

Student Handbook 2020-21

Chinmaya Eswar Gurukula Campus

Chinmaya Vishwavidyapeeth

A Liberating Arts University for the 21st Century

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PREAMBLE

The information, rules, and regulations contained in this handbook and the amendments, alterations, and modifications that may be made thereto from time to time by the University, shall govern the Bachelors, Masters, Diploma, Ph.D. and any other allied audit/minor courses. The University reserves the right to modify any part of this document, at any time during the term for which this handbook is valid and all such changes in this document and consequently in the relevant rules shall be binding on the student.

INTRODUCTION

Welcome to Chinmaya Vishwavidyapeeth!

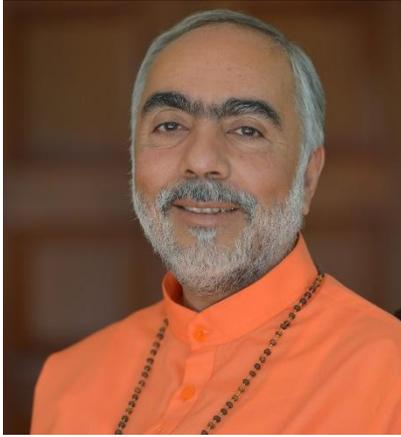
It is a matter of great pleasure that you have chosen Chinmaya Vishwavidyapeeth (CVV) for your higher education, where you will explore larger questions of life and discover how and where you fit into an increasingly complex, yet constantly changing world.

CVV is a Deemed-to-be-University in the 'de novo' category, envisioned in 2016, the centenary year of the inspirational Visionary and Founder of Chinmaya Mission, and renowned Vedantic master and teacher par excellence, Swami Chinmayananda. CVV came into existence in 2017, with its headquarters at Chinmaya International Foundation (Adi Sankara Nilayam, Ernakulam, Kerala, India). It has been established as a torchbearer for the preservation of Indian cultural heritage and its knowledge traditions through higher education. Founded on the principles of Purity, Spirituality, Practicality and Innovation, our core mission is to blend the ancient and time-tested wisdom of India with present-day knowledge fields. It is breaking new ground where necessary, and adopting the merits of all that has come before but always leaning towards the winds of innovation. Striking a careful balance between the old and new, the University offers common streams of courses with unique electives and supplementary subjects, with an intent to mould today's youth into well-rounded, responsible, value-grounded, young adults that contribute to the nation, and the world at large.

The University has two campuses—the headquarters at Chinmaya Eswar Gurukula (CEG) campus (in Veliyanad, Kochi) and the Chinmaya Naada Bindu Gurukula (CNBG) campus (in Pune, Maharashtra). This 2020-2021 Student Handbook describes the genesis of Chinmaya Vishwavidyapeeth, the core values and beliefs, design of programmes, etc. as well as the guidelines, rules and regulations, and policies that govern your academic and social life at Chinmaya Eswar Gurukula (CEG), Kochi campus of the Chinmaya Vishwavidyapeeth. All the students are expected to know and observe these guidelines as they go about their daily activities in class, in the hostel, in the playground and the dining areas. These guidelines, rules and policies serve to create and sustain a safe, secure, purpose-filled environment where students'

aspirations and talents are nurtured as they transform themselves into confident citizens of a globalised world. At the end is a list of key contacts of people who will be invaluable in making your transition to college and hostel life.

MESSAGE FROM THE HON'BLE CHANCELLOR



Ancient Indian culture has a very rich heritage of knowledge in literally all aspects of life. Entrenched in the uniquely precise language of Sanskrit, this knowledge bank covers various streams including the sciences, the arts, economics, politics, philosophy, psychology, and even organisational leadership. In fact, no field of human endeavour remains untouched by this vast treasury of wisdom.

It is an unfortunate reality, however, that such an impressive body of well-tested knowledge has been 'obscured' from society, particularly in terms of its application potential, through the passage of time. **Chinmaya Vishwavidyapeeth aims to reverse that trend by cultivating scholarship designed to rediscover, revive and restore such knowledge to its rightful place in our collective mind**, in an innovative and practical manner that also enables this intellectual capital to grow and find new expression in the modern-day context.

Concretely, the University seeks to incrementally offer a wide range of programmes in the discipline of Sanskrit and Indic traditions, extending to even the performing arts, thereby serving the needs of a variety of students. Academic exploration here is enhanced by studies in character development, **with the larger aim of empowering students not only for independent, critical thinking but also holistic growth and self-unfoldment.**

It is additionally a goal of the University to enable its students to become employable in whatever their chosen field. Imbued with a wider vision of the world and a deep knowledge of their innermost self, graduates can then, it is hoped, effectively participate in nation-building while embodying the noble spirit of service to humanity.

The dynamic *rishi* culture of ancient India—whose achievements influenced the history of Asia as we know it—left its hallmark of excellence on multiple fields of knowledge, many of these

contributions still buried in the dust of indifference or prejudice, and awaiting rediscovery. But the task of reinterpreting them for a particular generation always falls to a truly extraordinary soul. In our times, that exceptional soul has been **Pujya Gurudev Swami Chinmayananda** whose demonstration of creativity and conviction alone has been the inspiration for the remarkable nature of Chinmaya Vishwavidyapeeth and its mission to 'exceed excellence'.

We bow to that great example of the highest possible knowledge, and solicit His blessings along with **Pujya Guruji Swami Tejomayananda's**, for the success of this most special institution.

Swami Swaroopananda

Chancellor

Global Head of Chinmaya Mission

MESSAGE FROM THE HON'BLE VICE CHANCELLOR

Welcome to Chinmaya Vishwavidyapeeth (CVV). CVV programmes are a blend of a rigorous UGC approved curriculum with plenty of options to pursue several other interests through the variety of Minor courses offered. Core courses provide the students with the necessary training in their subjects and Elective courses provide the students breadth in their subject as well as in allied subjects. CVV also offers Proficiency courses which equip students with marketable skills and improve their value in the job market. In addition,



students also take courses in life-skills such as Yoga and Seva. The holistic education provided at CVV will prepare you for both, to make a good living as well as to live well.

While you may feel that graduation is three years away, career planning starts (and should start) on the first day of your college. How does one prepare for a successful career in the modern world—rather an ever-changing modern world? It is not practical for us to expect schools to teach us all the skills we need at the workplace. When Sundar Pichai went to school, a company called Google did not exist. Satya Nadella did not learn cloud computing in his undergraduate classes. In the modern world, information is getting outdated at an alarming speed. Some of the knowledge acquired in the first year of study might be outdated by the time the student graduates! If schools cannot teach the knowledge that is needed, what is it that the schools should focus on teaching? We should focus on that one skill we will need in the future for sure. And that skill is the skill of learning new things. That is, we need to focus on learning 'how to learn'. The fact that we need to learn something new every day is the only constant. The approach must be 'learn to learn' or പഠിക്കാൻ പഠിക്കൂ (*padikyan padikyu*) or കലിയുല കലിയീരി (*kaliyalu kaliyiri*). In schools, we need to create a hunger for knowledge and train students in the art of learning. That is, we must instil in them the ability to learn. This is like the lighting of a lamp because a lamp that is lit can illuminate any dark room it enters, as well as light many more lamps.

As Gurudev said, let's not be vessels filled with information by simply learning and memorising facts. Instead, let us *learn to learn*. Let us master the art of learning and become lifelong learners. Come, let us begin this journey together!

Hari Om!

Prof. Nagaraj K. Neerchal
Vice Chancellor

MESSAGE FROM THE DEAN OF FACULTY

India has the oldest and richest civilisation that has survived the onslaught of time and foreign invasions. Ancient Indian universities like Nalanda, Takshasila, (modern Taxila) Valabhi, Odantapura, Vikramsila and many others, have a rich history and some of these existed many years before some of their counterparts like the universities of



Alexandria, Athens and Constantinople in the Western world. A wide variety of subjects ranging from the Vedas to Shilpas (scientific literature) were offered to students, who chose the courses they liked.

