Chinmaya Vishwa Vidyapeeth
Deemed to be University

**True Copy of the Resolution Number 5.3 approved at**
**The Board of Management Meeting held on 25th March 2021 by Video Conference**

**Item 5.3 of 13th Board of Management dated 25-03-2021: Memorandum of Association: Submission to University Grants Commission.**

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:**
MoA as presented approved. Registrar-in-charge to send MoA to UGC after incorporating the inputs given by CCMT Legal Team.

**Soumya S**
**Registrar-in-charge**
**Chinmaya Vishwavidyapeeth**

CHINMAYA VISHWA VIDYAPEETH * DEEMED TO BE UNIVERSITY *

Natarajan Minakshisundar

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Date: 2023.04.05 12:14:54 +05'30'

CHINMAYA
VISHWAVIDYAPEETH
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)
WORLD-CLASS EDUCATION BUILT ON INDIAN WISDOM

30 March 2021

Under Secretary
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002

Dear Sir/Madam

Re: **Email from UGC with Subject Line: Submission of MOA in acordance with UGC Regulations, 2019; dated 22 March 2021**

Kindly refer your email as above.

Please find enclosed the amended Memorandum of Association approved by our Board of Management meeting dated 25th March 2021.

This is in compliance of UGC (Institutions Deemed to be Universities) Regulations, 2019 and its amendments on 18.11.2020.

Yours sincerely

**Dr. Soumya S.**
**Registrar** i/c

CHINMAYA VISHWAVIDYAPEETH
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# MEMORANDUM OF ASSOCIATIONOF
# CHINMAYA VISHWAVIDYAPEETH
## (Deemed to be University under Section 3 of the UGC Act, 1956)

**PREAMBLE**

WHEREAS by and under a Trust Deed dated 18th September 2015 registered with Sub-Registrar of Assurances, Ernakulam, Kerala, under Document No 501 / IV of 2015, **Chinmaya Vishwavidyapeeth** came to be registered as a public charitable trust under the Indian Trust Act, 1882, inter alia to establish a Deemed to be University under the *denovo* category as prescribed by the UGC (Institutions Deemed to be Universities) Regulations, 2010 and its subsequent amendments;

AND WHEREAS the Trustees of **Chinmaya Vishwavidyapeeth** approved and executed the Memorandum of Association and Rules of Management of the Institution Deemed to be University, i.e. **Chinmaya Vishwavidyapeeth** and furnished the same to UGC together with their application for approval as an Institution Deemed to be University, inpursuance of the above Trust Deed;

AND WHEREAS the Ministry of Human Resource Development, Government of India, on the recommendation of University Grants Commission (UGC) issued a Notification bearing No F.9-4/2015-U.3(A) dated 16th January 2017 *inter alia* declaring and granting the status of Deemed to be University in *de novo category*, under Section 3 of the UGC Act 1956 on certain terms and conditions contained therein;

AND WHEREAS the said Notification declaring **Chinmaya Vishwavidyapeeth** as a Deemed to be University was issued subject to amending and updating its Memorandum of Association and Rules of Management in consultation and concurrence with UGC and the Government of India;

AND WHEREAS **Chinmaya Vishwavidyapeeth** by a resolution dated April 6th, 2017 of its Board of Management, authorised its Registrar to carry out such amendments/updates, in pursuance whereof, the following shall be the Memorandum ofAssociation and Rules of Management of **Chinmaya Vishwavidyapeeth,** the Deemed to be University.

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## MEMORANDUM OF ASSOCIATION

### 1. Name, Address and Registration details of the Trust/ Society/ Company registered for the Deemed to be University

Name of the Trust: **"CHINMAYA VISHWAVIDYAPEETH"**
Address of Registered Office of the Trust: **Adi Sankara Nilayam, Adi Sankara Marg,Ernakulam, Kerala 682313, India**
Registration Details:
Registration Number: 501/IV/2015
Registered Office: Adi Sankara Nilayam, Adi Sankara Marg, Veliyanad, Ernakulam -682313

