CHINMAYA VISHWAVIDYAPEETH
MINUTES OF PLANNING AND MONITORING BOARD MEETING
dated 05-Sep-2018

Venue: CEG, Kochi Campus
Time: 09:30 a.m.

Members Present:

In Person:	By Video Conference:
Prof. Gauri Mahulikar (Chair) Shri. N. M. Sundar Prof. Hari Sundar G Prof. K. Subramanian Prof. Vinayak Rajat Bhat Dr. B. Ashok, Registrar &Secretary	Shri. Buddharaju Raju Shri. Neeraj Bhai Smt. Pramodini Rao
Special Invitees:	
Prof. B Mahadevan Prof. Vanisree Ramanathan Prof. Pavankumar Satuluri Prof. Kriahna Mohan K Smt. Soumya S.	Dr. Apparao Mukkamala
Leave of Absence granted: NIL **Members Absent: NIL**	

The meeting started with a prayer at 09:30 AM.
VC GM welcomed all members and extended special welcome to Registrar, Dr. B. Ashok and CAA Prof. B. Mahadevan to the 2nd meeting of Planning and Monitoring Board.
Member BM briefed on the need for PMB meeting.
Review of Action plans and Strategies from previous PMB:
Shri N M Sundar presented the review of action plans and strategies discussed in the previous PMB dated 20th February, 2018.

1. CEG Campus:

a) Transportation:
Different options for transportation of faculty and students were discussed and it was decided to explore the possibilities of buying second hand buses from engineering colleges who are selling buses. It was decided to subsidize bus fees for students and collect it along with the fees.

b) New Programs for Academic Year starting 2019:
Starting of new programs like BA Bed, MA Psychology, M. Com, MA PPG were discussed. Member BM suggested to revisit in November/ December. BA suggested that the strategy should be different for UG, PG and Ph. D and explore options like increase day scholars, start more employability-oriented programs by increasing application pool and finding alternate arrangements for transportation and accommodation.
CAA BM suggested to stabilize current programs and get the appropriate approvals and paper work done for new programs conceived and decide on launch of programs after getting more clarity.

c) Curriculum of existing programs

CoE expressed the need to complete the documentation of curriculum for all programs before net BoS/ AC.

Members suggested to complete all academic related documentation for all batches. Also suggested that YEP in the current format is not tuned to UGC and needs to undergo a lot of changes in order to tune it to UGC regulations.

d) Staffing needs:

The staffing needs were given by different persons as in Annexure – I.

Members suggested the need to fix a point of contact for student affairs.

e) Placement of graduating MA students

VKS HoS VRB pointed that 20117-19 batch of MA Sanskrit will be graduating in 2019 July and sought next steps for them. BA suggested placement support, Ph. D, internal employment, internship with other Chinmaya Institutions/ etc. Member BM suggested to explore options with Ms. Rupali Dash, NEEM Official.

2. CNBG Campus:

PR informed that there are 2 dropouts from CNBG students.

PR informed the minors for CNBG students as Folk music, Light Music, Event Management and Music Production. Members suggested to get it approved in the Academic Council, if not already done.

PR informed that in view of requirement, a driver was being hired in CNBG and also requested Registrar and VC to visit CNBG at least once in 2 months.

a) CNBG exit possibility:

It was informed that CNBG plans were not intimated to UGC and need to work out a strategy for the same. BA assured on the award of appropriate degree to CNBG students.

Members suggested the need for a core committee to explore the possibilities of School of Kalayoga to merge with CEG campus and of current students to complete their MA in CEG campus. GH to link music faculty in Kerala with CEG to explore options. CAA BM stressed the need to have a clear vision and PR suggested to do a research in this direction.

3. Academic Administration:

AR presented updates on academic admin and statutory compliance activities. Member KS stressed that AIU membership is required for establishing equivalency of our programs with those offered outside India.

a) Statutory Committees:

Anti-ragging: squad guidelines and awareness to be established. Anti-Sexual Harassment awareness session to be conducted for all staff, faculty and students.

Student Grievance cell to be formalized.

NAAC guidelines for Sanskrit Universities to be studied

4. Library:

Members suggested to give mandatory text to students and collect cost of book as part of fees.
Member BM suggested that if there is a mandatory book, faculty can buy with approval from VC and put it in Library. Also suggested was to propose e-books, kindle and kindle readers.
BR suggested closer integration of CIF library and facilitate Inter Library Loan services with 4/ 5 Universities.
VKS HoS VRB suggested to procure workbooks for Sanskrit so that photocopying, which is costlier, can be avoided.
BR expressed the need to increase Library space by 400 sq. ft. and space for reprographics.
Members suggested to celebrate the week in which BR would be on campus as Library week and faculty to introduce new book arrivals to students at least once in a month.

5. IT Infrastructure:

Members suggested Jira for task management
Members suggested that a clean-up of website is required at the earliest.
Member NB informed the members that resource booking software was booked for resource and transport booking. ZOHO is finalized for HRMS. Moodle is under rollout. Options for timetable suggested as UNTIS.
CCTV for CEG was expected to be completed by Dec end and for CNBG by Nov end.
Shri N M Sundar informed that WIFI at Shivasree was nearing completion. IT equipment for psychology Lab to be procured for lab to be functional.
Reprographics to go operational by mid Oct.

a) Computer Lab:

Different options were considered for setting up a computer lab in view of higher number of students and with the roll out of Moodle to manage the teaching learning process.
NB also suggested to hire a dedicated person for website management.

The meeting concluded with prayer and Shanti Mantra.

ANNEXURE – I

Staffing Requirements:

HR/ Operations Manager: 1
Department Secretaries: 2
Projects: Civil Supervisor: 1
Sports Teacher: 1
Secretary in Sanskrit: 1
IT staffing: to be discussed separately
Student Counsellor: 1
University Librarian: 1
Senior Librarian/ Systems Librarian: 1
Library Assistants: 2
Library Assistant for CNBG: 1
Website content manager: 1
Admissions Director: 1
Computer Science faculty: to consider options of visiting faculty

Sd/-
Registrar

Dr. Gauri Mahulikar
(Dean and VC I/C)
Chinmaya Vishwavidyapeeth