



# **SRI BALAJI VIDYAPEETH**

Deemed-to-be University

U/S 3 of UGC Act 1956

Accredited with 'A' grade in the First Cycle by NAAC

**SBV POLICY FOR HOLDING CONDOLENCE  
MEETINGS TO MOURN THE DEMISE OF  
THE MEMBERS OF SBV FAMILY - 2019**

**SRI BALAJI VIDYAPEETH (SBV)**  
 (DEEMED-TO-BE-UNIVERSITY)  
 ACCREDITED WITH “A” GRADE BY NAAC IN THE FIRST CYCLE  
 PILLAIYARKUPPAM, PONDICHERRY 607 402



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 OF THE MEMBERS OF SBV FAMILY - 2019**

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Prepared by	Reviewed by	Approved by
<u><b>Name:</b></u> 1. Dr. Ananda Balayogi Bhavanani 2. Mr. Joseph Naresh 3. Mrs. R. Ramya  <u><b>Designation:</b></u> 1. Director, CYTER, SBV 2. Dy. Registrar (Academics), SBV 3. Assistant Registrar, SBV	<u><b>Name:</b></u> Dr. Balanehru S  <u><b>Designation:</b></u> Director, CIDRF	<u><b>Name:</b></u> Prof. A.R. Srinivasan  <u><b>Designation:</b></u> Registrar, SBV
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## **TITLE AND APPLICABILITY:**

### **SBV POLICY ON HOLDING CONDOLENCE MEETINGS TO MOURN THE DEMISE OF THE MEMBERS OF SBV FAMILY- 2019**

The document is meant to act as the protocol for holding condolence meetings to mourn the demise of contemporary a) Students b) Faculty c) Nonteaching. The policy is not applicable to employees engaged on contract basis or such of those faculty members who are employed as Adjunct Faculty, Visiting Professors or Consultants.

## **PREAMBLE**

Sri Balaji Vidyapeeth (SBV) is a young Health Sciences Deemed-to-be-University accredited with “A” Grade by NAAC. Possessing five Constituent Colleges, a School of Pharmacy, besides Physiotherapy, Allied Health Sciences and seven designated centres, SBV is well aware of the role of human resources. SBV considers all the Students, Faculty and Staff as members of the extended family.

Hence, when a member of the SBV family departs for the heavenly abode, irrespective of the cadre, a protocol has to be necessitated to mourn the sad demise. This forms the crux of the brief policy indicated as a protocol and is for strict compliance at each of the constituent colleges (Main campus, Off campus) and centres( Main campus and Off campus). In case of unnatural demise of the employee, all legal steps will be taken up with the concerned Authorities as required before the conducting of the Condolence meeting.

## **PURPOSE OF THE POLICY**

To ensure a uniform, solemn, consistent approach in dealing with the bereavement, caused due to the demise of students, faculty and nonteaching staff.

Equality, fairness, respect and strict compliance to the principles enumerated herein form the crux of the policy.

**SCOPE OF THE POLICY IS SYNONYMOUS WITH THE SEQUENCE OF EVENTS LEADING TO THE SOLEMN GATHERING/ MEMORIAL SERVICE:**

A draft circular of the proposed condolence meeting should be prepared at the Office of the Head of the Constituent College/Director of the Centre/Head - Human Resource to which the deceased member belonged to. The draft circular would be sent through the Registrar, who in turn would seek the approval of the Hon'ble Vice-chancellor or his nominee in case of his absence and return the same document (following finalisation) for circulation.

Following the approval, the circular would be sent from the College/Centre/HR and Sr. Personnel Manager concerned with clear instructions for putting up the circular at vantage points in the main and off campus, including the hostels and Staff Quarters. Notice in advance needs to be given regarding the condolence meeting to be arranged at a convenient time, so as to enable the assembly of people in time.

Separate communication needs to be sent to the Content manager of SBV at the Office of Medical Informatics in order to put up the Note of OBITUARY on the websites of Constituent Colleges and SBV. The obituary note should be duly signed by the competent authority and accompanied by a photograph (jpeg format) of the departed soul.

The condolence meeting should preferably be at the venue fixed in the circular in the main campus as well as off campus, unless otherwise stated.

Strict protocol should be followed during the conduct of condolence meetings, wherein perfect silence among the audience, good disposition and solemn behaviour need to be necessarily ensured. Cell/Mobile phone should be kept in Silent Mode/Airplane mode. The condolence meeting will be held without affecting the functioning of the Institution and the number of persons attending the condolence will be regulated, who will return to their workspot after the condolence meeting.

Following is the sequence of the minute by minute protocol at the condolence meeting to mourn the demise of the member of SBV Family:

1. The audience remains standing till the functionaries occupy the dias.
2. An all religion prayer/common prayer will be recited.
3. Two minutes of Silence would be observed in memory of the departed soul  
The Head of the College/Centre/HR would read out the duly signed resolution of Condolence which would then be passed on to the members of the family at the end of the meeting.
4. Representatives/ Close associates would be called to recollect/share memories of their association with the departed member of SBV Family. A maximum of four associates/ representatives would be permitted to share their experiences.
5. Floral tributes and lighting of the candles would be initiated by the Hon'ble VC, in the exclusively marked space carrying the portrait of the departed member of the SBV family. The tributes by the Heads of the Constituent Colleges, Director of Centres, Heads of the Departments, Senior Administrators, Faculty, Student Council Members, students and staff (Non-teaching) would then follow.
6. Subsequent to this, the members of the gathering would disperse in silence, only after the University functionaries and Administrators have left the hall.

**INVOLVEMENT OF MEDIA, IF ANY**

Not Applicable. However will be decided depending upon the situations.

**INVOLVEMENT, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES**

Nominal expenditure involved

**EXCEPTIONS, IF ANY**

NIL

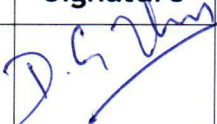
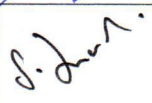
**ANY OTHER PERTINENT DETAILS**

NIL

**ENQUIRIES**

All enquiries related to this policy should be addressed to the Dean / Principal / Director and a copy marked to Legal Officer.



Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Ananda Balayogi Bhavanani	Director, CYTER, SBV	
		Mr. Joseph Naresh	Deputy Registrar, SBV	
		Mrs. Ramya R	Assistant Registrar, SBV	
2	Reviewed by	Dr. Balanehru Subramanian	Director, CIDRF, SBV	

Approved by: Prof. A.R.Srinivasan, Registrar, SBV

