

Chinmaya Vishwa Vidyapeeth

Deemed to be University u/s 3 of UGC act 1956



Student Handbook 2023-24

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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 bachelor's, master's, 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 Vishwa Vidyapeeth!

It is a matter of great pleasure that you have chosen Chinmaya Vishwa Vidyapeeth (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.

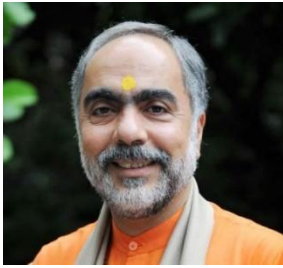
CVV is a Deemed-to-be-University in the 'de novo' category, envisioned in 2016, the centenary year of the inspirational visionary and founder of Chinmaya Mission, and renowned Vedantic master and teacher par excellence, Swami Chinmayananda. CVV came into existence in 2017, with its headquarters at Chinmaya 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 the main campus at Ernakulam and an off-campus centre at Pune. The main campus has its headquarters at Chinmaya Eswar Gurukula (CEG) campus, in Veliyanad, Kochi; with two additional facilities: one at Warriam Road, situated in the heart of Ernakulam City and the other at Onakkoor, amidst a sprawling 70+ acre campus. Our off-campus centre, Chinmaya Naada Bindu Gurukula (CNBG) campus, set amidst the serene Chinmaya Vibhooti in Pune, Maharashtra, offers programmes in Performing Arts.

The headquarters host the Sanskrit and teacher education programmes and the city facility currently hosts programmes in commerce, management and psychology. The facility at Onakkoor marks a significant milestone in the University's educational journey, beginning with Engineering programmes launched post-AICTE approval in June 2023. With a vision to establish Kerala as a premier hub for education, this state-of-the-art facility will accommodate over 500 students in its initial phase.

This 2023-2024 Student Handbook describes the genesis of Chinmaya Vishwa Vidyapeeth, the core values and beliefs, the design of programmes, etc. as well as the guidelines, rules and regulations, and policies that govern your academic and social life at the Chinmaya Vishwa Vidyapeeth. 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 in 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.

OUR LEADERSHIP



Swami Swaroopananda
Chancellor & Head of Chinmaya Mission



Prof. Pasala Geervani
Pro Chancellor



Prof. Ajay Kapoor
Vice Chancellor



Dr. Rahul Sharma
Registrar



Prof. Asokan T.
Dean – Academics



Dr. K. Girish Kumar
Dean – Research



Dr. Sudheer Babu Yarlagadda
Principal
CVV Institute of Science & Technology



Prof. Sunitha Grandhee
Dean of Life-Long Learning and Wellness



Mr. Krishnakumaran Thampi
Controller of Examinations



Mr. Bhageerathan G.
Finance Officer

MENTORING SYSTEM AT CHINMAYA VISHWA VIDYAPEETH

The mentoring system practised at CVV has been designed meticulously and implemented with the unconditional obligation to ensure that the students are provided with a reliable and comprehensive support system, to motivate them to excel in both academic and non-academic fields. Under the system, a small group of students (mentees) is assigned to a faculty (mentor) belonging to the same department or any other department.

- Monitor the performance and progress of the mentees assigned to the mentor in academics, attendance, extra-academic pursuits and overall development as an individual.
- Provide appropriate counselling to the mentees regarding their academic issues as well as personal concerns.
- Offer advice to help the mentees make an informed choice of electives, projects, placement and training activities and internships.
- Provide suggestions to guide them in their career prospects including but not limited to the setting of career goals, selection of a career path, options for higher education, self-employment opportunities, and entrepreneurship possibilities.
- Counsel the mentees in case of low attendance and low performance in assessment.
- Discover the passions and innate talents of the mentees and help them pursue extra-curricular activities in those areas to grow as individuals.
- Inform the parents/guardians/HOS if needed, of issues related to irregularities in academic performance, inappropriate and unacceptable behaviours, issues with maintaining positive interpersonal relationships with peers and others etc.
- Establish a high level of confidence in the parents/guardians regarding their wards and also the University.

THE CHINMAYA VISHWAVIDYAPEETH LIBRARIES

Ubhaya Bharati Library Profile:

Ubhaya Bharati, the current 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. Ubhaya Bharati symbolises knowledge. She is regarded as an incarnation of Saraswati, the goddess of learning. It is believed that she was the illustrious wife of Mandana Mishra. On the Digvijaya yatra, Sri Adi Sankara met Mandana Mishra and defeated him in a debate. Ubhaya Bharati was chosen as the adjudicator in the debate because of her wisdom and unbiased attitude. It was decided that Mandana Mishra would take sannyasa if defeated by Sri Adi Sankara. Ubhaya Bharati did not hesitate a bit to declare that Adi Sankara won the debate. As a result, Mandana Mishra took sannyasa. Ubhaya Bharati too followed him. Both together preached Vedanta and propagated the path of knowledge. Ubhaya Bharati, is thus, the most significant name for the treasure of knowledge, the library.

Important reference collections in the CVV library include Generalia, Linguistics, Management, Indian History, Economics, Law, Social Science, Fine Arts, English Literature, Sanskrit Literature, Bhagavad Gita, Ayurveda, Culture, Psychology, Research Methodology, Advaita Vedanta, Hinduism, Indian Philosophy, Ramayana, Sanskrit Vyakarana, Sanskrit Poetics, Biography, Encyclopaedias and Dictionaries. All the books are classified with DDC and entered into the KOHA software with a fully barcoded collection and web-enabled online OPAC. **The CVV library uses KOHA software to carry out its operation. KOHA creates a network of libraries of Ubhaya Bharathi, Sruthi, Warriam Road and Chinmaya International Foundation.**

The library subscribes to many research journals relating to humanities, management, Sanskrit Indology etc. and back volumes of several periodicals of different academic institutions and universities. Besides, the library subscribes to electronic resources like online databases, e-journals, and periodicals for readers. The library is scientifically organized, and fully automated, providing easy access to

its resources through KOHA Library automation. The library has all facilities like digitisation, photocopy machine, and 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. Students can collect membership forms from the library and submit them with the signature of their faculty.

Sruthi at Chinmaya Naada Bindu Gurukula (CNBG), a residential gurukula for Indian performing arts is the secondary campus of CVV, in Kolwan, near Pune. CNBG focuses on preserving, promoting and propagating the performing arts through its numerous activities like music workshops, festivals, personalised courses and competitions. Sruthi, the library at CNBG, is a rich repository of historically and culturally significant collections in the field of Indian performing arts.

Classification

The CVV libraries use the Dewey Decimal Classification (DDC) for assigning subject codes to books. Each book in the library has a unique Subject Code, an author prefix and a unique Accession number.

