Chinmaya Vishwa Vidyapeeth

Deemed to be University

Student Handbook 2024–25

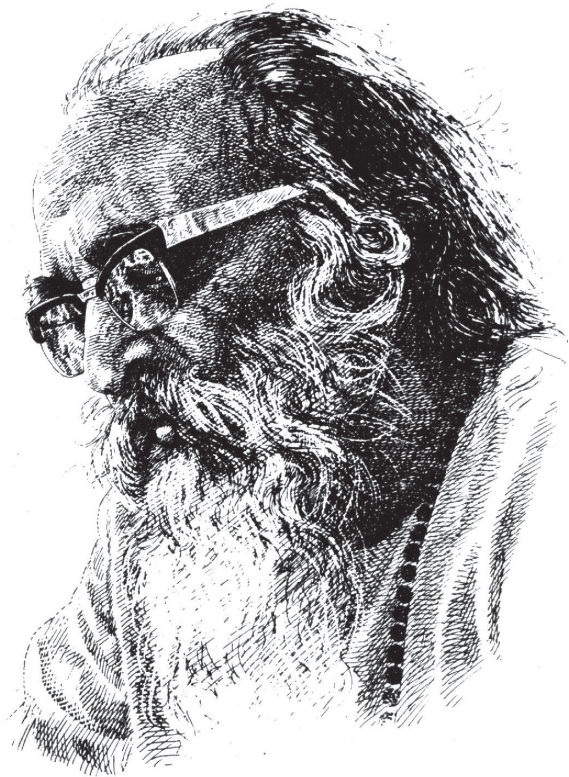**Name of Student**

Programme

School

Achievements are
not earned through
proficiency alone. They
are in fact rewards of our
efficiency.

— Swami Chinmayananda

Chinmaya
Vishwa Vidyapeeth

Deemed to be University

Under section 3 of UGC Act 1956

Student Handbook
2024–25

**Adi Sankara Nilayam, Veliyanad P.O.,
Arakkunnam Via, Ernakulam Dist., Kerala – 682 313**

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Dear Students,

Welcome to the new academic year at Chinmaya Vishwa Vidyapeeth – Deemed to be University. It is my pleasure to share some important aspects and significance of this handbook which is a comprehensive guide designed to support you throughout your academic journey here. This handbook is more than just a collection of rules and regulations; it is a roadmap to help you navigate your academic experience and make use of the opportunities available to you. Inside, you will find essential information about our academic programmes, campus resources, policies, and procedures. It also includes rules and guidance on how to succeed in your studies and engage fully in the vibrant community of this University. At Chinmaya Vishwa Vidyapeeth, we are committed to providing an environment that fosters learning, growth, and discovery. Our dedicated faculty and staff are here to support you in achieving your academic and professional goals. I request you to take advantage of the diverse resources and services outlined in this handbook, from academic counseling, tutoring, co- curricular and extracurricular activities.

Your time at Chinmaya Vishwa Vidyapeeth will be filled with both challenges and success. This handbook is your companion in navigating those experiences. Keep it handy, refer to it often, and use it as a tool to help you succeed. On behalf of the faculty, staff, and administration, I wish you a fulfilling and successful career. We are excited to see what you will achieve and how you will contribute to our community, and the nation as well.

Warm regards,

Prof. T. Asokan
Dean – Academics & Registrar Incharge
Chinmaya Vishwa Vidyapeeth

Hari Om!

Dear Students,

As we embark on this educational journey, I am filled with immense pride and optimism about the path ahead. Chinmaya Vishwa Vidyapeeth (CVV) is dedicated to fostering academic excellence, nurturing innovation, and enhancing community engagement while integrating the profound wisdom of the Indian Knowledge Systems (IKS) with a global perspective.

At CVV, we believe in the transformative power of education. Our dedicated faculty and comprehensive curriculum are designed to challenge and inspire you, pushing the boundaries of knowledge and encouraging critical thinking. We are proud of our rigorous academic standards and the success of our students in various fields.

Our unique approach to education seamlessly blends global perspectives with the rich heritage of IKS. This holistic education model prepares you to excel in a globalised world and instills a deep understanding and appreciation of India's ancient wisdom. Courses in philosophy, yoga, Sanskrit, and traditional arts are integrated with contemporary subjects, providing a well-rounded and enriched learning experience.

We firmly believe that education extends beyond the classroom and into the community. Through various outreach programmes, partnerships, service-learning projects and research initiatives aimed at solving real-world problems we attempt to make a positive impact on society and advance knowledge across disciplines. Our state-of-the-art labs and collaborative research projects provide a fertile ground for creativity and discovery. Our faculty and students have secured significant research grants and published papers in prestigious journals, showcasing our commitment to academic excellence and innovation. Your involvement in these activities will enrich your educational experience while also helping you build a more inclusive and compassionate world.

Looking ahead, our vision is to continue building on these foundations. We are committed to creating an environment where you can thrive academically, socially, and personally. I encourage you to strive for excellence in all your endeavours and fully engage with the myriad opportunities made available to you. Participate in academic and extracurricular activities, explore new interests, and build lasting connections with peers and mentors.

Remember that your time at Chinmaya Vishwa Vidyapeeth is a journey of growth and discovery. Embrace it with enthusiasm and determination. Together, we can achieve great things and make a meaningful impact on the world.

Wishing you all a successful and fulfilling time at CVV.

Prof. Ajay Kapoor
Vice Chancellor
Chinmaya Vishwa Vidyapeeth

Swami Chinmayananda, a luminary in the spiritual realm, embarked on a quest that ignited the pursuit of Truth for countless seekers around the world. This journey, driven by a deep desire to understand human existence, has left an indelible mark on spiritual and educational landscapes. The culmination of one strand of his profound vision is the establishment of Chinmaya Vishwa Vidyapeeth* – an institution dedicated to launching the academic quest of students, guiding them to discover their true calling and purpose in life.

Swami Chinmayananda's journey began with his own personal search for enlightenment, which led him to delve deeply into India's ancient wisdom. Recognising the timeless relevance of this knowledge, he sought to adapt it to contemporary needs without compromising its purity. This vision manifested in various innovative initiatives aimed at preserving and disseminating India's spiritual heritage.

Pujya Gurudev Swami Chinmayananda
The Visionary Behind Chinmaya Vishwa Vidyapeeth

*Deemed to be University under the DeNovo category

THE GUIDING FORCE

Pujya Swami Swaroopananda, Chancellor of Chinmaya Vishwa Vidyapeeth, is the Global Head of Chinmaya Mission and leads over 300 Chinmaya Trusts worldwide, all doing tremendous work to spread the universal wisdom of Vedanta. He is Chair of Chinmaya International Residential School (CIRS), which under his leadership, is ranked as the No. 1 and No. 2 co-ed boarding school in Tamil Nadu and all of India, respectively. He has been featured in India's leading newspapers and has spoken at prestigious institutions around the world—including on TV and radio platforms.

Swami Swaroopananda is a rare voice that blends authenticity with accessibility; theory with self-practice; logic with heart. He is a master orator who has envisioned and conducted numerous spiritual management seminars, by far the most popular being Make It Happen™ – a powerful programme designed to reveal each individual's unique purpose and empower them to discover success, significance and fulfillment in all aspects of life. The immense impact of his courses has led to an array of global workshops for both youth and executives of major corporates. His courses have also been adapted and used as leadership development programs at various organisations.

For close to three decades Swami Swaroopananda has worked tirelessly to fulfil Chinmaya Mission's goal of giving maximum happiness to maximum people for maximum time. He has made a transformational impact on thousands of lives across the world and garnered himself a place among the vanguards of self-development philosophy.

Pujya Swami Swaroopananda
Hon. Chancellor

Chinmaya Vidyalayas

Integrating Spirituality with Education

Responding to the demand from families across the country, Swami Chinmayananda established Chinmaya Vidyalayas to integrate a spiritual outlook into elementary and secondary education. These institutions have since grown to over 100 schools and colleges globally, renowned for their high-quality education. The Chinmaya Vidyalayas embody Swami Chinmayananda's vision of holistic education, blending academic excellence with spiritual growth, thereby nurturing well-rounded individuals.

Chinmaya International Foundation (CIF)

Reviving Scholarly Traditions

CIF, a research organisation established by Swami Chinmayananda, is dedicated to preserving India's knowledge traditions through workshops, lectures, and conferences. It also promotes a deep appreciation for Sanskrit, both as a language and as a cultural foundation. CIF's efforts have revitalised the community of scholars and established it as a Centre of Excellence in Sanskrit and Research. This vision extended to higher education, culminating in CIF divesting its educational activities to form Chinmaya Vishwa Vidyapeeth.*

Chinmaya Vishwavidyapeeth

Realising a Vision

Chinmaya Vishwa Vidyapeeth represents the pinnacle of Swami Chinmayananda's vision – an institution where ancient Indian knowledge traditions meet modern academic pursuits. Here, students embark on a journey of self-discovery, equipped with the wisdom of the ages and the tools to navigate contemporary challenges. This university stands as a testament to Swami Chinmayananda's foresight, embodying his lifelong mission to inspire, educate, and transform.

