CHINMAYA VISHWAVIDYAPEETH (DEEMED TO BE UNIVERSITY) UNDER SECTION 3 OF UGC ACT 1956 | WORLD-CLASS EDUCATION BUILT ON INDIAN WISDOM

MINUTES OF 7th BOARD OF MANAGEMENT MEETING held on Monday 13th May 2019 at Chinmaya Eswar Gurukula Campus, Kochi.

Members Present:	
In Person:	**By Video Conference:**
Prof. Gauri Mahulikar, Chair (GM) Swami Advayananda (SA) Dr. Apparao Mukkamala (AM) Prof. B Mahadevan (BM) Shri K K Rajan (KKR) Dr. Ramakrishna Pejathaya (RP) Dr. Soumya S, Registrar in charge & Secretary (SOU)	Dr. P Geervani (PG) Smt. Pramodini Rao (PR) Dr. Ajay Kapoor (AK) Prof. Anita Raina Thapan (ART)
Members Absent	
Dr. Shrinivasa Varakhedi (SV) Swami Ramakrishnananda (SRK)	

Meeting commenced at 10:00 AM with a prayer, with the VC at the chair.

The notice of the meeting was read and recorded

1. **Vice Chancellor and Chair of Board welcomed the members to the 7th Board of Management**

2. **Approval of minutes of previous Board of Management held on 20th February, 2019**

   The minutes of the 6th Board of Management (Annexure – II) meeting held on February 20, 2019 was read and approved.

   2.1.1. **Action taken Report:** Action taken on 6th meeting of Board of Management held on February 20, 2019 (Annexure – II(A)) was read and approved.

   The Board resolved that the minutes of the 6th Board of Management held on February 20, 2019 and the Action taken report is approved.

3. **Reporting**

   Members suggested that the Agenda to be sent at least 15 days before. If more points need to be added, it can be included in the Agenda pack, to be sent a week in advance.

3.1. Report on Activities after previous meeting of Board of Management

3.1.1. Registrar Office, VC Office

- **Land and Infrastructure, Warriam Road, Sports Facility:** The Managing Trustee reported the status of Land and Infrastructure and informed the Board that the Bhumi Puja was scheduled for 12th June, 2019.

- **Hostel for Boys:** CVV Team has visited and finalized 2 buildings for Boys Hostel about 12 km from Veliyanad. The facility can host about 90 boys. Members suggested to hire strict disciplinarians as warden and security. Decision yet to be made as to whether to serve meals at CVV or make alternate arrangements at the hostel itself, after looking closely at the operational aspects.
  Members also suggested to put plans in place for bus facility by considering options of buy vs hire.

- **Kalayoga in Kochi:** GM updated on the meeting held at IIM Bangalore with respect to starting Kalayoga at Kochi. The members noted that the outcome of the meeting gave positive direction to starting of Kalayoga at Kochi.

- **The following persons have submitted resignation/ resigned:**
  - Dr. S. Bhuvaneshwari, Assistant Professor, LLS
  - Shri George Joseph, Administration

The members noted the points mentioned above.

3.1.2. Academics: The academic achievements by Faculty and Students are detailed in Annexure – I

The academic achievements by faculty and students were read and recorded. Member BM suggested to include the summary of all achievements for the whole Academic Year in the BOMs conducted in May/ towards the end of the Academic Year.

Action Item:

To include the academic achievements by faculty and students for the whole year from the last BOM of Academic Year from the upcoming Academic Year.
To include the academic achievements of the faculty and students for the academic year 2018-19 in the minutes.

3.1.3. Admissions:

The status of admissions was reported by VC i/c, GM (Annexure – I(A)). Members suggested to advertise more on print media. Members also

suggested to make a comparison of the admissions status at any point of time with the corresponding numbers in the previous year.

Member AM conveyed that Damodaran ji is writing a chapter in book for students about us and our programs. Next cycle of admissions to start soon after class starts. The need to offer programs that are in great demand was also stressed upon.

Members also suggested to include the source of admissions of each candidate.

Action Items:

- Include source of admissions.
- Include Ph. D applications also in the table.
- Constitute a student outreach cell and be in touch with them continuously so as to improve admissions.
- Follow up for ambassadors from students – VC i/c.
- Provide the minutes of ambassadors meeting – SA.
- Address faculty also for admissions.