Membership and Loan Privilege

Library membership is free to all Permanent University Employees. Permanent employees of the University can apply for library membership. For using the library services library membership is a must. All the faculty members, staff and students of the university can register themselves for the membership. Application forms for membership are available in the library. It can also download from the library web OPAC. The completed applications are duly forwarded to the librarian by the respective Heads of the department along with passport-size photographs. The

identity card issued to the employees and students by the University is treated as a library card. The Library card is not transferable. Please do not give your library card to another user. No books will be issued without an identity card. Members proceeding on long leave or deputation exceeding three months should return the books that are borrowed by them.

Borrowers Entitlement

Sr. No	Users Type	Number of Library Books Issued Per User	Books Duration	Late Fine
01	Faculty	10	30 days	---
02	Library Staff	03	14 days	
03	Non-teaching Staff	03	14 days	
03	Research Scholars	08	30 days	Rs.2 per day per book
04	Postgraduate Students	04	14 days	
05	Undergraduate Students	04	14 days	

Loss/Damage of Materials

Library materials are to be handled with care. Damage or loss of books on loan should be immediately reported to the librarian in writing. Members are liable to replace such books with a copy of the same/latest edition within one month of its reporting. If not returned within the date specified, members are liable to pay overdue charges fixed for the period up to its reporting in writing from the due date. If the documents could not be replaced; the member shall pay compensation at the following rates:

- For books published before 1990: 3 times + 20% of the actual cost
- For books published in 1990 or later: 2 times + 20% of the actual cost

User Services

CAS (Current Awareness Services)

Every month, a list of additions to the library collection is displayed on the notice board and is also made available online.

Reference Service

The library maintains a separate Reference section. The books from these sections are to be referred to in the library. However, keeping in view the necessity of the faculty, these books may be allowed to be issued for a short period. Important encyclopaedias, handbooks, data books, dictionaries, and other costly books are available in this section. Special reading facilities for research students and faculty are provided in the library. The library has procured educational video cassettes prepared by agencies for self-learning. A viewing facility is available in the library.

The library houses all important reference sources like encyclopaedias, dictionaries, handbooks and manuals, statistics, and yearbooks. The collection ranges from general to subject-specific sources. All the reference sources are housed in the Reference section. Users can also contact staff on duty for any assistance.

Information Literacy/Library Orientation

The library conducts Information Literacy/User Education/Orientation programmes for all at the beginning of the academic year. Besides this, these awareness programmes are conducted when requested by users from time to time.

Photocopying Services

The library offers photocopying services for all its readers at a reasonable charge.

Display of Books

Books are displayed each day in line with international events or birthdays of renowned scholars.

Renewal of Books

Books can be renewed for another term of 14 days if there is no demand for them. The renewal must be made on or before the due date.

Question Papers

Previous years' question papers are made available at CVV Library. Only photocopies can be taken.

Library OPAC:

Library OPAC can be operated within the campus premises by clicking on <https://opac.cvv.ac.in>. Besides listing all the books and journals available in the library, it allows the facility to know the status of particular books. It is searchable by author, title, account number and several other fields.

Circulation: (Issue and Return of Books)

The Circulation Section is the gateway between users and documents, so it plays a major role in any library and information system. The CVV library's Circulation Section performs the issue, renewal, and return of books using Koha software. Apart from these basic tasks, many other jobs like membership registration, issuing no-dues certificates, overdue fine collection, book reservation, borrower reminder; recall i.e. requesting borrower to return a book etc. and all kinds of queries by the users are being performed by this section.

Library Rules and Regulations

Only registered members are allowed to use the library.

1. Members should produce their ID cards at the entrance of the library if asked.
2. Students' membership in the library is renewed at the beginning of each semester.
3. Reference books and current periodicals are not issued for rental.
4. Borrowers must satisfy themselves with the physical condition of the book they are borrowing.
5. Readers should not write, mark or otherwise disfigure/damage books, furniture etc.
6. Readers are not allowed to bring their personal belongings like bags and umbrellas to the library. These materials are to be kept at the property

- counter at their own risk. Readers are advised not to leave valuable items like money, credit cards, passports etc. at the property counter.
7. The library can recall any book even before the due date.
 8. Readers have to pay over dues charge @ Rs.1/-per day per book after the due date.
 9. Conversations and discussions disturb the library ambience. Therefore, readers should observe strict silence and switch off their mobile phones or keep them in vibration mode while in the library.
 10. Books to faculty members and non-faculty members will be issued for one month. The issued books must be returned to the library at the end of each semester. No books will be issued for the next semester if they do not return/renew the books.
 11. Soft drinks and eatables are not allowed in the library.
 12. No photograph of the library shall be taken without prior permission from the authority.
 13. Members shall not bring their personal belongings and library books borrowed by them inside the library unless it is to return them.
 14. Members leaving the library should stop at the exit, so that the material borrowed or taken out of the library by them may be checked. Readers are requested to show the documents that are being taken out of the library to the staff at the checkpoints.
 15. Members are responsible for any damage caused by them to books or any other property belonging to the library.
 16. Members caught tearing pages, or stealing books will be suspended from using the library facility. Further disciplinary action will be taken against them by the library.
 17. The librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving indecently.
 18. Tables and chairs should not be disturbed from their position. Users should avoid resting their feet on tables, chairs, shelves and windows.

19. Books and the bound volumes of journals should be handled with great care. Please avoid keeping the volume open on the table or inserting notebooks/pencils between the pages and closing them. Pages must not be folded to serve as bookmarks. Mutilation and disfiguring of pages of library books is strictly prohibited.
20. Users are requested to leave the book on the table after consultation. Please do not replace the book and also do not move the book from its specific area to another area. Library staff will do it for you. **Please remember that a book misplaced is a book lost.**
21. Eating in the library is strictly prohibited. Utmost care shall be taken by all to clean the library premises.
22. Books issued or loaned must be protected from rain, dust, insects etc.

Location & Timings of the Libraries

CEG Campus: Ubhaya Bharati is located in 'Sankaram I' and the CIF Shodha Sansthan library is located near the CIF Annakshetra.

Warriam Road facility: 3rd floor, near the computer laboratory

CEG Campus, Veliyanad	Working hours: Monday–Saturday: 9.00 am to 6.00 pm (Except holidays) Issue/Return Timings Monday–Saturday: 9:00 am to 6:00 pm (Except holidays)
Warriam Road Facility, Ernakulam	Working hours: Monday–Saturday: 9.00 am to 5.00 pm (Except holidays) Issue/Return Timings Monday–Saturday: 9:00 am to 5:00 pm (Except holidays)

CVV IST

Onakkoor Facility	Working hours: Monday–Saturday: 9.00 am to 5.00 pm (Except holidays) Issue/Return Timings Monday–Saturday: 9:00 am to 5:00 pm (Except holidays)
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CNBG Campus: The library is located next to the common area/prayer area, i.e in the centre with the classrooms on both the sides

CNBG Campus, Kolwan Pune	Working hours: Monday–Saturday: 9.00 am to 5.00 pm (Except holidays) Issue/Return Timings Monday–Saturday: 9:00 am to 5:00 pm (Except holidays)
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ATTENDANCE, ACADEMIC EVALUATION AND GRADING

Attendance

To appear for the end-semester examination 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. Students must 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**.