In essence, Swami Chinmayananda's legacy is one of profound wisdom, unwavering dedication, and an enduring commitment to human enlightenment. His vision lives on in Chinmaya Vishwa Vidyapeeth, guiding students on their quest for knowledge and purpose.

Deemed to be University with a legacy	**9+** Colleges providing higher education
50+ Years in the field of education	**86+** Schools teaching lakhs of students **300+** Mission Centres serving around the world

*Deemed to be University under the DeNovo category.

Chinmaya Vishwa Vidyapeeth

Chinmaya Vishwa Vidyapeeth (CVV) is a deemed to be university under the 'de novo' category recognised by the University Grants Commission (UGC). The university was established in 2016 by the Chinmaya Mission, a worldwide organisation founded by Swami Chinmayananda, and is located in Ernakulam, Kerala, India. It has its headquarters at the Adi Sankara Nilayam, Ernakulam, the maternal birth home of Bhagavan Adisankaracharya and has been established as a torchbearer for the preservation of India's cultural heritage and knowledge traditions through higher education. The university aims to create a new generation of scholars and researchers who can contribute to the development and dissemination of knowledge with a global mind that is rooted in India's rich cultural heritage.

Founded on the principles of purity, practicality, spirituality, and innovation, CVV aims to inspire the world with diversity, integrity, sustainability, and excellence by blending the ancient and time-tested wisdom of India with present-day knowledge fields. Striking a careful balance between the old and new, the organisation offers advanced courses with unique electives, with an intent to mold the teenagers of today into well-rounded, responsible, value-grounded, young adults that contribute to the nation, and the world at large.

CVV is a dream that took shape over a time-tested foundation of a hundred Chinmaya Vidyalayas—the iconic chain of primary and secondary schools and colleges – across the country. It is built with an energy level that has grown over the last 50 blistering years of undaunting effort from our world-class teachers to level up the education and lives of thousands of students.

3. Vision & Mission

विद्यया रक्षिता संस्कृतिः सर्वदा ।
संस्कृतेर्मानवाः संस्कृता भूरिदाः ॥

vidyayā rakṣitā saṁskṛtiḥ sarvadā

saṁskṛtermānavāḥ saṁskṛtā bhūridāḥ

Knowledge protects culture forever;
Cultured people share abundantly.

Composed By

Swami Tejomayananda
Founder Chancellor

Chinmaya Vishwa Vidyapeeth aims to create an academic platform that bridges Indian Knowledge Traditions (IKT) with current-day applications in every sphere in society. The university will exceed excellence in higher learning and research with the objective of exploring, conserving and sharing the contemporary relevance of Indian cultural heritage and IKT. The university aims to integrate the best practices of modern pedagogical advances with the beauty of the traditional Gurukula model of learning and prepare students to address contemporary challenges, inspiring them to leave a positive impact on the world as confident and cultured contributors to society.

4. Core Values

Chinmaya Vishwa Vidyapeeth envisions Spirituality, Purity, Practicality and Innovation as its foundational principles. All activities of the University are aligned to these foundational principles.

SPIRITUALITY

The personal quest that leads the individual to an appreciation of a higher Reality.

PRACTICALITY

Relevance of the ancient to blend with the needs of a modern age.

PURITY

Communicating the wisdom of Indian Knowledge Traditions through their source texts.

INNOVATION

Sparking the intellect of the modern youth through conceptual and strategic innovation.

5. Our Campuses

Chinmaya Eswar Gurukula (CEG), the headquarters of CVV, is situated in the captivating beauty of Kerala's Ernakulam district. Our campus spans three exceptional facilities located in Veliyanad, Warriam Road, and Onakkoor, Kochi, each offering a unique and enriching experience.

5.1 Chinmaya Eswar Gurukula (CEG)

5.1.1 Adi Sankara Niyalam – Veliyanad Facility

Nestled in the maternal birthplace of Bhagvan Adi Sankaracharya, the Veliyanad facility spans an enchanting ten-acre campus. Surrounded by lush landscapes, serene lily ponds, and sacred temple shrines, this picturesque setting inspires students with its vibrant energy and tranquil ambiance. It's a sanctuary for those seeking both academic excellence and inner peace. Conveniently located 47 km from Kochi International Airport and 28 km from Ernakulam South Railway Station, Veliyanad is easily accessible yet blissfully secluded.

5.1.2 Prajna Pratishthanam (PP) – Warriam Road Facility

In the heart of Kochi city lies the Prajna Pratishthanam (PP) facility, a state-of-the-art educational hub. This modern campus offers students the opportunity to explore the vibrant metro life while pursuing their academic goals. Situated just 29 km from Kochi International Airport and nearly 1 km from Ernakulam South Railway Station, Warriam Road is both accessible and centrally located.

5.1.3 Lalita Pratishthanam (LP) – Onakkoor Facility

Located in Onakkoor, near Piravom, the Lalita Pratishthanam (LP) facility boasts an 80-acre environmentally friendly campus with world-class infrastructure. This expansive and serene setting provides students with a harmonious blend of nature and cutting-edge educational resources, fostering a well-rounded and holistic academic experience.

5.2 Chinmaya Naada Bindu (CNB) Campus

Chinmaya Naada Bindu Gurukula (CNBG) campus is nestled within the expansive 70-acre precincts of Chinmaya Vibhooti, the esteemed vision centre of Chinmaya Mission. Located in the tranquil village of Kolwan, near Pune, at the foothills of the majestic Sahyadri mountain range, this enchanting campus provides a serene haven for students, performers, artists, and scholars hailing from across the globe. The CNBG campus is located around 50 km from Pune Airport and 45 km from Pune Railway Station.

6. चिन्मयविश्वविद्यापीठ - कुलगीतम् – Anthem

Dr. Ramakrishna Pejathaya

विद्याः संस्कृतिरक्षायै इति निदधानं लक्ष्यं हृदये ।
चिन्मयविश्वविद्यापीठं जयति महौजो धरणितले ॥१॥

Vidyāḥ saṃskṛtirakṣāyai iti nidadhānaṃ lakṣyaṃ hṛdaye l
Cinmaya-viśvavidyāpīṭhaṃ jayati mahaujo dharaṇitale ll1ll

Standing by the motto, "The purpose of education is to nurture culture",
glorious Chinmaya University illuminates the world.

सुन्दरं बन्धुरं ज्ञानमन्दिरं चिन्मयविश्वविद्यापीठम्॥

Sundaraṃ bandhuraṃ jñānamandiraṃ Cinmayaviśvavidyāpīṭham ll

Beautiful and captivating is the shrine of knowledge, that is
'Chinmaya Vishwa Vidyapeetham'

पूर्वपश्चिमौ भूतभवन्तौ सङ्गमयति यत्सुरधाम ।
पाठनसंशोधनमुखसेव्या विद्या यत्र परा देवी ॥२॥

Pūrvapaścimau bhūtabhavantau saṅgamayati yat suradhāma l
Pāṭhanasaṃśodhanamukhasevyā vidyā yatra parā devī ll2ll

In this scholarly abode, which bridges 'East and West, Past and the Present',
The goddess Vidyā gets worshiped by learning, teaching and research.

सुन्दरं बन्धुरं ज्ञानमन्दिरं चिन्मयविश्वविद्यापीठम्॥

Sundaraṃ bandhuraṃ jñānamandiraṃ Cinmayaviśvavidyāpīṭham ll

भरतभुवो विद्यास्थानानाम् आनयनाय व्यवहारे ।
अभिनवसरणौ समुदयमानम् अतिशयमतिशेते जगति ॥३॥

Bharatabhuvo vidyāsthānānām ānayanāya vyavahāre l
Abhinavasaraṇau samudayamānam atiśayamatiśete jagati ll3ll

To bring Indic Knowledge to various fields,
the University which moves in a new path, is exceeding excellence.