Chinmaya Vishwavidyapeeth (CVV), a Deemed-to-be-University, is a unique de novo University, which is keen on reviving this ancient method of democracy of learning. Bright students, in pursuit of excellent faculty and path-breaking higher education, come here from all corners of India. CVV offers a choice of courses wherein students can design their own degrees. A common code of conduct is exercised here for all students irrespective of their social, economic and cultural status. Indian Knowledge Systems (IKS) are blended in the CVV syllabi with Contemporary Knowledge Systems (CKS), which enables the students to lead a holistic life.

The innovative courses enable the students to break the barriers of compartmentalised higher education and allow them to connect past traditions with modern technological advances. In CVV, students learn not only to earn a living; but also, to live a content life. We believe that knowledge liberates, gives freedom of thought and expression. We at CVV aim at enabling students to pursue their passion along with profession through a unique blend of major and minor courses. Proficiency building courses enhance their skills and life immersion courses envision them for stress-free careers in future.

I welcome every student and aspirant of higher education at Chinmaya University, located at the serene and tranquil atmosphere of Adi Sankara Nilayam. Come, witness the change and be the change!

Warm regards,

Prof. Gauri Mahulikar
Dean of Faculty

ABOUT CHINMAYA VISHWAVIDYAPEETH

The Chinmaya Eswar Gurukula (CEG) campus is located at the maternal home of the great philosopher-saint-traveller-poet Ādi Śaṅkarācārya, in Kochi, Kerala. Faculty and students at this campus are dedicated to the study and research of Sanskrit and Indic wisdom bridged with the contemporary streams of knowledge.

UNIVERSITY VISION

विद्यया रक्षिता संस्कृतिः सर्वदा

संस्कृतेर्मानवाः संस्कृता भूरिदाः

vidyayā rakṣitā saṁskṛtiḥ sarvadā

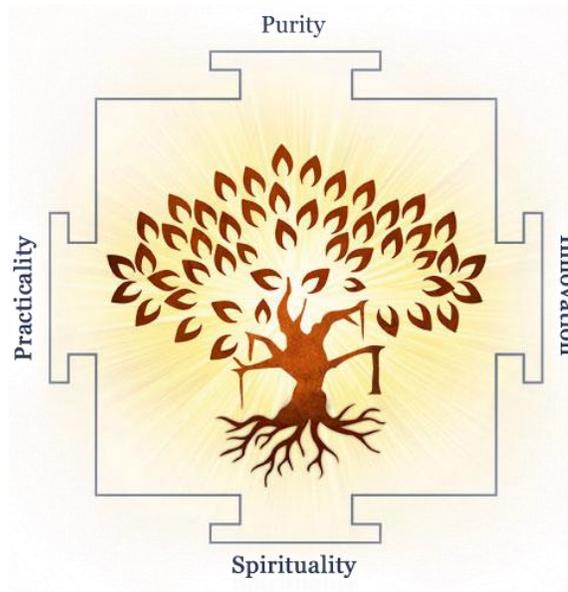
saṁskṛtermānavāḥ saṁskṛtā bhūridāḥ

‘Knowledge protects culture forever; cultured people share abundantly.’

MISSION STATEMENT

Chinmaya Vishwavidyapeeth (CVV) aims to create an academic platform that bridges Indian Knowledge Traditions (IKT) with current-day applications in every sphere in society. The university will exceed excellence in higher learning and research with the objective of exploring, conserving and sharing the contemporary relevance of Indian cultural heritage and IKT. The University aims to integrate the best practices of modern pedagogical advances with the beauty of the traditional Gurukula model of learning and prepare students to address contemporary challenges, inspiring them to leave a positive impact on the world as confident and cultured contributors to society.

CORE VALUES



CVV envisions Spirituality, Purity, Practicality and Innovation as its foundational principles. All activities of the University, therefore, to be aligned to these foundational principles, are articulated in some detail below:

Spirituality: The personal quest that leads the individual to an appreciation of a higher Reality. The philosophy of Vedanta and the wisdom of the saints have always guided humanity to this larger vision of life. Students will be encouraged to listen, read, and reflect upon such a body of spiritual literature that is conducive to their inner refinement and self-unfoldment. All academics offered at the Chinmaya Vishwavidyapeeth will therefore be aligned to encourage such a quest.

Purity: Traditions through their source texts, Chinmaya Vishwavidyapeeth aims to stimulate youth with Indian Knowledge Traditions (IKT) to create living repositories who will, in turn, nurture the tradition for the future. Knowledge of Sanskrit, which is an integral part of learning, will be a key enabler for the study of the original sources.

Practicality: By blending the wisdom of the ancient with the current education fields, CVV offers programmes on topics that will lead the students to find respectable living through gainful employment. All this is done while maintaining the highest degree of academic rigour.

Innovation: To spark the spirit of conceptual and strategic innovation among the modern youth, CVV aims to transfer the wealth of ancient Indian wisdom, along with contemporary knowledge, through innovative pedagogy and teaching methodologies. Through this, it strives to be progressive, while retaining the current best practices.

OUR ACADEMIC BELIEFS

Overall

- We are passionate about creating a World-Class University.
- We teach Indian Knowledge Traditions blended with current-day applications.
- We create Performing Artists moulded in the Gurukula mode from the university system.
- We believe that Sanskrit is fundamental to our understanding of Indian Knowledge Traditions.
- We are devoted to the in-depth knowledge of Indian Knowledge Traditions and are confident about its efficacy in enabling social transformation.
- We are deeply committed to bringing out the application potential of Indian Knowledge Traditions.
- We believe that contextual relevance must drive our choices and activities at the University.
- We have room for everyone with passion, necessary skills, training and perseverance to teach, research and disseminate the application potential of Indian Knowledge Traditions and Performing Arts notwithstanding their demographic differences and background.
- Our ability to develop a comparative study and understanding of alternative cultural and knowledge domains will enrich our work in improving the application potential of Indian Knowledge Traditions.

- We value peers, believe in collegiality and would like to engage in academic discourses and research ideas amongst us.

Teaching

- We believe that excellence in teaching brings credibility to us as Chinmaya Vishwavidyapeeth faculty.
- We follow world-class practices when it comes to teaching.
- We believe that teaching is a serious commitment and promise to deliver the best to our students. We, therefore, provide a detailed plan of our interaction with our students.
- We design the learning process in such a way that for every hour of teaching in-class, our students will invest at least two hours outside the classroom.
- We believe in making innovations in teaching so that learning is both an enjoyable and insightful experience for our students.
- We realise that unless we make our students employable, our efforts in teaching become less meaningful.

Research

- We aspire to become the beacon for all matters related to the application of Indian Knowledge Traditions.
- We are aware that the only way to remain credible among peers and professionals is to imbibe a habit of research and dissemination on an ongoing basis.
- We are very keen to conduct research that brings out the contemporary application potential of Indian Knowledge Traditions.
- We will be a conduit for disseminating new research in Indian Knowledge Applications by organising conferences and programmes on related themes.

DE NOVO IN ACTION—SCHOOLS WITH A BROAD VISION

Our programmes are uniquely designed to blend Applied Ancient Wisdom with modern knowledge systems and delivered through the following schools.