All students enrolled for the programmes in CVV will be issued a Biometric Identity Card. Every day while entering the campus, all students are advised to swipe their respective cards in any of the BioMetric scanners anchored at specific locations in the academic block. Attendance will be monitored through the biometric scanners as well as individual roll calls will be conducted during each academic session during normal working hours. All students must register their presence in the academic sessions by swapping their CVV ID cards and it is the sole responsibility of the student to stamp their attendance in the biometric scanner.

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

Students going on official duty, representing the University in 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*. If a student is not permitted to attend the end-semester examination, of any course, due to shortage of attendance, he/she shall be awarded an 'FA' (Failed due to lack of Attendance) grade in that course and this shall 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.

Registration

Semester and Course Registration

A student shall register for a particular semester to be able to register for the courses in that semester. In each semester, all students must register for the courses that they are required to study during that semester.

Registration of Courses for University Examination

In order to be eligible for appearing for the University examination of the courses registered in a semester, the students shall register for the examinations of the courses undertaken in that particular semester as and when notified by the Office of the Controller of Examinations. To be eligible to register for the examinations,

1. Students shall clear all fee dues including any fees to be paid before the registration.
2. Students shall not have any disciplinary issues pending.

Based on the eligibility to appear for the exam, the Office of the Controller of Examinations shall enable the link for payment of the examination fees. The students shall remit the examination fees through the link. Any registration beyond the stipulated date will attract a late fee up to three days from the last date of payment of exam fees. Delays beyond this date will deem the student ineligible to appear for the exam.

A student can withdraw from a course in the elective category with the approval of the Head of School through their respective Programme Director. However, this shall be done within seven working days from the commencement of the semester as per the University guidelines.

Student Evaluation and Grading

The student learning process is wholly owned and driven by the appropriate design and execution of evaluation methodology for the course. The University has established a student evaluation framework with the following characteristics:

- The evaluation shall be
 - Based on multiple components.
 - Continuous, enabling the students to know the progress on an ongoing basis.
 - Encourage student involvement in the learning process both individually and in groups.
 - Commensurate to the effort required by the student.
- There shall be timely feedback on performance so that any mid-course corrections are possible.

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. The weightage of each component shall be as mentioned in the respective course outlines.

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

The schedule of the above-mentioned components shall be announced by the faculty/Office of the Controller of Examinations as the case may be.

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 a course and the CGPA required to qualify for the award of the degree correspond with UGC recommendations. Accordingly, the following equivalence table is developed for adoption by the Schools and the office of the Controller of Examinations.

Grading Scale for UG Programmes

Letter Grade	Grade Point	Marks (in %)
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B (Above Average)	6	51-60
C (Average)	5	45-50
P (Pass)	4	40-44
F (Fail)	0	Less than 40%
AB (Absent)	-	-

Grading Scale for PG Programmes

Letter Grade	Grade Point	Marks (in %)
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B (Above Average)	6	50-60
F (Fail)	0	Less than 50%
AB (Absent)	-	-

Eligibility for Writing End-Semester Examinations (University Examinations)

In addition to the attendance mandates, the student has to complete the formalities as indicated below, to be eligible to appear for the end-semester examinations.

- Appear in all internal examinations/mid-semester examinations and submit all course assignments on time.
- Earn at least 40 % marks for UG courses/50 % marks for the PG courses in the Continues Internal Assessment (CIA).
- Complete the payment of semester/trimester tuition fees.
- Pay the exam fee by the due date as notified by the office of the Controller of Examinations.

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 ith course and 'G_i' is the grade point scored by the student in the ith 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 ith 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 are 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: The 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 attract disciplinary action based on the nature and degree of dishonesty.

INTERNSHIP AND DISSERTATION

Internship

For the Bachelor's and Master's programmes, 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. There is a dedicated Internship and Placement Officer for the students to contact regarding any queries and support required. 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 Internship and Placement Officer (Contact details are provided in the Key Contact Personnel list on page 48.)

1. The Internship and Placement Officer makes all efforts to reach out for internships across varied sectors, companies, and profiles.
2. Based on one's interests and capabilities, one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.
3. Internships are not only a window to the corporate world but also a relationship-building tool for NMIMS. It allows the companies to have a look at the talent at CVV, thereby strengthening final placements.
4. Internships are an integral part of the curriculum for securing the degree. It is a great learning platform for students and goes a long way in shaping the learning obtained in the classroom. This experience is of immense use to students to enable them to acclimatize themselves to the intricacies of the corporate world.
5. The project is expected to build on theoretical learning with practical experience and help students identify the gaps in their learning, which they can attempt to fill in. They could also discover other areas of interest and future career options.

6. Interactions during the internship, both with other interns as well as employees, help students to understand the expectations/needs of the organisation, and the sector in general, identify the gaps in their learning and in orienting themselves towards the sector and developing the required skill sets to emerge as the most suitable candidate.

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.

SMS—COURSE REGISTRATION & FEE PAYMENT

SMS or Student Management System has been designed by the CVV specifically to cater for the effective monitoring and updating of student credentials including qualifying certificates, generic information, sports and extra-curricular certifications. After the student has been admitted into the University, the IT department will create a unique official email and password, along with directions on how to log in to the various management systems in the University, based on the credentials created specifically for them.

In general, the student will be given access to LMS – Learning Management System, and SMS – Student Management System. LMS is where the students may be directed to submit assignments and academics-related submissions by their respective faculty. SMS is where administrative records need to be updated by the student and parents. The various documents to be uploaded are

- i. A valid Photo ID card such as an Aadhar card, driver's license, passport etc
- ii. 10th standard/SSLC mark list/certificates
- iii. 12th standard pre-university mark list/ certificates
- iv. 12th standard TC and CC from the school which the student last attended
- v. Migration certificate from the examination board
- vi. A Caste Certificate issued by the respective regional village offices- only for students belonging to the reserved category
- vii. Medical certificate
- viii. Anti-Ragging affidavit
- ix. Passport size photo
- x. CVV forms: Hostel undertaking, internship consent, media consent, dress code

If at any point in time, a student is unable to submit the documents (preferably at the time of verification/registration, then they are directed to submit an undertaking for the non-submission of documents as given in Annexure 7.

The above list is not exhaustive, and the University reserves the right to modify the same. There is also a time limit for the submission of documents as follows: -

- i. Edit access for 30 days from the start of the 1st semester: documents, generic details etc.
- ii. Edit access for course registration alone: One week from the start of every other semester.
- iii. View access of their respective details at all times till the end/exit of their programme.

