

23rd January, 2026

Shri Prabhudatta Mishra  
Secretary / Correspondent  
Chinmaya Vidyalaya Deogarh  
Pradhanpat Road  
Deogarh, Odisha, 768108

SUB: Approval of the Board of Management (BoM) of Chinmaya Vidyalaya Deogarh for the year 2026-2029

Blessed Self,

Hari Om! Salutations!!

**Swami Swaroopanandaji and Swami Sadanandaji** have great pleasure in welcoming you and other members of the Board of Management (BOM) of Chinmaya Vidyalaya Deogarh for the period 2026–2029 as per the list enclosed (Annexure-A). We are confident that, under the able guidance of the Chairman of the BoM and with the support of the other members, Chinmaya Vidyalaya Deogarh will achieve greater heights of excellence and set new benchmarks of performance.

The roles and responsibilities of the members of the Board of Management are enclosed with this letter as (Annexure B) for ready reference of the members. Please share a copy of the same with the members newly inducted in the Board.

The BoM Secretary is requested to convene a joint meeting immediately with the outgoing and incoming BoM members. The Vidyalaya records, such as the Minutes Books, Membership Registers, Accounts Book(s), Receipt Book(s), Vouchers, Bank Passbook(s), Cheque book(s), etc., should be handed over by the outgoing BoM to the incoming BoM, with the transfer duly recorded in the Minutes of the joint meeting.

In respect of the school Accounts, any queries that the members of the new Board of Management may have can be raised to CCMT. The BoM Secretary is requested to ensure that the following is intimated to CCMT as and when a related event occurs:

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Sandeepany Sadhanalaya, Saki Vihar Road, Powai, Mumbai 400072, India

☎ +91-22-2803 4900

✉ [ccmt@chinmayamission.com](mailto:ccmt@chinmayamission.com)

🌐 [www.chinmayamission.com](http://www.chinmayamission.com)

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- In the event a bank account is opened or closed, or an account's signatories are changed, the name of the bank, the account number and the Members of the Board of Management who will be operating the bank account(s), accompanied by a copy of the relevant board resolution passed therefore;
- Board resolution(s) supporting purchase / sale / disposal / write-off of fixed assets and investments/ dis-investments in FDs, write off / write back of any dues and other such major financial decisions;
- The BoM must ensure that the operating guidelines given in the Education Cell's Blue Book is followed apart from ensuring compliance with the CBSE Board;
- report on compliance in respect to all applicable provisions under relevant statutes of Income Tax, GST, PF /ESI, Trust law, including legal notices received and responses sent.
- In relation to the Board of Management meetings, the BoM may please ensure that at least one BoM meeting is held every 3 months, and a copy of the minutes of the meeting is forwarded to the Regional Head and CCMT for our perusal and records.

**Please note if the CCMT's designated Trustee is unable to attend a BoM meeting, some other Trustee or a senior CCMT executive, such as the CEO of CCMT or a person nominated by the CEO will attend the meeting.**

With Prem and Om,  
In His Service,



Dr Manisha Khemlani  
Chief Executive Officer

- CC: 1) Swami Swaroopanandaji  
2) Swami Sadanandaji  
3) Swami Nigamanandaji  
4) Swamini Tannishtanandaji  
5) Smt Shanti Krishnamurthy, Director, CCMT Education Cell  
6) Shri Biswarup Mukhopadhyay, Zonal Director, CCMT Education Cell  
7) Shri Atul Karanjkar, Zonal Director, CCMT Education Cell  
8) General Manager, CCMT Books Division  
9) CM Centres Evaluation Section, CCMT Office  
10) COO, CCMT / CCMT File