* सुन्दरं बन्धुरं ज्ञानमन्दिरं चिन्मयविश्वविद्यापीठम्॥

Sundaraṃ bandhuraṃ jñānamandiraṃ Cinmayaviśvavidyāpīṭham ll

7. CVV Leadership

Chancellor	H. H. Swami Swaroopananda
Pro-Chancellor	Prof. P. Geervani
Vice Chancellor	Prof. Ajay Kapoor
Registrar	Prof. T. Asokan
Provost	Prof. Y. Sudheer Babu
Dean of Academics	Prof. T. Asokan
Dean of Lifelong Learning and Wellness	Prof. Sunitha Grandhee
Controller of Examinations	Mr. P. Krishna Kumaran Thampi
Finance Officer	Mr. Jayakrishnan Jayakumar (In-charge)

8. Contact details of Head of School/ Principal

School	Programmes Offered	Head of the School	Contact Details
School of Contemporary Knowledge Systems	B.Com. M.Com., Ph.D.	Prof. Manjula R Iyer	hos.cks@cvv.ac.in
School of Philosophy Psychology and Scientific Heritage	B.Sc. Applied Psychology (Hons.) M. Sc. Applied Psychology M. Sc. Clinical Psychology Ph.D.	Dr. Satheesh Varma	hos.ppsh@cvv.ac.in
Institute of Science and Technology	B.Tech. BCA B.Sc. BBA MBA Ph.D.	Dr. Anand H. S. (Principal)	principal.cist@cvv.ac.in
School of Ethics Governance Culture and Social Systems	Integrated B.A.B.Ed English Integrated B. Sc. B.Ed. Mathematics Ph.D.	Dr. Pramod Dinakar	hos.egcs@cvv.ac.in
School of Language and Literary Studies	B.A. Sanskrit (Hons.) M.A. Sanskrit Ph.D.	Dr. L. Sampath Kumar	hos.lls@cvv.ac.in
School of Vedic Knowledge Systems	PG Diploma in Advaita Vedanta Diploma in Advaita Vedanta Ph.D.	Mr. Karthik Sharma	hos.vks@cvv.ac.in
School of Kalayoga	M.A. Music (Hindustani Vocal, Tabla, Bansuri) Ph.D.	Dr. Atul Kamble	hos.kalayoga@cvv.ac.in

9. Contact Details of Administrative Functionalities

Each programme has a designated programme director who can be approached for academic and administrative guidance. They will monitor the progress of the student and maintain the records.

Programme Directors		
Programme	**Name**	**Email ID**
B.A. (Sanskrit)	Dr. Anil Narayanan	pd.bas@cvv.ac.in
M.A. (Sanskrit)	Dr. M. Sudarshan Chiplunkar	pd.mas@cvv.ac.in
B.A.B.Ed. (English)	Dr. Vishaka Venkat	pd.babed_eng@cvv.ac.in
B.Sc.B.Ed. (Mathematics)	Dr. Bindusree A. R.	pd.bscbed_math@cvv.ac.in
B.Sc. Applied Psychology (Hons.)	Ms. Anjana K. B.	pd.bscap@cvv.ac.in
M.Sc.(Applied Psychology)	Ms. Nisha M. S	pd.mscap@cvv.ac.in
M.Sc.(Clinical Psychology)	Ms. Aparna Rajeev	aparna.rajeev@cvv.ac.in
B.Com. (Hons.)	Dr. Renju Chandran	pd.bcom@cvv.ac.in
M. Com.	Mr. Pratheep Kumar R	pratheep.kumar@cvv.ac.in
BBA	Dr. Rakhi K. S.	pd.bba@cvv.ac.in
MBA	Dr. Rajendran P.	rajendran.p@cvv.ac.in
Programmes under CVV IST	Dr. Anand H. S.	hod.cs@cvv.ac.in
M.A. (Music) Hindustani Vocal	Dr. Tara Kannan	pd.mam@cvv.ac.in
M.A. (Music) Bansuri	Mr. Jayateerth Kulkarni	pd.mmb@cvv.ac.in
M.A. (Music) Tabla	Dr. Atul Kamble	pd.mmt@cvv.ac.in

Administrative Functionalities		
Role	**Name**	**Email ID**
Assistant Dean – Student Relations	Dr. Abha Mohan	asst.dean1@cvv.ac.in
Assistant Dean – Learning & Innovation	Dr. Praveen K.M.	asst.dean2@cvv.ac.in
Assistant Dean – Faculty Development and Community Collaborations	Prof. Manjula R. Iyer	manjula.iyer@cvv.ac.in
Assistant Registrar – Academics	Mr. Arun Krishnadas	ar.academics@cvv.ac.in
Assistant Registrar – Administration (including facilities & transport)	Mr. Shrikanth Menon	ar.administration@cvv.ac.in
Physical Education	Mr. Subhashchandhirabose S. Mr. Govind Pradeep	subhash.chandhirabose@cvv.ac.in govind.pradeep@cvv.ac.in

Chief Coordinating Officer – Onakkoor Facility	Mr. Ananthanarayanan Iyer	anantha.iyer@cvv.ac.in
Training, Internship and Placement	Ms. Anupama Jims	placements@cvv.ac.in
Director – Admissions	Ms. Jayalakshmi Nanda	director.admission@cvv.ac.in
Public Relations Officer	Mr. Sarath Chandran M B	pro.office@cvv.ac.in
Accounts Department	Mr. Anish C Nair	executive.accounts@cvv.ac.in
IT Services	Mr. Rakesh V. K.	itsupport@cvv.ac.in
Chief Warden Chief Security Officer	Mr. Nirmal Babu	chief.warden@cvv.ac.in
Campus Administrator– Prajna Prathisthanam Facility	Mr. Ravindran V.	ravindran.v@cvv.ac.in
Boys Hostel Warden – Lalita Pratishthanam Facility	Mr. Santhosh Parameshwaran Mr. Pramod Kumar	boys.warden2@cvv.ac.in boys.warden1@cvv.ac.in
Girls Hostel Warden – Lalita Pratishthanam Facility	Ms. Udaya Kumari Ms. Padma	girls.warden1@cvv.ac.in girls.warden2@cvv.ac.in
Nurse cum Warden – Lalita Pratishthanam Facility	Ms. Remya Gopi Ms. Anu T G	girls.warden3@cvv.ac.in girls.warden4@cvv.ac.in
Alumni Relations	Mr. Bhavesh B	alumni.office@cvv.ac.in

10. Academic System

Chinmaya Vishwa Vidyapeeth (CVV) fosters an academic environment rooted in tradition, innovation, and student–centricity. The academic year at CVV commences with Vidyarambha, a ceremonious initiation into the pursuit of knowledge, followed by the comprehensive Induction Programme, known as the Bridge Programme, providing incoming students with essential insights into the institution's ethos, academic expectations, and to succeed in performing academically at CVV.

Structured into two semesters, the academic calendar offers a diverse array of courses under the Choice Based Credit System (CBCS), empowering students to tailor their educational journey according to their interests, career aspirations, and academic pursuits. This flexible system encourages exploration, interdisciplinary engagement, and critical inquiry, nurturing a culture of intellectual curiosity and creativity among students.

Throughout the academic year, students immerse themselves in a dynamic learning environment guided by experienced faculty members, engaging in a blend of theoretical exploration, practical applications, and experiential learning. The curriculum is designed to cultivate well-rounded individuals capable of thriving in a complex and interconnected world. The pinnacle of the academic journey culminates in the convocation ceremony, where graduates are honored for their academic achievements and personal growth. This grand occasion not only celebrates their success but also

signifies their readiness to embark on new endeavours with confidence, integrity, and a deep-rooted commitment to lifelong learning and service to society.

10.1 Vidyarambha

At Chinmaya Vishwa Vidyapeeth, we uphold the cherished tradition of Vidyarambha, a ceremonial initiation into the pursuit of knowledge. Rooted in ancient Indian culture, Vidyarambha symbolises the commencement of learning, marking the beginning of a journey filled with exploration, discovery, and growth. It is a momentous occasion where students, guided by teachers, embark on a path that nurtures intellect, character, and creativity. At our institution, Vidyarambha embodies our commitment to fostering a dynamic and inclusive learning environment, where each individual is encouraged to flourish and excel.

10.2 Induction Programme

The student induction programme at Chinmaya Vishwa Vidyapeeth is a two to three-week process designed to ensure a smooth transition into university life. It aims to make students feel comfortable, explore their academic interests and activities, promote bonding, and build character. During the programme, students receive comprehensive information about the university, its rules, regulations, and the various programmes and courses offered. A unique aspect of our induction is the emphasis on the role of Indian Knowledge Systems in contemporary education.

The programme includes a variety of activities such as physical exercises, creative arts, mentoring on universal human values, familiarisation with the university, literary activities, proficiency modules, lectures and workshops by eminent personalities, extra-curricular activities, and feedback sessions. It promotes meaningful interactions among peers, fostering a sense of community and building confidence to tackle upcoming challenges. Mentoring and discussions on universal human values are conducted in small groups with faculty mentors. The programme concludes with feedback from students and a report on their experiences, ensuring they are well-prepared for a successful and enriching experience at Chinmaya Vishwa Vidyapeeth.

10.3 Academic Calendar 2024-2025*

1. Academic year start for all returning students: 1st July 2024
2. Academic year start for new UG batch: 1st Aug 2024
3. Academic year start for new PG batch: 1st Aug 2024

*Please refer to the detailed academic calendar at

https://www.cvv.ac.in/academic-calendar for more details.