Course Registration

In addition to the above, at the start of each semester, students are advised to meet with their respective departments/Schools to register for the courses. All core courses will be automatically registered for the student. However, the Minors and Electives will be individual-specific and hence need to be registered by the students themselves. As indicated above, within one week of the commencement of the academic session in each semester, all students should register for the minors and any/all additional courses that they wish to undertake during that particular semester. Without this, the student may not be permitted to enter the classroom for their academic sessions. The guidelines for the same will be forwarded to the official email id created for the students and it shall be the student's responsibility to check for any communication from various departments in the University.

The website for LMS: <https://lms.cvv.ac.in/learning>

The Website for SMS: <https://sms.cvv.ac.in>

Fee Payment

The University has an integrated fee payment platform in the SMS itself. Once you log in to the SMS, on the left-hand side menu, there is a section shown as 'Fees'. All are advised to follow the prompts as directed. There will be a drop-down menu immediately after the selection of the fee menu and then you need to select the event (such as semester fee, exam fee etc.) to which you are required to make the payment. All online modes of payment are accepted by SMS. Should you face any difficulties, you may contact the IT department as indicated in the key contact personnel on page 48.

Once you make the successful payment, you can print/download receipts immediately. In addition, you can select 'Reports' on the left-hand side menu and print all paid receipts to date. This is an additional feature incorporated in the SMS.

To know more about the fee structure, visit <https://www.cvv.ac.in/fee-details>

TRAINING, PLACEMENT AND CORPORATE RELATIONS

CVV is conscious of its ethical commitment to its students in making them shine in their respective knowledge domains, armed with a variety of soft skills that make them fit for deserving placements. Keeping this in mind, CVV has established a full-fledged and highly dynamic Centre for Training, Placement and Corporate Relations with a full-time Director. The students are trained in an array of areas which focuses on

- enhancing their employability skills
- empowering them with communicative abilities
- enriching them with leadership qualities
- enabling them to face interviews with ease
- equipping them with life-coping skills
- enabling them to land the right job
- getting the right employer for the right candidate

The Centre functions with the following objectives:

- To fulfil the dreams of thousands of parents, by providing their wards with the best career options
- To provide the industry with the best human capital
- To become one of the most industry-favoured institutions in the country for campus recruitment
- To achieve 100% quality placement

Training programmes and workshops are designed and conducted by the Centre to professionalise students in relation to their studies. The Centre takes extra efforts to closely monitor the performance of the students and, if needed, helps to acquire additional employability skills through crash courses in soft skills. The Placement Centre has actively taken up the task of hiring experts from academic and corporate fields to train the students and then place them in leading organisations through campus interviews. We maintain mutually beneficial training and placement tie-ups with various organisations of repute.

GENERAL DISCIPLINE ON THE CAMPUS

Breach of discipline can range from non-compliance with 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 and distribution of alcohol or any other intoxicating or contraband substances inside the campus.
- Wilful disobedience of the rules/regulations/orders/instructions issued.
- Disruption of day-to-day activities within the campus premises, including politicising of the activities.
- 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, 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 timetables. 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. ***All enrolled/registered students along with their parents are directed to sign an undertaking (Annexure - 5)***

Dress Code

Students at CVV are to wear the uniform prescribed from time to time. Exceptions to wear the uniform, if any, will be informed in advance by the authorities. 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 an improper dress code. Students are required to wear laboratory/workshop uniforms if prescribed by the department. Until the uniforms are dispersed to the students all are advised to follow the code as given below:

- All are recommended to wear modest and comfortable Indian clothing; shorts /tights/sleeveless/revealing clothes are not permitted.
- Informal or improper dress includes sleeveless shirts/blouses, half pants, shorts, Bermuda, half skirts or other similar outfits. 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 monsoon/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 shirts and trousers, casual t-shirts. Round/v-neck t-shirts and normal jeans are permitted. Torn jeans, low-waist jeans/cut jeans/shorts/sleeveless garments are not permitted.
- Girls: Formal/semi-formal dress/salwar kameez/kurtis. Casual t-shirts and 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. The 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 in 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 overload IT resources and assets by excessive bandwidth usage or using misconfigured devices or knowingly using a false identity.
- Download/usage/storage or transmission 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/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 them 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 cybercrime is 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 the 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 PDs, 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 support withdrawal, de-barring etc.

Security

- 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 to the 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 numbers with the security at the gate along with information about 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 on 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's 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.
- For the girls' hostel at Edappally, all visitors, as indicated above, shall comply with the directions given by the respective security/hostel warden at that premises.

- 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.
- The 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.
- The 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, abuse, causing damage to institution property/misbehaviour with faculty, security guards, vigilance staff and others.
- Do not indulge in communal and religious activities.

Transportation

The University has a transportation facility with buses plying in routes as follows. The routes may be subject to change based on the students opting for University transportation.

Route 1

Aluva Private bus stand–Kalamasser–Kakkanad–Palarivatom–Vytilla–Kadavanthra–Warriam Road

1. Start Time from Edappally Hostel – 7:30 am
2. Return – after the academic sessions – 04:25 pm (may vary based on University academic timetable)

Route 2

Piravom–Mulanthruthy–Nadakkavu–Udayamperoor–Statute JN–Petta–Warriam Road

1. Start Time from Edappally Hostel: 7:30 am
2. Return—after the academic sessions: 04:25 pm (may vary based on University academic timetable)

Route 3

Kolenchery–Puthencurz–Thiruvankulam–SN Junction–Warriam Road

1. Start Time from Edappally Hostel: 7:30 am
2. Return—after the academic sessions: 04:25 pm (may vary based on University academic timetable)

Route 4

Vytilla–Petta–SN Junction–Central Talkies–Puthyakavu–Nadaku–Mulanthruthy–CVV

1. Start Time from Edappally Hostel: 7:30 am
2. Return—after academic sessions: 04:25 pm (may vary based on the University academic timetable)

For all transport-related enquiries please check the Key Contact Personnel list. Transportation will be arranged for city hostelers to get to the Warriam Road facility and back. No transportation charges will be levied for the CVV hostel inmates for

their commute to the University during working days. For any personal commutation which may require an auto/taxi, the Facilities Manager may be contacted. (Contact details are provided in the Key Contact Personnel list on pg. 49).

HOSTEL RULES AND REGULATIONS

Administration

The hostel and the mess are under the purview of the Registry which 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 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.

In addition, the students and parents are required to fill out the hostel admission and Hostel Undertaking forms (Annexure 3)

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 a change of rooms.

Withdrawal

- Students should, on no account, vacate the hostel unless they are permitted to do so by the Hostel Warden upon instruction from the Registrar.