3.1.4. IT: DDFS is implemented and up. Currently, Finance related approvals are handled through DDFS.

Members noted the implementation of DDFS.

3.1.5. Emergency Response Plan Committee

In order to have a mechanism to have continuity of work and minimize the risks in emergency situations like power failure, disaster, etc., a meeting was convened by Director – IT Services with Vice Chancellor, Finance Officer and Registrar in Charge. Based on discussions, a Committee was formed: Emergency Response Plan Committee (ERP Committee) with the following representatives at the Strategic Level:

- Vice Chancellor: Chair
- Dean
- HODs of all Schools
- All Functions Heads (Admin, Finance, IT, Library)

The objectives of ERP Committee are detailed as follows:

A. To nominate a representative from their respective Departments to prepare Emergency Response Plan for Chinmaya Vishwavidyapeeth
   - Phase I (to be completed in one month of the formation of the committee):
     - To define Emergency

- To List the different types of Emergencies (with brief description and further classifications if any)
- To define the severity levels of Emergencies

- Phase II (To be completed in not later than 6 months of the commencement of this phase)

Once the sub-committees are announced for each of the different types of emergencies, to ensure that each sub-committee submits its respective Response Plans, Procedures and Roles and Responsibilities.

B. To recommend the Organisation Structure for Emergency Response Centre

C. To recommend training plan for various persons involved in Emergency Response and their roles and responsibilities

Members suggested that Emergency and Disaster to be separate. There should be a spokesperson for the Committee.

AM to form the Disaster Management.

BM suggested that the Committee should consist of Facilities in Charge, Communication person, Nair ji from CIF (since we are in CIF campus), 2 senior faculty. Need to set up a process for the same.

Action Item:

- AM to form Disaster Management team and procedure.
- SOU to send mail to BM seeking inputs on Disaster Management policy, communication plan, etc.

4. Approval

4.1. Read, Approve and take on record decisions of the Academic Council meeting held on May 03, 2019.

It was resolved in the Academic Council held on May 03, 2019, to approve the following:

- MSc Applied Psychology
- Change the duration of LLM Legal Theory from 2 years to 1 year
- Change the fees of MA PPG from INR 60,000 to INR 1.3 Lacs (5400 USD)
- Fix fees for Integrated Masters in Advaita Vedanta and Vyakarana for foreign students at 3500 USD
- Increase of intake capacity of BSc Ed and BA Ed to 100 each.

Approval sought for revising the fees of MA PPG to INR 1.3 Lacs (5400 USD) per annum and fees for foreign students of Integrated Master's Program as 3500 USD.

Approval Decision:

Resolved that the BOM approved all the decisions of Academic Council and increase the annual MA PPG fees to 1.3 Lacs.

It was further resolved that:

- **The annual fees for NRI and International students be fixed as follows:**
  - **MA PPG: USD 5400**
  - **Integrated Masters – Advaita Vedanta & Vyakarana: USD 3500**
- **For students from SAARC countries, the annual fees in USD shall be less than the foreign fees by an amount of USD 500.**

Action Item:

- Include credit hours in the website.
- Use the term 'International' for foreign students in the website.

4.2. Approve the changes to the Logo of the University.

The present Logo of CVV gives less importance to the phrase: "Deemed to be". We are unable to use the logo in our visual promotions due to statutory issues. Hence it is proposed to increase the font size of "Deemed to be" and rework on the same.

Approval Decision:

The Board resolved to increase the size of "Deemed to be" in the current Logo.

BM suggested to increase the font size of "Deemed to be" by a few points and rework the logo.
Additionally, Members suggested to look at the reply of Dr. Ashok and revert.

Action Item:
SOU to look up the reply by Dr. Ashok and revert to SA.

4.3. Take on record the appointment of faculty/ non-faculty members at both campuses.

Sl. No.	Name	Designation	Terms
1	Shri Shanker Ramanathan	Director – Admissions	25000, 6 M Probation
2	Shri Rahul K	Media Assistant	15000, 6 M Contract
3	Dr. S. Nataraja Iyer	Controller of Examinations	37400-67000, AGP of 10000; 5 Yr Contract
4	Shri C R Rajesh	HR Manager	35000, 1 Yr Probation

Approval Decision:

The members resolved to approve the appointments of the above members with the terms and conditions stated therein.

