



WORK POLICY

KARUNYA KREATIVES

Description :

Karunya Kreatives is set up to foster a creative mindset amongst the students and works to turn the visions and dreams of others into testimonies of success. We set the stage for those who wish to make a change and provide a platform for creativity. We are an Events and Social Media Management team for the University.

MANAGEMENT

Description:

The management portfolio aims at creating, managing, and brainstorming ideas among the students to create creative, innovative, and feasible events. While being the backbone of the organization, we facilitate work, supervision of all events, meetings, work deadlines while handling the tasks and the team.

Roles and Responsibilities:

1. Brainstorming and deliberating creativity-centred event ideas.
2. Planning, and implementing event plans that help develop a creative mindset among the students. Ensuring the best creative practices are implemented across all digital channels, emails, and communications.
3. Hosting and execution of events.
4. Maintain pre and post-event records to summarize the event for later references.
5. Fetch feedback and analyze the feedback data that allows addressing of any potential question or an issue.
6. Assign tasks within the team.
7. Supervise Design, Content teams and their task deadlines.
8. Become the Point-Of-Contact(POC) for various student organizations.
9. Hold team meetings, take minutes and facilitate work and ideas.
10. Handle new initiatives to grow new audience acquisition online and on-campus.

Objectives:

1. Manage and ideate a creativity-centred behaviour among the students.
2. Cater to the general needs of the students by conducting events according to necessity.

CONTENT

Description:

Primarily the Content team, facilitates all the written material for any events(external/internal), world days, or daily posts for social media handles. While working in tandem with other student organizations and the University norms and requirements.

Responsibilities

and

Tasks:

1. Create content aspects of marketing materials, university websites, and all social media, including content for videos or infographics.
2. Thinking creatively to produce new ideas and concepts and developing interactive content to suit the needs.
3. Using innovation to redefine any written material within time constraints.
4. Working as part of a team with writers, illustrators, other designers/video editors, managers, and social media analysts.
5. Effective time management skills and the ability to cope with several projects at once.
6. Accuracy and attention to detail when finalizing written material.
7. Being open to feedback and willing to make changes to your written content.
8. Following university/organizational norms and guidelines in all written content.
9. Use professional and standardized methods for any incoming or outgoing communication through any media i.e, E-mails(Karunya mail), WhatsApp, Facebook, Twitter, Telegram, YouTube, LinkedIn.

DESIGN

Description:

Primarily the Graphic Design team, facilitating all design work, videography, audiography for any event, world days, daily social media handles. Work in tandem with other student organizations and the University norms and requirements,

Responsibilities and Tasks:

1. Create visual aspects of marketing materials, university websites, and all social media, including infographics.
2. Thinking creatively to produce new ideas and concepts and developing interactive designs to suit the needs.
3. Using innovation to redefine a design within time constraints
4. Demonstrating illustrative skills with rough sketches and working on layouts ready for finalizing.
5. Working as part of a team with writers, illustrators, other designers/video editors, managers, and social media analysts.
6. Effective time management skills and the ability to cope with several projects at once.

7. Accuracy and attention to detail when finalizing designs.
8. Being open to feedback and willing to make changes to your designs.
9. Following university/organizational norms and guidelines in all designs.

HUMAN RESOURCES

Description:

Human Resource deals with maintaining the operations and relations within the team. It sets clear goals for managing our workforce and makes great strides toward ensuring success by implementing policies and reviewing individual performance.

Roles and Responsibilities

1. Maintain Workforce (Recruitment, Dismissal) with the Management Team.
2. Maintain Team records.
3. Collect feedback from the team and maintain relations within the team.
4. Evaluate each individual's work in the organization.

Objectives:

1. To maintain the team count.
2. To manage the workflow and keep the team enthusiastic.
3. To increase work efficiency.
4. Time to time refreshment and appreciation to the team for their hard work.
5. Watch over everyone's performance.
6. To address issues within the team.
7. To facilitate emotional support within the team.

KREATIVES CONSTITUTION AND BY-LAWS

ARTICLE - I

- Karunya Kreatives

ARTICLE II

The purpose of establishing Karunya Kreatives is mainly:

- To bring out the creative flair in students.
- To work to turn the visions and dreams of students into testimonies of success.
- To provide students with a platform that gives them several opportunities to develop their artistic and creative side while bringing out the best talent in the University.
- We stand as a Events and Social Media Management team for the University.