### 2. Name of the Institution Deemed to be University, its approved constituent units/ off-campuses/ offshore campuses

Name of the Institution Deemed to be University: **Chinmaya Vishwavidyapeeth, Adi Sankara Nilayam, Adi Sankara Marg, Ernakulam, Kerala 682313, India**

Off-Campus: **Chinmaya Naada Bindu Gurukul for Performing Arts, Chinmaya Vibhooti, Post Kolwan, Taluka Mulshi, Dist. Pune, Maharashtra 412108**

### 3. Approved constituent units/ off-campuses/ offshore campuses withUGC letter/ MHRD Notification and dates

Approved Off Campus: **Chinmaya Naada Bindu Gurukul for Performing Arts, Chinmaya Vibhooti, Post Kolwan, Taluka Mulshi, Dist. Pune, Maharashtra 412108**

Approval of Off Campus vide MHRD Notification No. F. 9-4/2015-U.3 (A) dated 16th January, 2017 (Copy attached)

Note: - The Trust Fund including all moveable and immovable properties which ~~forman~~ integral part of the institution Deemed to be University shall be owned by the Trust herein. The Trust herein has obtained the immovable properties and other moveable assets of the campuses hereinabove from the respective trust(s)/society(s) on perpetual lease as per the UGC (Institutions Deemed to be Universities) Regulations 2016 and thus the property in these institutions stand vested in the name of the Deemed to be University.

### 4. Definitions

Unless defined by the respective terms in respect of each of the terms hereinafter



appearing, some of the terms herein shall be defined as below:

a) "Act" means the University Grants Commission Act, 1956 (Act, No. 3 of 1956).

b) "Campus" means Campus of the Institution Deemed to be University at itsheadquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city / town / village in India; and includes all the campuses situated in the same territorial jurisdiction.

c) "Commission" means the University Grants Commission (UGC) constituted under theAct or any other body empowered to regulate an institution Deemed to be Universityunder any law for the time being in force.

d) "Category I, Category II and Category III" means the category of Institution Deemed to be University under UGC (Categorization of Universities (only) for Grant of GradedAutonomy) Regulations, 2018.

e) "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.

f) "Constituent Unit" means unit(s) of the Institution existing on the date of submission of proposal to be declared as an Institution Deemed to be University.

g) "De-novo Institution" means an institution devoted to innovations in teaching and research in unique and 'emerging areas of knowledge', so determined by the Commission after a due process.

h) "Emerging area of knowledge" in the context of De-Novo Institutions means specialized/niche areas of knowledge which are considered desirable and useful andnot usually imparted in the country.

i) "Expert Committee" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.

j) "Government", unless the context so specifies, means the Central Government, in the Ministry of Human Resource Development allocated with business pertaining to higher education.

k) "Institution" means an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.

l) "Institution Deemed to be University" means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.

m) "Necessary Infrastructure" means infrastructure as required under the norms of concerned Statutory Body/Commission.

n) "Off-Campus centre" means a centre of the Institution Deemed to be University, approved by the Government and situated beyond its Campus within India.

o) "Off-Shore Campus" means a centre of the Institution Deemed to be University approved by the Government and situated beyond its campus outside India.

p) "Processing Fee" means the charges that have to be paid by the applicant



institution to the Commission along with the application for processing such application.

q) "Notification" means a notification issued by the Government in the Official Gazette declaring an institution for higher education, as an institution Deemed to be University under Section 3 of the Act.

r) "Sponsoring body" means a body being a charitable or a not-for-profit Society or Trust or Company under Section 8 of Companies Act 2013 making an application for declaring an institution under its administrative, academic and financial control as a Deemed to be University.

s) "Statutory body " means a body constituted under any law for the time being in forcefor determining or maintaining standards of quality in the relevant areas of higher education such as All India Council for Technical Education (AICTE), Medical Councilof India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), or any other such regulatory body established under an Act of Parliament.

t) "Teacher" means a member of the regular faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years.

u) "University" means a University defined in the University Grants Commission Act, 1956.

v) "NAAC" means National Assessment and Accreditation Council.

w) "NBA" means National Board of Accreditation.

x) "NIRF" means National Institutional Ranking Framework.

