

UNIVERSITY OF COCHIN

PRELIMINARY MINUTES OF THE 79th MEETING OF THE SYNDICATE HELD ON 30-5-1977

Place of meeting : University Buildings
Tripunithura

Time : 10.30 a.m.

Members Present :-

1. Dr. N. K. Panikkar
Vice Chancellor (in the Chair)
2. Dr. C. P. Kuriakose
Pro Vice Chancellor
3. Shri. Jose T. Mookken
4. Shri. A. K. Hameed
5. Dr. A. T. Markose
6. Prof. C. T. Benjamin
7. Shri. V. Narayanan Nayar
8. Dr. M. V. Pylee
9. Shri. K. A. Mohammed

Item No. 79.01 Confirmation of the minutes of the meeting of the Syndicate held on 7-5-1977.

Resolved that the minutes of the 78th meeting of the Syndicate be confirmed subject to the following modifications:

1) In Item No. 78.02 (5), the second, third and the fourth sentences be deleted.

2) In Item No. 78.05, in the first sentence, all the words after the figures, "1974-75" shall be omitted.

3) In Item No. 78.07 the words, "and that he be given arrears of pay and allowances accordingly" be added to the first resolution.

4) Item 78.27 the words "Rs. 600/- per training" in the first resolution be replaced by the words "Rs. 600/- per trainee."

5) In Item 78.40, the words, "above temporary" be inserted between the words "the" and "posts"; and the words "with effect from the date of appointment to these posts" be omitted.

Item No. 79.02 Report by the Vice Chancellor on important developments in the University since the last meeting.

The Vice Chancellor reported:

1) The Staff and Establishment Committee was continuing the discussion on the demands of the Employees Unions with certain members of the Senate nominated by the Vice Chancellor and the representatives of the Employee's Unions. There had been good progress in the discussions and these were expected to be completed by 4-6-1977. However, on 25-5-1977 the non-teaching employees staged a mass Satyagraha at the University Office. They have also given notice of a token strike on 2-6-1977.

2) Dr C. V. Kurian represented to the Vice Chancellor that on the basis of a complaint filed by some members of the staff of his Department and a Senate member before the police, he was put to considerable harassment on the eve of his departure to USSR. The representation would be examined in detail and placed before the Syndicate for consideration shortly.

Item 79.03 Procedure regarding the conduct of the University examinations.

Some members of the Syndicate observed that the procedure now being followed in the University in the matter of appointment of question paper setters and examiners and scheduling of examinations was not regular and systematic.

After some discussions, the Syndicate resolved that the entire procedure relating to University examinations be reviewed by the Standing Committee of the Syndicate on Academic matters as soon as possible and its recommendations placed before the Syndicate.

(Exam.)

Item No. 79.04 Audit Report for the year 1974-75 and the comments of the Syndicate there on (Item No. 17 in the Agenda)

The Syndicate considered the Audit Report for the year 1974-75 and the draft of the comments there on prepared by the Standing Committee of the Syndicate on Finance, Works & Purchase.

Resolved that the comments on the Audit Report for the year 1974-75 be approved as appended to the minutes.

The meeting came to a close at 1 p. m.

University Buildings,

Tripunithura

13-6-1977.

REGISTRAR

Annexure to Item No. 79.04 of the minutes of the meeting of the Syndicate held on 30-5-1977.

Comments of the Syndicate on the Audit Report on the Accounts of the University for the year 1974-75.

(The item number in this compilation refers to the corresponding item number in the Audit Report)

Introductory

The Audit Report on the accounts of the University for the year 1974-75 is the fourth report on the accounts of the University after its formation. Most of the defects pointed out in the previous reports have been rectified and the suggestions regarding the maintenance of accounts have been implemented as far as possible.