- Students shall obtain a clearance certificate at the end of each semester. The 'No Dues Certificate' (Annexure 2) shall be submitted to the Office of the Registrar.
- If a student enrolled in hostel wishes to opt out of the hostel facility, he/ she may do so by submitting a written request, addressed to the Registrar, through the Warden of the respective hostel. The hostel charges, proportionate to the number of days stayed in the hostel shall apply in such cases.

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 recovered 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 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.

- Indulgence in any anti-institutional or anti-social activity in the hostel is highly punishable and will be liable for severe penalties and punishments for indulging in such acts.
- No damage whatsoever, including defacing to the property of the hostels and understand that it will be liable for penalties and punishments for doing so.

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 items 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 a 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 from the Office of the Registrar. Any failure in this shall be treated as serious misconduct.
- Other than an overnight stay in such circumstances, the 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 of charges including rentals from time to time.

Tradesmen/Vendors

No strangers are allowed in the hostel premises to carry 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 of representatives who will form the Mess Committee. 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 University authorities 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 POLICY

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 the 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.'

According to the UGC vide letter D. O. No. F. 3-2/2021 (ARC) dated 27 October 2021, the UGC has revised the guidelines pertaining to the affidavit to be filled by the prospective students and their parents on the official website – www.antiragging.in

The step-by-step guidelines on how to register and fill up the credentials are given on the website https://www.ugc.ac.in/pdfnews/6225980_English.pdf

Further to that, a reference number will be provided, which the student needs to disclose to the officials during the time of registration so that the same can be referenced in their respective application forms.

GENERAL POLICIES AND GUIDELINES

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

For further information, please visit <https://www.cvv.ac.in/policies>

For regulations on code of conduct, visit:

https://www.cvv.ac.in/handbook?utm_source=ImpressAds

For information regarding Academic Calendar, visit:

https://www.cvv.ac.in/academic-calendar?utm_source=ImpressAds

MEDICAL FACILITIES

There is an allopathic hospital nearby the main campus 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 medications pertaining to any special needs that are specific to the student.

The below-mentioned hospital list is our recommendation only and the University does not endorse any hospital under any circumstances. Students may use discretion while selecting the hospital for their personal purposes.

Campus/Hostel Location	Name of the Hospital
CEG campus, Veliyanad	AP Varkey Memmorial Hospital Arakkunnam – Piravom Rd, Thottapady, Arakkunnam, Kerala 682314 Ph: - 0484 274 8555
Warriam Road, Ernakulam	Ernakulam Medical Centre National Highway Bypass, NH 66, Palarivattom, Kochi, Kerala 682028 Ph: - 0484 450 7000
	Renai Medicity Near Palarivattom Metro Station, Palarivattom P.O, Kochi, Kerala 682025 Ph: - 0484 288 0000
CVV-IST, Onakkoor	J M P Hospital Kakkad, Piravom, Kerala 686664 Ph: - 91 485 224 2727
	Taluk Hospital Piravom, Ernakulam - 686664 (Near Holy Kings Church) (0485) 2243923
CNMG Campus, Pune	A First-Aid clinic is available on the campus. In case of minor ailments, doctors are available in Kolwan village (1 km from the campus). A hospital facility (if one needs to be admitted) is available in Paud around 10 km from the campus.

MISCELLANEOUS NOTES

- All communications from the University to the registered students will be through the official CVV email created for them. Students are advised to check their email regularly and complete the tasks assigned.
- All activities including fee 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
B.A. (Sanskrit)	Dr. Anil Narayanan	pd.bas@cvv.ac.in
M.A. (Sanskrit)	Dr. M. Sudarshan Chiplunkar	pd.mas@cvv.ac.in
B.A.B.Ed. (English)	Dr. Vishaka Venkat	pd.babed_eng@cvv.ac.in
B.Sc.B.Ed. (Mathematics)	Dr. Radhakrishnan Nair	pd.bsbed_math@cvv.ac.in
B.Sc. Applied Psychology (Hons.)	Ms. Safa K. M.	pd.bscap@cvv.ac.in
M.Sc. (Applied Psychology)	Dr. Susan Varghese	pd.msca@cvv.ac.in
M.Sc. (Clinical Psychology)	Dr. Archana Chandran	archana.chandran@cvv.ac.in
B.Com. (Hons.)*	Dr. Renju Chandran	pd.bcom@cvv.ac.in
BBA	Dr. Bindusree A. R.	pd.bba@cvv.ac.in
Engineering Programmes	Dr Anand H. S.	anand.hs@cvv.ac.in
M.A. (Music) Hindustani Vocal	Dr. Tara Kannan	pd.mam@cvv.ac.in
M.A. (Music) Bansuri	Mr. Jayateerth Kulkarni	pd.mmb@cvv.ac.in
M.A. (Music) Tabla	Dr. Atul Kamble	pd.mmt@cvv.ac.in

HEAD OF SCHOOL

Programme	Name	Email ID
Vedic Knowledge system	Dr. L. Sampath Kumar	hos.vks@cvv.ac.in
Linguistics & Literary Studies	Dr. L. Sampath Kumar	hos.lls@cvv.ac.in
Ethics, Governance, Culture & Social Systems	Dr. Pramod D.	hos.egcs@cvv.ac.in
Philosophy, Psychology & Scientific Heritage	Dr. Johnson Alex	hos.ppsh@cvv.ac.in
Contemporary Knowledge Systems	Dr. Ambily A. S.	hos.cks@cvv.ac.in
Kalayoga	Ms. Pramodini Rao	hos.kalayoga@cvv.ac.in
CVV-IST (Engineering)	Dr. Anand H. S.	anand.hs@cvv.ac.in

SUPPORT PERSONNEL

Role	Name	Email ID
Assistant Registrar - Academics	Mr. Arun Krishnadas	arun.krishnadas@cvv.ac.in
Assistant Registrar – Administration (including facilities & transport- CEG campus)	Mr. Shrikanth Menon	shrikanth.menon@cvv.ac.in
Chief Coordinating Officer CVV-IST (Engineering)	Mr. Ananthanarayanan Iyer	anantha.iyer@cvv.ac.in
Director – Training, Internship and Placement	Dr. Vinod R. R.	vinod.rr@cvv.ac.in
Director – Admissions	Ms. Jayalakshmi Nanda	jayalakshmi.nanda@cvv.ac.in
Accounts Dept.	Mr. Jayakrishnan Jayakumar	jayakrishnan.jayakumar@cvv.ac.in
IT Services	Mr. Ramesh Kumar	itsupport@cvv.ac.in
Chief Warden Chief Security Officer	Mr. Nirmal Babu	nirmal.babu@cvv.ac.in chief.warden@cvv.ac.in
Facilities (Warriam Road)	Mr. Ravindran V.	ravindran.v@cvv.ac.in
Boys Hostel Warden CEG	Mr. Santhosh Parameshwaran Mr. Santhosh Kumar	boys.warden2@cvv.ac.in
Boys Hostel Warden (Elamakkara)	Mr. Ravi Menon	boys.warden1@cvv.ac.in
Boys Hostel Warden (Onakkoor)	TBD	
Girls Hostel Warden (CEG campus)	Ms. Uma Janardhanan Ms. Samitha K. S.	girls.warden1@cvv.ac.in
Girls Hostel Warden (Edapally)	Ms. Saraswathi P. S. Ms. Rema Devi	girls.warden2@cvv.ac.in
Girls Hostel Warden (Onakkoor)	TBD	

