MINUTES OF 13th BOARD OF MANAGEMENT MEETING held on Thursday 25th March 2021 at Chinmaya Eswar Gurukula Campus, Kochi.

Members Present:	
By Video Conference:	
Prof. Nagaraj K. Neerchal, Chair (NN) Prof. Gauri Mahulikar (GM) Dr. Apparao Mukkamala (AM) Dr. Sreevalsakumar R (SVK) Dr. Hari Sundar G (HSG) Swami Advayananda (SA)	Swami Anukoolananda (SAN) Prof. B Mahadevan (BM) Ms. Manisha Khemlani (MK) Dr. P Geervani (PG) Smt. Lakshmi Shenoy (LS) Dr. Soumya S, Registrar i/c & Secretary (SOU)
Leave of absence Granted	**Members Absent**
Dr. Ravi Prakash (RP)	Dr. Shrinivasa Varakhedi (SV) Shri. Jagdish Moorjani (JM) Shri K K Rajan (KKR)

The 13th meeting of the Board of Management of Chinmaya Vishwavidyapeeth started at 03:00 PM with prayer and Shanti Mantra.

1. Welcome address by Vice Chancellor

   The Vice Chancellor welcomed the members to the 13th meeting of the Board of Management.

2. Read and approve the minutes of 12th meeting of Board of Management dated May 27, 2020 (Annexure – 13.1)

   Dr. Apparao Mukkamala made the motion to approve the minutes of the 11th meeting of the Board of Management. Prof. Gauri Mahulikar seconded the motion and the members resolved to approve the minutes of the 11th meeting of the Board of Management.

   2.1. Action Taken Report: Action taken on the minutes of meetings up to the 11th meeting of Board of Management (Annexure – 13.1 (a))

   Members took note of the Action Taken Report of action items up to the 11th meeting of the Board of Management.

3. Reporting: Report on Activities after previous meeting of Board of Management

   3.1. Events conducted at CVV (Annexure – 13.2)

   The events conducted at CVV after the previous Board of Management was presented. Prof. Nagaraj Neerchal informed that the 11th Naada Bindu Festival (NBF) was completely online. The souvenirs of the previous Naada Bindu Festivals was planned to be compiled into a book, with joint papers; which will be the first publication of CVV. He also informed that the NFSI was held from November 2020 as online

series and culminated in January 2021 with 3 days dedicated online conference. The talks are being transcribed and is planned to be brought out as a book. The third will be the Bharatiya Darshana series.

Swami Advayananda informed that he will send the Text Styles for CIF-CVV Press books, articles published in our portals etc. so that they can be used as needed for these books.

Members took note of the events conducted at CVV.

Action:
Swami Advayananda to send the Text Styles for CIF-CVV Press books, articles published in our portals.

3.2.

Admissions update: Vice Chancellor

Prof. Nagaraj Neerchal informed that the application portal was open since the end of June 2020 and presented the admission updates. He also informed that he, along with Dr. Apparao Mukkamala, were meeting with admissions team regularly. It is planned to recruit an Admissions Director. He further updated that based on fee fixation committee recommendations, fee waivers are planned, in order to attract more students.

Dr. Apparao Mukkamala informed that apart from the routine activities like hoardings, print ads, etc., activities to reach out were planned, including Digital marketing. Counselling has already started for Psychology programmes in Warriam Road. Steps to increase connect with Chinmaya Vidyalayas and Chinmaya Mission was also planned.

Prof. Nagaraj Neerchal informed that this year, new team with a better track record has been appointed to generate better quality leads and follow up. Google Ads are also planned for getting better quality leads.

Ms. Manisha Khemlani suggested that students and other eminent persons like Prof. Mahadevan, Prof. Geervani, etc. can give a talk on CVV and upload them on YouTube channel. Paid promotion can also be done. Prof. Mahadevan complimented the idea and informed that he will be available for the same in the upcoming couple of months for giving the talk.

Members took note of the admission updates.

Action:
To record talks of Prof. B. Mahadevan, Prof. P. Geervani, Prof. Gauri Mahulikar, students, etc. and promote in YouTube and other channels like Facebook, Instagram, etc.