10.4 Student Management System

Student Management System (SMS) has been specifically designed to cater to the effective monitoring and updating of student credentials. This system includes managing qualifying certificates, generic information, sports, and extra-curricular certifications.

Accessing the Student Management System

Upon admission, each student will be provided with a unique official email and password. Instructions will be given on how to log in to the various management systems of the University using these credentials. Students will have access to two primary systems:

1. LMS (Learning Management System): This is where students will submit assignments and other academic-related submissions as directed by their faculty. **(Website: https://lms.cvv.ac.in/learning)**

2. SMS (Student Management System): This system is used for updating administrative records, which need to be maintained by both the student and their parents. **(Website: https://sms.cvv.ac.in)**

Documents Required for SMS

To ensure smooth processing and verification, the following documents must be uploaded to the SMS:

- A valid Photo ID card (Aadhar card, driver's license, passport, etc.)
- 10th standard/SSLC mark list/certificates
- 12th standard pre-university mark list/certificates
- 12th standard Transfer Certificate (TC) and Conduct Certificate (CC) from the last attended school
- Migration certificate from the examination board
- Caste Certificate (for students belonging to the reserved category) issued by the respective regional village offices
- Medical certificate
- Anti-Ragging affidavit
- Passport size photo
- CVV forms: Hostel undertaking, internship consent, media consent, dress code, CVV Student and Parent Undertaking forms etc.

Note:

If a student is unable to submit any document at the time of verification/registration, they must submit an undertaking for the non-submission of documents as provided in the university official website.

Timeline for Document Submission

Students have specific timeframes within which they must update their information:

Edit Access: Students have 30 days from the start of the first semester to upload and edit their documents and generic details.

Course Registration Edit Access: For subsequent semesters, students have one week from the start of each semester to register for courses.

View Access: Students can view their respective details at any time until the completion or exit from their program.

Please note that this list of required documents is not exhaustive, and the University reserves the right to modify it as necessary. By adhering to these guidelines, students can ensure their records are up-to-date, which will facilitate a smooth administrative process throughout their academic journey at CVV. For any assistance or further information, please do not hesitate to contact the administrative office.

10.5 Course Registration

At the start of each semester, students must register for their courses via. SMS. While core courses are automatically registered for each student, Minors and Electives

require individual registration. Students have one week from the commencement of the academic session each semester to register for these courses, and failure to do so may result in being barred from attending classes. Guidelines for registration will be sent to the official email provided to each student, and it is the student's responsibility to regularly check for communications from the University. Ensuring timely registration is crucial for a smooth academic experience. For assistance or further information, students should contact the Office of Assistant Registrar–Academics.

10.6 Fee Payment

CVV provides an integrated fee payment platform through the Student Management System (SMS). Students can navigate to the 'Fees' section on the left-hand side menu after logging into the SMS and follow the prompts. They will then select the applicable event (e.g., semester fee, exam fee) from a drop-down menu for payment, with all online payment modes accepted. Once the payment is processed, receipts can be immediately printed or downloaded. Additionally, the 'Reports' section allows students to print all paid receipts to date. For detailed information on the fee structure, visit: **https://www.cvv.ac.in/fee-structure**

All students must clear their fee dues before each semester starts. Failure to pay the fee by the cut-off date announced by the University will result in a late fine. Students who do not pay their fees on time will be debarred from attending classes/ not allowed to attend examinations/ have their results withheld until all outstanding fees, including fines, are paid.

10.7 Attendance

A student shall be considered to have satisfactory attendance to appear for the examination if he/she attends more than 75% of the working days (inclusive of sick days) for all regular courses, and 90% of the working days for internship-type courses. Leave shall be availed by the students only under unavoidable circumstances. Students must apply for leave beforehand. The leave letter recommended by the Programme Director must be submitted to the Head of the School who will consider grant of the leave. Requests for more than three consecutive days on medical grounds must be supported by a proper medical certificate. Leave granted will not be counted as a physical presence and will not count towards attendance.

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

Note: Condonation of attendance will only be allowed with valid medical certificates.

Students going on official duty, representing the University in sports and cultural activities, or presenting papers at seminars, conferences, etc., may be eligible for Duty Leave.

Any student failing to secure a minimum of 75% attendance in a course will not be eligible to appear for the end-semester examination in that course*. If a student is not permitted to attend the end-semester examination, of any course, due to shortage

of attendance, he/she shall be awarded an 'FA' (Failed due to lack of Attendance) grade in that course and this shall be mentioned in the grade sheet. Students who are awarded an 'FA' grade in a course must re-register for the course when it is next offered as a run-time re-do course.

For courses that do not have the end semester component, 75% attendance is mandatory to complete the course.

10.8 Choice Based Credit System (CBCS)

All the programmes include common foundation courses (common to all), core courses, core electives, proficiency courses, and self-immersion courses. The courses that students will take while graduating in any major discipline of their choice is categorised into five. Under each category a certain number of courses will be taken by the students eventually leading them to earn a degree. These are briefly explained below:

For all non-engineering programmes

1. **Major/Core Courses:** Core courses are mandatory for students to develop expertise in their main discipline, preparing them for professional challenges.

2. **Minor Courses (Discipline-Specific):** Discipline-specific minors, including interdisciplinary options, allow students to explore additional subjects. Students can declare a minor by the end of the second semester after sampling various courses.

3. **Multidisciplinary Courses:** Multidisciplinary courses, chosen from unrelated fields, provide broader intellectual experiences and liberal arts education, excluding subjects already studied at the higher secondary level.

4. **Ability Enhancement Courses:** These courses focus on competency in Modern Indian Languages and English, emphasizing language and communication skills, critical reading, and academic writing.

5. **Skill Enhancement Courses:** Aimed at enhancing employability, these courses provide practical skills, hands-on training, and soft skills to boost productivity and competence.

6. **Value Added Courses:** Developed by national experts, VACs aim for holistic personality development and character building, embedding ethical, cultural, and constitutional values, critical thinking, Indian Knowledge Systems, scientific temper, communication, and soft skills.

For Engineering Programmes

1. **Humanities and Social Science Courses:** Integrate ethics, communication, and societal impacts into engineering education, fostering responsible and informed decision-making.

2. **Basic Science Courses:** Provide foundational knowledge in physics, chemistry, and mathematics essential for engineering problem-solving.

3. **Engineering Science Courses:** Bridge basic sciences and core engineering disciplines, covering key theoretical and practical aspects like materials science and mechanics.

4. **Program Core Courses:** Focus on in-depth knowledge and technical skills within the chosen engineering field, ensuring proficiency in core concepts and applications.

5. **Professional Elective Courses:** Allow specialisation within the engineering discipline, enabling students to tailor their education to career goals and interests.

6. **Open Elective Courses:** Offer interdisciplinary learning opportunities, broadening academic horizons and fostering innovation and creativity.

7. **Audit Courses:** Non-credit courses that enable learning in areas of interest without grade pressure, encouraging lifelong learning.

8. **Seminar/Project/Internship:** Provide hands-on experience and real-world application through research, design, and industry exposure, enhancing practical skills and professional readiness.

10.9 University Examination Process

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

1. Students shall clear all fee dues including any fees to be paid before the registration.
2. Students shall not have any disciplinary issues pending.
3. Students should satisfy the attendance requirements stipulated by the university guidelines.
4. Appear in all internal examinations/mid-semester examinations and submit all course assignments on time.
5. Earn at least 40 % marks for UG courses/50 % marks for the PG courses in the Continuous Internal Assessment (CIA).
6. Pay the exam fee by the due date as notified by the office of the Controller of Examinations.

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

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

10.10 Student Evaluation and Grading

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

- The evaluation shall be
  - Based on multiple components.

- Continuous, enabling the students to know the progress on an ongoing basis.

- Encourage student involvement in the learning process both individually and in groups.

- Commensurate to the effort required by the student.

- There shall be timely feedback on performance so that any mid–course corrections are possible.

10.11 Evaluation Components—Norms and Guidelines

The University encourages the faculty to use as many components as appropriate (such as from the list including but not limited to those mentioned below) for designing the course evaluation plan. The weightage of each component shall be as mentioned in the respective course outlines.

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

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

10.12 Grading System—Marks Equivalence Table

CVV follows the absolute grading system, where marks are converted into grades based on predetermined class intervals. The percentage of marks required to pass a course and the CGPA required to qualify for the award of the degree correspond with UGC recommendations. Accordingly, the following equivalence table is developed for adoption by the Schools and the office of the Controller of Examinations.

Grading Scale for UG Programmes

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

Grading Scale for PG Programmes

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

10.13 Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student, and the sum of the number of credits of all the courses undergone and earned by a student, i.e.,

SGPA = $\Sigma(C_i \times G_i) / \Sigma C_i$

where 'C_i' is the number of credits of the ith course and 'G_i' is the grade point scored by the student in the ith course.