Anti-Discrimination Cell

Role	Name	Email ID
Chairperson I/c	Dr. Ambily A. S.	ambily.as@cvv.ac.in
Faculty Representatives	Dr. Swapnil Chaphekar	swapnil.chaphekar@cvv.ac.in
	Dr. Pavan Kumar	pavan.satuluri@cvv.ac.in
	Dr. Rajnish Kumar	rajnish.mishra@cvv.ac.in
Staff Representatives	Ms. Priya Premachandran	priya.premachandran@cvv.ac.in

	Ms. Sheetal Tare	sheetal.tare@cvv.ac.in
	Dr. Soumya S.	soumya.s@cvv.ac.in
Student Representatives: Senior	Ms. Sharanya N.	sharanya.cvv210302@cvv.ac.in

Anti-Ragging Cell

Role	Name	Email ID
Chairperson I/c	Dr. Ajay Kapoor	vicechancellor@cvv.ac.in
Faculty Representatives	Ms. Abha Mohan	abha.mohan@cvv.ac.in
	Dr. M Sudarshan Chiplunkar	sudarshan.chiplunkar@cvv.ac.in
Staff Representatives	Dr. Soumya S.	soumya.s@cvv.ac.in
	Mr. Arun Krishnadas	arun.krishnadas@cvv.ac.in
	Ms. Sheetal Tare	sheetal.tare@cvv.ac.in
Student Representatives: Senior	Ms. Kavya Sohan	kavya.cvv220098@cvv.ac.in
	Ms. Aamina Afnan	aamina.cvv220034@cvv.ac.in
Student Representative Junior (Fresher)	need to be from 1st year	
	need to be from 1st year	
Parent Representative	From senior	
	from 1st year	
Civil Administration representative	Mr. Ashish M.	Panchayat Member – 5th Ward Edackkattuvayal Grama Panchayat
Police Administration Representative	Mr Suresh Kumar	Sub Inspector of Police Mulanthuruthy
Local Media Representative	Mr. Vishwanathan	Mathrubhumi newspaper reporter
	Mr. Renjith K. Baby	CTV-Local News channel
NGO Representative	Adv. Niharika Hema Raj	NGO – VISWAS

Gender Sensitization Cell

Role	Name	Email ID
Chairperson I/c	Dr. Bindu M. P.	bindu.mp@cvv.ac.in
Faculty Representatives	Dr. Sandhya Sankar	sandhya.shankar@cvv.ac.in
	Dr. Atul Kamble	atul.kamble@cvv.ac.in
Staff Representatives	Dr. Soumya S.	soumya.s@cvv.ac.in
	Ms. Lakshmi Vijayakumar	lakshmi.vijayakumar@cvv.ac.in
	Mr. Jayakrishnan Jayakumar	jayalakshmi.nanda@cvv.ac.in
Student Representatives: Senior	Mr. Kunal Girish Sheth (2021 BBA)	kunal.cvv210091@cvv.ac.in

	Ms. Shreya Nair (2021 B.A.B.Ed.)	shreya.cvv210305@cvv.ac.in
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Students' Grievance Redressal Cell

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. Sampath Kumar	sampath.kumar@cvv.ac.in
Ms. Pramodini Rao	pramodini.rao@cvv.ac.in
Mr. Arun Krishnadas – Student Affairs	arun.krishnadas@cvv.ac.in

Faculty Grievance Redressal Cell

Role	Name	Email ID
Chairperson	Dr. Satheesh Varma	satheesh.varma@cvv.ac.in
Faculty Representatives	Dr. Kavita Shanmugham	kavita.shanmugham@cvv.ac.in
	Dr. Vinod R. R.	vinod.rr@cvv.ac.in

Staff Grievance Redressal Cell

Role	Name	Email ID
Chairperson	Dr. Rahul Sharma	registrar@cvv.ac.in
Staff Representatives	Ms. Priya Premachandran	hr@cvv.ac.in
	Ms. Jayakrishnan Jayakumar	jayakrishnan.jayakumar@cvv.ac.in
	Mr. Arun Krishnadas	arun.krishnadas@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
Staff Representatives	Mr. Jayakrishnan Jayakumar	jayakrishnan.jayakumar@cvv.ac.in
	Mr. Arun Krishnadas	arun.krishnadas@cvv.ac.in
	Ms. Priya Premachandran	priya.premachandran@cvv.ac.in
Student Representatives	To be selected	
	To be selected	
	To be selected	

Prevention of Caste-based Discrimination Committee

Role	Name	Email id
Chairperson	Dr. Johnson Alex	johnson.alex@cvv.ac.in
Member—Faculty	Dr. Rakhy K. S.	rakhy.ks@cvv.ac.in
Member—Staff	Mr. Arun Krishnadas	arun.krishnadas@cvv.ac.in
Member—Student	Ms. Lubnaa Shibu	lubnaa.cvv220214@cvv.ac.in
Member—Student	Ms. Gowri A. A.	gowri.cvv220129@cvv.ac.in

Hostel committees to be finalised later on after the induction of students (junior and senior) into the hostels.

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 to visit the office on all working days (recommended)

- 02:00 pm to 4:00 pm

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

Annexure 1

Refund Request Form
(Admission cancellation/ Withdrawal)

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

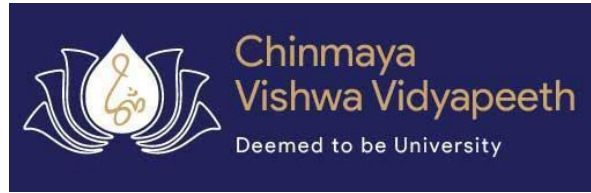
For Office Use Only

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.

