scholarships are eligible for annual renewal subject to fulfilling the eligibility conditions for renewal as laid down in the scholarship policy.

Procedure for Renewal:

- a) The candidate shall submit an Online application form for renewal of scholarship during every June along with the mark statement of the previous semesters and the recommendations of mentors / HODs
- b) The class attendance and assembly attendance of the preceding two semesters shall be obtained from the eduserve portal
- c) The Scholarship committee shall scrutinize the mark sheets, attendance, conduct of the candidate and shall approve the renewal of Scholarship. The decision of the scholarship committee shall be final and binding.

b) M.Tech. PROGRAMS

S.No.	Scholarship	Amount	Eligibility/Renewal Criteria
1	Merit Scholarship	GATE Stipend of Rs. 10,000/- pm for 10 months	Valid GATE Score and CGPA in UG > 7 Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters - No disciplinary cases
2	Merit Scholarship	Rs. 90,000/- per year NRI 1,500 USD	9 CGPA (or) 90% in UG Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear

			- 95% Class Attendance and Assembly Attendance in the preceding semesters No disciplinary cases
3	Merit Scholarship	Rs. 80,000/- per year NRI 1,250 USD	8 CGPA (or) 80% in UG Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters No disciplinary cases
4	Merit Scholarship	Rs. 70,000/- per year NRI 1,000 USD	7 CGPA (or) 70% in UG Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters No disciplinary cases
5	KITS Alumni Scholarship (Addition to other scholarship)	Rs. 10,000/- (one time)	- KITS Alumni

Procedure for availing Scholarship for M.Tech. Programs

1. The candidate shall apply for scholarship while submitting the M.Tech. application form for Karunya Institute of Technology and Sciences and shall choose the category of Scholarship.
2. The candidate shall upload the GATE score card along with the attested copies of the mark sheets of the UG program.
3. Based on the eligibility, after verification and approval, scholarship shall be granted. The decision of the scholarship committee shall be final and binding.

4. The merit scholarship is eligible for renewal subject to fulfilling the eligibility conditions for renewal as laid down in the scholarship policy.

Procedure for renewal:

- a) The candidate shall submit an Online application form for renewal of scholarship during every June along with the mark statement of the previous semesters and the recommendations of mentors / HODs
- b) The class attendance and assembly attendance of the preceding two semesters shall be obtained from the eduserve portal
- c) The Scholarship committee shall scrutinize the mark sheets, attendance, conduct of the candidate and shall approve the renewal of Scholarship. The decision of the scholarship committee shall be final and binding.

c) MBA PROGRAM

S.No.	Scholarship	Amount	Eligibility
1	Merit Scholarship	Rs. 50,000/- per year NRI 1,000 USD	9 CGPA (or) 90% in UG Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters No disciplinary cases
2	Merit Scholarship	Rs. 20,000/- per year NRI 1,000 USD	8 CGPA (or) 80% in UG Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly

			Attendance in the preceding semesters No disciplinary cases
3	Merit Scholarship	Rs. 10,000/- per year NRI 1,000 USD	7 CGPA (or) 70% in UG Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters No disciplinary cases
4	<ul style="list-style-type: none"> ❖ Christian minority students ❖ Wards of Alumnus / Staff of KITS / JC / SEESHA ❖ Siblings of Alumnus / Siblings of KITS Students ❖ Children of Pastors / Missionaries ❖ Girl Students ❖ Children of Ex servicemen 	Rs. 30,000/- (one time) First year only	6 CGPA (or) 60% in UG
5	KITS Alumni Scholarship (Addition to other scholarship)	Rs. 30,000/- (one time) First year only	- KITS Alumni

Procedure for availing Scholarship for MBA. Programs

1. The candidate shall apply for scholarship while submitting the M.BA application form for Karunya Institute of Technology and Sciences and shall choose the category of Scholarship.
2. The candidate shall upload the UG mark sheet.
3. Based on the eligibility, after verification and approval, scholarship shall be granted. The decision of the scholarship committee shall be final and binding.
4. The merit scholarship is eligible for renewal subject to fulfilling the eligibility conditions for renewal as laid down in the scholarship policy.