## 5. Objectives

The objectives of **Chinmaya Vishwavidyapeeth** shall be: -

a) To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at undergraduate, at post-graduate and research degree levels, fully conforming to the concept of University as defined herein.

b) To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system in diverse disciplines.

c) To provide for high quality teaching and research recognized nationally and globally.

## 6. Powers and Functions of Chinmaya Vishwavidyapeeth Deemed to beUniversity

a) To make rules, byelaws and regulations for the conduct of the affairs of the Deemed to be University and to add, amend, vary or rescind them from time to time.

b) To create centres / departments / schools / faculties in the varied branches

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of ancient knowledge traditions of India including but not limited to Sanskrit studies, spiritual studies, performing arts, liberal arts, humanities, social sciences, teaching, education, vocational education, applied and creative arts, life sciences, associated professional disciplines such as technology, social sciences, languages, medicine, para medicine, health and sanitation, management, education, community development, and other departments / branches in emerging areas relevant to preservation of cultural heritage of India with prior approval of UGC / MHRD.

c) To include other institutions working in the overall areas as above and create OffCampus centres and Offshore centres with prior approval of the UGC/MHRD.
d) To conduct programmes with innovative pedagogies in blended mode with approvalof competent authority(s) wherever applicable.
e) To provide for research for the advancement and dissemination of knowledge.
f) To institute degrees, titles, diplomas, and other academic distinctions.
g) To hold examinations and to confer degrees, titles, diplomas, certificates and otheracademic distinctions on persons who:
    i. Shall have pursued an approved course of study in the Deemed to be University unless exempted there from in the manner prescribed by the rulesand passed the prescribed examinations of the university or
    ii. Shall have carried on research under the conditions prescribed.
h) To institute Professorships, Associate Professorships, Assistant Professorships; otherteaching positions and other possible titles for teaching positions and non- teaching posts required by the Deemed to be University; as outlined in the recruitment policy.
i) To frame policies and procedures for administrative functions including but not limited to purchase, stores, recruitment, performance review, career progression, employee exit, Library, admissions, hostel, student attendance, student evaluation and grading, examination, IT, media, etc.
j) To institute and award fellowships, traveling fellowships, scholarships, stipends,bursaries, exhibitions, medals and prizes.
k) To publish books, monographs, periodicals and papers in furtherance of the above said objectives.
l) To establish, maintain and manage hostels.
m) To exercise such control over the students of the Deemed to be University as will secure their health and well-being and discipline.
n) To purchase or acquire on lease or otherwise, immovable properties and to construct, maintain and manage the same and/or other movable properties as foundnecessary.
o) To hold and manage endowments and other properties and funds of the Deemed to be University and to raise loans required for the purpose of this university.
p) To fix fees and to demand and receive such fees as prescribed by the Deemed to be University in accordance with UGC guidelines.
q) To constitute such committees as it may deem fit.
r) To delegate such of its powers as it may deem fit to any authority or



authorities of the Deemed to be University.

s) To open the systems of education to persons of any gender of whatever race, creed, caste or class, religion, nationality, state, citizenship. And no condition shall be imposed on the above while admitting students or appointing faculty or non-faculty staff.

## 7. Corpus Fund

i. The Institution Deemed to be University shall create a corpus fund of Rs.25 Crore and maintained permanently in the name of the proposed Institution Deemed to be University by way of irrevocable Government Securities or other forms approved bythe Commission.

ii. The interest accrued on the Corpus Fund shall be used only for the purpose ofdevelopment of the Institution Deemed to be University.

## 8. Off-Campus Centres and Off-Shore Campuses

The Deemed to be University shall start Off - Campus centres and Offshore campuses under its ambit only if they fulfil the conditions laid down in the UGC (Institutions Deemed to be Universities) regulations 2019, as amended from time to time, and only with prior approval of the UGC or Ministry of Human Resource Development,Government of India, as the case may be.