- The School of Contemporary Knowledge Systems focuses on Finance, Organisational Behaviour/Project Management, and Computer Science.
- The School of Ethics, Governance Culture and Social Systems focuses on Itihasas, Puranas—Dharma Shastras, Smritis.
- The School of Kalayoga focuses on Classical Music, Dance and Indian Performing Arts.
- The School of Literature and Linguistic Studies focuses on Sanskrit/English Linguistics and Literature, Sahitya, Sanskrit—NLP.
- The School of Philosophy, Psychology and Scientific Heritage focuses on Nyaya—Vaisesika, Yoga—Samkhya, Mimamsa, Advaita Vedanta, Upa Veda (Ayurveda, Artha Sastra).
- The School of Vedic Knowledge Systems focuses on Vedas, Vedangas, Jyothisha, vyakarana.

PHILOSOPHY BEHIND THE UNIQUE MODULAR DESIGN OF ACADEMIC PROGRAMMES

- We are *de novo*. Our offerings are unique and new.
- Education cannot breed excellence by merely providing functional and allied (job-seeking) inputs.
- The offerings at the University go beyond these inputs.
- Excellence in individuals manifests when they discover their passion and align with it.
- The programme design helps individuals discover their passion.
- Exposure to Indian Knowledge Systems is a unique aspect of the curriculum design.
- Formal exposure to the multi-dimensional nature of Indian Knowledge Systems can be truly mind-expanding.
- The ability to combine both discipline inputs and those that enable individuals to develop deep passion and self-belief/confidence is very valuable.
- The curriculum is a practical and meaningful blend of both these inputs.

THE UNIQUE MODULAR DESIGN OF THE COURSES

The courses that students take while graduating in any major discipline of their choice are categorised into six. All the programmes include the Foundation Courses (common to all), Core Courses, Core Electives, Minors, Proficiency Courses, and Self-Immersion Courses. Under each category a certain number of courses are taken by the students, eventually leading them to earn a degree. These are briefly explained below:

1. **Foundation Courses:** These enable students to develop a good understanding of the ancient Indian Knowledge Systems (IKS). The Foundation Courses help the students get a deep understanding of the wisdom woven in IKS and their relevance in the current age, leading to wise living.
2. **Core/Major Courses:** These enable students to specialise in the core area chosen, and develop expertise for gainful living. The Core Courses pertain to the discipline in which the student is enrolled.
3. **Elective Courses:** These belong to the core discipline opted by a student and enables students to choose specialisations within that field.
4. **Minor Courses:** In keeping with CVV's unique learning approach, the Schools offer Minor Courses that the students choose based on their interest, outside of their core discipline. They include technical, applied and interdisciplinary courses wherein students can develop multi-dimensional skills. These courses prepare students for life. The courses are designed in such a fashion that they navigate the students and let them explore and discover their true-life interests in an informed fashion, leading to true mind expansion.
5. **Language/Proficiency Courses:** These courses provide useful skills and proficiency in specific areas, thereby equipping the students to face the competitive world by developing proficiency in areas/skills that are imperative to succeed in today's workplace, in a highly competitive world.

6. **Self-Immersion Courses:** These provide an opportunity for students to involve themselves deeply in introspection and societal orientation.

While the Core, Foundation, Language/Proficiency and Self-Immersion courses are mandatory, the students can choose courses under Electives and Minors based on their interest and requirement. This offers students the flexibility to design, to a great extent, the output they want from the programme. As CVV grows and expands, it is this foundational principle that will serve as a guiding post. The choices are subject to modification by a Competent Authority.

THE TUTORIAL SYSTEM AT CHINMAYA VISHWAVIDYAPEETH

The tutorial system at Chinmaya Vishwavidyapeeth is a rare addition to the university apparatus in Indian universities. It is the way in which each students' academic, social, psychological, and spiritual welfare is cared for at an individual level. At the heart of this system is the Mitra, a faculty advisor from a different department, assigned to each student at the start of their university career, responsible for the personal welfare of the student (at the social, psychological, and spiritual levels), and the Guru (who is also the Programme Director), who is responsible for the academic welfare of the student.

Through the Tutorial System at Chinmaya Vishwavidyapeeth, care is taken to holistically develop the student into the confident and contributing member of society that he or she will become.

The Guru, apart from inspiring the students to pursue high academic goals, guides them in taking the right kind of electives and minors. If a student finds a course particularly challenging, the Guru helps the student by mediating between the individual faculty members teaching the said course and the student (if needed). The student can also approach the Guru for any other academic support like planning higher studies, taking up additional courses, seeking advice about preparing for competitive exams and so on.

Students are assigned a Mitra during the first week at the University. The Mitra provides personal attention to the student and acts as the first port of call when the student wishes to discuss social or psychological difficulties that the experience of being at University sometimes precipitates. The Mitra remains with the student until the final day of University. This system is designed to be a safety net for students, lest they should fall through the cracks of the large overarching university structure. This way, individual attention is given to each student's personal needs by the Mitra. Through the Tutorial System at Chinmaya Vishwavidyapeeth, care is taken to holistically develop the students into the confident and contributing members of society.

A direction is given to the students throughout the University process, at both the academic and personal levels. This is how we help create the future generation of global leaders. Look out for

detailed sessions that will provide details and perspective on the Tutorial System at the University and to discover who your Mitra and Guru are.

THE CHINMAYA VISHWAVIDYAPEETH LIBRARY

Ubhaya Bharati, the library at Chinmaya Eswar Gurukula, serves as a major cultural information/knowledge resource hub to support research in the field of Sanskrit, Indology, as well as all contemporary streams of knowledge. In addition, the CIF Shodha Sansthan library serves as a major cultural information/ knowledge resource hub to support research in the field of Sanskrit and Indology.

Important Reference Collections at Both:

Important reference collections at the CVV Library include Generalia, Sanskrit Literature, Bhagavad Gita, Ayurveda, Culture, Psychology, Research Methodology, Advaita Vedanta, Hinduism, Indian Philosophy, Ramayana, Sanskrit Vyakarana, Sanskrit Poetics, Linguistics, Management, Indian History, Economics, Law, Social Science, Fine Arts, English Literature, biographies, encyclopaedias and dictionaries. All the books are classified with DDC and entered into the KOHA software with a fully barcoded collection and web-enabled OPAC.

The Library subscribes to numerous research journals and e-Journals (such as the J-Stor, India Stat, EPWRF, SCC, Delnet) relating to humanities, especially in Sanskrit and Indology, as also back volumes of several periodicals of different academic institutions and universities. Besides, the Library subscribes to 42 magazines and six daily newspapers in Sanskrit, English and Malayalam. The Library is scientifically organised, and fully automated, providing easy access to its resources through web-enabled OPAC. The Library has acquired all facilities like digitisation, photocopy, reading rooms for readers and members of the Library.

CIF Shodha Sansthan Library: This library holds an extensive, unique and rare collection of over 22000 knowledge resources, reflecting the multi-dimensional and interdisciplinary nature of Sanskrit and Sanskrit literature, Veda and Vedangas, Indian Philosophies, Vyakarana, Kosa, Ayurveda, Sangita, Dharmashastra, Mathematics, Rituals, encyclopaedias, and bibliographies; biographies and autobiographies; monographs, and atlases, Jaina, Bauddha, Ramayana, Mahabharata, and Hindi, Malayalam and English literature, etc.

Students can collect membership forms from the library and submit them with the signature of their faculty.

Location of the Library Buildings:

Ubhaya Bharati is located in 'Sankaram I' and the CIF Shodha Sansthan library is located near the CIF 'Annakshethra'.

Library Timings:

Ubhaya Bharati

Monday to Saturday: 9 am to 8 pm (except on holidays) | Sundays 9 am to 4 pm

Borrowing Time: Monday to Saturday 9 am to 5.30 pm | Sundays 9 am to 2 pm

CIF Shodha Sansthan Library

Monday to Saturday: 9 am to 8 pm

Borrowing time: Monday to Saturday 9 am to 5.30 pm

Regulations:

- Loan period: Normally the student can take four books/ volumes of journals/magazines at a time, for 14 days without fine.
- Beyond this, it can be renewed for a further 14 days before the loan period.
- If not returned within the loan period, a fine will be levied.
- The libraries also have reservation facilities for students.