Action Item:

- Members suggested to put up Organization Chart for approval in the next BOM.

4.4. Reconstitution of Board of Management

The Reconstitution of Board of Management, as per UGC Deemed University Regulations 2019 (as released in February 2019), is proposed as follows:

Vice Chancellor	Dr. Gauri Mahulikar
Pro Vice Chancellor	NA
Two Deans of Faculty, on rotation	Dr. Gauri Mahulikar
Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body	Dr. B. Mahadevan Dr. Apparao Mukkamala Dr. Ajay Kapoor
UGC Nominee	Yet to be nominated by UGC
Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority	Dr. Subbarao V. Jayanti Dr. Shilpa Pandit
Nominees of the Sponsoring body, not exceeding Four in number	Swami Advayananda ji Swami Anukoolananda ji Ms. Manisha Khemlani Shri Jagdish Moorjani
The Registrar, who shall be ex officio Secretary of the Board of Management	Registrar in Charge

Approval is sought for the reconstituted Board of Management.

Approval Decision:

The members resolved to approve the reconstituted Board of Management and invite the following members as permanent invitees to the BOM:

- **Dr. Pasala Geervani, Pro Chancellor, CVV**
- **Dr. Shrinivasa Varakhedi**

- **Shri K. K. Rajan, CIF Chief Sevak**

Action Item:

- SOU to send a reminder to UGC for UGC nominee in the statutory Committees in which UGC nominees are required.
- SOU to send formal letters with tenure to go to incoming members.
- Thanks letter to go to outgoing members.

VC i/c, GM thanked the outgoing members for their contributions to the BOM.

5. Discussion and Decision

5.1. Sub Committees of Board of Management

In the previous BoM dated February 20, 2019, it was decided to form sub committees of Board of Management for various categories of University activities for compliance with UGC 2019 regulations and better management of various activities. The sub committees proposed are as below:

Operations and administration committee
Managing Trustee – Chair
Registrar - Secretary
Swami Advayananda
VC – Ex Officio

Risk & compliance committee
Ms. Manisha Khemlani – Chair
Registrar - Secretary
Shri A Gopalakrishnan
Shri Sunil Shankar
Shri Sivasankaran Nair
Vice Chancellor – Ex Officio

Finance & Audit committee
Managing Trustee – Chair
Finance Officer – Secretary
Ms. Manisha Khemlani
Shri. Laju Chanrai
Shri A Gopalakrishnan
Registrar

Governance Committee
Vice Chancellor – Chair
Managing Trustee
Prof. Ajay Kapoor
Prof. B. Mahadevan
Swami Advayananda

Shri N M Sundar – Secretary

The responsibilities of each of the sub committees are as in Annexure – III. Approval sought for the BoM sub committees and the associated responsibilities.

Further to the approval of the BOM reconstitution, the Board further deliberated and proposed as follows:

- **The Operations & Administration Committee and Governance Committee are overlapping and hence can be merged as Operations and Governance Committee.**
- **Dr. Apparao Mukkamala, Ms. Manisha Khemlani, Swami Advayananda, etc. be referred to as Member, BOM.**
- **To invite Adv. Shri Sunil Shankaran as a permanent invitee to the Risk and Compliance Committee.**
- **To include Shri Laju Chanrai in Finance & Audit Committee,**
- **Vice Chancellor to be the Chair of all Committees.**

Decision:

The Board resolved to approve the sub committees subject to the changes made as above.

Action items:
To make the following changes:

- Merge Operations & Administration Committee and Governance Committee
- Refer the persons as Name, Role with the University
- Include Adv. Shri Sunil Shankaran as permanent invitee to Risk and Compliance Committee
- Include Shri Laju Chanrai in Finance & Audit Committee
- Vice Chancellor as Chair in all the sub committees

The revised committees, after making the changes are as follows:

Operations and Governance Committee (OGC)
Vice Chancellor – Chair
Dr. Apparao Mukkamala, Member BOM – Member
Swami Advayananda, Member BOM – Member
Prof. Ajay Kapoor, Member BOM – Member
Prof. B. Mahadevan, Member BOM – Member
Shri N M Sundar, CVV Trust member – Member
Registrar - Secretary

Risk & Compliance Committee (RCC)
Vice Chancellor – Chair
Ms. Manisha Khemlani, Member BOM – Member
Shri A Gopalakrishnan, CVV Trust member – Member
Shri Sivasankaran Nair, Manager CIF, Member