## 9. New courses/ Programmes/ Departments/ School/ Centre

The Deemed to be University shall start new Courses/ Programmes/ Departments/ School/ Centre in the allied fields only in the existing Campus and approved off-Campus centre(s) only after obtaining permission from the Board of Management and, also where applicable, the relevant Statutory bodies in accordance with the UGC (Institutions Deemed to be Universities) regulations 2019, as amended from time to time. In case of starting of new Course(s)/ Programme(s)/ Department(s) / School(s) / Faculty(ies) in other than allied fields, prior approval of the Commission shall be obtained in addition to approval from the relevant statutory bodies.

## 10. Monitoring the Performance of the Deemed to be University

The Institution Deemed to be University shall display such information on its website, asspecified in UGC Deemed to be University regulations 2019, so as to enable the Commission to monitor annually the performance and academic outcomes based on public disclosures on the following parameters:

a) The graduate outcomes, details of progression of students after graduating from CVV;

b) Linkage of the students with the society/industry, viz. engagement of students in socially productive activities during their period of study at CVV;



c) Training provided to the students in essential professional skills such as teamwork,communication skills, leadership skills, time-management skills, soft skills, etc; and inculcate a spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents;
d) The teacher student ratio, strength of faculty, students against sanctioned strength;
e) Induction programmes conducted for students;
f) Adopt Learning-outcome based curriculum framework (LOCF)and revise curriculum at regular intervals;
g) Information Communication Technology (ICT) based learning tools deployed for effective teaching- learning processes;
h) Choice Based Credit System (CBCS), Academic flexibility for interdisciplinarylearning;
i) Examination Reforms undertaken to ensure that the student assessment is based onunderstanding of the concepts, and application thereof;
j) Details of students passing out, appearing for examinations such as GATE/JAM/UGC-NET, and details of the students qualifying in the respective exams;
k) Tracking of the student progress after completion of course;
l) Ensure that all new teachers, immediately after recruitment, are put through aninduction course imparting pedagogical aspects;
m) All existing teachers shall be placed through an annual refresher training;
n) Compulsory participation in the NIRF ranking;
o) National level merit-based admission process.
p) Effective implementation of measures for quality improvement as per the quality mandate of UGC.
q) To ensure not to start or run any professional courses governed by specific Acts of parliament, except with the prior and specific approval of the authority constituted thereunder as well as in conformity with the Clause 8 of these Regulations.
r) Submit the type of courses those are being offered latest by 30th April every year. The details to be provided are – year, department, courses offered, whether the course is professional or general, approval of the statutory council, approval of the UGC, student intake, actual number of students enrolled, etc
s) Adhere to these regulations and other rules / regulations/ directions issued by the UGC and relevant statutory bodies from time to time.
t) Every year on completion of the admissions, the Deemed to be University shall upload all the data on its website.

CVV shall institute sufficient control measures to maintain accuracy and veracity of the information placed on the website of the institution in respect of the parameters referred to as above

## 11. Governance System



11.01 Chinmaya Vishwavidyapeeth has been registered as a public charitable trust under the Indian Trust Act, 1882, inter alia to establish a Deemed to be University under the de novo category as prescribed by the UGC (Institutions Deemed to be Universities) Regulations, 2010 and its subsequent amendments.

11.02 All moveable and immoveable assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institution Deemed to be University.

11.03 The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor and consisting of not less than 10 and not more than 15 members.

11.04 The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.

## 12. Composition of the Board of Management

The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor and shall consist of eminent persons capable of contributing to and upholding university ideals,traditions and objectives mentioned herein.

The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities. The Board of Management shall consist of not less than 10 and not more than 15 members with the composition as follows:
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i. Vice-Chancellor as the Chairperson;
ii. Pro Vice-Chancellor (wherever applicable),
iii. Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority;
iv. Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with theInstitution Deemed to be University as well as the Sponsoring body;
v. A representative as nominated by the UGC;
vi. 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;
vii. Nominees of the Sponsoring body, not exceeding Four in number;
viii. The Registrar, who shall be ex officio Secretary of the Board of Management.



## 13. Tenure of the members of the Board of Management

i. All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.

ii. Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.