The CGPA is also calculated in the same manner taking into account all the courses undergone and earned by a student over all the semesters of a programme, i.e.

CGPA $= \Sigma(C_i \times GP_i) / \Sigma C_i$

where C_i is the credit for i^{th} course in any semester, and GP_i the grade point for the course.

The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.

10.14 Academic Dishonesty and Misconduct

Academic dishonesty and misconduct include, but are not limited to, the following:

- **Unfair examination practices:** Unauthorised use of information, materials, devices, sources or practices in completing academic activities.

- **Plagiarism:** Adopting another person's ideas, words, design, art, music, etc., as your own, without acknowledging the source, or, when necessary, not citing after obtaining permission from the author.

- **Fabrication or Falsification:** The unauthorised creation or alteration of information in an academic document or activity.

- **Sabotage:** Disrupting or destroying another person's work so that the other person cannot complete an academic activity successfully.

There are severe penalties (including not allowing students to sit for the examination) for students found guilty of any kind of academic dishonesty and misconduct. All instances of dishonesty including in assignments or examinations, of any magnitude, major or minor, will attract disciplinary action based on the nature and degree of dishonesty.

11. Library

The Chinmaya Vishwa Vidyapeeth (CVV) Library stands as a cornerstone of academic excellence, offering an extensive collection that supports the diverse research needs of its students and faculty. With a commitment to fostering an environment conducive to academic inquiry and intellectual growth, the library has meticulously curated a variety of collections and services.

11.1 Book Collections

The library boasts an impressive array of reference collections encompassing a broad spectrum of disciplines, including Generalia, Linguistics, Management, Indian History, Economics, Law, Social Science, Engineering, Fine Arts, English Literature, Sanskrit Literature, Bhagavad Gita, Ayurveda, Culture, Psychology, Research Methodology, Advaita Vedanta, Biography, Encyclopaedias, and Dictionaries. Each book is meticulously classified using the Dewey Decimal Classification (DDC) system and catalogued in the **KOHA software**, ensuring a fully barcoded collection that is easily accessible through a web-enabled online OPAC (Online Public Access Catalogue).

11.2 Subscriptions and Electronic Resources

The CVV Library subscribes to a multitude of research journals spanning humanities, management, engineering, Sanskrit Indology, and more. It also houses back volumes of several periodicals from various academic institutions and universities. Embracing the digital age, the library offers a wealth of electronic resources, including online databases, e-journals, and periodicals, providing readers with unparalleled access to global research materials.

11.3 Facilities and Services

The library is a model of scientific organisation and full automation, providing seamless access to its resources through the KOHA Library automation system. It is equipped with modern amenities such as digitisation facilities, photocopy machines, and dedicated reading rooms designed to enhance the study experience for readers and library members.

11.4 The library timings

Lalita Pratishthanam Facility, Onakkoor	Working hours:
	Monday – Saturday: 9.00 am to 8.00 pm (Except holidays) Issue/Return Timings Monday– Saturday: 9:00 am to 4:00 pm (Except holidays)

Prajna Pratishthanam Facility, Warriam Road, Ernakulam	Working hours:
	Monday– Saturday: 9.00 am to 5.00 pm (Except holidays) Issue/Return Timings Monday– Saturday: 9:00 am to 4:00 pm (Except holidays)

11.5 Membership and Loan Privilege

The identity card issued to the employees and students by the University is treated as a library card. No books will be issued without an identity card. Members proceeding on long leave or deputation exceeding three months should return the books that are borrowed by them.

11.6 Borrowers Entitlement

Sr. No	Users Type	Number of Library Books Issued Per User	Books Duration	Late Fine
01	Faculty	10	30 DAYS	---
02	Library staff	03	14 DAYS	
03	Non–teaching staff	03	14 DAYS	
03	Research Scholars	08	30 DAYS	Rs.5 per day per book
04	Postgraduate students	04	14 DAYS	
05	Undergraduate students	04	14 DAYS	

11.7 Loss/ Damage of Materials

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

- For books published before 1990 – 3 times + 20% of the actual cost
- For books published in1990 or later – 2 times + 20% of the actual cost

11.8 Reference Service

The library maintains a separate Reference section. The books from these sections are to be referred to in the library. However, keeping in view the necessity of the faculty, these books may be allowed to be issued for a short period. Important

encyclopaedias, handbooks, data books, dictionaries, and other costly books are available in this section. Special reading facilities for Research Students and faculty are provided in the library. The library has procured educational video cassettes prepared by agencies for self-learning. A viewing facility is available in the library.

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

11.9 Information Literacy/Library Orientation

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

11.10 Other Services

- **Photocopying Services:** The library offers photocopying services for all its readers at a reasonable charge.

- **Display of books:** Books are displayed each day in line with international events or birthdays of renowned scholars

- **Question Papers:** Previous years Question Papers are made available at CVV Library. Only photocopies can be taken.

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

11.11 Library Rules and Regulations

Only registered members are allowed to use the library.

1. Students' membership in the library is renewed at the beginning of each semester.
2. Readers should not right, mark or otherwise disfigure/damage books, furniture etc.
3. Readers are not allowed to bring their personal belongings like bags and umbrellas to the library. These materials are to be kept at the property counter at their own risk. Readers are advised not to leave valuable items like money, credit cards, passport etc. at the properties counter.
4. The library can recall any book even before the due date.
5. Readers have to pay over dues charge @ Rs.5/-per day per book after the due date.
6. Readers should observe strict silence and switch off their mobile phones or keep them in vibration mode while in the library.
7. Drinks and eatables are not allowed in the library.
8. No photograph of the library shall be taken without prior permission from the authority.

9. Members leaving the library should stop at the exit, so that the material borrowed or taken out of the library by them may be checked. Readers are requested to show the documents which are being taken out of the library to the staff at the checkpoints.

10. Members are responsible for any damage caused by them to books or any other property belonging to the library.

11. The librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving indecently.

12. Tables and chairs should not be disturbed from their position. Users should avoid resting their feet on tables, chairs, shelves and windows.

13. Books and the bound volumes of journals should be handled with great care. Please avoid keeping the volume open on the table or inserting notebooks/pencils between the pages and closing them. Pages must not be folded to serve as bookmarks. Mutilation and disfiguring of pages of library books is strictly prohibited.

14. Users are requested to leave the book on the table after consultation. Please do not replace the book and also do not move the book from its specific area to another area. Library staff will do it for you. **Please remember that a book misplaced is a book lost.**

12. Mentoring System at Chinmaya Vishwa Vidyapeeth

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

- Monitor the performance and progress of the mentees assigned to the mentor in academics, attendance, extra-academic pursuits and overall development as an individual.

- Provide appropriate counselling to the mentees regarding their academic issues as well as personal concerns.

- Provide suggestions to guide them in their career prospects including but not limited to the setting of career goals, selection of a career path, options for higher education, self-employment opportunities, and entrepreneurship possibilities.

13. Training and Placements

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

- Enhance their employability skills

- Empower them with communicative abilities

- Enrich them with leadership qualities

- Enable them to face interviews with ease

- Equip them with life-coping skills

- Enable them to land the right job

- Get the right employer for the right candidate

The Training and Placement Office functions with the following objectives:

- To fulfil the dreams of thousands of parents, by providing their wards with the best career options

- To provide the industry with the best human capital

- To become one of the most industry-favoured institutions in the country for campus recruitment

- To achieve 100% quality placement

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

14. Internship and Dissertation

14.1 Internship

For the bachelor's and master's programmes, at the end of the second year, students may be required (depending on the programme) to undertake an internship for 8-10 weeks. The Training and Placement Office of the University provides necessary support in arranging suitable assignments. There is a dedicated Internship and Placement Officer for the students to contact regarding any queries and support required. The internship is intended to provide students with an opportunity to apply the principles and methodologies learned and get first-hand experience of the industry with a new perspective. Students may contact the Internship and Placement Officer (Contact details are provided in the Administrative Functionalities list on page 16.)

1. The Internship and Placement Officer makes all efforts to reach out for internships across varied sectors, companies, and profiles.

2. Based on one's interests and capabilities, one should seek internships. Choosing the correct company for internships and performing up to the mark is of utmost importance.

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

14.2 Dissertation/Project

The dissertation offers an opportunity to explore a topic in-depth of students in their area of special interest. A faculty guide is assigned to each individual/group. The dissertation is carried out under the supervision of faculty member(s) chosen by the University.

1. Students need to choose a dissertation topic in consultation with the assigned faculty.
2. All expenses for this project are borne by the students opting for it.
3. The evaluation parameters include a project report, a presentation etc.