Registrar – Secretary
Adv. Shri Sunil Shankar, Permanent Invitee

Finance & Audit Committee (FAC)
Vice Chancellor – Chair
Dr. Apparao Mukkamala, Member BOM – Member
Ms. Manisha Khemlani, Member BOM – Member
Shri. Laju Chanrai, Member BOM – Member
Shri A Gopalakrishnan, CVV Trust member – Member
Registrar – Ex Officio Member
Finance Officer – Secretary

The Board further resolved to approve the responsibilities of the sub committees, subject to merging of the Operations & Administration Committee and Governance Committee as well as the responsibilities.

5.2. Different administrative policies

5.2.1. Bus Facility Policy

Existing:

- CVV subsidizes the rates for the users
- Collection from
  - Students: Rs. 1500 per month
  - Non-teaching staff: Rs. 2000 per month
  - Teaching staff: Rs. 2700 per month
- Rate incurred per month: Rs. 50,000

Proposed:

- Faculty, non-teaching staff and students to bear the cost of transportation without subsidization. Amount to be decided at actuals after arriving at the actual rates to be incurred by CVV.
- Amount for students, faculty and non-teaching staff to be decided by CVV.
- Users have to pay for the services in units of a month irrespective of their usage.

Decision:

The Board resolved to give in principle approval to the proposed Bus Facility policy.

Action item:

- To work out the revised numbers in the light of the upcoming scenario and circulate the revised amount to the Board of Management for approval.

5.2.2. Mediclaim Policy

Existing:

- CVV bears premium for a sum assured of Rs. 2 Lac per annum
- Facility extended to all employees having salary on scale and not to employees on a professional fees mode.
- Dependents: spouse and up to 2 kids

Industry Practice:

Data from manufacturing sector, services sector and IT sector were collected. Generally, premium for Group Mediclaim is borne by the employee. There are organizations that bear the premium anywhere from 25% to 75%. No other Educational Institutions available to benchmark.

Proposed:

- Employee bears the premium for sum assured of Rs. 2 Lac per annum
- Mediclaim facility is optional and extended to all employees who are having salary on scale and not to employees on professional fees mode
- Dependents: spouse and up to 2 kids
- Mediclaim shall be operational only if 75% of employees opt for it.

Decision:

Member BM suggested to put a cap of INR 2,000 per employee on CVV contribution and leave the selection of insurance plan to the employee. Also suggested to pool all Chinmaya Institutions so that the premium will work out to be a lesser amount.

Action item:

- To rewrite the policy in the light of the above and send to BOM by circulation.

5.2.3. Work from Home Policy

Existing:

- No formal policy.
- There are employees who are working from home and we are paying full salary.

Proposed:

- Eligibility: medical grounds, pregnancy, domestic emergency. Not eligible for teaching positions/ positions needing direct customer contact.
- Based on work report and % of work completed (as agreed between employee and reporting officer), compensation will be commensurate with the % of work completed. (Illustrated as follows):

Scenario	Work from Home Period	% of work completed	Compensation	Leave consideration
1	2 weeks	100	Full	NA
2	1 week	75	75%	25% LOP
3	3 days	100 earlier of schedule	Full	NA; Additional work to be allocated.

Pro Chancellor PG suggested that since we are not big in numbers, there need not be a formal policy for working from home. Each request has to be reviewed by the Vice Chancellor and decision taken on a case to case basis.

Decision:

The Board resolved that there is no need for a Work from Home policy at present.

5.2.4. Personal Loan/ Advance Policy

Existing:

- No policy
- Giving to the needy persons on a case to case basis

Proposed:

- Eligibility: All confirmed employees/ staff or those who have completed one year at CVV, whichever is earlier
- Teaching faculty: Two months Basic + DA
- Non-teaching staff: 2 months gross salary
- Such advance shall be recovered over 12 months or a period as specified by the employee, whichever is lower.
- If, in the event of resignation, the advance is not fully recovered, the outstanding amount shall be adjusted in the final dues to the employee. In the event of the dues not being sufficient to recover the advance, the employee shall submit a post-dated cheque for the outstanding amount to be recovered. The relieving order and Experience Certificate will be issued only after the amount is fully recovered.