SCHOOL OF KNOWLEDGE AND PROGRAMMES OFFERED

The UG and PG programmes offered by the University consist of a spectrum ranging from pure courses in traditional Indian Knowledge Systems (IKS) to a blend of ancient knowledge with modern streams such as Business Administration and Commerce and programmes in Indian performing arts (music, percussion and dance), thus truly reflecting the foundational premises of the University. The Performing Arts courses and some of the Sanskrit courses are offered in the Gurukula Mode. The other courses are offered in the Regular Mode.

The University offers Majors in nine specialisations (four in the regular mode and five in the Gurukula mode) and Minors in five streams, making it interdisciplinary. Based on these, over thirty Major—Minor combinations are on offer. The students need to declare their Major at the end of the first year.

CONTEMPORARY KNOWLEDGE SYSTEMS

Sr. No.	Programme	Duration
1	B.Com.	3 years
2	B.B.A.	3 years
3	B.Voc. (Tourism and Hospitality)	3 years
4	B.Voc. (Business Process and Data Analytics)	3 years
5	M.Voc. (Tourism and Hospitality)	2 years
6	M.Voc. (Renewable Energy Management)	2 years

ETHICS, GOVERNANCE, CULTURE AND SOCIAL SYSTEMS

Sr. No.	Programme	Duration
1	Integrated B.A.B.Ed.—English Literature	4 years
3	Integrated B.Sc.B.Ed.—Mathematics	4 years
4	Master of Arts—Public Policy and Governance	2 years
5	LL.M.—Legal Theory	1 years
6	LL.M.—International Trade and Commercial Laws	1 year

KALAYOGA (CNBG CAMPUS)

Sr. No.	Programme	Duration
1	Master of Arts in Music—Hindustani Vocal	2 years
2	Master of Arts in Music—Bansuri (Hindustani Flute)	2 years
3	Master of Arts in Music—Tabla	2 years
4	Integrated Masters—Hindustani Vocal	5 years
5	Integrated Masters—Bansuri (Hindustani Flute)	5 years
6	Integrated Masters—Tabla	5 years

LINGUISTICS AND LITERARY STUDIES

Sr. No.	Programme	Duration
1	Bachelor of Arts—Sanskrit	3 years
2	Master of Arts—Sanskrit	2 years

PHILOSOPHY, PSYCHOLOGY AND SCIENTIFIC HERITAGE

Sr. no	Programme	Duration
1	Bachelor of Arts—Applied Psychology	3 years
2	Bachelor of Science—Applied Psychology (Honours)	3 years
3	Master of Science—Applied Psychology	2 years

VEDIC KNOWLEDGE SYSTEMS

Sr. no	Programme	Duration
1	Integrated Masters (Acharya)—Advaita Vedanta	5 years
2	Integrated Masters (Acharya)—Vyakarana	5 years

ADMISSIONS AND REGISTRATION

Admissions to the programmes are sought by filling an online application through our website: apply.cvv.ac.in. An application fee of Rs. 500/- (20 USD for foreign students) is payable at the time of submitting the application form online.

Admission Policy

CVV's admissions decisions are based on the following policies:

- The admissions process is entirely merit-based after compliance with regulations pertaining to reservations, as prescribed by the UGC.
- No other formal or informal recommendations from or through any individuals or entities will be entertained or considered.
- CVV does not have a deferral policy. The admission offer is only valid for the programme starting in Academic year 2020.
- CVV's admission panel will conduct additional tests/personal interviews as required.

Only candidates meeting the above criteria will be considered for selection.

Selection Process

CVV evaluates the candidature of every applicant based on the relevant selection criteria after the receipt of a completed application form along with the required documents within the application deadlines. More stages of selection may be applicable as per CVV's discretion. These may include written tests or interviews (over phone or face-to-face or both). The admission results are announced as per the admission schedule. If selected, a copy of the offer letter is sent to the candidate by email.

Acceptance of the Offer

Selected candidates need to accept their admissions offer within the period mentioned in the offer letter. The additional requisite documentation/information to be submitted with the acceptance are detailed in the offer letter.

To confirm acceptance, the candidate must:

- Accept the offer through the admission portal.
- Submit the letter of acceptance by email.
- Pay the 'Token Fee' as mentioned in the offer letter.

Joining Details

CVV communicates all the necessary information such as date of joining, reporting time, academic calendar, housing details, documents to be submitted during enrolment, items to bring to campus, and induction schedule before the commencement of the academic programmes. Students are advised to check their registered email regularly.

Caution Deposit and First Semester Fee

Every candidate selected for admission at CVV is required to deposit 50% of the first semester fees of the respective programme, to confirm his/her offer of admission by the acceptance deadline as specified in the offer letter. The balance amount, along with the Caution Deposit of Rs.10,000/- (refundable) and Activity Fee of Rs. 2500/- is to be paid at the time of enrolment. The Caution Deposit is collected to pay for possible incidentals such as property damage, unpaid transportation fee, incidental meals consumed in the cafeteria and so on. It may also apply towards any other receivables subject to the rules and regulations of CVV.

Withdrawal of Admission and Fee Refund

- Refund on Withdrawal of Admission as per UGC Guidelines*
- Application Fees are non-refundable.
- The Caution Deposit is refunded in full (if no dues are pending).
- Cancellation charges are applicable based on the date of the request for withdrawal from the programme.
- For details click here: <https://www.cvv.ac.in/Fees-Refund-Policy>

* https://www.ugc.ac.in/pdfnews/1019576_Guideline.pdf

Please Note:

- All refunds take place within 2 to 4 weeks from the date of the request for withdrawal of admission.
- The refund of fees is based on the University Grants Commission (UGC) Notification on 'Remittance and Refund of Fees and other Student Centric Issues', which was approved by the Commission in its 519th meeting held on 15 November 2016.

Procedure for Refund:

1. A student desiring to withdraw the admission must submit a request in the format given in [Annexure – I](#).
2. The candidate must enclose the original fee receipt along with the application.
3. For official purposes, the date of submitting the request will be taken as follows:
 - a. If the request is submitted as a hard copy, the date of receipt of the request at the Registrar's Office will be considered as the date of request.
 - b. If the request is sent by email, the date that the email is sent will be considered as the date of request.
4. Any incomplete form may be returned to the student for re-submitting the request.
5. The concerned authority then forwards the request to the Accounts Department for further processing.
6. The refund amount, as applicable, is then credited in the bank account specified in the request form.

Misrepresentation of Information

CVV verifies all original certificates or mark sheets supporting the application at the time of enrolment. Any instance of falsification of information submitted by candidates is not accepted. The admission stands immediately cancelled and fees forfeited, in case it is discovered that any of the information submitted is false.

Privacy Policy

All information submitted by the applicants is kept confidential, except as desired and allowed by the law.

Financial Aid

Admission to CVV is merit-based, however, financial support/scholarship (merit and merit cum means) is need-based. An applicant's need for financial aid does not affect their selection to the programme. The applications of students seeking financial aid/scholarship (merit and merit cum means) are screened by the CVV management. The extent of financial support provided to these students is as permissible from the endowments created by CVV. Please note, that all approvals of financial support are at the absolute discretion of the CVV management. For more information click here: <https://www.cvv.ac.in/scholarship>

In addition to the scholarship/financial support opportunities listed above, financial aid opportunities are also available for students through student loans provided by financial institutions. CVV provides all necessary documents to help the students avail the loans.

Reservations

Reservation of seats is as per the extant UGC Regulations.