## 14. Powers and Limitations of the Board of Management

i) The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University.

ii) The Board of Management shall be the final decision-making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.

iii) The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory /recommendatory powers, the Board of Management shall obtain advice /recommendations from such authority, before deciding on any matter before it.

## 15. Meetings of the Board of Management

i) The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.

ii) Attendance by more than one-half of the total number of members of Boardof Management shall form the quorum for a meeting.

iii) In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in an InstitutionDeemed to be University, a member chosen by the other members present, shall preside over the meeting.

iv) Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

v) Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members.

vi) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institution Deemed to be University as soon as maybe possible after the meeting.



## 16. Termination of membership in the Board of Management

If a member other than the Vice- Chancellor, and those representing the teachers, accepts a fulltime appointment in the Institution Deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.

## 17. Delegation of Powers of the Board of Management

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/faculty or to a Committee of officers/faculties of the Institution Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

## 18. Composition of the Academic Council

The Academic Council shall be the principal academic body of the Deemed to be University and shall, subject to the provisions of the Rules have control over and responsibility for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institution Deemed to be University.

The composition of the Academic Council shall be as under:

i. Vice Chancellor as the Chairperson;
ii. Pro Vice-Chancellor (wherever applicable);
iii. Dean(s) of Faculties;
iv. Heads of the Departments;
v. Ten Professors, other than the Heads of the Departments, by rotation based on inter-se seniority;
vi. Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority;
vii. Two Assistant Professors from the Departments by rotation based on inter-se seniority;
viii. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor;
ix. Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge



x. The Registrar, who shall be ex officio the Secretary of the Academic Council

The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years.

The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

## 19. Powers and Functions of the Academic Council

The Academic Council shall have the following powers and duties, namely:-

i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take appropriate action thereon;

ii. To exercise general supervision over all academic work of the institution Deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;

iii. To promote research within the Institution Deemed to be University, and to acquire reports on such researches from time to time;

iv. To prescribe courses /programmes of study leading to degree and diploma of the Institution Deemed to be University;

v. To make arrangements for the conduct of examinations in conformity with the byelaws;

vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;

vii. To maintain proper standards of the examinations;

viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions Deemed to be University;

ix. To suggest measures for departmental co-ordination;

x. To make recommendations to the Board of Management on:

   a. measures for improvement of standards of teaching research and training;

   b. institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizesetc.;

   c. to recommend to the Board of Management, the establishment or abolition of departments/centres; and

   d. To frame rules covering the academic functioning of the institution Deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.

xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;

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xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;

xiii. To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and improving standards of instruction;

xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and

xv. To exercise such other powers, and to perform such other duties, as may be conferred or imposed upon it by the Rules.

## 20. Meeting of the Academic Council

i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year with not less than 15 days' notice being given before every meeting of the Academic Council.

ii. One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.

iv. Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

## 21. Planning and Monitoring Board

i. The Planning & Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.

ii. The Vice-Chancellor and the Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to the Institution Deemed to be University, and three experts of eminence from outside the institution.

iii. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules of the Management.

iv. The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Institution Deemed to be University.

v. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

## 22. Composition of the Finance Committee

The Finance Committee shall be the principal financial planning, budgeting

and operations management body of the Deemed to be University.

The Finance Committee shall consist of the following members:

i. Vice Chancellor– Chairperson;
ii. Pro Vice-Chancellor (wherever applicable);
iii. One person nominated by the Society/Trust/Company;
iv. Two nominees of the Board of Management, one of whom shall be a member of the Board;
v. A representative as nominated by the UGC;
vi. Finance Officer- Ex-officio Secretary

## 23. Tenure of the members of the Finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from date of first appointment.

## 24. Powers and Functions of the Finance Committee:

i. To consider the annual accounts and financial estimates of the Institution Deemed to be University and to submit them to the Board of the Management for its approval;
ii. To consider and recommend the annual budget and revised estimates to the Board of Management;
iii. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institution Deemed to be University.
iv. No expenditure other than that provided in the budget shall be incurred by the Institution Deemed to be University without the approval of the Finance Committee.