Decision:

After due deliberations, the Board resolved to approve the policy subject to the following:

- **Eligibility for availing advance to be changed to those having a gross monthly salary of less than or equal to INR 40k**

Action item:

- To change the eligibility clause.

- To include a clause to the effect that "Vice Chancellor shall be empowered to take any decision for the requests that deviate from the criteria mentioned in the policy".

5.2.5. Travel Policy

Existing:
- No specific policy.
- All travels approved.

Proposed:
- Mode of travel, local conveyance and Boarding & Lodging limits defined based on employee salary and grade.
- Eligibility for travel advance defined.
- Approval mechanism for all travel through ZOHO (HRIS software)

Decision:

The Board resolved to approve the travel policy.

5.2.6. Consultancy Policy

Existing:
- No Policy

Proposed:
- Define consultancy charges to be recovered from the client.
- 30% of the total value of the Consultancy Project shall be the contribution to CVV and the remining shall cover project cost and faculty honorarium

Decision:

The Consultancy policy was deliberated in detail with respect to practices in other Institutions. The Board resolved as follows:
- **Indemnity clause to added to the policy.**
- **While working out the cost, 15% of the projected cost to be shown as overhead charges of University.**
- **Detailed costing for each Consultancy to be worked out and get approved internally.**
- **The expenses incurred at actuals to be covered in the cost projected.**
- **50 – 50 sharing of the surplus suggested by the members.**

Action item:
- SOU to include indemnity clause
- Change the sharing of revenue based on the above
- Send the Consultancy proposal to BM for clean-up.

5.2.7. Policy for support for Certifications by non-teaching staff

Existing:

- No Policy

Proposed:

- Support for any additional certification to be in form of fees of the course/ exam.
- Employee and reporting officer to justify how the certification will be useful for the University.
- To take commitment from such employee to serve for a certain period based on the financials involved.
    - If such employee leaves within the specified period, recover the money spent on the certification from such exiting employee.

Decision:

The Board resolved that there is no need to have a written policy for support for certifications, but can enable the feature. Reporting Officer shall justify the need for the certification for CVV to VC. VC shall be empowered to take the decision on the request.

5.2.8. Intoxication and misconduct

Existing:

- No Stated Policy

Proposed:

- Scope of intoxication and misconduct defined.
- Action taken against such cases detailed.

Decision:

The Board resolved to approve the policy on Intoxication and misconduct. However, the Board instructed that causes related to workplace harassment should also be included in the policy.

Action item:

- HR to include the clauses related to workplace harassment and circulate to BOM through Registrar.

5.2.9. Appraisal/ Increment cycle

Existing:

- No Stated Policy

Proposed:

- Confirmation Appraisal
  - To conduct appraisal at the confirmation due date
- Annual Appraisal
  - To conduct appraisal in 2 windows: April and October
    - Jan to Jun: Align to April
    - Jul to Dec: Align to October
- Confirmation and Annual Increments
  - To align to the annual appraisal windows: April and October.
    - Jan to Jun: Align to April
    - Jul to Dec: Align to October

Decision:

The Board resolved to approve the proposal on Appraisal/ Increment cycle.

5.2.10. Asset Repair/ Replacement Policy

Existing:

- No Stated Policy

Proposed:

- If any asset gets damaged/ lost by any faculty/ staff, the amount of repair/ replacement of the asset, shall be recovered from the salary of the employee in the ensuing month.

Decision:

The Board resolved to approve the Asset Repair/ Replacement policy.

5.2.11. Fee waiver for CVV staff desirous of enrolling into PG/ Ph. D programs

Existing:

- No Stated Policy

Proposed:

- Proposed to extend 50% fee waiver in the program to which the CVV staff enroll for, without compromising on the work deliverables.

Decision:

The Board resolved to reject the policy as presented. The Board instructed that the employees desirous of enrolling into CVV programs be dealt with on a case to case basis by the Vice Chancellor.

5.3. Removing Pay Disparity among non-teaching staff

The salary for non-teaching staff are currently far from matching with their qualification and experience.