15. General Discipline on the Campus

Any act, behaviour, or conduct by a student that adversely affects the general discipline on campus and violates the academic atmosphere, such as inciting hostility, ill will, social disharmony, ragging, bullying, vandalism, destruction of University property, misbehavior with faculty and staff, or any action detrimental to the educational process or reputation of the University, will be treated as misconduct. This includes unlawful acts or public nuisances outside the University, with legal consequences. Misconduct also covers smoking, consumption and distribution of alcohol or intoxicants on campus, willful disobedience of rules, disruption of campus activities, politicising activities, breach of hostel rules, cybercrimes, public display of affection, and unauthorised use of mobile phones and recording equipment in specified areas. Only pure vegetarian food is permitted within University hostels and facilities, with non-vegetarian food, including eggs, strictly prohibited. **Students must review the detailed rules and regulations in the student undertaking form and comply with them to avoid disciplinary action.**

Any form of misconduct will be dealt with severely and may entail penalties ranging up to suspension or expulsion from the programme. All the students are required to strictly adhere to the class timings as prescribed in their respective timetables. Wilful misuse or damage to University property or facilities will lead to disciplinary action/termination of registration of a student/attract charges to pay for the damages, as the case may be. **All enrolled/registered students along with their parents are directed to sign an undertaking provided by the university.**

15.1 Dress Code

Students at CVV are to wear the prescribed uniform. Exceptions to wearing the uniform, if any, will be informed in advance by the authorities. No student is permitted to enter any academic or administrative premises in the University without proper uniform. Students are required to wear laboratory/workshop uniforms if prescribed by the department. Until the uniforms are dispersed to the students all are advised to follow the code as given below:

- All are recommended to wear modest and comfortable Indian clothing;

- You may require one or two sets of Indian traditional clothes for special occasions.

- All students must adhere to the designated dress code. Informal or improper dress, which includes sleeveless shirts/blouses, half pants, shorts, tights/revealing clothes, Bermuda shorts, half skirts, or other similar outfits, is not allowed. Any deviation from this standard will be regarded as misconduct and subject to disciplinary action.

- Formal shirts and trousers, casual are permitted for the Boys. Torn jeans, low-waist jeans, cut jeans, shorts, and sleeveless garments are prohibited for Boys.
- Formal/semi-formal dresses, salwar kameez are allowed for Girls. Torn jeans, low-waist jeans, cut jeans, shorts, and sleeveless garments are not allowed for girls.

15.2 Disciplinary Authority

The disciplinary authority is the committee convened by the University authorities and the members may change from time to time. The appellate authority on all disciplinary matters is the Vice Chancellor.

16. Internet Policy

The internet policy of CVV is governed by the policies framed by the IT department. Access to wireless internet is only an extended service. The availability of wireless services solely depends on the discretion of the University and it has the right to stop/interrupt the services at any given point in time. The University reserves the right to disable one's wireless network access for any of the following reasons if found:

- Allowing other individuals (e.g. friends, co-workers, multiple devices etc.) to use one's account.

- Attempt to tamper/hack the servers/network or overload IT resources and assets by excessive bandwidth usage or using misconfigured devices or knowingly using a false identity.

- Download/usage/storage or transmission of illegal copies of copyright materials or patented software/movies/songs etc. is a violation of the regulatory laws that involve the protection of data or privacy. Violation of this policy and guidelines is a serious offence and the Institution holds the right to permanently seize the laptop/devices and/or initiate strong disciplinary action, including termination from the Institution, if the need arises, based on the severity of non-compliance.

16.1 Internet Plan for Students

CVV is regularising the internet usage for students at university campus and the hostel. Students will get the facility as per the following timing and plan.

School	Timing	Monthly Download Quota*
All	06:00 AM to 10:00 PM	60 GB

Once the monthly quota is exhausted students need to take written permission from the respective HOS/HOD and submit to the IT department to renew it again, only one time extension of 30 GB will be allowed per month.

16.2 Misuse of Social Media and Violation of Indian Cyber Laws

Students are cautioned and warned to refrain from the following activities while using any social media platform (such as Facebook, WhatsApp, Twitter, Instagram, Telegram, Snapchat, Viber Messenger etc.) or while sending e-mails or SMS, using CVV identity. .

- Posting any form of anti-national, antisocial or terrorist/communal/racial/threatening messages, etc.

- Sending messages/posts by creating fake IDs and usernames.

- Morphing pictures/photos, forwarding vulgar messages, posting pornographic materials and so on.

- Hacking the electronic accounts of others.

- Stealing and misusing the personal data of others.

- Impersonation through e-mail/SMS/social media i.e. speaking like father/mother/brother etc. of someone else.

- Taking photographs of others without their knowledge and posting them on social media.

- Creating 'groups' and the 'Group Admin' not having any control over the happenings in that group.

- Indulging in 'skimming' of data from credit/debit cards, committing fraud etc.

- Getting involved in prohibited activities such as 'online betting' gambling etc.

- Engaging in any form of cybercrime is against the law and not permitted.

17. Norms of Communication

Students are advised to strictly adhere to the following protocols in reporting classroom or academic concerns:

- All students or any other representative of the student body or the student himself may submit their concerns in writing to the Programme Director (PD).

- Students are advised to first contact the concerned faculty for any academic concerns such as notes, cases etc. In case the concerns are not addressed they are required to submit in writing to the Programme Directors and if the concerns are not addressed even after reporting the same to the PDs, it may be subsequently taken up with the Heads of Schools (HoS). If the issues are still not done satisfactorily then a Students Grievance Redressal committee member shall be approached for the same. (for details of Grievance Redressal cell and complaints, please visit https://www.cvv.ac.in/grievance-redressal-mechanism)

- Students are advised to take note that the concerns shall be addressed within 30 days of reporting the same.

- Any violation of the above-mentioned protocols attracts stringent punishments including placement support withdrawal, de-barring etc.

18. Security

- Personal property, including money and other valuable items like electronic gadgets, gold, etc., is the responsibility of the student and the institution will not

- bear responsibility for items lost or stolen. Items lost or found should be reported to the Chief Security Officer (contact details are provided on the last page) or Facilities Manager within two hours of detecting the loss.

- All students must carry their University identity cards with them at all times.

- While entering the campus all students must enter the credentials in the registration book kept at the main gate security office. Entry and exit is limited to and from the main gate/entrance only.

- Students must carry their ID cards while leaving the campus and leave their phone numbers with the security at the gate along with information about their destination and expected time of return. Students are requested to view this measure not as an intrusion but as a security precaution.

- Day scholars are directed to not stay back on campus or enter the university premises after 5.30 pm. Special permission in writing must be obtained from the HoS/PDs and forwarded to the respective hostel in case of overnight stay shall be sanctioned by the Registrar.

- When a guest comes to meet a student, the student should confirm the same at the University's main gate. This may, at times, require the students to escort his/her guest from the University gate. Only parents and authorised guardians will be allowed to visit the students.

- Students are required to cooperate with the University's security staff.

- Restrict pasting posters or writing on walls and roads inside the campus.

- Avoid indiscipline acts such as indulging in strikes, agitation, group clashes, assaults, use of vulgar language, abuse, causing damage to institution property/misbehavior with faculty, security guards, vigilance staff and others.

- Do not indulge in communal and religious activities.

19. Anti-Ragging

The Hon'ble Supreme Court of India, in SLP 24295/2006 dated 16.5.2007 and Civil Appeal No. 887 of 2009 dated 8.5.2009, has defined ragging as 'Any disorderly conduct whether by words, spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness, any student; indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof, in a fresher or a junior student, or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.'

In exercise of the powers conferred by Clause (g) of sub-section (1) of section (26) of the UGC Act 1956, the University Grants Commission has published the 'UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' in July 2009. The objective of the regulations is to prohibit any conduct by any student or students, ragging in any of the forms as described above; and thereby to eliminate ragging in all its forms.

The UGC vide D.O. letter No.F.1-15/2009 (ARC) pt.-III dated 8 August 2016 has expanded the definition of ragging in the following manner: '3 (j) Any act of physical or mental

abuse (including bullying and exclusion) targeted at another student (fresher or otherwise on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.'

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

All students admitted in the University must complete the affidavit thorugh UGC website with in 15 days of the the commencement of academic sessions in CVV. The step-by-step guidelines on how to register and fill up the credentials are given on the website **https://www.ugc.ac.in/pdfnews/6225980_English.pdf**

20. Hostel Rules and Regulations

At Chinmaya Vishwa Vidyapeeth (CVV), we provide a safe and supportive residential environment that promotes academic and personal growth. Our hostels encourage social and cultural activities, helping students develop well-rounded personalities. Currently, CVV only runs hostels at the LVP Facility in Ernakulam. The Office of the Registrar can create additional rules for hostel management and student behavior outside of class.