Annexure 2



No Dues Format - Hostel

Name of the student	
Specify Whether Boys/Girls hostel	
Location of Hostel	
Date of Joining	
Date of Exit	
Name of School	
Programme	
Reason for Vacating the Hostel	

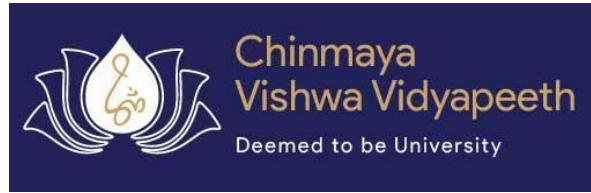
Department	Description	Due Status (No Dues/ Dues)	Amount to recover (Rs.)	Remarks	Signature & Name of the Department In-charge
Hostel	Boarding/ Lodging Dues				
	Any Other Dues				
Accounts	Dues, if any				

Signature of Chief Warden:

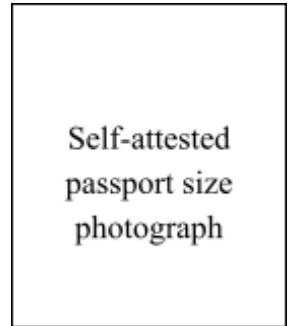
Name of Chief Warden:

Date:

Annexure 3



HOSTEL ENROLLMENT FORM
(Particulars of Student)



1. Name _____
2. Year _____ Semester _____
3. Programme _____ Admission No. _____
4. Category _____ Room No. _____
5. Blood Group _____ Gender _____ Mobile No. _____
6. E-mail id _____

Emergency Details

7. Parent's/Guardian's
 - (a) Name: _____
 - (b) Occupation: _____
 - (c) Address: _____

City _____ Pin _____
 - (c) Contact no. _____ WhatsApp No _____
 - (d) E-mail id _____
8. Local Guardian (if any)
 - (a) Name: _____
 - (b) Occupation: _____
 - (c) Address: _____

City _____ Pin _____

- (c) Contact no. _____ WhatsApp No _____
- (d) E-mail id _____

WE HEREBY STATE THAT ALL THE ABOVE INFORMATION IS TRUE TO THE BEST OF OUR KNOWLEDGE AND THAT:

1. I have studied all the '**Rules and Regulations for Hostel Residents**' (Enclosed along with the hostel allotment form) and promise to abide by all the rules and regulations enforced and to be enforced from time to time by Institute.
2. **I shall not indulge myself in ragging in any form and I shall accept the punishment, awarded by the concerned authority in this regard.**
3. I shall not indulge in any act of indiscipline, or misbehaviour and maintain complete harmony with all other inmates.
4. I will strictly follow the hostel outing time as per the instruction given by the hostel authority otherwise violating the instruction may lead to restriction/expulsion from the hostel.
5. In case any problem arises while residing in the hostel then first, I will bring the matter to the notice of the caretaker or hostel superintendent for resolving the problem.
6. I shall compulsorily join the hostel mess and pledge myself to abide by the rules and regulations of the hostel mess, enforced and to be enforced from time to time by the Institute.
7. **I will pay all dues i.e., hostel fee, tuition fee, examination fee etc. on time.**
8. I further undertake that in case of any complaint of misbehaviour, disobedience, violation of the rules and/or any act of indiscipline, the hostel admission may be cancelled and punishment imposed by the authorities will be acceptable to me.

(Signature of the Guardian)
Name:
Date:

(Signature of the Student)
Name:

UNDERTAKING (to be signed by Parents/Guardian)

I have studied the '**Rules and Regulations for Hostel Residents**' (enclosed along with the hostel allotment form) and take personal responsibility to see that the undertaking given by my ward regarding ragging and maintaining the overall discipline in the hostel will be honored in all respect during his entire period of stay in the hostel of CVV, Ernakulam, I have seen all the facilities existing in the hostel/institute and will not expect or demand any special facility for my ward in the hostel

and incase my ward disobeying the rules and regulations (like leaves hostel premises without prior information to me or hostel authority, moving in the hostel terrace in the night etc), that context University will not held responsible for any misshapen or any incident and the undertaking given by ward is well in my knowledge and I accept the undertaking given my ward and he is bound to follow the hostel rule and regulations at cost I will give full support to University for the development and discipline of my ward.

Date _____

(Signature)

Place _____

Name: _____

Contact No. of Parents: Father _____ and Mother _____

UNDERTAKING (to be signed by student)

1. I have read all '**Rules and Regulations for Hostel Residents**' and shall abide by them in letter and spirit. I shall also abide by the rules modified or framed in future.
2. In case any problem arises while residing in the hostel then first, I will bring the matter individually not in a group through application to the notice of the caretaker or hostel warden for resolving the problem.
3. I will strictly follow the hostel outing time as per the instruction given by the hostel authority otherwise violating the instruction may lead to restriction/expulsion from the hostel.
4. I shall never indulge myself directly or indirectly in any type of Ragging Activity.
5. I'll not get involved in any Union/Group/Forum formation in Hostel/Institute to challenge the CVV authority.
6. I will not be involved in any confrontation/fight/quarrel/indiscipline activity in the hostel and the institute.
7. I shall pay the University FEE including the hostel fee as per the specified dates. If I fail to do so, I abide by the rules and regulations about penalties.
8. I'll follow all the directions given time-to-time by the Hostel authority during my stay in the hostel.

9. This undertaking abides me for my entire stay in the hostel.
10. I understand that the decision of the Hostel Section in any of the above matters/issues will be binding on me and shall fully respect the same.
11. I will not interchange the allotted room/furniture/fixture etc and will maintain them in good condition.
12. I will not leave the hostel premises without prior information to the hostel authority.
13. I will strictly follow the hostel outing time as mentioned, Monday to Saturday from 4:00 PM to 6:30 PM (for an hour), on Sunday as per the hostel outing time and on other holidays between 7:00 AM to 6:30 PM with prior permission and information.
14. I will attend all the classes regularly and on time during University hours, as otherwise found irregular may lead to the cancellation of hostel allotment as a matter of strict regulation as a hostel rule.
15. I will not bring any two-wheeler inside the University campus as a hostel student.
16. I will not wander on the terrace during the day/night.
17. I will accept/follow the canteen menu and canteen timing decided by the hostel committee and will not have any complaints at the time of my staying in the hostel.
18. I will not be involved/indulge/cooperate with any students in mass gatherings/strikes for any reason. If found involved or participating then my hostel allotment will be cancelled and will accept whatever disciplinary action is taken by the University.
19. I will maintain above 75% attendance in every subject throughout the academic session otherwise heavy fines may be imposed on me which I will be bound to pay.
20. I will strictly follow the hostel evening check-in time (9:30 pm). I will not come late to the hostel whatever may be the reason otherwise my hostel allotment will be cancelled.
21. I will not use a gas stove or heater for cooking inside the hostel at any time during my stay at the hostel. If found using either, the hostel allotment will be cancelled and whatever fine is imposed I will bear/pay to the University.
22. I will take utmost care to switch off and close electric appliances and water taps. If found misusing, I will pay the fine imposed by the University.
23. I will strictly maintain the hostel in-out register whenever I will go outside the hostel. If found irregular or a chronic defaulter then whatever fine is imposed I will pay to University.
24. I will always prefer the canteen to have my breakfast, lunch and dinner. If I am suffering from an illness and after being checked by the caretaker I may be permitted to have breakfast, lunch and dinner in the room. Under no other circumstances shall I take food from the

canteen, in a tray or plastic bag, to my room or ask my friends to do so. If found otherwise, I will bear/pay to the University whatever fine is imposed on me.