Position	Industry details		Source	CVV details	
	Experience	Monthly Salary		Experience	Monthly Salary
Administrative Assistant	5 Yrs	24000	Naukri.com	1 Yr	9000
	1 Yr	15000	Payscale.com		
	2-3 Yrs	20000	Paycheck.in		
	3 Yrs	20000	Indeed.co.in	2-3 Yrs	15000
	2-3 Yrs	19000			
IT Manager	2-4 Yrs	51300	Indeed.co.in	8 Yrs	40000
	6 yrs	50000			
	8 Yrs	58000	Paycheck.in		
IT Support Engineer	1-3 Yrs	21000	Indeed.co.in	1.5	19800
	1.5 Yrs	22000	Naukri.com		
	1 Yr	30000	Paycheck.in		

Based on the above, approval is sought for matching the salaries of the persons in the above designations to industry standards.

Decision:

The Board instructed that HR should put up a proposal based on the table of career progression and pay worked out by BM and get it vetted by the Finance Committee, to work out the impact on the organization.

The Board resolved that once the above is done, the annual increase can be 3%, 7% and 10% for performance levels as below. Finance sub committee to take this up.

Category	Overall Rounded Score	Salary Increase proposed
Below Expectations	1 to 2.9	0
Can do better	3 to 4.9	3%
Meets Expectations	5 to 7.9	7%
Exceeds Expectations	> 8	10%

5.4. DA Increase

DA Increase: With respect to the DA increase in line with prevailing rates of 148%, the total Annual Salary increase works out to be Rs. 53 Lacs. Approval sought for implementing the revised DA.

Decision:

The Board resolved to approve the increase of DA to 148% with effect from July 2019.

5.5. Student Related

5.5.1. Attendance Policy

Existing Clause	Amended Clause	Change description
Genuine medical grounds on account of illness.	Genuine medical grounds on account of illness which requires hospitalization and/ or stay out of the campus for treatment.	More clarity on the conditions mentioned
NIL	Designated student affairs faculty is authorized to process these requests and take a decision as per prevailing policy guidelines.	Extra clause pertaining to ownership added
NIL	Leaves pertaining to University approved off campus activities and personal emergencies shall not exceed 5 days in a semester	Ceiling on number of days of leave for University activities and personal emergencies added

Decision:

The Board resolved to reject the item stating that this needs to be discussed and decided in the Academic Council and not Board of Management.

5.5.2. Reservation Policy – SC/ ST, Sports Quota as per UGC guidelines

It is required to adhere to the reservation policies as laid down by UGC for admissions. We have already mentioned in our Prospectus that Reservation will be as per UGC guidelines. However, it is also required to have a policy for sports quota for admitting students to various programs for their merit in

sports. The following policy is proposed after benchmarking from other Universities by giving grace marks in the evaluation of eligibility as follows:

a) 15 grace marks for state level winners
b) 20 marks for National level
c) 25 for international level

Approval sought for the grace marks as proposed.

Decision:

The Board resolved to approve the Reservation policy for SC/ ST as per UGC guidelines and give grace marks as proposed above for Sports quota applicants.

5.5.3. Associate Studentship fees (15000 or 300 USD)

It was approved by Academic Council to offer Associate Studentship to students interested in registering for specific courses as per the below guidelines:

The concept of **Associate Studentship can be introduced/included in CVV to enable and attract the aspirants/learners (especially from abroad) to register for specific courses meant for various programs individually/collectively.**
The **Associate Student** needs to *get associated to a School* for the purpose of Registration, counselling, assignment and other evaluation, using of library, etc. The registration requirements are same as that for other category of candidates. There will be a fee (which can be differential) charged per credit course for admission to course(s) under *various* programmes, irrespective of the fact whether the course being applied to is an eight, six, four or two credit under any programme.
The **minimum period** for the associate Student for the completion of their course can be six months (or modular as per the course) whereas the **maximum period** can be two years. In case the courses opted by the students are up to 16 credits then a minimum period of six months would be allowed, and if the option exceeds 16 credits, the minimum period would be one year.

Associate Students will not be eligible for the award of any kind of 'Certificate/ Diploma/ Degree'. They will also not be automatically eligible for continuation of study by way of re-registration for the second or third year, as the case may be. '*COURSE COMPLETION STATUS*' Card only will be issued to Associate Students. However, the course/s completed can be exempted (through credit transfer route approved by AC and with a resolution passed by Deanery) when they join as regular student under a programme in future. This will enable short term students from abroad to

experience the flavour of CVV. And without any further expenditure, the revenue can be bettered for CVV.

