

NOTIFICATION NO. KU/POL./2022/003
Date: 10th January 2022

**Subject: Karnavati University - Rules related to the constitution of the
Community Engagement Committee (Issue 01 Revision 00)**

Karnavati University hereby notifies 'Rules related to the constitution of the Community Engagement Committee' as appended herewith. These rules are to develop and build sustainable partnerships and mutual respect with the local community, these will also cultivate knowledge of the problems at the local/regional level and address them through the application of their learning, teaching, and research.

This comes into immediate effect.



Tariq Ali Saiyed
Registrar



**Enclosure: Karnavati University - Rules related to the constitution of the
Community Engagement Committee (Issue 01 Revision 00)**



Rules related to the constitution of the Community Engagement Committee

Policy title	Rules related to the constitution of the Community Engagement Committee
Key stakeholders	Employees, Students
Approved on	10 th January 2022
Date effective from	11 th January 2022
Next version	
Relevant policies	Rules on Community Engagement Rules related to the constitution of the Student Welfare Committee
Relevant committees	Student Welfare Committee
Related Statutory Guideline	

1. Short Title

These rules shall be called the “*Rules related to the Constitution of the Community Engagement Committee*”.

2. Objective

These rules have been framed to achieve the following objectives –

- i. To develop and build sustainable partnerships and mutual respect with the local community,
- ii. To develop knowledge of the problems at the local/regional level and address it through the application of their learning, teaching and research,
- iii. To achieve the objectives laid down in the “*Rules on Community Engagement*”.

3. Community Engagement Committee – Constitution and Composition

The Community Engagement Committee (hereinafter referred to as “**CEC**”) shall be constituted at each Institute Level, it shall act under the supervision and control of the Student Welfare Committee. It shall have the following composition –

- i. Dean of the respective Constituent Institute, who shall be an ex-officio member;
- ii. Head of the Department(s) – *ex-officio*, in case there are multiple departments in an Institute, all shall become a member;
- iii. One (1) member who is the teaching employee of the respective Institute, who shall be nominated by the respective Dean, who shall be the chairperson;
- iv. One (1) member, who is an Academic Co-ordinator of the respective Institute, in case there are more than one (1) academic co-ordinators for a constituent Institute, the Dean of that institute shall nominate one (1) amongst them, who shall be the member secretary;
- v. One (1) student, each from all the courses/programs offered by the respective Institute, who shall be nominated by the Dean on the recommendations of the Academic Co-ordinator.

4. Term and Tenure of the CEC

- i. The term of the nominated members shall be of Two (2) years, they may be re-appointed for another term, by the chairperson, after which no re-appointment is allowed.

- ii. The chairperson shall be appointed for a term of two (2) years, no further re-appointment shall be made.
- iii. The student members shall be appointed for a period of two (2) years or till the completion of their course whichever is earlier, they shall not be re-appointed.
- iv. In case any vacancy is created due to any reason, the same shall be fulfilled by nominating authority.

5. Meetings of the CEC

- i. The CEC shall at least meet twice (2) in a semester, and on such other occasions as may be called by the chairperson.
- ii. The notice of the meeting shall be sent by the member secretary seven (7) days in advance to the date of meeting.
- iii. The minutes of the meeting shall be prepared by the member secretary and shall be signed by all the members present, and sent to all the members within fifteen (15) days from the date of conclusion of meeting.

6. Roles, Responsibilities of the CEC

- i. To plan and organise events, workshops, seminars, awareness drives (environmental, hygiene, technological, informational and etc.) camps, projects, *shramdaan*, clinical aids (medical and legal) etc. in the rural areas.
- ii. It shall strive to cooperate with the local community while organising all such events and workshops, seminars, awareness drives, camps, etc.,
- iii. To promote, facilitate and implement community engagement services at the local level, and build networking with the local government, administration, businesses and NGOs.
- iv. It shall organise free clinics according to the academic regulations or the policies/guidelines of the regulatory authority of the respective course/programs.
- v. To introduce community engagement services as a part of the curriculum, and make provisions regarding the same.
- vi. Encourage the student and the employees and increase their participation/engagement in serving the community, by offering credits (in case of students) or appraisals and promotions (in case an employee).
- vii. It shall work under the guidance and supervision of the Student Welfare Committee.
- viii. It shall prepare an annual report of the activities undertaken in an academic year and submit the same to the Student Welfare Committee for its consideration.

- ix. It shall prepare an annual budget under the guidance of the Student Welfare Committee, and submit a report of accounts including the total expenditure incurred, exceeded amount, un-utilised amount and the like, and forward it to the Student Welfare Committee.
- x. It shall perform such other roles, responsibilities and functions as may be necessary.