ARTICLE III MEMBERSHIP ELIGIBILITY

Section A: All the students of Karunya University from any of the academic programmes are eligible to be a part of Karunya Kreatives.

Section B: Recruitments will take place according to the requirements of the organization. On a rolling basis each semester.
The selection process must include the following:

- Personal portfolio-based selection round
- Solo Task related to the portfolio the candidate has applied for via Google Classroom.
- Personal Interview.

The number of rounds of the above-mentioned events shall be increased/decreased based on the number of applications and vacancies, to select the best from the applicants.

Evaluations will be done by the existing team in a team meeting. The deciding vote for selection will be in the hands of the respective portfolio heads.

Section C: Withdrawal Process

- The person must notify the Head of the portfolio at least two weeks before.
- The responsibilities shall be handed over to the person who is trained in the place of the said person leaving the organization.
- If no member is found to take up the person's responsibilities, the individual will be tasked with finding their replacement, after which their resignation will be accepted.
- The withdrawal process shall be carried out through Karunya mail and is to be professional at all times.
- The HR Head's duties are to assure that there were no issues/ grievances left to be addressed during the whole process.
- Proper feedback/reasons for leaving need to be clarified over call/in-person before leaving the organization.
- If the member resigned is found eligible in any of the conditions mentioned in Appendix II, he/she shall be awarded accordingly.

Section D: Re-Joining Process (Old Recruits)

- If a previous member wishes to re-join the organization or went on a semester break to focus on the particular reasons mentioned below:
 - Health-related issues of the candidate
 - Academic issues(Low Grades /Internships/Project)
 - Health issues/death of a close family member
- If the reason for leaving is valid and not a lack of work/inappropriate behaviour, the member is allowed to rejoin the organization for a month in the probation period and then be reinstated into the previously held position.

ARTICLE IV EXECUTIVE BOARD OF OFFICERS AND DUTIES

Section A: Officers of Karunya Kreatives are as follows:

- Head of Kreatives
- Head of Management
- Head of Design
- Head of Content
- Head of Human Resources
- Point of Contact(s) for KHacks, E-Cell, IAESTE
- Point of Contact(s) for Professors and University Management
- Coordinators.

Section B: The Head of the organization shall preside at all meetings of the organization. The Head must be an undergraduate student, preferably a Second or Third Year student. The Head shall be the organisation's official spokesperson, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The Head in tandem with the other Heads of Management, Content, and Design shall appoint all committees, coordinators, point-of-contact(s), and Heads of every Portfolio of the Organisation.

Section C: The Head of Management shall preside at all organization meetings and shall prepare the agenda for meetings. The Head shall perform all legal duties assigned by the University and Head of Kreatives and be responsible for all the Managers supervising different portfolios while keeping a track of the work being done. The Head should implement and come up with new ideas and strategies for events and social media on an all-year-round basis with the team. The Head of Management shall assume the office of Head if the office becomes vacant or if the need arises.

Section D: The Head of the Human Resources Portfolio shall be responsible for the morale and good spirits of the team. The Head shall take regular feedback, address grievances and issues within the team and be responsible for fixing the said issues. The Head is also responsible to call or address the said issues in person during the working term of any candidate or during the recruitment/withdrawal process.

Section E: The roles and responsibilities of the portfolios namely Management, Content, Design, and Human Resources are discussed in the Work Policy of Karunya Kreatives.

Section F: The Point of Contact(s) to other student-run organizations or to the higher management of the University is responsible for effective communication through the organizations and delegate work or information to the teams. The POCs shall always strictly maintain

professional language and mediums while communicating and no last-minute work/changes shall be allowed to the delegated work but appropriate timelines shall be set alongside all the organizations and be strictly followed.

ARTICLE V MEETINGS

- Section A: Meetings – Regular meetings shall be held weekly, monthly, etc. during the regular academic year.
- Section B: Special Meeting – Special meetings may be called by the Faculty/Advisory Committee or Heads.
- Section C: The basic agenda at regular meetings shall be as follows:
1. Call to order
 2. Approval of minutes
 3. Executive committee report
 4. Portfolio reports
 5. Old Action Points
 6. New Action Points
 7. Announcements
- Section D: Under *unforeseen* circumstances, the meetings are permitted to be held online using any video conferencing platform.
- Section E: All the members and Heads of the respective portfolios must attend all the meetings specified in Sections A and B.