25. I will always opt for the canteen food as per the menu. If at all I bring food items from outside, then I will eat them in the canteen only as per the canteen timings. If found taking food in the room then whatever fine imposed on me I will bear/pay to University.

Date _____

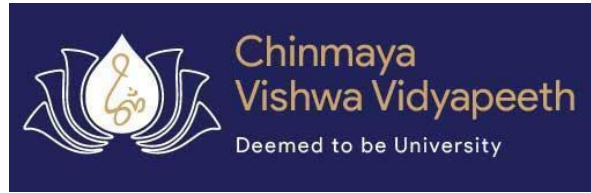
Signature:

Place _____

Name: _____

Contact No: #1 _____ #2 _____

Annexure 4



NO DUES FORMAT

Name	
Registration Number	
Name of School	
Programme	
Date of Joining	
Date of Withdrawal from Programme	
Reason for Withdrawal from Programme	

Department	Description	Due Status (No Dues/ Dues/ NA)	Amount to recover (Rs.)	Signature & Name of the Department in Charge
Head of School	Dues, if any			
CVV Library	Books			
	Any Other Dues			
CIF Library	Books			
	Any Other Dues			
IT	Laptop			
	Any Other Dues			
Hostel	Dues, if any			
Accounts	Tuition fee dues			
	Hostel fee dues			
	Any Other Dues			
Administration	Dues, if any			

Registrar

Place:

Date:

Annexure 5
Refund Request Form (Programme Completion)

1: Personal Details

Date _____

- **Student Name:** _____
- **Enrolment/Application No:** _____
- **Name of the Programme:** _____
- **Reason for Refund:** Program Completed/Admission Withdrawal/Programme Discontinuing

2. Bank Account 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

Refund Details:

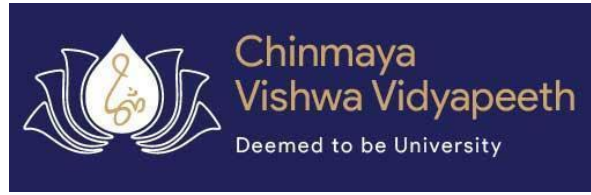
Head of Fees to Refund	Amount to Refund	Verified by Accounts (Yes/ No)	Remarks, if any
Caution Deposit			
Tuition Fees			
Boarding & Lodging Fees			
Dues adjustments, if any (To attach Completed No Dues Form)			
Postal Charges for sending Certificate			
TOTAL REFUND AMOUNT			

Amount to be refunded:

Signature of the Registrar:

***The date will be considered as the date of email from the student/receipt of the request at the Accounts Department. All refunds will be made within 2 to 4 weeks from the date of the request for withdrawal of admission.**

Annexure 6



GENERAL UNDERTAKING BY THE PARENT & STUDENT

Affix passport
size photograph

Application No. _____

I Mr./Ms. _____ (name as in 10th std certificate) with date of birth __ / __ / ____ (DD/MM/YYYY) son/daughter of Mr./Ms. _____ admitted in the programme _____, do hereby undertake and confirm that –

1. That all information/certificates submitted by me/us are true and to the best of my/our knowledge and nothing has been concealed.
2. That I/we hereby accept unambiguously all the terms and conditions of the college and undertake to fully abide by them, including the amendments/modifications if any made by the university from time to time.
3. I/we shall not involve and participate in any activities that go against the academic interest of CVV and I shall cooperate with Institute's authority in maintaining discipline and academic standards.
4. I/We shall ensure that my ward will report punctually to the university on the opening days specified in the Academic Calendar, failing to which he/she may be subjected to disciplinary action including withdrawal.
5. That I/we hereby undertake that in case of expulsion of the student due to disciplinary action, misconduct or other grounds, I/we shall not claim refund/compensation of the fact that the student has attended the college for the full session or not. I/we understand that the decision of the college authorities shall be final and binding in this regard.
6. I/We understand that my ward may face disciplinary action (but not limited to) for the following acts:
 - a. Using unfair means in any examination.
 - b. Consistent unsatisfactory progress.

- c. Immorality and Public Display of Affection.
 - d. Contempt of authority.
 - e. Damaging school property.
 - f. Any word or action likely to undermine the reputation of the institution, including politicising any matter thereof.
 - g. Bullying, assaulting and ragging in any form.
 - h. Smoking, alcohol & use of other psychotropic drugs and substances on the campus and hostel premises.
 - i. I/We understand that the university will do its best to provide normal medical aid but will not be held responsible for any kind of sickness and all undisclosed diseases. In case of communicable/infectious diseases, and for planned operations/procedures, the ward will be sent home till he recovers.
7. That the college authorities shall not be in any way responsible/liable for any damage/expense on account of any loss/injury which may be sustained by the student at any time in the college or while commuting to and from the college or while taking part in sports, during excursions, sightseeing, or any other extracurricular activities, or due to accident or natural calamity or on account of any other reason whatsoever causing directly or indirectly loss/injury.
8. I/we understand that the decision of the university authorities shall be final and binding in all matters and the university reserves the right to amend the same from time to time.

Name of Student:

Name of Parent:

Signature of Student:

Signature of Parent/Guardian:

Date & Time:

Date & Time:

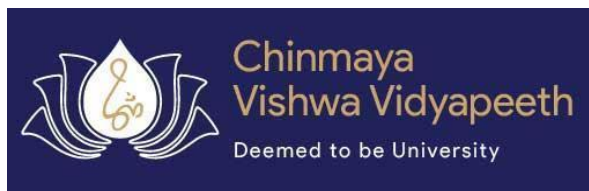
Phone Number:

Phone Number(s):

Email id:

Email id:

I/we have read and understood the above statements and sign the same with our free will and consent.



Undertaking for the Submission of Qualifying Certificates

I (Name of student) son/daughter of Shri./Smt. enrolled in (programme name), during the academic year 20..... - 20..... currently in the semester, hereby undertake to submit **original Transfer Certificate, Character/Conduct Certificate/Migration Certificate/other certificates**

.....
..... at the University office within (date) as at present these papers are not available with me due to
..... I understand and consent that in case I fail to submit the certificates, before the aforementioned date, my provisional admission may be cancelled by the University.

Name of Student:

Application Number:

Signature of Student with Date:

Mobile Number:

Name of Parent/Guardian:

Mobile Number:

Signature of Parent/Guardian:



**Chinmaya Vishwa Vidyapeeth
(Deemed-to-be University)**

Adi Sankara Nilayam, Veliyanad P.O., Arakunnam Via, Ernakulam Dist. Kerala
India - 682313