3.3. NAAC Updates (Annexure – 13.3)

Prof. Nagaraj Neerchal presented the NAAC updates and informed that the entire CVV team is working under the mentorship of Dr. N. Jayasankaran and team.

Dr. Apparao Mukkamala informed that the entire CVV team is working for NAAC in one way or the other and was hopeful that CVV will do much better and will get a decent evaluation in May 2021.

Members took note of the NAAC updates.

3.4.

Vidya Pratishthanam updates: Managing Trustee

Dr. Apparao Mukkamala informed that the construction of Girls hostel and Boys hostel has already started and is targeted to complete by December 2021. The Academic Block was expected to start by next month. He further informed that an additional 15 acres of land is being acquired.

Members took note of the Vidya Pratishthanam updates.

4. Approval

4.1.

Approval of minutes of the meeting of the Planning and Monitoring Board held on 15th March 2021.

The minutes of Planning and Monitoring Board (PMB) meeting was circulated to the members of PMB. The highlights of the PMB meeting was presented by Secretary, Soumya:

- PG Diploma in Advaita Vedanta is the only new programme in 2021-22.
- There would be no intake in BA Applied Psychology for the academic year 2021-22.
- IT & Library Infrastructure, etc. will be as budgeted.
- New Hostel at Onakkoor is expected to be completed by Jan 2022. In 2021-22, the resident students will be accommodated in Adi Sankara Nilayam Facility itself.

Prof. Nagaraj Neerchal informed that after receiving the Consultant Report, a PMB meeting should be convened in June 2021 to discuss the plans for 2022.

Members noted the updates of the PMB meeting.

Action:
Registrar i/c, Ms. Soumya to circulate the minutes to BoM members for approval after PMB members approve the same.

4.2. Approval of minutes of the 7th meeting of Finance Committee (Annexure – 13.5)

Finance Officer, Ms. Lakshmi Shenoy explained the budget.

Dr. Apparao Mukkamala stressed the importance of breaking even in the next 60 months.

Prof. Nagaraj Neerchal explained that even if budget is approved, spending will be frugal, and each expense will go through an approval process before spending.

Prof. B. Mahadevan stated that we have to invest for marketing since it an investment for the future.

Ms. Manisha Khemlani requested to share the digital marketing content with CCMT.

Dr. Apparao Mukkamala moved the motion to approve the minutes of the 7th Finance Committee. Prof. Gauri Mahulikar seconded the motion and the members resolved to approve the budget for 2021-22 as well as the minutes of the 7th Finance Committee meeting.

Action:
To share the digital marketing content with CCMT.

4.3. Approve the minutes of Academic Council meeting held on:

- November 23, 2020 (Annexure – 13.6)

The members resolved to approve the minutes of the Academic Council Meeting held on November 23, 2020.

4.4. Approve the appointments at both the campuses and take on record the exits from both the campuses (Annexure – 13.7)

The members resolved to approve appointments at both the campuses. The exits from both the campuses were taken on record.

5. Discussion and decision

5.1. Academic Year 2021-22: Student Intake and Fees

The proposed student intake and fees for the Academic Year 2021-22 is as follows:

Sl. No.	Programme	Proposed Intake for 2021-22	Proposed Tuition fees in INR	Proposed fees in USD
1	BA Sanskrit	10	63000	1500
2	BBA	22	78750	1900
3	B. Com	35	78750	1900

Sl. No.	Programme	Proposed Intake for 2021-22	Proposed Tuition fees in INR	Proposed fees in USD
4	B. Voc Tourism & Hospitality	15	94500	2300
5	B. Voc Business Process & Data Analytics	15	94500	2300
6	B. Sc. Applied Psychology (H)	22	120750	2900
7	B. A. B. Ed. English Literature	15	105000	2500
8	B. Sc. B. Ed. Mathematics	15	105000	2500
9	LLM – Legal Theory	15	105000	2500
10	LLM – International Trade & Commercial Laws	15	105000	2500
11	MA PPG	15	147000	3500
12	MA Sanskrit	15	105000	2500
13	M. Sc. Applied Psychology	22	126000	3000
14	MA Music – Bansuri	15	60000	1500
15	MA Music – Hindustani Vocal	15	60000	1500
16	MA Music – Tabla	15	60000	1500
17	M. Voc Tourism & Hospitality	15	105000	2500
18	M. Voc Renewable Energy Management	15	105000	2500
19	Integrated Masters – Advaita Vedanta	5	105000	2500
20	Integrated Masters – Vyakarana	5	105000	2500
21	Ph. D (Full Time)		50000	1200
22	Ph. D (Part Time)	15	100000	2400
	TOTAL	**331**		