Procedure for renewal:

- a) The candidate shall submit an Online application form for renewal of scholarship during every June along with the mark statement of the previous semesters and the recommendations of mentors / HODs
- b) The class attendance and assembly attendance of the preceding two semesters shall be obtained from the eduserve portal
- c) The Scholarship committee shall scrutinize the mark sheets, attendance, conduct of the candidate and shall approve the renewal of Scholarship. The decision of the scholarship committee shall be final and binding.

h) B.Com./ B.B.A. / B.C.A. / B.A. Criminology / B.Sc. ISDF / PG Integrated Programs (NRI / Foreign Nationals)

S.No.	Scholarship	Amount	Eligibility/Renewal Criteria
1	Merit Scholarship	1500 USD	<p>➤ 90% in +2 (HSc) Will be renewed every year, if the student achieves - 8.5 CGPA - No arrear - 95% Class Attendance</p>

			<p>and Assembly Attendance in preceding semesters - No disciplinary cases.</p>
		1300 USD	<p>➤ 80% in +2 (HSc) Will be renewed every year, if the student achieves - 8 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters - No disciplinary cases.</p>
		1100 USD	<p>➤ 70% in +2 (HSc) Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters - No disciplinary cases.</p>
2	JC-YPM Scholarship	1000 USD	<p>➤ 60% in +2 (HSc) <i>(Must be enrolled in JC-YPM on or before 01 Nov., 2018)</i> Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters - No disciplinary cases.</p>
3	Wards of Alumni or Faculty / Staff of KITS/ JC/ Seesha/ Bethesda Scholarship	1000 USD	<p>➤ 60% in +2 (HSc) Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters</p>

			- No disciplinary cases.
4	Siblings of current student or Alumnus of KITS scholarship	1000 USD	➤ 60% in +2 (HSc) Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters - No disciplinary cases.
5	Child of a Pastor / Missionary from Registered Church or Missionary Organization Scholarship	1000 USD	➤ 60% in +2 (HSc) Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters - No disciplinary cases.
6	Girl Students Scholarship	1000 USD	➤ 60% in +2 (HSc) Will be renewed every year, if the student achieves - 7.5 CGPA - No arrear - 95% Class Attendance and Assembly Attendance in the preceding semesters - No disciplinary cases.

Note: The Candidate is Eligible for any One of the above Scholarships

Procedure for availing scholarships for

UG (Arts / Science) & Integrated Programs

1. The candidate shall apply for scholarships while submitting the application form for Karunya Institute of Technology and Sciences and shall choose the category of Scholarship. However,

the candidate can apply for merit scholarships during the enrollment.

2. The candidate shall upload the +2 marks along with the attested copies of the 12th mark sheet and the proof of the category (YPP certificate/ Alumni ID card/ Sibling ID card/ KITS/ JC/ SEESHA/ Bethesda staff ID card).
3. Based on the eligibility, after verification and approval, scholarship shall be granted. The decision of the scholarship committee shall be final and binding.
4. All the scholarships are eligible for annual renewal subject to fulfilling the eligibility conditions for renewal as laid down in the scholarship policy.

Procedure for renewal:

- (a) The candidate shall submit an Online application form for renewal of scholarship during every June along with the mark statement of the previous semesters and the recommendations of mentors/ HODs
- (b) The class attendance and assembly attendance of the preceding two semesters shall be obtained from the eduserve portal.
- (c) The Scholarship committee shall scrutinize the marksheets, attendance, conduct of the candidate and shall approve the renewal of Scholarship. The decision of the scholarship committee shall be final and binding.

RANKS AND AWARDS:

SEMESTER RANK:

- The top three rank holders of every department will be awarded Merit Certificates based on SGPA.
- The outgoing batch (final semester) of top three rank holders will be awarded Rank Certificates based on their CGPA.

CHANCELLOR'S AWARD FOR THE BEST OUTGOING UG & PG STUDENTS

The best UG and PG outgoing student will be selected based on merit and overall performance for the Chancellor Award. The decision of the selection committee shall be final and binding.

ENDOWMENT AWARDS:

The following Endowment Awards also will be given to the deserving outgoing students based on merit and all-round performance during their period of study.