1, 2 and 3: No comments

4. Action has been taken to clear the objections raised in the Interim audit notes for the year 1974-75.

Part I

5. The Budget Estimate of the University for the year 1975-74 was prepared with a view to take up further development of the University activities, in anticipation or financial aid from the State Government, U. G. C., and other bodies. But the anticipated grants were not received from the expected sources and therefore the expenditure was curtailed in certain items and the starting of new departments postponed. Hence the variations.

6. As per Section 39 (2) of the Cochin University Act 1971 the Syndicate is empowered to sanction expenditure in excess of the Budget Provision in urgent cases. The excess expenditure is being reported to the Senate. Necessary reappropriations will be made henceforth at the appropriate time.

7. (i) The instructions pointed out in the Audit Notes on Receipts for 74-75 has been noted and necessary rectifications were made in the accounts for 74-75. Regarding absence of Budget war classification of receipts in the statement, it may be noted that the details of remittances have been specified in the statements and with reference to the classification sheets of the Accounts Section, the receipts can be verified. Instructions are being issued to the Heads of Departments to furnish the Budget-war classifications of the amount received by them.

7. (ii) Action is being taken for the transfer of the amount to the P. F. Account.

7. (iii) It was not a short payment. It was a mistake on the part of the Bank. They had given a short debit in the schedule and later adjusted it on 16-5-1975.

7. (iv) The debits in the Bank Pass Books towards bank charges could be found out only on reconciliation of the Bank accounts. This was done along with the preparation of Annual Accounts for 1974-75. Hence the delay of the adjustment of the amount.

7. (v) No comments.

7. (vi) No comments.

7. (vii) The amount received as interest on the deposits has been correctly classified and remitted. The interest on P. F. investments is taken as miscellaneous receipt of the University and the interest due to the employees at the rates prescribed by the Government for a year is met from the University fund. Hence, no adjustment of the interest is required.

7. (viii) The defect pointed out for rectification is not correct. There is neither any excess credit nor any excess debit.

Under the head G. P. F. of University Employees on the receipt side amount posted is Rs. 2,66,209.15. This is the actual receipt towards the head of account. For the investment of the P. F. money Rs. 2,50,000 has to be drawn and the debit has been made in G. P. F. of University Employees on the expenditure side. After depositing the money in long term deposit it should again be shown as receipt towards "D. H. 16—Investment on P. F. of University Employees". Then only the account will tally.

The Endowment received is also shown as above.

7. (ix) No Comments

8. No Comments

Part II

9. (a) & (b) No comments

9. (c) Rs. 5,000/- grant received towards J. R. F. in Science on 31-3-1975 has been credited by the Bank on 3-4-1975.

Since there was no proper head of account in Budget for the classification of Rs. 246/- received from the U. G. C. towards the expenditure in connection with the visit of Dr. O. V. Miliarov, the amount was classified under C. III 5. Regarding the sanction order, the U. O. No. / Ac. / 4. Misc./73 dated 15-11-1973 and 4-10-1975 were forwarded to the Government Auditor. A copy of the U. G. C. sanction has since been furnished to the Government Auditor.

9. (d) & (e) No Comments

10. Suggestion on the furnishing of Proforma accounts is noted for further guidance.

10. (i) No Comments

10. (ii) No Comments

10. (iii) It is seen from the office records that the vouchers have been furnished under this office letter No. Fin. II. 4. 75-76 dated 2-12-1975.

10. (iv) Noted.

10. (v) Noted

10. (vi) Action is being taken to adjust the sum of Rs. 3112.29 Vr. No. 44 dt. 3-75 objected by the Government Auditor. The Hon. Treasurer, Cochin University Union has been requested to take necessary action.

10. (vii) The procedure of showing lesser amounts in the accounts than actually incurred on the ground that certain bills have been objected to by the Auditor, is not correct. The accounts should show the expenditure incurred and not an adjusted figure. The Auditor may keep the amount under objection till it is cleared by competent sanction.