INTERNSHIP AND DISSERTATION

Internship

For the Bachelor's and Master's programme, at the end of the second year, students may be required (depending on the programme) to undertake an internship for 8-10 weeks. The Outreach/Placement Cell of the University provides necessary support in arranging suitable assignments. The internship is intended to provide students with an opportunity to apply the principles and methodologies learned and get a first-hand experience of the industry with a new perspective. Students may contact the Outreach and Placement Cell at shanker.ramanathan@cvv.ac.in

Dissertation/Project

Broad Framework/Guidelines:

The dissertation offers an opportunity for students to explore a topic in-depth in his/her area of special interest. A faculty guide is assigned to each individual/group. The dissertation is carried out under the supervision of faculty member(s) chosen by the University.

1. Students need to choose a dissertation topic in consultation with the assigned faculty.
2. All expenses for this project concerned are borne by the total number of students opting for it.
3. The evaluation parameters include a Project Report, a presentation etc.

ATTENDANCE, ACADEMIC EVALUATION AND GRADING

Attendance

To appear for the End-Semester examination in each semester, a student must compulsorily attend a minimum number of lectures, tutorials, seminars and practicals which shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. (UGC Minimum Standards of Instruction for the Grant of the First Degree through Formal Education Regulations, 2003.)

Leave shall be availed by the students only under unavoidable circumstances. It is mandatory for students to apply for leave beforehand. The leave letter recommended by the Programme Director must be submitted to the Head of the School who will consider grant of the leave. Requests for more than three consecutive days on medical grounds must be supported by a proper medical certificate. Leave granted will not be counted as a physical presence and **will not count towards attendance.**

Note: Attendance deficiency due to random missing of classes will not be eligible for condonation (Ref: Condonation Policy).

Students going on official duty, representing the University for sports and cultural activities or presenting papers at seminars, conferences etc., may be eligible for Duty Leave.

Any student failing to secure a minimum of 75% attendance in a course will not be eligible to appear for the end semester examination in that course*. In case of a student who is not permitted to attend the end semester examination, in any course, due to shortage of attendance, shall be awarded an 'FA' (Failed due to lack of Attendance) grade in that course and this will be mentioned in the grade sheet.

Students who are awarded an 'FA' grade in a course, must re-register for the course when it is next offered as a run-time re-do course.

* For courses that do not have the end semester component, 75% attendance is mandatory to complete the course.

Student Evaluation and Grading

The University has established a student evaluation framework that has the following characteristics:

- Evaluation must be based on multiple components.
- Evaluation must be continuous, enabling the students to know the progress on an ongoing basis.
- There must be timely feedback on performance so that any mid-course corrections are possible.
- Evaluation must encourage student involvement in the learning process both individually and in groups.
- Evaluation must be linked closely to student involvement.
- Evaluation must be commensurate to the effort required by the student.
- Evaluation must have good discrimination power to distinguish slow learners from fast/average learners.
- An appropriate trade-off must be made between the number of group and individual evaluation components.

Teaching faculty must wholly own and drive the student learning process by appropriate design and execution of evaluation methodology for the course.

Evaluation Components—Norms and Guidelines

The University encourages the faculty to use as many components as appropriate (such as from the list including but not limited to those mentioned below) for designing the course evaluation plan, to ensure a continuous assessment and feedback process.

- End Semester Examination
- Mid Semester Examination
- Group Submissions including group assignments, projects, seminars, etc.
- Individual Submissions including quizzes, assignments, tutorials, worksheets, etc.
- Viva Voce/Oral Examination
- Term Paper/Report (final submission at the end of the semester)

A well-designed evaluation plan for a course consists of three steps:

- Decide on the number of evaluation components including End Semester Examination (if applicable) and mention them explicitly in the course outline.
 - All courses offered by the University should have at least three components for evaluation of student performance.
- Decide on the weightage for each component.
- Decide on the timelines for submission of these components.
 - The University will announce the schedule for Mid Semester and End Semester Examinations. All courses having these components in their evaluation plan must adhere to this calendar.
 - The Controller of Examination is responsible for conducting the examinations and the teaching faculty must adhere to the requirements specified by the Controller of Examination.
 - For all other components, the teaching faculty may announce a schedule and adhere to the requirement of timely feedback on student performance in that component.

Grading System—Marks Equivalence Table

CVV follows the absolute grading system, where marks are converted into grades based on predetermined class intervals. The percentage of marks required to pass in a course and the CGPA required to qualify for the award of the degree corresponds with UGC recommendations. Accordingly, the following equivalence table is developed for adoption by Schools and the office of the Controller of Examinations.

Letter Grade	Grade Point	Percentage Range
O (Outstanding)	10	≥ 90%
A+ (Excellent)	9	80% ≤ & <90%

A (Very Good)	8	70% ≤ & <80%
B+ (Good)	7	60% ≤ & <70%
B (Above Average)	6	50% ≤ & <60%
C (Average)	5	45% ≤ & <50%
P (Pass)	4	40% ≤ & <45%
F (Fail)	0	< 40%
I (Incomplete)	-	-
FA (Failed due to lack of Attendance)	-	-
AB (Absent)	-	-

Grade Qualifying for a Pass

- A student who has been awarded an 'I' grade in a course, due to the reason of not completing the Continuous Internal Assessment (CIA) components of that course, shall repeat the same course whenever offered in the next immediate semester or in a run-time re-do mode (if permitted).
- For each course, students need to score 40% in Continuous Internal Assessment, 40% in End Semester Exam and an Overall score of 40% to obtain a grade P for a pass.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student, and the sum of the number of credits of all the courses undergone and earned by a student, i.e.,

$$\text{SGPA} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where 'C_i' is the number of credits of the *i*th course and 'G_i' is the grade point scored by the student in the *i*th course.

The CGPA is also calculated in the same manner taking into account all the courses undergone and earned by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times GP_i)}{\sum C_i}$$

where C_i is the credit for *i*th course in any semester, and GP_i, the grade point for the course.

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

Academic Dishonesty and Misconduct

Academic dishonesty and misconduct include, but not limited to, the following:

- Unfair examination practices: Unauthorised use of information, materials, devices, sources or practices in completing academic activities.
- Plagiarism: Adopting another person's ideas, words, design, art, music, etc., as his or her own without acknowledging the source, or, when necessary, not citing after obtaining permission from the author.
- Fabrication or Falsification: Unauthorised creation or alteration of information in an academic document or activity.
- Sabotage: Disrupting or destroying another person's work so that the other person cannot complete an academic activity successfully.

There are severe penalties for students found guilty of any kind of academic dishonesty and misconduct. All instances of dishonesty including in assignments or examinations, of any magnitude, major or minor, will result in a penalty ranging from a grade 'F' at the minimum to expulsion from the programme.