It is proposed that the fees for Associate Studentship can be Rs. 15000/ 300 USD per course of 3 credits or more, for domestic/ foreign students respectively. The guidelines governing a student at CVV will be applicable for an Associate Student also. The eligibility criteria shall be the same as for the program in which the course is offered.

Approval sought for the fees proposed for Associate Studentship.

Decision:

The Board resolved to approve the proposed Associate Studentship fees. The fees per course enrolled into shall be INR 15000 for Indian students and USD 300 for International Students, for a course credit of 3 or more. The Board further resolved that such students shall be titled as Visiting Students.

5.5.4. Stipend for deserving candidates of MA Sanskrit

It was proposed in the Academic Council dated October 30, 2018 that to attract more students for MA Sanskrit, Rs. 5,000 can be given as stipend per person.

Approval sought for the proposal.

Decision:

The Board resolved that instead of giving Stipend, the fees shall be reduced for the students, amount to be decided by VC on a case to case basis.

5.5.5. Ph. D Fellowship

It is proposed to extend a fellowship of up to Rs. 25,000 for deserving full time Ph.D scholars holding NET/ SLET/ M.Phil/ Ph.D.

Approval is sought for extending the fellowship.

The Board sought the item to be presented as a proposal including expectations, terms & conditions. Indic Academy can sponsor 3 students. Likewise, sponsors need to be identified and if they are ready to sponsor, the Fellowship can be offered under a name mutually agreeable with CVV and the sponsor.

Decision:

The Board deferred the decision pending detailed proposal.

5.6. Faculty/ Staff Related

5.6.1. Seed money for research

It is proposed to provide seed money of up to Rs. I Lac in order to facilitate the faculty for applying for grants from various quarters. The amount is for covering the expenses of paperwork, travel to the place of granting agency, etc. The approval process shall follow the Financial Approval Matrix.

Approval sought for providing the seed money of Rs. 1 Lac per year for applying for grants.

It was suggested by members to have a detailed proposal worked out by the RPC along with the faculty after coming up with a five-year Research Plan.

Decision:

The Board deferred the decision pending more detailed proposal.

Action item:

- AK to send details to SOU.

5.6.2. ICSSR Bank Account

It is intimated by the ICSSR authorities that with respect to the funding of projects awarded by ICSSR, it is required to open a separate joint bank account in the name of the University and ICSSR project. Currently, the fund received is credited to CVV account and the expenditure incurred towards the project is debited against the project head.

In the light of the requirement of a separate bank account as stated by ICSSR authorities, approval is sought to open a separate bank account jointly in the name of CVV and the ICSSR Project: **Chinmaya Vishwavidyapeeth (ICSSR 0877)**.

Decision:

The Board resolved to approve the decision and instructed FO and Registrar to be the signatories.

5.7. Prospective LLM Faculty

For the new program: LLM, it is proposed by Shri Nithin to have a full-time faculty on contract for to years, a Visiting faculty with a name of repute in the Legal field and another person of repute as Professor of Practice which will enrich the face of our LLM Programs. The proposed persons are:

- Shri Arun Krishnan (Contract for 2 years) at Rs. 1.25 Lac per month: Already working with us on Curriculum development for LLM Programs.
- Shri Anirban Chakraborty/ Shri K D Raju: To consider as Visiting Faculty
- Shri K G Gopakumar: Shri Nithin has communicated to us that Shri Gopakumar is not looking for a full-time position and can associate with us as Professor of Practice. Also conveyed to us by Shri Nithin was that CVV responsibility will be only to provide Hospitality on visits.

It is proposed that investment on full time faculty on a regular basis for LLM can be made after seeing the take off of the programs in the initial years. Since the Legal profession gives high monetary rewards for those in the profiles mentioned above, we may have to compensate them at par with their expectations.

Approval sought for taking on Board the suggested members, after having discussions with them.

Decision:

The Board resolved to defer the item and take a decision after working out Income Vs. Expense for the program. The Board empowered the Vice Chancellor to take a decision for taking faculty for LLM on board based on the enrolment into the programs.

5.8. Scholarship Policy for 2019-20

The following additional points proposed:

- For general category students scoring 90% and above in 12th grade, CVV will offer 100% fee waiver as scholarship
- For NE students scoring 85% and above 100% fee waiver as scholarship
- Boarding and lodging waiver strictly based on means, supported by IT returns/Income certificate etc.