10 (viii) By virtue of the provisions in the Cochin University Act 1971 [Section 58 (a) & (b) and 62 (2)] this University is liable for the payments of old dues. It will be ascertained whether any financial assistance has been received by the Kerala University on this Account after 10-7-71. If any aid has been received by the Kerala University on this account prior to 10-7-71, this University has no claim over such receipts since it should be only against expenditure incurred by that University.

10 (ix) Budget Provisions for the Post Graduate Course in Commerce erroneously classified under Plan in the Budget for 1974-75 whereas it should have been under non-plan for 1974-75 since the IV Plan period ended on 31-3-1974. Hence the expenditure has been debited under Non-Plan. It may be noted that even though the course was not conducted during the year the teachers were to be paid their salary. They were attending to the teaching work of the MBA and other short term courses. The Government Auditor has no power to deduct the expenditure incurred by the University

They may keep it under objection until they are satisfied about its utility.

10. (x) The excess expenditure is being reported to the Senate.

10. (xi) The excess expenditure is being reported to the Senate.

10. (xii) The expenditure was correctly booked as the educational film will come under the equipment for a Department. It is not within the powers of the Government Auditor to deduct expenditure incurred by the University. He may raise objection and see that it is cleared by competent sanction.

Part III

11. The amount has been remitted in the Cochin University Fund on 12-5-1976. The delay for the remittance will be enquired into.

12. The discrepancy pointed out has since been rectified in 2/77.

13. Steps have already been taken to avoid the delay in sending the postal orders to the Bank for collection. The University is nowadays preferring Money Orders to Postal Orders and hence, there is no scope for such delay in future.

14. Even though bids were conducted on three occasions i. e. on 2-1-1975, 16-1-1975 and 18-2-1975 there was no response from the participants. All the above three auction sales were conducted after giving wide publicity. Due to lack of response, it was decided to conduct a combined auction for collecting green leaves tapping rubber and for collecting usufructs. By this combined auction on 30-8-1975 more amount was received than previous years. The delays for the auction is due to the non response from the bidders and no loss was sustained to the University due to this delay.

15. The dues from the Harijan Welfare Department have been realised except a sum of Rs. 30. This amount was not sanctioned by the Harijan Welfare Department on the reason that one student had discontinued his studies. Hence action is being taken to realise the amount from the incumbent.

16. Fee collection registers are being maintained in all Departments. Further instructions are being issued to the Heads of the Departments to maintain the registers in the proper form.

The short collections pointed out by the Audit in the School of Management Studies will be looked into and suitable action taken for the realisation of the fees due to the University in time.

17. Stock Register showing the relevant details such as receipt, issue, balance etc. of the Bus/Tempo passes is being maintained as per the instructions.

18. Since the course was started very late on 30-10-1974 the due date for the 2nd instalment of fees could not be fixed on 5th October. The due date for the 2nd instalment was therefore fixed on 5th working day of November 1974. Sri. S. Unnikrishnan and Smt. M. K. Santhamani, students of the M. Sc. (Previous) were relieved before the due date of 2nd instalment i. e. 6-11-1974. Hence the 2nd instalment was not collected from them. Others were relieved after the due date of the 2nd instalment of fee. Hence the fees due from them were collected.

19. Immediate steps are being taken to trace out the receipts for the remaining amount of Rs. 700/-

20. A sum of Rs. 3428.49 has been realised from the Kerala State Electricity Board as compensation towards the assessed value of the trees cut by the Board for erecting tower lines. The amount realised has been remitted in the University account on 28-7-1976.

21. According to Section 21 sub section 24 of the Cochin University Act 1971, the Syndicate has got power to establish in collaboration with "Industries research facilities and service training for the students". The course conducted were not usual regular courses but only diploma courses in actual training of the participants. Hence, no sanction from the senate is required for short-term courses.

22. The bus & Tempo Van are maintained for the convenience of the students and the University employees. Only nominal charges are levied. This is not a commercial service but service oriented. Hence, expenditure for running the bus and tempo van is met by the University.