20.1 Admission & Allotment of rooms

Admission into the hostel is a privilege extended to facilitate peaceful studies on the campus, provided students follow the hostel rules and regulations. Only students of full-time programmes who are currently enrolled at CVV are allowed to stay in the hostels, according to the approved room allotment. Admission for other categories of students will be decided by the University authorities, and the rules may change from time to time. Each resident must submit a duly filled hostel admission form at the time of admission and at the beginning of every academic year. Room allotment will be based on availability and preferences, with the final decision resting with the University authorities. Mutual exchange of rooms is not permitted. However, in exceptional cases involving serious health or medical issues, the Office of the Registrar, upon recommendation from the Hostel Warden(s), may consider a written request supported by convincing documents for a room change.

The allotment of rooms and fees applicable are published on CVV website **https://www.cvv.ac.in/notifications**

20.2 Withdrawal

Students should not vacate the hostel without permission from the Hostel Warden upon instruction from the Registrar. A 'No Dues Certificate' must be submitted to the Office of the Registrar before leaving the hostels. Students who book hostel accommodation and pay the hostel admission fee at the beginning of the academic year are required to commit to a one-year residency. No refunds will be issued if the student withdraws before the completion of the committed one-year period.

20.3 General Discipline*

- Attend all academic sessions punctually; avoid staying in hostel rooms during class hours without permission from the Programme Director. Notify the Faculty Warden and Chief Warden if permission is granted.

- Maintain cleanliness and hygiene in rooms and premises; refrain from disfiguring property by writing or sticking handbills, posters, etc. Students are liable to pay for repairs if any damage is noticed, as decided by the University. Severe penalties, including expulsion, may be imposed for wanton damage.

- Respect fellow residents, hostel staff, and University personnel; follow instructions from hostel wardens and security personnel.

- Behave with decorum, respecting the campus's sanctity, located within a place of great spiritual and cultural importance.

- Unauthorised possession of additional articles apart from provided furniture will result in disciplinary action, fines, and possible confiscation. Also, Do not store prohibited items like high-consumption electrical appliances, weapons, ammunition, explosives, or inflammable materials in rooms.

- Conserve electricity and refrain from tampering with electrical installations; do not fit electrical fittings, heaters, or other appliances in rooms.

- Cooking inside rooms is strictly prohibited and considered serious misconduct.

- Lock rooms properly when going out; the University is not responsible for any loss or damage to belongings.

- Physical or mental harassment, including ragging, quarrelling, abusive language, and violent behavior, is strictly prohibited and will result in strict disciplinary action.

- Motorised two-wheelers and cars are not allowed on campus; only bicycles are permitted.

- Smoking, chewing pan, consuming alcohol, and using any kind of drugs are strictly prohibited. Violation will lead to suspension or expulsion and Possession, consumption, or trading of narcotics will result in immediate expulsion.

- No pets are allowed in the hostel.

- Obtain prior permission from the Chief Warden, Resident Warden, or Programme Director to conduct meetings or make announcements.

- Adhere to the prescribed dress code inside the hostels; do not wear sleeveless dresses, short tops, tights, Bermudas, or shorts outside your room.

- Multi-level marketing (MLM) and gambling, including playing cards, are prohibited.

- Anti-institutional or anti-social activities are severely punishable.

- Adhere to the hostel and mess timings.

- Be present in assigned rooms for daily attendance verification at 9:00 p.m. Absence without prior written approval from the warden will result in strict disciplinary actions.

- Obtain prior permission for overnight stays outside the hostel.

- Day-scholars, alumni, or outsiders are not allowed inside the hostel premises.

- Food delivery must be handled by the hostel warden.

- Obtain a gate pass from the resident warden to leave the campus.

*Please review the rules and regulations outlined in the Hostel Guideline and Enrolment form for more detailed information. Compliance with these regulations is mandatory; failure to adhere to them may result in disciplinary action for misconduct.

20.4 Holidays/Vacation

- Every student must vacate his/her room before proceeding on summer vacation and surrender the room to the administrative staff/Hostel Warden. If any room is found locked, the hostel authorities have the right to break open the same and the cost of damages will be accounted to the respective student.

- Personal belongings of the students proceeding on vacation may be left behind in their respective rooms till they return. All such articles must be packed, properly labelled and entrusted to the Hostel Wardens for safe custody in the rooms earmarked for this purpose.

- While every effort will be made to see that the articles are kept safely, the hostel authorities are not responsible for any loss or damage caused. Students are therefore advised not to leave behind any costly items when they go on vacation. The University reserves the right to allocate any room for any academic activity or undertake repair and maintenance work during holidays/vacations.

- The room is to be vacated by the student after the completion of their respective programmes within two weeks after the last exam/final year/semester/trimester unless the hostel authorities give a specific date for the same. All students are required to clear their hostel dues, penal charges, recoveries on loss or damage caused etc., to be eligible to be issued a 'No Dues Certificate' required for receiving the completion certificates and Degree/Diploma certifications.

- The Office of the Registrar may consider applications from residents for staying in the hostels during a vacation on charges as notified by the University if their vacation academic activity (such as summer placements) requires them to be stationed.

20.5 Guest Rules and Guidelines

- No student is allowed to bring a guest into the hostel for an overnight stay with him/her except under exceptional circumstances where a parent or a sibling is to be accommodated on a special occasion with prior written request and approval from the Office of the Registrar. If any family member is required to stay overnight with the student, the student must seek and obtain prior explicit formal permission from the Office of the Registrar. Any failure in this shall be treated as serious misconduct.

- Other than an overnight stay in such circumstances, the stay of an outsider in the hostel is not permitted.

- The Office of the Registrar has the power to refuse permission to allow guests into the hostel, without assigning any reason.

- The guests, if any, permitted are subject to the rules and regulations of the hostel.

- The hostel maintains a register of guests and no guest is admitted, irrespective of the permission granted by the Office of the Registrar unless the name and other

particulars are entered in the register. The student who brings the guest will be responsible for the proper filling up of the particulars required therein.

- The student introducing a guest is responsible for all charges incurred by the guest. The University will notify the guest of charges including rentals from time to time.

20.6 Tradesmen/Vendors

No strangers are allowed in the hostel premises for carrying out any business. Students shall not have dealings with strangers other than licensed tradesmen/vendors on the campus. In case any stranger is seen on the hostel premises, students must immediately inform their respective Hostel Warden/Chief Security Officer.

Food delivery partners like Swiggy, Zomato etc. are strictly prohibited inside the university campus.

20.7 Annakshetra Rules and Regulations

- The residents of the hostel shall, from amongst themselves, elect a suitable number of representatives who will form the Mess Committee. The student committee shall be in charge of running the mess and the maintenance of hostel amenities. If at any time there are no elected representatives, the University authorities shall have the power to make necessary arrangements to run the mess directly, or by nominated representatives, until representatives are duly selected.
- Consumption and Serving of Non-Vegetarian food is prohibited in CVV Annakshetra.
- Meals or any food item will not be sent to students' rooms.
- A sick diet can be provided to the members under the advice of the Hostel Warden. For this, specific requests may be submitted to the Office of the Registrar.
- Under no circumstances are the students allowed to take cups, saucers, tumblers, and other utensils of the mess to their rooms or other locations. Any violation of this norm will attract stringent action.
- Students are expected to maintain strict discipline and order in the dining halls during the hours when meals are served. Students must be suitably attired in the dining hall (suitable attire, in this case, refers to any dress covering the body appropriately. Half pants, shorts, Bermuda, half-skirts etc. are not permitted in the mess or any other academic premises). No resident, except the representatives, shall enter the kitchen.

21. Transportation

The University has a transportation facility with buses plying from

Route 1

Onakkoor – Piravom– Peppathy – Arakunnam – Mulanthuruthy – Nadakkavu – Udayamperoor - Statue JN – Vadakkekotta – Petta– Vytilla

Start Time from Vytilla – 7:15 am

Return – after academic sessions – 04:25 pm (may vary based on University academic timetable)

For all transport related inquiries please check the Key Contact Personnel list. Transportation can be arranged for day scholars as per the number of students in a specific route and availability of transport facility to the campus and back.

22. Sports Activities at CVV

Our mission is to create an ideal academic environment that supports the professional development of students, equipping them to impart knowledge in sports, games, and sports sciences while facing life's challenges and excelling in national and international arenas. At CVV, we understand the significance of sports in shaping holistic individuals, and we are dedicated to providing numerous opportunities for our students to engage in various sporting activities. Our vision is to impart quality education in sports and produce elite athletes of international standards.

22.1 Intramural Competitions

At CVV, we foster healthy competition and team spirit through our intramural competitions organised among Various Departments. These competitions serve as platforms for students to showcase their talents and sportsmanship across different disciplines. Our annual intramural sports meet, The URJA Vice Chancellor Trophy, witnesses spirited contests among the Students, promoting unity and healthy rivalry.

Campus Facilities: Our campus is equipped with top-notch sports facilities to cater to the diverse interests of our students.