## 25. Meetings of the Finance Committee:

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

## 26. Board of Studies

There shall be one Board of Studies for each Department of the Institution Deemed to be University. The composition of Board of Studies of each faculty/ Department shall be as under:

i. Dean of faculty/ Head of the Department – Chairperson;
ii. All Professors of the faculty/ Department;
iii. Two Associate Professors of the faculty/ Department by rotation based on inter-se seniority;
iv. Two Assistant Professors of the faculty/Department by rotation based

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on inter-se seniority;

v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution Deemed to be University.

## 27. Selection Committee

i. There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.

ii. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.

iii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

## 28. Miscellaneous matters pertaining to different authorities of the Institution Deemed to be University

i. If any question arises, as to whether any person has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Institution Deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

ii. Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.

iii. Sudden vacancies among the members of any authority or any Committee of the Institution Deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.

iv. A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the Institution Deemed to be University:

a. if he/she is of unsound mind
b. if he/she is an un-discharged insolvent
c. if he/she has been convicted by a court of law for an offence involving moral turpitude
d. if he/she has not been appointed as per the provisions of these

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor, whose decision shall be final and binding

## Officers of the Institution Deemed to be University:

### 29. Chancellor

i. The Institution Deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Institution Deemed to be University but shall not be the Chief Executive Officer.

ii. The Chancellor, who shall be appointed by the sponsoring body, shall hold office for a period of 5 years from the date of first assuming office, and shall be eligible for reappointment for one more term.

iii. Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institutions Deemed to be University.

### 30. Pro-Chancellor

The Sponsoring body of the Institution Deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

### 31. Vice Chancellor

The Vice-Chancellor shall be a whole-time salaried officer of Institution Deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum- Selection Committee.
The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.

### 32. Tenure of the Vice Chancellor

The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;

Provided that in no case shall the person appointed as Vice Chancellor hold

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office beyond the age of 70 years;

Provided further that notwithstanding the expiry of the period of 5 years, the Vice Chancellor may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever, is earlier.

Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

## 33. Powers of the Vice Chancellor

a. The Vice-Chancellor shall be the Principal Executive Officer of the Institution Deemed to be University and shall exercise general supervision and control over its affairs and shall be mainly responsible for implementation of the decisions of all its authorities.

b. The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

c. The Vice-Chancellor shall have the power to convene, or cause to be convened, meeting of the various authorities of the Institution Deemed to be University.

d. The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institution Deemed to be University under these Regulations and Rules of the Institution Deemed to be University, and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters.

   i. Provided that if the relevant authority mentioned in Clause (d) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

   ii. Provided further that if any person in the service of the Institution Deemed to be University is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

e. It shall be the duty of the Vice-Chancellor to ensure that these Regulations and Rules of the Institution Deemed to be University are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.

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f. All powers relating to the proper maintenance and discipline of the Institution Deemed to be University shall be vested in the Vice-Chancellor.

g. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.

h. The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.

i. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by these Regulations, Rules and Byelaws of the Institution Deemed to be University.

## 34. Removal of Vice Chancellor

The removal of Vice Chancellor shall be in accordance with the provisions of UGC (Institutions Deemed to be Universities) Regulations, 2019 as amended from time to time.

## 35. Pro Vice-Chancellor

i. The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management.

ii. The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.

iii. The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor.

iv. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution Deemed to be University.

## 36. Registrar

i. The Registrar shall be a whole-time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management on the recommendations of the Selection Committee constituted in accordance with the provisions of UGC (Institutions Deemed to be Universities) Regulations, 2019 as amended from time to time.

ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institution Deemed to be University.

iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.

iv. The Registrar shall be ex-officio Secretary of the Board of Management,

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the Academic Council and the Planning and Monitoring Board, but shall not be Deemed to be a member of any of these authorities.

v. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

vi. The following shall be the duties of the Registrar:

a. To be the custodian of the records and the funds and such other property of the Institution Deemed to be University as the Board of Management may commit to his/her charge.

b. To conduct the official correspondence on behalf of the authorities of the institution Deemed to be university.

c. To issue notices convening meetings of the authorities of the Institution Deemed to be University and all Committees and sub-Committees appointed by any of these authorities.

d. To maintain the minutes of the meetings of all the authorities of the Institution Deemed to be University and of all the Committees and sub-Committees appointed by any of these authorities.

e. To make arrangements for the examinations conducted by the Institution Deemed to be University.

f. To represent the Institution Deemed to be University in suits or proceedings by or against the Institution Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.

g. To enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University.

h. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution Deemed to be University.

i. To perform such other duties as may be specified in the Rules of the Institution Deemed to be University, or as may be assigned by the Board of management or the Vice Chancellor from time to time.

## 37. Finance Officer

i. The Finance Officer shall be a whole-time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management.

ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institution Deemed to be University.

iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.

iv. He/she shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management.

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v. He/she shall be responsible for the management of funds and investments of Institution Deemed to be University, subject to the control of Board of Management.

## 38. Controller of Examinations

i. The Controller of Examinations shall be appointed by the Board of Management.
ii. The emoluments and other terms and conditions of service of the Controller of Examinations shall be as may be prescribed by Rules of the Institution Deemed to be University.
iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
iv. The Controller of Examinations shall be a permanent invitee to the Academic Council.

## 39. Dean

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean. The Dean shall ensure that faculty and students understand and adhere to the highest standards of academic excellence. He / she shall establish processes to mentor junior faculty and on his / her part mentor senior faculty.

## 40. Head of the Department

i. There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.
ii. Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor/ Assistant Professor as Head of the Department.
iii. The term of the Head of the Department shall normally be 3 years and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms.
iv. The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution Deemed to be University.

## 41. Admission and Fees Structure

1. The Deemed to be University shall not, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges -
   a. which is a capitation fee or donation in whatever nomenclature or

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form, either directly or indirectly.

b. other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution.
c. more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.
d. without a proper receipt in writing issued for such payment to the student admitted in such institution.

2. The Deemed to be University shall:
   a. Not charge any fees for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.
   b. Abide by UGC notification regarding refund of fees and non-retention of original certificate as amended from time to time.
3. Admission of students to an Institution Deemed to be University, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.
4. The Deemed to be University shall:
   a. maintain and preserve the records of the entire process of selection of candidates
   b. exhibit such records on its website; and
   c. preserve such records for a minimum period five years.
5. The Deemed to be University shall publish and upload on the institutional website, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following information:
   a. each component of the fee, deposits and other charges payable by the students admitted for pursuing a course or a programme of study, and the other terms and conditions of such payment;
   b. the percentage of the tuition fee and other charges refundable to a student admitted in the Deemed to be University in case such student withdraws from the Deemed to be University before or after completion of course or programme of study and the time within, and the manner in which such refund shall be made to the student;
   c. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
   d. the educational qualifications specified by the relevant statutory authority/body, or by the Deemed to be University, where no such qualifying standards have been specified by any statutory authority;
   e. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
   f. within or outside the campus of the Deemed to be University, and, in particular, such discipline relating to prohibition of ragging of any

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student or students and the consequences thereof and for violating the provision of any regulation in this behalf under the University Grants Commission Act, 1956 or other law for the time being in force.

6. The Deemed to be University shall not retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

## 42. Institution deemed to be university open to all

Admission and employment in an Institution Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence. All policies and procedures, in matters of admission and employment as applicable to the university level public and privately funded institutions respectively, shall apply to the institution deemed to be university.

## 43. Institution deemed to be university to be unitary

The institution Deemed to be University shall be unitary in nature and shall not affiliate any other institution nor shall add any constituent institutions under its ambit, except for those specifically approved by UGC in this regard as above.

## 44. Reservation policy

Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

## 45. Distance education

The Deemed to be University shall not commence or conduct courses or programmes under the distance mode without prior approval of UGC.

## 46. Power to conduct enquiry and Consequence of violation of Regulations

Where the Institution Deemed to be University is found to have violated the provision(s) of these Regulations, it may be subjected to enquiry by the Commission and such consequences as laid down in UGC deemed to be regulations, 2019.