LIST OF AWARDS

Sl.No.	Name of the Award	Department
1	Dr. Johanson Victor Award	Civil
2	Sis. Christabel Jebaraj Award	Mechanical
3	Mr. Ajith Thomas Mathew Award	EEE
4	Mr. Kamala Raja Singh Award	EIE
5	Mr. S.G. Jeyaraj Award	CSE
6	Dr. Ninan Varghese Award	MBA
7	Dr. S. Gurubatham Award	ECE

EXAMINATIONS

INTERNAL ASSESSMENT

B.TECH. (CBCS)

Weightage for Internal Assessment is 60%

1. Hall ticket is essential to appear for all Internal Assessments.

2. 3 Internal Assessments (IA) are scheduled by the Examination Office every semester. All the 3 tests are mandatory. Students with pre-approved OD / ML will be permitted to appear for the 4th Internal Assessment at the end of the Semester.
3. Maximum marks for each IA is 40. The duration of test is 2 Hours.
4. Multiple Choice Questions (MCQ) / Seminars / Assignments / Models is conducted for 10 Marks.
5. The weightage for Continuous Internal Assessment is 60 Marks – 45 Marks for Tests, 10 Marks for Assignments / MCQ and 5 Marks for Attendance.

AGRICULTURE

The Weightage for Internal Assessment is 50%

- Courses with only Theory:
Midterm exam - 40%, Assignment – 10%
- Courses with only Practicals:
100% Internals
- Courses with Theory and Practicals
Mid term Exam – 30%; Assignment – 5%; Practical – 15%

ARTS AND SCIENCE

Weightage for Internal Assessment is 60%

- Tests – 40 Marks, MCQ – 15 Marks and Attendance – 5 Marks

The progress report of each student will be sent to the parents by the Mentors. Parents may be required to meet the Mentor along with the student if the performance is poor.

ACADEMIC INTEGRITY:

- In general students must demonstrate academic integrity while doing their Course work. Failure to acknowledge another author for one or more phrases, sentences, thoughts, code, formulae or software is plagiarism.
- Presenting the whole/ substantial portions of another person's paper / report even if it is cited as a source in the accompanying bibliography or list of references, submitting essays found on the internet as an assignment for credit is plagiarism.
- Students are required to produce an original thesis and duly acknowledge references cited.

Plagiarism is a punishable offence.

ACADEMIC MISCONDUCT:

The following practices will be construed as cheating and should be avoided:

- Unless explicitly authorized by the Course instructor, use of books, notes, diagrams, electronic devices or any other aids during class tests.
- Copying the work of other students.
- Consulting others for home-assignments / online tests.
- Commissioning or allowing another person to do / write a Course work on one's behalf.
- Altering answers/ modifying assignments after valuation.
- Falsifying lab results.
- Including references not used / read in the bibliography.
- Altering grades or other academic records.
- Issuing threats / bribing to secure marks / grades.
- Mutilation of books / journals in the library.

- Theft of another student's notes.
- Alteration or destruction of the work of other students.
- Submitting the same work for credit in more than one Course.

END SEMESTER EXAMINATIONS

Weightage for End Semester Examinations for Engineering & Technology Programs and Arts & Science Programs is 40%. For Agriculture Programs it is 50%

End Semester Examinations are conducted during November / December and April/May. Timetable and seating arrangements will be displayed in the 'Examination' portal of our website www.karunya.edu. Results will be published online within 10 days after the last examination.

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

Issue of transcripts, duplicate certificate and other examination related details are available in the University website.

MALPRACTICE:

Malpractice in any form in the examination hall will be viewed very seriously. In case of malpractice, an enquiry will be conducted and punishments such as 'Debarring the student from the Examinations, 'Cancellation of examinations, Expulsion from the University, will be awarded as per the recommendations of the Committee.

RESIDENCE

Karunya Institute of Technology and Sciences is a fully residential institution. Excellent residential facilities with a capacity for accommodating more than 8000 students is available on campus.

RESIDENCES FOR MEN:

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

RESIDENCES FOR WOMEN:

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

Residences are governed by the Chief Warden(s) and supported by a team of Wardens(Mess) and Assistant Wardens (Welfare & Discipline).

OBJECTIVES

- To offer a conducive learning environment for all students for the overall development of body, mind and soul.