22.2 Outdoor Sports Facilities

S. No	Name of Games	No of Court and Field
1	Cricket practice	One Nets
2	Football Field	Two Field (one will be soon to be upgraded with natural turf)
3	Basketball	One Court (currently under construction)
4	Drop Roball and Badminton	One Court (this Court Multipurpose)
5	Kabaddi	One
6	Volleyball	Two
7	Throw Ball	One

22.3 Indoor Sports Facilities

S. No	Name of Games	No of Court and Field
1	Badminton	Two
2	Chess	Four
3	Table Tennis	Two

22.4 Participation in Inter-University Competitions

CVV takes pride in its participation in various inter-university competitions organised by the Association of Indian Universities (AIU). Over the years, we have excelled in disciplines like badminton, yoga, football Drop ro ball and tug of war, showcasing our talent and competitive spirit on a national platform. Moving forward, we aim to broaden our horizons by participating in Basketball, Volleyball, Kho Kho, cricket, and other events.

22.5 Inter- University (or) Inter - Collegiate Tournaments and Future Plans:

In addition to inter-university competitions, CVV also organises inter-collegiate tournaments to provide students with exposure to external competition. Last year, we successfully hosted a badminton tournament, and plans are underway to organise more such events in the future, fostering collaboration and healthy competition among institutions.

At CVV, we believe in nurturing not just the body but also the spirit of sportsmanship and teamwork. Whether you're a seasoned athlete or a casual enthusiast, there's something for everyone in our dynamic sports culture. So, lace up your shoes, grab your gear, and join us as we embark on an exhilarating journey of sports and camaraderie at Chinmaya Vishwa Vidyapeeth!

23. Clubs at CVV

Chinmaya Vishwa Vidyapeeth (CVV) is committed to fostering holistic development in its students by offering a vibrant array of clubs and activities that cater to diverse interests and talents. Through these clubs, CVV not only enhances the academic experience but also nurtures creativity, leadership, and teamwork among students.

CVV significantly contributes to the creative and intellectual growth of its students through various clubs that provide platforms for expression, innovation, and collaboration. These clubs are integral in helping students develop their abilities, explore new interests, and gain valuable experiences that complement their academic pursuits. Whether it's through engaging in debates, performing arts, sports, or community service, CVV ensures that students have ample opportunities to enhance their skills, build confidence, and prepare for future challenges.

23.1 List of Clubs and their Coordinators

Club/Society	Coordinator(s)
Bharatha Society	Dr. Prabhavathy P N
Music Club (under Bharatha Society)	Dr. Prabhavathy P N
Fashion Club (under Bharatha Society)	Ms. Anupama Jims & Ms. Noorjahan Arakkal Iqbal
Dance Club (under Bharatha Society)	Dr. Abha Mohan
Drama Club (under Bharatha Society)	Dr. M Sudarshan Chiplunkar
Creative and Debating Society	

Grantha Club	Dr. Sanitha A.C. and Ms. Harsha M Pillai
Photography Club	Mr. Ganesh Kumar
Sports Club	Mr. Subashchandirabose and Mr. Govind Pradeep
CUSEC – Management & Commerce Club	Dr. Veena M
Jeevanam and Seva Club	Dr. Bindu M.P,
CHYK Club	Mr. Srinath Mohandas
Fine Arts Club	Dr. Asha T.M.
Mathematics Club	Dr. Bindusree A. R.
De Luna (Psychology Club)	Ms. Nouzia Noordeen

24. Conference/Seminars

The annual National Youth Conference on International Knowledge Systems (IKS) conference hosted by Chinmaya Vishwa Vidyapeeth (CVV) stands as a cornerstone event, bringing together scholars, researchers, and practitioners from diverse backgrounds to explore themes rooted in Indian Knowledge Systems (IKS). The three-day conference serves as a vibrant platform for interdisciplinary dialogue, fostering cross-cultural understanding and advancing knowledge in areas spanning philosophy, arts, science, spirituality, and literature. By facilitating global collaboration, knowledge exchange, and the dissemination of research findings, the IKS conference promotes academic excellence, cultural enrichment, and positive societal change. Through this transformative event, CVV reaffirms its commitment to advancing learning, promoting dialogue, and fostering global citizenship, celebrating the richness and diversity of Indian knowledge traditions while envisioning a brighter future grounded in their wisdom.

25. Institution's Innovation Council (IIC)

The Institution's Innovation Council (IIC) at Chinmaya Vishwa Vidyapeeth aims to foster a culture of innovation among students, faculty, and staff. The IIC engages in activities like ideation, problem-solving, design thinking, intellectual property rights, and project management to build a robust innovation and entrepreneurship ecosystem. Its mission is to nurture innovative ideas, support startups, and create entrepreneurship opportunities while developing global professionals. Through workshops, seminars, hackathons, and networking with industry experts, the IIC promotes innovation and rewards successful projects, highlighting the institution's innovative achievements.

26. IEEE Student Branch at CVV

IEEE, the world's largest technical professional organization, is dedicated to advancing technology for humanity's benefit. With over 400,000 members in more than 160 countries, IEEE inspires global innovation through its highly cited publications, conferences, technology standards, and educational activities. Established in 2010, the IEEE India Operations Centre in Bengaluru focuses on standards, technical activities,

membership development, business development, and support for digital library customers. The IEEE Student Branch at Chinmaya Vishwa Vidyapeeth, established on December 31, 2023, currently comprises students from the Artificial Intelligence and Computer Science Departments. It actively hosts events and competitions to foster technological growth and innovation.

27. Arts festival & Jabagadadash

'Pratibha' is the University's annual arts festival. Spanning a dynamic week filled with excitement and camaraderie, Prathibha hosts an array of 41 competitions encompassing various artistic disciplines. From stirring musical performances to captivating theatrical productions, from dazzling dance showcases to thought-provoking literary debates, Prathibha offers a platform for university students to showcase their skills and passion. Prathibha promises to inspire, entertain, and unite us through the power of the arts.

'Jabagadadash' is the inter-college student festival of CVV. As such, it is meant primarily for students of other colleges to participate in, while CVV students host the event and look after its entire organisation. It comprises various competitive as well as informal events in fine arts, performing arts, literary arts, debate, film, photography, sports, management and psychology. Its main objective is to foster the pursuit of excellence in each of these fields and a spirit of healthy competition, where students from across the country can put up their performances and appreciate those of others. It also serves as a meeting ground where CVV presents itself to students of other higher education institutions, to the mutual benefit of both CVV students and others.

28. Convocation

Convocation stands as a pivotal milestone in the academic journey, symbolising the culmination of years of dedication, perseverance, and scholarly achievement. At Chinmaya Vishwa Vidyapeeth, our annual convocation transcends mere ceremony, embodying a profound reverence for knowledge and learning. With meticulous planning and unwavering dedication, each convocation is orchestrated in a grand manner befitting the significance it holds for our university community. It serves as a poignant moment where academic excellence is celebrated, and the torch of knowledge is passed from one generation to the next. As graduates don their ceremonial attire and prepare to step into the world beyond academia, the convocation ceremony at Chinmaya Vishwa Vidyapeeth stands as a testament to our commitment to fostering intellectual growth, character development, and lifelong learning. Through this time-honored tradition, we honor the past, celebrate the present, and embrace the limitless potential of the future.

29. Alumni Relations at CVV

Chinmaya Vishwa Vidyapeeth experience extends beyond graduation. The Alumni Association, registered under the Travancore Cochin Literary, Scientific, and Charitable Societies Act, fosters a lifelong connection. This vibrant network offers mentorship, career guidance, and industry connections, nurturing friendships and celebrating achievements of our Alumni. Educational programs and reunions reignite the flame of learning, while the contributions, through volunteering or fundraising, shaping the university's future by supporting scholarships, infrastructure, and research. Our Alumni will always be the part of this enduring Chinmaya legacy.

Chinmaya Vishwa Vidyapeeth
Deemed to be University

FIRST PRIVATE DEEMED TO BE UNIVERSITY IN KERALA

EMPOWERING DREAMS SHAPING TOMORROW

B.TECH. DATA SCIENCE CYBER SECURITY COMPUTER SCIENCE MECHANICAL ELECTRONICS & COMMUNICATIONS DIGITAL FORENSIC BCA CLOUD COMPUTING ROBOTICS ARTIFICIAL INTELLIGENCE FINANCE BUSINESS MANAGEMENT BBA DIGITAL MARKETING PORT & SUPPLY CHAIN STRATEGY & FINANCE MARKETING BUSINESS ANALYTICS B.COM. WEALTH MANAGEMENT B.SC. APPLIED PSYCHOLOGY M.SC. CLINICAL PSYCHOLOGY M.COM. LOGISTICS HR START UPS OPERATIONS MBA B.SC. B.ED MATHEMATICS B.A. SANSKRIT M.A. MUSIC PH.D. B.A. B.ED ENGLISH

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Chinmaya
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Deemed to be University

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