ACADEMIC CALENDAR 2020-2021

Semester	Events	2018 & 2019 admissions	UG, PG, B.Voc., M.Voc.
Odd Semester	Start Date	03 September 2020	02 November 2020
	Mid Semester Exam	12 October 2020	14 December 2020
	End Semester Exam	26 December 2020	22 February 2021
	Semester Break Start	04 January 2021	01 March 2021
Even Semester	Start Date	11 January 2021	08 March 2021
	Mid Semester Exam	24 February 2021	19 April 2021
	End Semester Exam	10 May 2021	30 June 2021
	Summer Break Start	19 May 2021	08 July 2021

GENERAL DISCIPLINE ON THE CAMPUS

Breach of discipline can range from non-compliance to rules and regulations to breaking the code of conduct. Any act, behaviour or conduct on the part of a student adversely affecting the general discipline on the campus, violating thereby the academic atmosphere in the campus, such as inciting hostility, ill will, social disharmony amongst the students, ragging, bullying, indulging in vandalism or destruction of the University's property, misbehaving with the faculty and staff members, being detrimental to the educational process of the University in any manner, or bringing disrepute to the University will be treated as *misconduct*. Any unlawful act or indulgence in any act of public nuisance outside the University will also be treated as *misconduct*, besides allowing the law to take its course. Without prejudice to the generality of the above, the following acts/behaviour/conduct will also be treated as misconduct and may attract disciplinary action:

- Smoking, consumption of alcohol or any other intoxicating or contraband substances inside the campus
- Wilful disobedience of the rules/regulations/orders/instructions issued from time to time
- Breach of Hostel Rules
- Cybercrimes
- Public display of affection on campus

Furthermore, mobile phones and recording equipment are strictly not allowed (unless otherwise instructed by the University authorities) within the classroom, library, the computer centre, and various offices/places as the University may specify from time to time. While the use of a laptop in the library is permitted, its use in classrooms shall be as per the directions of the specific instructors. Any form of misconduct will be dealt with severely and may entail penalties ranging up to suspension or expulsion from the programme. All the students are required to strictly adhere to the class timings as prescribed in their respective timetable. Wilful misuse or damage to University property or facilities will lead to disciplinary action/termination of registration of a student/attract charges to pay for the damages, as the case may be.

Dress Code

- In the academic premises, students shall appear only in formal or semi-formal dresses. No student is permitted to enter any academic or administrative premises including classrooms, library, computer centre, faculty blocks or any offices in the University with improper dress code.
- All are recommended to wear modest and comfortable Indian clothing; shorts /tight/sleeveless/revealing clothes are not permitted.
- Informal or improper dress includes sleeveless shirts/blouses, half pants, shorts, Bermuda, half skirts or similar other types. Any violation of this norm will be considered misconduct.
- We recommend that students have with them at least one sweater/shawl/jacket to keep warm during rains/winter and at least two pairs of clothes which are comfortable for exercise/yoga.
- You may require one or two sets of Indian traditional clothes for special occasions.
- Boys: Formal shirt and trousers, casual t-shirts. Round/V-neck t-shirts, normal jeans are permitted. Torn jeans, low waist jeans/cut jeans/shorts/sleeveless garments are not permitted.
- Girls: Decent formal/semi-formal dress/salwar kameez/kurtis. Casual t-shirts, round/v-neck t-shirts are permitted. Normal jeans are permitted. Torn jeans, low waist jeans/cut jeans/shorts/sleeveless garments are not permitted.)

Disciplinary Authority

The disciplinary authority is the Committee convened by the University authorities and the members may change from time to time. The appellate authority on all disciplinary matters is the Vice Chancellor.

Internet Policy

The internet policy of CVV is governed by the policies framed by the IT department which are subject to change from time to time.

Access to wireless internet is only an extended service. Availability of wireless services solely depends on the discretion of the University and it has the right to stop/interrupt the services at any given point of time. The University reserves the right to disable one's wireless network access for any of the following reasons if found:

- Allowing other individuals (e.g. friends, co-workers, multiple devices etc.) to use one's account.
- Attempt to tamper/hack the servers/network or overloading IT resources and assets by excessive bandwidth usage or using misconfigured devices or knowingly using a false identity.
- Download/use/store or transmit of illegal copies of copyright materials or patented software/movies/songs etc. is a violation of the regulatory laws that involve the protection of data or privacy. Violation of this policy and guidelines is a serious offence and the Institution holds the right to permanently seize the laptop/devices and/or initiate strong disciplinary action, including termination from the Institution, if the need arises, based on the severity of non-compliance.

Misuse of Social Media and Violation of Indian Cyber Laws

Students are cautioned and warned to refrain from the following activities while using any social media platform (such as Facebook, WhatsApp, Twitter, Instagram, Telegram, Snapchat, Viber Messenger etc.) or while sending e-mails or SMS.

- Posting any form of anti-national, antisocial or terrorist/communal/racial/related, threatening messages, etc.
- Sending messages/posts by creating fake IDs and usernames.
- Morphing pictures/photos, forwarding vulgar messages, posting pornographic materials and so on.
- Hacking the electronic accounts of others.
- Stealing and misusing the personal data of others.

- Impersonation through e-mail/SMS/social media i.e. speaking like father/mother/brother etc. of someone else.
- Taking photographs of others without their knowledge and posting it on social media.
- Creating 'Groups' and the 'Group Admin' not having any control over the happenings in that group.
- Indulging in 'skimming' of data from credit/debit cards, committing fraud etc.
- Getting involved in prohibited activities such as 'online betting' gambling etc.
- Indulging in any other cybercrime as prohibited by Law.

Norms of Communication

Students are advised to strictly adhere to the following protocols in reporting classroom or academic concerns:

- All students or any other representative of the student body or student himself may submit their concerns in writing to the Programme Director (PD).
- Students are advised to first contact the concerned faculty for any academic concerns such as notes, cases etc. In case the concerns are not addressed they are required to submit in writing to the Programme Directors and if the concerns are not addressed even after reporting the same to the PD's, it may be subsequently taken up with the Heads of Schools (HoS). If the issues are still not done satisfactorily then a Students Grievance Redressal committee member shall be approached for the same.
- Students are advised to take note that the concerns shall be addressed within 30 days of reporting the same.
- Any violation of the above-mentioned protocols attracts stringent punishments including placement, barring etc.

Security

- The personal property, including money and other valuable items like electronic gadgets, gold, etc., is the responsibility of the student and the institution will not bear responsibility for items lost or stolen. Items lost or found should be reported to the hostel

authorities or Chief Security Officer (contact details are provided on the last page) or Facilities Manager within two hours of detecting the loss.

- All students must carry their University identity cards with them at all times.
- While entering the campus all students must enter the credentials in the registration book kept at the main gate security office. Entry and exit is limited to and from the main gate/entrance only.
- Students must carry their ID cards while leaving the campus and leave their phone number with the security at the gate along with information of their destination and expected time of return. Students are requested to view this measure not as an intrusion but as a security precaution.
- Day scholars are directed to not stay back in the campus or enter the college premises after 5.30 pm. Special permission in writing must be obtained from the HoS/PDs and forwarded to the respective Hostel Wardens. Any overnight stay shall be sanctioned by the Registrar.
- When a guest comes to meet a student, the student should confirm the same at the University main gate. This may, at times, require the students to escort his/her guest from the University gate. Only parents and authorised guardians will be allowed to visit the students.
- Students are not allowed to invite guests after 6.00 pm unless there is prior sanction from the Registrar.
- Students are required to cooperate with the University's security staff.
- Any violation of the hostel rules will be viewed seriously. Minor violations will be managed by the Warden/Assistant Warden. The student concerned shall be liable to pay penalties and/or fines as appropriate. Major violations will be dealt with by the University administration. The punishment in case of major violations may include, but not be limited to, expulsion and/or legal proceedings.
- Residential students are not permitted to maintain a vehicle on campus without prior approval by the Registrar—this permission may only be granted in case of special physical/health circumstances that require the use of a vehicle.

- Use of a helmet is mandatory for travelling on two-wheelers.
- A maximum of two people may ride a two-wheeler.
- Wear seatbelts while sitting in the front seats of four-wheelers.
- While driving inside the campus, do not exceed the 10km/hour speed limit. Rash driving is prohibited. If found exceeding the speed limit, vehicles will be seized.
- Use of a horn is prohibited inside the campus.
- Own a valid Driving License/Pass.
- Stickers provided by the Institution must be stuck on the vehicles belonging to the staff and students of the Institution to distinguish them from the vehicles belonging to outsiders.
- Restrict pasting posters or writing on walls and roads inside the campus.
- Avoid indiscipline acts such as indulging in strikes, agitation, group clashes, assaults, use of vulgar language, abusing, causing damage to institution property/misbehaviour with faculty, security guards, vigilance staff and others.
- Do not indulge in communal and religious activities.