- To observe peace, tranquility and maintain a calm atmosphere in the Residence.
- To maintain and respect the multi-cultural and pluralistic nature of the University.
- To value the Ethos of the Institution and fulfil its mission.

RULES

The University is completely residential for both UG and PG students.

1. Living in the University Residence is mandatory.
2. At the time of admission to the Residence, the Admit slip / Room Allotment Copy (soft/hard) has to be produced. A declaration agreeing to abide by the rules and regulations of the Residence has to be signed by the student and countersigned by parents / guardian.
3. Students can select a room of their choice online on a first come first served basis after remitting the required fees. Shifting to any other room of their choice is not permitted. However, the allocations shall be subject to change at any time, for administrative reasons.
4. Students are responsible for the maintenance and upkeep of the room furniture & fittings. Any damage to the property will be claimed from the occupants. In cases of disfigurement of walls, windows, cupboards and doors, the cost of repainting the same shall be raised as dues against the occupants.
5. Dismissal or suspension from the University on disciplinary issues will also entail dismissal from the Residence.
6. Before vacating the Residence, students are required to remove their personal belongings and hand over the furniture & fittings in good condition. All electrical fittings should be left intact. Outstanding arrears/ dues if any should be settled.

7. The second, third and final year students (Men) are required to be inside the Residence by 8.30 p.m. However, the first years should be inside by 6.30 p.m. on all days.
8. Girl students should report to the Residence soon after class / academic / laboratory works. However, permission shall be extended for any specific requirements up to 6.30 p.m.
9. Students may attend the Prayer Cells in Resident Halls between 6.30 to 7.30 p.m. Prayers for Birthdays and special occasions can be requested.
10. Study hours are to be observed between 8.30 p.m. & 10.30 p.m. on all working days and between 9.30 p.m. & 10.30 p.m. on all non-working days. Attendance shall be taken during the study hours using Biometric devices.
11. All the students are required to punch-in/out in turnstile machines installed at all the entry gates of the Residences / University / Department / Library.
12. Silence is to be maintained between 10.30 p.m. and 6.00 a.m. Students should avoid disturbing others, celebrating birthdays or festivals during the study and silence hours. Lights should be switched off by 12.00 a.m.
13. Students cannot leave the Residence during weekends/holidays without prior permission from the Wardens. They have to apply for leave in advance stating the reason and the address of destination with the phone number. Leaving the residence without permission and staying in Lodges/friends' houses is punishable.
14. Students should only dine in the mess. Carrying mess utensils outside or taking food to the room or cooking in the rooms are not permitted.
15. Students must save and conserve electricity and water. A nominal additional electricity charge will be collected if lights and fans are not switched off while leaving the room. Misusing drinking water for other purposes will be dealt with.
16. Damage to common property of the Residence will be borne by all the students.
17. Students are required to produce identity cards on demand, for verification of identity and for entry into the Residence.
18. Ragging is a criminal offence. It is strictly prohibited in the University premises including Resident Halls. Any one violating the order would be dismissed from the University.
19. Any sort of discrimination based on caste, gender, region and religion is a punishable offence. Students are advised strictly not to indulge in such activities.
20. Possession of Televisions, Players with speakers, personal furniture or electrical/electronic appliances (Iron Box / Immersion Water Heater) is not permitted.
21. Students staying in Air-conditioned rooms are required to pay monthly electricity charges.
22. Students are not allowed to write or affix posters on walls, windows or doors in the room or deface them.
23. Students are not permitted to play cricket/football or any other game in the premises of the Residence and cause damage to the property. However designated courts are available.
24. Students are expected to cooperate with the authorities during inspection of the rooms.
25. Playing cards, all forms of gambling, smoking / use of tobacco, possessing / consuming / distributing narcotic drugs / psychotropic substances or alcohol and possessing / circulating obscene pictures / posters / pornographic material and using lethal weapons or inflammable materials inside or outside the University premises are strictly forbidden. Any violation would result in expulsion from University.
26. Bursting fire crackers in rooms / resident premises is punishable.
27. Possession or use of motorized two wheelers and cars is not permitted. Cycles may be used for commuting and should be parked only in designated areas. Students parking their vehicles outside the campus and using them while residing in the Hostel shall be liable for expulsion.