Other fees common to all:

Head	Fees Amount (INR)	Fees Amount (USD)	Frequency
Caution Deposit	10000	300	One Time
Boarding & Lodging	100000	2400	Annual
Activity Fees	2500	100	Annual
Exam Fees	300 per course	10 per course	Half-Yearly

Application fees:
Rs. 500 for Indian students; 20 USD for foreign students.

Registrar i/c, Ms. Soumya presented the intake and proposed fees for the programmes on offer for the academic year 2021-22. There will not be intake in BA Applied Psychology in the academic year 2021-22 since

students in BA Applied Psychology in the 2020 batch have opted for B. Sc. Applied Psychology (Honours). Also, B. Sc. Applied Psychology has more takers than BA Applied Psychology. The background of inputs by the Fee Fixation Committee in its first meeting was explained.

Prof. Geervani suggested to explore alternate non degree courses to bridge the revenue deficit.

Prof. B. Mahadevan complimented on formation of the Fee Fixation Committee and stated that the fees can be increased when we go to the new campus.

Prof. Nagaraj Neerchal explained that the heads of break up of fees was recommended by the Fee Fixation Committee based on the heads for which cost was incurred.

He further informed that PG Diploma in Advaita Vedanta, which was approved by the Academic Council in the meeting dated 19th March 2021 was to be offered through CVV. The fees for the same was Rs. 3,500 per person for CVV.

Prof. Mahadevan suggested that paperwork for the revenue sharing by CIF and CVV should be in place, in consultation with the legal person.

The revised table, including PG Diploma in Advaita Vedanta and inputs from fee fixation committee, is given below:

Sl. No.	Programme	Proposed Intake for 2021-22	Proposed Tuition fees in INR	Proposed fees in USD
1	BA Sanskrit	10	63000	1500
2	BBA	22	79000	1900
3	B. Com	35	79000	1900
4	B. Voc Tourism & Hospitality	15	95000	2300
5	B. Voc Business Process & Data Analytics	15	95000	2300
6	B. Sc. Applied Psychology (H)	22	121000	2900
7	B. A. B. Ed. English Literature	15	105000	2500
8	B. Sc. B. Ed. Mathematics	15	105000	2500
9	LLM – Legal Theory	15	110000	2500
10	LLM – International Trade & Commercial Laws	15	110000	2500
11	MA PPG	15	147000	3500
12	MA Sanskrit	15	105000	2500
13	M. Sc. Applied Psychology	22	126000	3000
14	MA Music – Bansuri	15	63000	1500

Sl. No.	Programme	Proposed Intake for 2021-22	Proposed Tuition fees in INR	Proposed fees in USD
15	MA Music – Hindustani Vocal	15	63000	1500
16	MA Music – Tabla	15	63000	1500
17	M. Voc Tourism & Hospitality	15	105000	2500
18	M. Voc Renewable Energy Management	15	105000	2500
19	Integrated Masters – Advaita Vedanta	5	105000	2500
20	Integrated Masters – Vyakarana	5	105000	2500
21	Ph. D (Full Time)	15	50000	1200
22	Ph. D (Part Time)		100000	2400
23	PG Diploma in Advaita Vedanta	60	3500	100
	TOTAL	**331**		

Other fees common to all:

Head	Fees Amount (INR)	Fees Amount (USD)	Frequency
Caution Deposit	10000	300	One Time
Boarding & Lodging	100000	2400	Annual
Activity Fees	2500	100	Annual
Exam Fees	5000	200	Half-Yearly

Application fees:
Rs. 500 for Indian students; 20 USD for foreign students.

Decision: The members resolved to approve the proposed fees for different programmes on offer in the academic year 2021-22.