ARTICLE VI ADVISORY COMMITTEE

- Section A: Duties – The responsibilities of the faculty advisor/s and the student advisory committee shall be to :
- Maintain an awareness of the activities and programs sponsored by the student club.
 - Meet/keep in touch regularly with the Heads to discuss upcoming meetings, long-range plans, goals, and problems of the club.
 - Attend regular meetings, executive board meetings as often as the schedule allows.
 - Assist in the orientation/welcoming of new coordinators.
 - Explain and clarify campus policy and procedures that apply to the club.
 - Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
 - Inform members of those factors that constitute unacceptable behaviour on the club members' part and the possible consequence of said behaviours.
- Section B: The communications between the advisory committee must be done via mail or calls if needed.

ARTICLE VII CODE OF CONDUCT

- Section A: The heads of the portfolios, coordinators, and members must abide by the rules and regulations mentioned in the constitution.
- Section B: The heads of the portfolios, coordinators, and members must adhere to and fulfil the roles and responsibilities mentioned in the Work Policy.
- Section C: The coordinators must respect and fulfil the tasks, deadlines, and instructions given by the heads and the faculty coordinator.
- Section D: The heads of the portfolios, coordinators, and the members must be present in all the meetings punctually and interact as well as participate in the discussions taking place.
- Section E: The heads of the portfolios, coordinators, and the members must inform the Human Resource Team beforehand in case of any personal leave(s) or absence(s) for genuine reasons for not being present/active during the working semester or any meetings scheduled through email.
- Section F: Any issues and/or internal conflicts pertaining to any member(s) of the organization are to be solved in the presence of the Head of Kreatives, Head of Management, and the Human Resource Head/Coordinator.

ARTICLE VIII AMENDMENTS

- Section A: This Constitution is binding to all members of Karunya Kreatives but is not binding unto itself.
- Section B: Amendments to the Constitution must be proposed in writing by an active member at any regular meeting in a particular proposal addressed to the Head of Kreatives and the Head of Management.
- Section C: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.
- Section D: Proposed amendments will become effective following a 70% affirmative vote of the active members.
- Section E: The voting should be carried out by show of hands or anonymously through any medium. Voice vote is strictly not allowed.

ARTICLE IX PARLIAMENTARY AUTHORITY

Section A: The rules in this Constitution, revised, shall govern the organization in all cases to which they are applicable. They are not inconsistent with the bylaws or the special rules of order of the organization.

ARTICLE X UNIVERSITY POLICIES

Section A: This organization shall abide by all applicable policies instituted by the University of Karunya.

Section B: This organization shall abide by the rules and regulations set by the Earn While you Learn Scheme.

Section C: Members qualify for the Earn While you Learn Scheme only after a working period of ***three to four consecutive months*** and then are inducted to the Core Team gaining the benefits of the said scheme, refer to Appendix III for more information.

APPENDIX I ACTIONS AND PUNISHMENTS

Section A: If the attendance or working status of the member falls below 80%, he/she will be given a warning mail.

Section B: If the warning mails given to a member exceeds 3 no.s., then the Human Resource has all the authority to terminate the member.

APPENDIX II CERTIFICATIONS AND REWARDS

Section A: If the member of the club has resigned after rendering services for less than 6 months or one semester, he/she will be receiving an appreciation letter/mail.

Section B: If the member of the club has resigned after rendering services for 6 months or one semester, he/she will be receiving an Experience Certificate.

Section C: If the member of the club has resigned after rendering services for more than one year or two consecutive semesters, he/she will be receiving an Experience Certificate as well as a Letter of Recommendation by the Faculty Advisor(if necessary).

Section D: If the member of the club has been terminated for any of the causes shall not receive any of the certifications mentioned in Section A, B, or C.

APPENDIX III EARN WHILE YOU LEARN SCHEME

- Section A: The Earn While You Learn Scheme comes under the University policies for all the work posted/done on the Social media Handles of the University.
- Section B: Each member is responsible for maintaining a record of the work done with the hours taken to complete it and update it in the said Work Done document.
- Section C: The Head of Kreatives/Management/Human Resources shall circulate a document and presentation slide to maintain a record of a month and this document shall contain:
- Name of member
 - Date of work posted
 - Title of work done
 - Time taken
- The presentation/slide shall contain the screenshots of the work posted on University handles.
- Section D: Hours of work shall be counted for the Heads/HR managers of the portfolios along with the work posted on the University handles.
- Section E: A member is only eligible for the EWYL scheme *if and only if* there is a consecutive workflow analysed by the heads and if the said member has been working with the organization and performing well for ***consecutive three to four months or a semester.***