28. Students should not stay in their rooms during class hours without permission from the Wardens. Sick students must report to KARUNYA SEESHA Hospital.
29. Students are expected to participate in all meetings and functions officially arranged for them by the authorities.
30. All Students are to keep their room's clean and tidy at all times.
31. Students can have their personal Mobile Phones / Tablets / Laptops at their own risk. They are advised to use them only for academic requirements and not misuse them for movies. Authorities will not be responsible for theft or damage of personal items.
32. Use of Mobile phones for circulation of objectionable / obscene defamatory messages / images is punishable. In order to ensure the safety and moral standards are followed by the students, the Senior Resident Advisors (SRAs), Wardens, Chief Wardens, Mentors, faculty and any other competent authorities of KITS are authorized to check the Laptops and mobile phones at any time on campus to verify the contents including photos and videos. The security personnel are authorized to check the bag and baggage of any student entering the gates of the Residences.
33. All Resident Halls are out of bounds for day scholars / friends / relatives. Any violation will result in disciplinary action.
34. Parents and authorized visitors for girls are permitted to visit the students in the Residence Visitors Lounge between 5.30 p.m. and 6.30 p.m. on weekdays and between 7.00 a.m. to 6.30 p.m on holidays.
35. To ensure safety, it is a general policy that girl students are accompanied by authorized escorts while returning to their home town. The names of four visitors/escorts may be given to the Wardens along with their passport size photos. However, if parents desire that their wards may be permitted to leave the campus on their own, they may give an undertaking to the hostel authorities.
36. For representing the Institution outside campus or for doing a Project work elsewhere parent's permission has to be obtained.

37. Students are advised against bringing costly articles and jewelry into residence. The institution will not take the responsibility for loss, theft or damage of such articles.
38. Students should fill-up permission slips to go on weekends or during holidays or visit the Bethesda Prayer Centre. Leaving Residence without application and permission from the concerned authorities shall be reported as 'missing' from residence and in such cases a Police complaint will be lodged.
39. Students are allowed to go home once in a month during the weekends and not more than eight times per year.

The Wardens / Assistant Wardens are authorized to sanction leave on non-working days / weekends / holidays and the HOD / Administrative Coordinator will sanction leave on working days.

TO LEAVE THE RESIDENCE WITHOUT PRIOR PERMISSION IS AN OFFENCE

- Prior permission should be obtained to return late after special classes / laboratory work / special practice for the sports and extracurricular activities.

Parents who desire to stay on campus can utilize the Guest House facility on payment.

- The Residence has provision for both Vegetarian and Non-Vegetarian Mess.
- The students shall dine only in the section (Vegetarian or Non-Vegetarian), opted by them in the beginning of each semester. A student willing to change from non-vegetarian menu to vegetarian menu or vice versa must submit an application to the Chief Warden (Mess), for approval before the end of the semester.
- Only Resident student are entitled to dine in the Mess.

- The cost of damage to mess utensils and furniture will be recovered from the individual / residents.
- Students are expected to come to the dining hall neatly dressed (T-shirts / Shirt and full pants).
- Wastage of food is not encouraged.
- Entry into the kitchen is strictly prohibited except for the Residence/Mess officials.
- Mess will remain open only during the scheduled timing.
- Students must bring their own plates / tumblers / coffee mugs.

REVIEW MEETINGS

For the benefit of students, parents and stake holders Welfare / feedback meetings will be conducted on regular basis. Students / Parents can express their grievances / suggestions for improving quality and standards. The members of the redressal committee meet periodically to resolve the issues.

Any grievances / suggestion / complaints shall be reported through online (e-mail) tellus@karunya.edu for immediate remedial action by the competent authority / grievance redressal committee.

STUDENTS FORUM

Students Forum is arranged monthly and will be attended by the Vice Chancellor, Pro-Vice Chancellors, Registrar, Director (SA), Deputy Registrar, Deans, HoDs, Finance Officer and Wardens. Complaint/suggestion boxes affixed in every departments / residences for suggestions and grievances (including Ragging complaints). Students can contact the University Officials through designated e-mail or in person for any emergency.