5.2. Policies

5.2.1. Amendment in CU Faculty Leave Rules and CU Staff Leave Rules

In order to bring in uniformity and more clarity in leave rules of Faculty and staff, changes are proposed as in Annexure – 13.8.

Highlights:

- Faculty:
    - Loss of pay leaves to amount to break in service and result in lesser no. of vacation leaves and subsequently earned leaves.
    - Increased period of eligibility to avail encashment of earned leave on superannuation/ resignation.

- Half pay, Commuted leave for pursuing a course of study removed since 25% of classes allowed through online mode of delivery.
- Number of half pay leaves entitled reduced from 20 to 10. (To bring on par with staff)
- Number of commuted leaves taken in continuity of maternity leave for women employees reduced from 60 days to 30 days.
- Child care leave removed.
- Faculty on contract:
  - For less than a year are eligible for 12 casual leaves on a prorated basis.
  - For more than a year are eligible for leaves at par with regular faculty, but not entitled to retiral benefits.

- Staff:
  - Slabs for Earned leave changed to prorate basis.
  - Increased period of eligibility to avail encashment of earned leave on superannuation/ resignation.
  - Loss of pay leaves to amount to break in service and result in lesser earned leaves.
  - Increased period of eligibility to avail encashment of earned leave on superannuation/ resignation.
  - Introduced Leave not Due at half pay salary so as to bring on par with faculty.
  - Staff on contract:
    - For less than a year are eligible for 12 casual leaves on a prorated basis.
    - For more than a year are eligible for leaves at par with regular faculty, but not entitled to retiral benefits.

Approval sought for the revisions proposed to Faculty and Staff Leave Rules.

The Leave policy was withdrawn from the Agenda to bring back by including in the Employee Service Rules and regulations.

Action:
To include in Employee Service Rules and Regulations and bring back to Board of Management.

5.2.2. Exit Policy: (Annexure – 13.9)

The policy governing the exit of an employee from the services of CVV is detailed. The highlights of the policy:

- To provide guidelines to be followed on Resignation/ Termination/ Superannuation from CVV.
- Notice periods for faculty and non-teaching staff defined.

- *Conditions for termination defined.*
- *Notice pay, terminal benefits, consideration of earned leaves defined.*
- *Relieving procedure defined.*

Approval sought for the Exit policy.

The Exit policy was withdrawn from the Agenda to bring back by including in the Employee Service Rules and regulations.

Action:
To include in Employee Service Rules and Regulations and bring back to Board of Management.

5.2.3. Visiting Faculty Policy: Revision in Honorarium amounts

The current and proposed rates for different credits, against the extant UGC guidelines are as below:

Credit	***Lecture Hours***	***CVV Amount Current***	***Amount @ UGC (1500 per hour)***	***CVV Amount Proposed range (@ Rs.1000 per hour to Rs.1500 per hour)***
1 Cr	*15*	*15000*	*22500*	*15,000 – 22,500*
2 Cr	*30*	*25000*	*45000*	*30,000 – 45,000*
3 Cr	*45*	*50000*	*67500*	*45,000 – 67,500*
4 Cr	*60*	*50000*	*90000*	*60,000 – 90,000*
5 Cr	*75*	*50000*	*1,12,500*	*75,000 – 1,12,000*
6 Cr	*90*	*50000*	*1,35,000*	*90,000 – 1,35,000*

The rates are proposed as ranging from Rs. 1000 an hour to Rs. 1500 an hour. Approval sought for the proposed rates.

Prof. Geervani suggested to recruit the Visiting faculty and offer the rates based on the qualification and experience.

Decision: The members resolved to approve the proposed rates subject to the ceiling as prescribed by UGC.

5.2.4. Purchase Policy and Procedure (Annexure – 13.10)

Highlights:

- *Policy for procurement defined.*
- *Introduced the formation of Purchase Committee and the composition.*
- *The flow of activities from concept to purchase is detailed.*

Approval sought for the Purchase policy and procedure.

Decision: The members resolved to approve the Purchase policy and procedure.