## Annexure A

### List of Members of the Board of Management of Chinmaya Vidyalaya Deogarh for the year 2026-2029

#### Mob No:

1	Chairman	: Swami Nigamananda	7605971820
2	Zonal Director Eastern Zone- CCMT Education Cell	: Biswarup Mukhopadhyaya	9431378924
3	Secretary / Correspondent	: Prabhudatta Mishra	9437194306
4	Member	: Swamini Tannisthananda	8895516983
5	Member	: CEO / Trustee CCMT	9819404990
6	Member	: Jagdish Nanda, Retd Rly Employee	8280813775
7	Member	: Ram Chandra Mahapatra, Retd Headmaster	9437501782
8	Member	: Siddheswar Naik, Retd Sr. OAS	9437401437
9	Member	: Gopabandhu Pradhan, Retd Headmaster	9437394050
10	Member	: Jayant Kumar Sahu, Social Worker	9438000990
11	Member	: Bholanath Das, Social Worker	9438046545
12	Invitee	: Principal, CV Deogarh	



(Dr. Manisha Khemlani)  
Chief Executive Officer

## **Annexure B**

### Roles & Responsibilities of the Board of Management of a Chinmaya Vidyalaya

#### ***1. Governance and Administration***

- Oversee the overall governance, strategic management and statutory compliances of the Vidyalaya, in accordance with the authority vested by CCMT or the governing Chinmaya Mission Trust.
- Ensure the composition of the BoM consists of no fewer than seven members, with or without the local Spiritual guide of Chinmaya Mission.
- Nominate and appoint Vidyalaya Management Committee members with the prior approval of CCMT or the governing Chinmaya Mission Trust.
- Convene a minimum of four meetings per annum, ensuring the required quorum of three members or one-third of the total BoM members, whichever is higher.

#### ***2. Meetings and Documentation***

- Maintain accurate and comprehensive minutes of all BoM meetings, securing approval and circulation within a stipulated period of fifteen days.
- Confirm and ratify minutes in subsequent meetings, ensuring systematic record-keeping, and regular sharing with CCMT for long-term preservation.
- Ensure mandatory discussions on key agenda items, including financial statements, institutional performance reviews, budget approvals, and annual accounts.
- Endorse and formalize circular resolutions in the immediately succeeding meeting.

#### ***3. Financial Oversight***

- Exercise financial prudence over expenditures derived from fees, donations, and grants received from CCMT, LCST, or other sources.
- Formulate and approve the annual budget, submitting the same to CCMT/LCST and any other governing bodies as required.
- Appoint a Chartered Accountant to conduct an annual audit of the Vidyalaya's financial records, ensuring compliance with financial regulations and best practices.
- Uphold financial integrity and prevent procedural irregularities in fund utilization.

#### ***4. Human Resource Management***

- Exercise oversight on appointments, performance evaluations, disciplinary actions, and overall staff governance.
- Ensure the timely disbursement of salaries to all teaching and non-teaching staff, in adherence to predetermined schedules.
- Maintain optimal staffing levels by ensuring the recruitment and retention of adequately qualified personnel.

### ***5. Academic and Operational Supervision***

- Provide strategic oversight for the effective functioning of the Vidyalaya, ensuring adherence to prescribed disciplinary norms for both students and staff.
- Evaluate and approve innovative academic and administrative initiatives for institutional growth and development.
- Recognize the Principal as the ultimate authority in all academic and internal administrative matters, including admissions, curriculum planning, and staff assignments.

### ***6. Infrastructure and Resource Management***

- Ensure the provision and maintenance of essential infrastructure, including classrooms, laboratories, libraries, sports facilities, office equipment including computers and relevant extracurricular resources.
- Authorize the procurement of necessary equipment, instructional materials, and technological aids.

### ***7. Stakeholder Engagement and Community Relations***

- Facilitate cooperation and collaboration with parents, the local community, and relevant government authorities to enhance the development of the Vidyalaya.
- Promote effective communication and engagement between the administrative staff, the faculty, and the parent community.

### ***8. Delegation of Authority***

- Delegate specific functions to designated officers or committees while retaining oversight authority.
- Retain the discretion to revoke delegated powers in the best interest of the Vidyalaya.

### ***9. Establishment of Sub-Committees***

- Constitute sub-committees as deemed necessary, including those for admissions, recruitment, procurement, infrastructure projects and any other specific functions.
- Ensure that sub-committees maintain proper records, conduct regular meetings, and report key decisions to the BoM for formal ratification.

These responsibilities collectively ensure that the Board of Management exercises its governance mandate effectively, fostering institutional excellence, financial sustainability, and academic excellence.