23. The promotion of Shri. O. M. Korulla was in a short leave vacancy made by the Syndicate in the interest of the work in the School of Management Studies.

24. The objections pointed out are being examined separately and suitable action will be taken in this regard.

25. H. R. A. paid has been recovered from the Matron.

26. This matter is being examined separately and suitable action will be taken.

27. Formal amendment to Ordinances is under consideration of the Syndicate.

28. & 29. The matter is under consideration of the Syndicate and suitable action will be taken.

30. Excess drawn will be recovered

31. The excess drawn will be recovered

32. Excess drawn will be recovered

33. Excess drawn will be recovered

34. Excess payments have been recovered
35. The amount has been recovered.
36. The matter is under consideration of the Syndicate and will be disposed of expeditiously.
37. The excess amount paid has since been recovered in instalments from their salaries.
38. The Syndicate has resolution 12-4 1977 that the pending cases of medical reimbursements for treatments in private medical institutions may be disposed of at the Government rates as a special case in the absence of any list of recognised Hospitals/Dispensaries in the University.
39. Will be recovered; no washing allowance will be paid hereafter during leave period.
40. Will be recovered.
41. The H. R. A. is paid at the rate prescribed by the Syndicate which is competent to prescribe such rates.
42. The University has not received any such instruction from the Government. The Deputation allowance has been paid at the rates prescribed in the K. S. R.
43. The excess payment will be recovered.
44. The amount will be recovered
45. Excess payment will be recovered
46. The excess payment will be recovered.
47. The liabilities of Dr. C. K. Kareem, including the private use of the University vehicles, has been reported to the Government and the decision thereon is awaited.

48. The matter is under consideration of the Syndicate
49. The excess amount paid will be recovered.
50. The matter is under consideration of the Syndicate
51. Rule 107 (a) K. S. R. Part II quoted by the Government Auditor relates to T. A. when the Officer is provided with locomotion at the expense of the Government (or University). The half D. A. paid to Dr. C. P. Kuriakose is as per Rule 20 (b) K. S. R. Part II
52. There is no difference in purchasing the return ticket, the fare is the same whether the return ticket is purchased or not the incidental charges for air journey is limited to 5 times of the D. A. or Rs. 62.50 whichever is less vide Rule 34 Part II K. S. R. Hence, there is no excess payment.
53. The Vice Chancellor and Pro Vice Chancellor are entitled for free conveyance, and therefore wherever free conveyance was not available, taxi fare was paid. The excess payment to the other persons will be recovered.
54. Excess payment will be recovered
55. T. A. has been paid as per rules since they attended the meeting of the Board of Appointment
56. T. A paid is as per Rule 110 Part II K. S. R.
57. The amount paid in excess will be recovered.
58. Dr. Henry Austin M. B. was at Delhi at that time and hence he has been paid T. A. from Delhi and back vide Rule III (v) K. S. R. Part II.
59. The T. A in all cases has been paid only according to Rules.

60. The T. A. Rules applicable for University business are the T. A. Rules in K. S. R. Only the variations from the K. S. R. are to be approved by the Syndicate. The U. O. quoted is such case since the D. A. rate as per K.S.R was only Rs. 12.50 per day which the rate applicable was Rs. 15/- at that time.

61. The G. O. quoted has been adopted by the Syndicate with effect from the date of the G. C. The excess payment for journey prior to the date of the G. O. will be recovered.

62. The excess payments, if any, will be recovered.

63. The penal interest to be paid due to late receipt of the bills and insufficient time for effecting payments in time. At present, the bills are being paid in time.

64. The matter is being enquired into

65. The newspapers were bought not for personal purpose of the Vice Chancellor. The Vice Chancellor is competent to sanction contingent expenses and hence, the purchase of newspapers with the sanction of the Vice Chancellor is in order.

66. Noted

67. Membership in the Institute of Historical Studies was taken not in the individual capacity of Dr. C. K. Karzēm, but on behalf of this University.