HOSTEL RULES AND REGULATIONS

Administration

The hostel and the mess are under the purview of the Registry who is responsible for the hostel and mess administration, and hostel discipline, with support from the administrative staff including Hostel Wardens. The University's decision shall be final in the interpretation of the rules and in all matters connected with the hostel. The Office of the Registrar has the power to issue standing orders to regulate internal matters and other details not explicitly covered by these rules concerning the hostels and students' actions outside the classroom.

Admission

Only students of full-time programmes who are in the current rolls of CVV may be allowed to stay in the hostels as per the approved room allotment. Admission to any other category of students shall be decided by the University authorities and rules/guidelines are subject to amendment from time to time.

Allotment of Rooms

Rooms will be allotted as decided by the University. The mutual exchange of rooms is not permitted. In exceptional cases, where serious health/medical issues are involved, the Office of the Registrar, upon recommendation from the Hostel Warden(s), may consider a written request supported with convincing support documents for change of rooms.

Withdrawal

- Students should on no account vacate the hostel unless they are permitted to do so by the Hostel Warden upon the instruction from the Registrar.
- Students shall obtain a clearance certificate at the end of each semester. The 'No Dues Certificate' shall be issued by the Office of the Registrar.

General Discipline

- Students shall keep their room, its surroundings and hostel premises clean. The rooms, doors, windows, cupboards, etc. should not be disfigured by writing or sticking handbills, posters, etc. If any damage is noticed, the inmates will have to pay the cost of repairs as decided by the University.
- Students should behave with restraint and decorum at all times during their stay at CVV. They should not indulge in activities which could cause inconvenience to others or disturb the sanctity of the campus as it is located within the precincts of a place of great spiritual and cultural importance.
- Students are not allowed to remove any article from the hostel or rooms. Any damage to the hostel property shall be immediately reported to the Hostel Wardens. The cost of the damage will be recovered from the individual/s concerned. If the person is not traced, the students in that wing or floor will be held responsible for and collectively charged. In cases where the University decides so, all the students of a particular hostel or block may be held responsible for the recovery. In case of wanton damage, in addition to the recovery of the cost of repair, the University may impose a suitable fine and take stern disciplinary action against those held responsible. In serious cases of destructive action, penalties can range up to expulsion from the programme.
- Each student will be responsible for the furniture supplied to him/her. The cost of repair of the tables, chairs, beds, etc. (other than that due to normal wear-and-tear) will be realised from the individual student or students occupying the room. The students may bring in other articles only with the written request and subsequent permission from the Registrar. Those found violating this norm will face disciplinary action including the levy of heavy fines. The articles found in violation of the norms may be confiscated.
- Students should see that lights, fans, etc. are switched off when they are not in use or when they leave the room. Electrical installations should not be tampered with. Residents are not permitted to fit electrical fittings, heaters, and other appliances in the rooms. Those found violating this norm will face disciplinary actions including the levy of heavy fines. The articles found in violation of such norms may be confiscated.

- Cooking inside the rooms is strictly prohibited. Violation of this norm shall be treated as serious misconduct.
- Residents are expected to lock their rooms properly when they go out. The University is not responsible for any loss or damage to their belongings.
- No activities other than the academic or co-curricular activities are permitted in the hostel.
- Students are expected to behave politely with hostel staff, which includes the cleaning and mess staff and security guards.
- No student shall be absent for any night from the hostel without the prior permission of the Hostel Warden. If a student finds it necessary to leave the hostel in an emergency and is unable to meet the Hostel Warden, he/she must, before his/her departure, submit in writing the reason for his/her absence to the Chief Hostel Warden.
- Students shall not use electrical appliances which have high electricity consumption.
- Students shall not keep weapons, ammunition and/or explosives; retention of which is illegal and unlawful, in the hostel. Storing petrol, kerosene oil or any other inflammable material in the room is forbidden.

Holidays/Vacation

- Personal belongings of the students proceeding on vacation may be left behind in their respective rooms till they return. All such articles must be packed, properly labelled and entrusted to the Hostel Wardens for safe custody in the rooms earmarked for this purpose.
- While every effort will be made to see that the articles are kept safely, the hostel authorities are not responsible for any loss or damage caused. Students are therefore advised not to leave behind any costly item when they go on vacation. The University reserves the right to allocate any room for any academic activity or undertake repair and maintenance work during holidays/vacations.
- Every student must vacate his/her room before proceeding on summer vacation and surrender the room to the administrative staff/Hostel Warden. If any room is found

locked, the hostel authorities have the right to break open the same and the cost of damages will be accounted to the respective student.

- The room is to be vacated by the student after the completion of their respective programmes within two weeks after the last exam/final year/semester/trimester unless the hostel authorities give a specific date for the same. All students are required to clear their hostel dues, penal charges, recoveries on loss or damage caused etc., to be eligible to be issued a 'No Dues Certificate' required for receiving the completion certificates and Degree/Diploma certifications.
- The Office of the Registrar may consider applications from residents for staying in the hostels during vacation on charges as notified by the University if their vacation academic activity (such as summer placements) requires them to be stationed.

Guest Rules and Guidelines

- No student is allowed to bring a guest into the hostel for an overnight stay with him/her except under exceptional circumstances where a parent or a sibling is to be accommodated on a special occasion with prior written request and approval from the Office of the Registrar. If any family member is required to stay overnight with the student, the student must seek and obtain prior explicit formal permission of the Office of the Registrar. Any failure in this shall be treated as serious misconduct.
- Other than an overnight stay in such circumstances, stay of an outsider in the hostel is not permitted.
- The Office of the Registrar has the power to refuse permission to allow guests into the hostel, without assigning any reason.
- The guests, if any, permitted are subject to the rules and regulations of the hostel.
- The hostel maintains a register of guests and no guest is admitted, irrespective of the permission granted by the Office of the Registrar, unless the name and other particulars are entered in the register. The student who brings the guest will be responsible for the proper filling up of the particulars required therein.

- The student introducing a guest is responsible for all charges incurred by the guest. The University will notify the guest charges including rentals from time to time.

Tradesmen/Vendors

No strangers are allowed in the hostel premises for carrying out any business without a license. Students shall not have dealings with strangers other than licensed tradesmen/vendors on the campus. In case any stranger is seen on the hostel premises, students must immediately inform their respective Hostel Warden/Chief Security Officer or the Office of the Registrar.

ANNAKSHETRA RULES AND REGULATIONS

- The residents of the hostel shall, from amongst themselves, elect a suitable number as representatives who will form the Mess Committee with the Chairperson of Students Affairs as a patron. The student committee shall be in charge of running the mess and the maintenance of hostel amenities. If at any time there are no elected representatives, the Chairperson of Students Affairs shall have the power to make necessary arrangements to run the mess directly, or by nominated representatives, until representatives are duly selected.
- Meals or any food item will not be sent to students' rooms.
- A sick diet can be provided to the members under the advice of the Hostel Warden. For this, specific requests may be submitted to the Office of the Registrar.
- Under no circumstances are the students allowed to take cups, saucers, tumblers, and other utensils of the mess to their rooms or other locations. Any violation of this norm will attract stringent action.
- Students are expected to maintain strict discipline and order in the dining halls during the hours when meals are served. Students must be suitably attired in the dining hall (suitable attire, in this case, refers to any dress covering the body appropriately. Half pants, shorts, Bermuda, half-skirts etc. are not permitted in the mess or any other academic premises). No resident, except the representatives, shall enter the kitchen.

ANTI-RAGGING

The Hon'ble Supreme Court of India, in SLP 24295/2006 dated 16.5.2007 and Civil Appeal No. 887 of 2009 dated 8.5.2009, has defined ragging as 'Any disorderly conduct whether by words, spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness, any student; indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof, in a fresher or a junior student, or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.'