5.2.5. Faculty Development Policy (Annexure – 13.11)

Highlights:

- Academic Allowance and entitlement to support for Conferences and workshops combined.
- Maximum limit Rs. 25,000 as against Rs. 27,000 (Rs. 12,000 towards Academic Allowance and Rs. 15,000 towards conference support)
- Cap on no. of conferences removed.
- Extended to conferences/workshops conducted online also.

Approval sought for the Faculty development policy.

Decision: The members resolved to approve the Faculty Development Policy.

5.2.6. Faculty Exchange Policy (Annexure – 13.12)

Highlights:

- Defined a process for allowing the faculty to participate in the academic and research activities of like-minded institutions.
- Rules for faculty exchange defined.

Approval sought for the faculty exchange policy.

Decision: The members resolved to approve the faculty exchange policy.

5.2.7. Student Exchange Policy (Annexure – 13.13)

Highlights:

- Defined guidelines for allowing the students to be a part of student exchange programme between CVV and the collaborating Institutions of Higher Learning.

Approval sought for the student exchange policy.

Decision: The members resolved to approve the student exchange policy.

5.2.8. Seed Money for Research (Annexure – 13.14)

Highlights:

- Policy to help faculty obtain substantial research grants, CVV provides them with 'seed money' to get their research project off the ground.

- Objectives, rules and regulations governing seed money grant defined.
- Procedure for evaluation of proposal and award of seed money defined.
- **Financial Aspect:** An amount of up to ₹ 1 lakh may be granted as seed money for a project proposed by a faculty member. The decision to grant more is left to the Chairperson, RPC, with the approval of the Vice Chancellor, up to a maximum of ₹ 3 lakhs. In case of collaboration between faculty members of CVV, the grant may be up to 10 lakhs.

Approval sought for the policy of seed money for research.

Decision: The members resolved to approve the policy for seed money for research.

5.2.9. Research Policy (Annexure – 13.15)

Highlights:

- Research policies, procedures, guidelines, and rules governing research related activities at CVV defined.
- Criteria for measuring research activity defined.
- Role of Research and Publication Committee defined.
- **Financial Aspect:** Faculty incentives, seed money, Faculty Development Allowance.

Approval sought for the Research policy.

Decision: The members resolved to approve the Research policy. 5.2.10.Training and Consultancy Policy (Annexure – 13.16)

Highlights:

- Policy and procedures for CVV faculty and staff to disseminate knowledge through Training and Consultancy.
- Terms of sharing of revenue generated from training and consultancy defined: Coordinator : CVV as 60:40 of net revenue.
- **Financial Aspect:** Revenue inflow as per terms of revenue sharing.

Approval sought for the Training and Consultancy policy.

Decision: The members resolved to approve the Training and Consultancy policy.

5.2.11.Policy for MoU (Annexure – 13.17)

Highlights:

- Guidelines for entering into MoU with Industry/ Academia/ Research organizations/ NGOs defined.

- Scope of areas of collaboration mentioned.
- Role of various stakeholders defined.
- Terms of sharing of Cost, Revenue and IPR defined.
- Terms of sharing revenue with the employee coordinating the MoU defined.

Approval sought for the MoU policy.

Decision: The members resolved to approve the policy for MoU.

5.3. Memorandum of Association (MoA) revision based on UGC 2019 regulations: First Draft for consideration

The Memorandum of Association is revised to fit into the framework of UGC (Institutions Deemed to be Universities) Regulations, 2019. Attached is the link to the first draft of MoA for consideration of Board of Management.

Review and suggestions/Approval sought for the revised MoA.

Ms. Manisha Khemlani informed that the legal team at CCMT has reviewed and come up with some edits, which will be shared with the CVV team.

Action and Decision:
To send MoA to UGC after incorporating the inputs given by CCMT Legal Team.

6. Any Other Business with the permission of the Chair

Prof. Nagaraj Neerchal announced that Hon'ble Chancellor has announced that Prof. Ajay Kapoor, currently Pro Chancellor, will hold the position of Vice Chancellor of Chinmaya Vishwavidyapeeth from August 2021.

7. Executive Session

The Executive Session was held after excusing the non-BoM members and members with conflict of interest.

The meeting ended with prayer and Shanti Mantra.

In His Service

Registrar in Charge

Nagaraj K Neerchal

Vice Chancellor
Chinmaya Vishwavidyapeeth