

NOTIFICATION NO. KU/POL./2018/004

Date: 11th September 2018

**Subject: Karnavati University - Policy for Co-curricular Activities
(Issue 01 Revision 00)**

Karnavati University hereby notifies 'Policy for Co-curricular Activities' as appended herewith, with an aim to promote learning beyond the confines of the traditional classrooms. It also comprises rules and guidelines for the overall development of the student through experiential learning.

This comes into immediate effect.



Tariq Ali Saiyed
Registrar





Policy for Co-curricular Activities

Policy title	Policy for Co-curricular Activities
Key stakeholders	Students, Parents/Guardian Teaching employees
Approved on	11 th September 2018
Date effective from	12 th September 2018
Next version	
Relevant policies	
Relevant committees	Student Welfare Committee
Related Guideline	UGC Guidelines On Safety Of Students On And Off Campuses Of Higher Educational Institutions

1. Short tile and extent

This policy shall be called the “*Policy for Co-curricular Activities*”.

2. Objective

This policy is framed to achieve the following objectives -

- i. To promote learning beyond the confines of the traditional classrooms,
- ii. Setting up co-curricular activities such as volunteering, educational tours, academic trips and excursions, cultural activities, general awareness programs, participation in committees at institute/university, sports and the like.
- iii. Providing rules and guidelines for the over-all development of the student through experiential learning.

3. Definitions

- i. “**Experiential learning**” shall mean any learning that is received from outside the confines of a traditional classroom for an holistic development of the students at the University.
- ii. “**Co-Curricular activities**” shall include a co-curricular activity in a particular field of study for e.g. Internships, training and shall also include out of class learning activities, volunteering, educational tours, academic trips, excursions, cultural and sports activities, miscellaneous participation.
- iii. “**Students**” shall mean those students enrolled in the various programs/courses offered by the University through its constituent Institutes.
- iv. “**University**” shall mean Karnavati University at Gandhinagar, Gujarat.

4. General Rules – the following are the general rules to be followed by the University while taking the students on Excursions/Tours/Academic Trips/Educational Trips etc.

- i. The University shall make sure that the above mentioned activities are done under the guidance and supervision of two (2) or more trained teachers, one (1) of them should be a female teacher. The same shall be regulated by the Student Welfare Committee.
- ii. The number of students who can be taken together at one (1) time on a trip or tour shall depend upon multiple factors i.e., the duration of journey, weather conditions, type of route, mode of transport, manageability and the like. In case there are more than fifty (50) students, a qualified doctor may then accompany on such a trip or tour with an adequate medical kit.
- iii. The Student Welfare Committee shall prepare an itinerary and travel plan well in advance and inform the students/parents/guardian of such students who are

going on such trips or tours. In case the concerned parent/guardians have any suggestions or representations of safety concerns the same may be considered by the University.

- iv. The students and the parents/guardian shall have to mandatorily fill the consent letters/ No objection certificates/ other documents.
- v. The students shall be informed about the risks and precautions, emergency procedures, code of conduct and rules of discipline before embarking on such a trip or tour.
- vi. Students shall be allowed to carry personal belongings but shall be responsible for any damage/loss/stolen property. The institute/university or any of its representatives shall not be responsible for any damage/loss/theft of such property.
- vii. The expenses of such trips or tours shall be borne as per the nature and requirement of such trip, by the concerned stakeholders. The same shall be decided by the Student Welfare Committee.

5. Regulation of co-curricular activities

- i. The University shall constitute a Student Welfare Committee to regulate the Co-curricular activities of the students.
- ii. This committee shall make rules and guidelines governing the role of students and ways to increase their participation.
- iii. Students who shall take part in such co-curricular activities may be acknowledged and incentivized. The same shall be decided by the concerned committee.
- iv. The academic attendance marking against the participation in the co-curricular activities shall be decided by the committee.
- v. The students are liable to seek prior permission from the Dean of the respective Institute, before participation or preparation in such activities.