In exercise of the powers conferred by Clause (g) of sub-section (1) of section (26) of UGC Act 1956, the University Grants Commission has published the 'UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' in July 2009. The objective of the regulations is to prohibit any conduct by any student or students, ragging in any of the forms as described above; and thereby to eliminate ragging in all its forms.

The UGC vide D.O. letter No.F.1-15/2009 (ARC) pt.-III dated 8 August 2016 has expanded the definition of ragging in the following manner: '3 (j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.'

Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by CVV takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by the University Grants Commission.

GENERAL POLICIES AND GUIDELINES

Chinmaya Vishwavidyapeeth is committed to ensuring an environment in which education, work, research and discussions are not corrupted by sexual harassment. It envisages a space where education can transform attitudes, perceptions and practices to nurture both equality and freedom for all sections, particularly women. The University is also committed to promoting an environment that is conducive to the professional growth of its students and staff and encourages equality of opportunity. It ensures that every student, teaching and non-teaching staff are treated with dignity and respect and afforded equitable treatment. The University has therefore framed its policies in line with the recommendations of UGC. The University is committed to taking all necessary steps to ensure that its students and staff are not subjected to any form of harassment. The policies apply to all the students and staff, and non-teaching employees working in the University.

MEDICAL FACILITIES

There is an allopathic hospital nearby where, in case of an emergency/requirement, doctors are available round the clock.

Please note that the medical stores near CEG do not always stock expensive or infrequently prescribed medication. To acquire the same, students need to travel to Tripunithura or Ernakulam, which is time-consuming and expensive. We strongly urge students and parents to ensure they have a regular supply of the medications pertaining to any special needs that are specific to the student.

MISCELLANEOUS NOTES

- All communications from the University to the registered students will be through the official CVV email-id created for them. Students are advised to check their email regularly and complete the tasks assigned.
- All activities including fees payment, Learning Management System (LMS-Moodle), Student Management System (SMS), e-mail etc. are in the process of integration. Hence, all are advised to remit the University fees in time, to avoid technical difficulties that may arise due to the integration of services in the University.
- BSNL, Vodafone Idea and Reliance mobile connections have good network coverage. Airtel services have weak signals.
- A general store, hospital, medical store and ATM are available within a 1 km radius.
- A doctor/nurse is available in case the need arises.
- Residential students are not permitted to maintain a vehicle on campus without prior approval by the Registrar. This permission may be granted only in case of special physical/health circumstances that require the use of a vehicle.

KEY CONTACT PERSONNEL

Programme Directors

Programme	Name	Email ID
Bachelor of Business Administration (BBA)	Dr. Harisundar Govindaraman	harisundar.govindaraman@cvv.ac.in
Bachelor of Commerce	Ms. Abha Mohan	abha.mohan@cvv.ac.in
B.A. (Sanskrit)	Dr. Anil Narayanan N.	anil.narayanan@cvv.ac.in
B.A. (Applied Psychology)	Dr. Satheesh Varma M.	satheesh.varma@cvv.ac.in
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LL.M. (Legal Theory)	Mr. Nithin Ramakrishnan	nithin.ramakrishnan@cvv.ac.in
LL.M. (International Trade & Commercial Laws)	Mr. Nithin V. Kumar	nithin.kumar@cvv.ac.in
M.A. (Public Policy & Governance)	Mr. Nithin Ramakrishnan	nithin.ramakrishnan@cvv.ac.in

Heads of the Schools

School	Name	Email ID
Vedic Knowledge Systems	Dr. Vinayak Rajat Bhat	vinayak.rajat@cvv.ac.in
Contemporary Knowledge Systems	Dr. Subbarao Jayanti	subbarao.jayanti@cvv.ac.in
Ethics, Governance, Culture and Social Systems	Dr. Vanisree Ramanathan	vanisree.ramanathan@cvv.ac.in
Linguistics and Literary Studies	Dr. L. Sampath Kumar	sampath.kumar@cvv.ac.in
Philosophy, Psychology and Scientific Heritage	Dr. Sreevalsa Kumar	sreevalsa.kumar@cvv.ac.in
Kalayoga	Mr. Swapnil Chaphekar	swapnil.chaphekar@cvv.ac.in

Support Personnel

Role	Name	Email ID
Student Affairs	Mr. Arun Krishnadas	arun.krishnadas@cvv.ac.in
Facilities Management	Mr. Shrikanth Menon	shrikanth.menon@cvv.ac.in
Accounts Dept.	Mr. Jayakrishnan Jayakumar	jayakrishnan.jayakumar@cvv.ac.in
IT Services	Mr. Ramesh Kumar	ramesh.kumar@cvv.ac.in

Students' Grievance Redressal Committee

Name	Email ID
Dr. Satheesh Varma	satheesh.varma@cvv.ac.in
Dr. Sandhya Shankar	sandhya.shankar@cvv.ac.in
Mr. Swapnil Chaphekar	swapnil.chaphekar@cvv.ac.in
Dr. Nagendra Pavana	nagendra.pavana@cvv.ac.in
Ms. Pramodini Rao	pramodini.rao@cvv.ac.in

Anti-Sexual Harassment Committee (Internal Complaints Committee)

Role	Name	Email ID
Chairperson	Dr. Manjula Iyer	manjula.iyer@cvv.ac.in
Faculty Representatives	Dr. Vishaka Venkat	vishaka.venkat@cvv.ac.in
	Mr. Jayteerth Kulkarni	jayateerth.kulkarni@cvv.ac.in
	Mr. Shekhar Reddy G.	shekhar.reddy@cvv.ac.in
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	Ms. Aashika Aanie Kuruvilla	aashika.18eu1001@cvv.ac.in
Advocate	Adv. Maitreyi Hegde	my3.sachchi@gmail.com

Anti-Ragging Committee

Role	Name	Email ID
Chairperson	Dr. Vanisree Ramanathan	vanisree.ramanathan@cvv.ac.in
Faculty Representatives	Mr. Nithin Ramakrishnan	nithin.ramakrishnan@cvv.ac.in
	Ms. Abha Mohan	abha.mohan@cvv.ac.in
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	Mr. Shrikanth Menon	shrikanth.menon@cvv.ac.in
	Ms. Sheetal Tare	sheetal.tare@cvv.ac.in
Student Representatives: Senior	Ms. Prerna Kerketta	prerna.19em02010@cvv.ac.in
NGO Representative	Dr. Arundhati Sundar	arundhati.sundar@cvv.ac.in

Working Hours of the University Office

On all working days

- 09:00 am to 01:00 pm (Forenoon Session)
- 01:00 pm to 02:00 pm (Lunch Break)
- 02:00 pm to 05:30 pm (Afternoon Session)

For CVV students on all working days

- 02:00 pm to 4:00 pm

Note: Meeting with the senior officials of the University, viz., Vice Chancellor, Dean, Registrar, Finance Officer, is by prior appointment only.

Annexure -1
Refund Request Form

Date*:

1. Personal Details

- Name: _____
 - Application No: _____
 - Name of the programme: _____
 - Reason for withdrawal: _____
-

2. Payment Details**

- Caution Deposit:
- Semester Fee:
- Total Amount Paid:

**Please attach the original fee receipt

3: Bank Details (to which the amount should be transferred):

- Name of the Payee: _____
- Name of the Bank: _____
- Account No: _____
- IFSC Code: _____

Signature of Student

Signature of Parent/Guardian

For Office Use Only

Amount to be refunded:

Signature of the Registrar

*The date when the email is sent by the student/of receipt of the request at the Accounts Department will be considered the date of the withdrawal request. All refunds will take place within 2 to 4 weeks from the date of the request for withdrawal of admission.



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