Approval sought for

- The Scholarship policy
- Additional points proposed
- Empowering the Vice Chancellor to constitute a scholarship committee

Decision:

The Board resolved as follows:

- **The scholarships should be restricted to 15% of intake revenue and all scholarships to be within this limit.**
- **For continuation of scholarship, they should earn a minimum CGPA of 8 without any backlogs.**

5.9. 2015-16, 2016-17 accounts statement ratification

The Audited Accounts Statements for the Financial Year 2015-16 and 2016-17 were presented for approval.

Decision:

The Board resolved to approve the Statements for the Financial Year 2015-16 and 2016-17.

5.10. Unbudgeted items approval

It is proposed that the Vice Chancellor should be empowered to approve all unbudgeted capital and revenue expenses up to Rs. 10 Lacs in a year. The unbudgeted expense so approved shall be presented for ratification in the ensuing Board of Management.

Any major unbudgeted expenditure shall be incurred only after approval through a circular resolution by the Board of Management.

Approval sought for the proposal for unbudgeted items, as above.

Decision:

The Board resolved as follows:

- **The Vice Chancellor is empowered to approve unbudgeted capital and revenue expenses up to Rs. 10 Lacs in a year. The unbudgeted expense so approved shall be presented for ratification in the ensuing Board of Management.**
- **Any major unbudgeted expenditure shall be incurred only after approval through a circular resolution by the Board of Management.**

5.11. AIU membership fees

The membership fees for becoming a member of Association of Indian Universities is as follows:
10000 one-time service charge at the time of application.
150000 per year as membership renewal fees.

Approval sought for the above.

Decision:

The Board resolved to approve the expenses in connection with taking a membership in Association of Indian Universities.

5.12. Extending the term of Dean as Vice Chancellor in Charge till the next Vice Chancellor joins

The term of Dr. Gauri Mahulikar as Vice Chancellor in Charge was extended for 6 months with effect from December 01, 2018 for a period of six months or till the next Vice Chancellor assumes office, whichever is earlier (Letter from Chancellor dated 30.11.2018)

In the context of the next Vice Chancellor yet to assume office, approval sought for extending the term of Dr. Gauri Mahulikar as Vice Chancellor in Charge till the next VC assumes office.

Decision:

The Board resolved to approve extending the term of Dr. Gauri Mahulikar as Vice Chancellor in Charge till the incumbent Vice Chancellor assumes charge.

5.13. Extending the retainership of Dr. Jayasankaran

The retainership of Dr. Jayasankaran ends on May 14, 2019. Since he is a senior person with thorough knowledge of NAAC related activities, it is proposed to extend the retainership for another year, to be continued after that on mutual agreement.

Approval sought for extending the retainership.

Decision:

The Board resolved to extend the retainership of Dr. Jayasankaran as NAAC Consultant.

6. Any other matter with the permission of the Chair.

6.1. Canteen Charges

Existing:

- No Stated Policy

Background:

- About 25 Lacs is being incurred towards food for faculty and staff. The donations from faculty and staff are not amounting to cover the food costs incurred.

Proposed

- It is proposed that CVV will pay only for the residential students and that the canteen authorities directly collect the charges from faculty, day scholars and staff.

Decision:

The Board resolved to approve the above proposal for retrieving canteen charges from faculty, day scholars and staff by the canteen authorities.

6.2. Saturday working for faculty

For strengthening of research work, it is proposed that all faculty needs to report at campus on Saturdays, irrespective of whether they have classes or not. However, they can avail 2 Saturdays off in a month for personal work by informing the HoDs/ Dean in advance. Saturday off not availed shall not be carried forward or accumulated.

Decision:

The Board resolved that a benchmarking against other Institutions needs to be done before taking a decision in this regard.

6.3. Letter from UGC

A letter was received from UGC demanding explanation on various processes in the University. Prof. B. Mahadevan has drafted a reply to be sent to them.

The Board took the matter on record.

6.4. Vidyadhara

Member SA proposed to have an Alumni Association, to be announced at the farewell of MA Sanskrit students.

Decision:

The Board resolved to accept the proposal and instructed Administration to create bye laws for Alumni and circulate to BOM.

In His Service

Sd/-
Registrar

Vice Chancellor i/c
Chinmaya Vishwavidyapeeth