## 47. Funds, Accounts, Audits and Annual Report

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i. The books of accounts of Chinmaya Vishwavidyapeeth shall be maintained, managed and operated in the name of Chinmaya Vishwavidyapeeth and not in the name of the sponsoring body or any others; and shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed in this regard by the Commission.

ii. Funds shall not be diverted at any time from the accounts of the Institution Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.

iii. The Institution Deemed to be University shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution and where required, be open for inspection by the Commission.

iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by Chinmaya Vishwavidyapeeth Deemed to be University.

   a. CVV shall institute sufficient control measures to be in place to ensure against financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institution Deemed to be University; or of fees being collected against the provision of the regulations

v. Annual Reports and the Audit Reports shall be submitted by the Institution Deemed to be University to the Commission within nine months of the closure of the accounting year.

## 48. Miscellaneous

i. The Institution Deemed to be University shall mention the name with location of campus/off campus /off-shore campus/ constituent unit/Constituent institution on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.

ii. The Institution Deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.

iii. The Institution Deemed to be University shall not, at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/ course/ programme of study/ department/ school/ faculty of the Institution Deemed to be University, except in the following cases namely:-



a. The Institution Deemed to be University approved under regulation 7.01 may enter into an agreement or arrangement if –

I. the establishment, maintenance or operation of such institution is permitted under any Act of Parliament or the rules or regulations made thereunder; and

II. it has made an application under sub-regulation 7.01.1 after following the procedure specified in regulation 7.01, except the procedure in sub-regulation 7.01.2, and the campus to be established under such agreement or arrangement shall be –

A) treated as an off-campus centre of the Institution Deemed to be University as long as such agreement or arrangement remains valid under such law; and

B) subject to similar standards of audit and disclosure as a 'not-for-profit' entity as that of the Institution Deemed to be University;

b. the Institution Deemed to be University approved under regulation 7.01 may enter into agreement or arrangement for practical training of students of a skill oriented vocational course if such course is approved by the University Grants Commission or any other body established under any Act of Parliament.

iv. The Institution Deemed to be University shall, be at liberty to remind the Government or the Commission, as the case may be, in respect of applications, if any, submitted by Institution Deemed to be University within the prescribed time limit.

v. The income and property of the Institution Deemed to be University shall be utilized solely for promoting the objectives of the Institution Deemed to be University.

vi. The Commission shall have the powers to issue directions to an Institution Deemed to be University for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the Institution Deemed to be University.

vii. All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including visits for all inspections by the Expert Committee shall be borne by the Commission; and not by the Sponsoring body or the Institution Deemed to be University.

viii. No portion of the income and property of the Institution Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institution Deemed to be University or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as

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consideration for any service rendered to the Institution Deemed to be University or for travelling or other allowances and such other charges.

ix. The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on the Institution Deemed to be University.

x. The Institution Deemed to be University shall, in order to comply with the relevant UGC norms, provide for the following, namely:
   a) Anti-Ragging Cell
   b) Anti-discrimination Cell
   c) Gender Sensitization Cell
   d) Grievance Redressal Cell
   e) Internal Complaints Committee for prevention of Sexual Harassment
   f) Barrier Free access to persons with disabilities to all its facilities

xi. If the Deemed to be University wishes to withdraw itself or its constituents from the status of 'institution Deemed to be University', it may do so with the prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students on the rolls of the Institution Deemed to be University or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.

xii. In the event of conflict of opinion with regard to interpretation of these Regulations, the opinion of the Commission shall be final.

## 49. Legal Proceedings

i. For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institution Deemed to be University may sue or be sued shall be the Registrar, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Institution Deemed to be University, and shall exercise such powers and perform such duties, as may be prescribed by these Regulations.

ii. No suit or legal proceedings shall lie against the Government, or the Commission, or the Institution Deemed to be University, or an Officer of the Institution Deemed to be University, or a member of the authority of the Institution Deemed to be University, in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

## 50. Removal of Difficulty

UGC reserves the right to remove difficulty/ies in the course of implementation of these regulations in consultation with the Government of India, Ministry of Human Resource Development.