68. Noted.

69. As per the conditions (a) of U. O. No. Ac. B2. 30/73 dated 16-4-1974 charges in exchange rates are to be evidenced by original invoice of foreign suppliers or the original invoice of the Indian agent of the suppliers. The true copies of the invoices are attached along with

the request for sanction for accepting the enhanced rate and the original invoice is available with the Head of the Department for verification.

70. The rates had been fixed by the University after obtaining quotations and after convening a meeting of book sellers. The rate approved by the University is not only the exchange rate but it includes the service charges also. Hence, the higher rate.

71. At present the services of the crew of the former research vessel are utilised by engaging them in the research vessel Sajitta. The new research vessel under construction will be commenced shortly and the services of the existing crew can thereafter be fully utilised.

72. Usually the printing work is awarded only after calling for quotations. The suggestions of the Auditor will be examined.

73. The University is following the rules in the stores purchase manual as far as possible. The defects pointed out are noted for future guidance.

74. The delay for acceptance of the quotations was due to certain clarifications required on the quotations. This is evident from the files.

75. This will be examined.

76. The first notification regarding the Registration of Graduates was published on 1-11-73 in accordance with the provisions contained in the Kerala University Statutes which was applicable to the Cochin University also under Section 62 of the Cochin University Act 1971. There was no specific provisions in the Kerala University Statutes which was applicable to the Cochin University also under Section 62 of the Cochin University Act 1971. There was no specific provisions in the Kerala University Statutes for transferring the Registered Graduates of the Kerala & Calicut Universities

to the Cochin University. Hence, Government have issued the First Statute or Register of Graduates on 8-2-1974 making necessary provision for transferring registration from other Universities to this University. As such it was necessary to revise the notification No. El. 1/73 dt. 1-1-1973 issued earlier. Accordingly revised Notification No. El. 1/73 dt. 28-2-1974 was issued in accordance with the provisions made in first statutes on Register of Graduates of the University. Hence the 2nd advertisement was essential.

77. Clarification received from the firm regarding this has obtained from the Department and the same has been forwarded to the Government Auditor vide Item No. 8 of the reply to the Audit Note for 74-75. The objection may therefore be waived.

78. The purchase was made at the lowest rate excluding Excise duty. Regarding payment of Excise duty, the matter is being taken up with the firm.

79. M/s. Mather & Co. Ernakulam has claimed higher rates for balance work yet to be done. The matter is still under consideration of the University.

80. Completion of the work is under consideration of the University.

81. It was a necessity to provide accommodation for the Registrar in the interest of the office work. Considering the urgency, the work of electrification was arranged on short notice. This resulted in an extra expenditure which was unavoidable due to urgency.

82. The quarters in Thrikkakara campus were constructed based on plan and design approved by the Kerala University when the Campus was under that University. It may also be noted that the standard rent of a building cannot be compared with actual rent realised from employees as the rent actually realised would be based on certain percentage of pay drawn from time to time. The rent is realised

as per rules which provide that the rent is to be realised at the standard rate of 10 (now 7.5%) of the pay whichever is less.

83. The bill will be made available to the Audit.

84. Necessary steps are being taken for filling the payees' receipt along with the respective vouchers.

85. 85 (a) The Broad sheet is being prepared.

85 (b) No comments

85 (c) No comments

85 (d) Noted for necessary action

85 (e) Noted for necessary rectification in the Accounts.

85 (f) The ledger account of the P. F. Accounts are always maintained up to date. The annual accounts of the P. F. for the year 1974-75 have been forwarded to the subscribers

85 (g) Action is being taken to get all the pending advances adjusted as early as possible.

85 (h) Noted for taking necessary steps.

86. Action will be taken to clear the objections raised by the Auditor.

87. Replies to the Audit Report 73-74 have already been furnished.

Immediate steps are being taken to examine the objection raised vide interim audit notes and to take suitable actions to furnish replies.