



# UNIVERSITY OF COCHIN

## MINUTES OF THE MEETING OF THE SYNDICATE

13th July, 4th August, 1st September, 5th October, 1979

**Minutes of the 124th (Special Meeting of the  
Syndicate held on July 13, 1979.**

Place of meeting : University Buildings,  
Tripunithura.

Time : 3 P. M.

**Members Present :-**

1. Dr. M. V. Pylee  
Vice-Chancellor (in the Chair)
2. Dr. K. P. Balakrishnan
3. Prof. C. T. Benjamin
4. Shri. A. K. Hameed
5. Shri. V. P. Marikkar
6. Shri. K. A. Mohammed
7. Shri. V. Narayanan Nayar
8. Dr. N. Parameswaran Nair
9. Dr. K. Sathianandan
10. Prof. T. R. Subbayan

**Item No. 124.01 : Appointment of Finance Officer -  
Consideration of the recommend-  
ations of the Board of Interview:**

The Syndicate considered the recommendations of the Board of Interview constituted for appointment to the post of Finance Officer of the University.

Resolved that Shri. C. Krishnamoorthy, first name in the list of three names recommended by the Board of Interview, be appointed Finance Officer of the University in the scale of pay Rs. 1450-75-2050.

(Adm.)

Item No. 124.02: Agenda of the Senate scheduled for July 20, 1979.

The Syndicate considered the resolutions given notice of by members and the questions asked by Senators and the answers thereto.

Item No. 124.03: Report to the Syndicate: Relief and reemployment of Shri. M. Jalaludeen, Asst. Grade II-regarding.

The Syndicate noted the action of the Vice-Chancellor:

(i) permitting Shri. M. Jalaludeen, Assistant Grade II of the University Office, who had been relieved from the service of the University at his own request with effect from 19-5-1979 to withdraw his resignation;

(ii) re-employing him as Assistant Grade II with effect from 19-5-1979 under Rule 23 (d) of part I of the K. S. R.;

(iii) condoning his break of service for three days, 16-5-1979 to 18-5-1979 A. N.; and

(iv) granting him pay and allowances at the rate he was drawing prior to relief; along with the recommendations of the Standing Committee on Staff and Establishment.

Resolved that the action of the Vice-Chancellor be ratified.

Resolved further, that Shri. Jalaludeen's request for regularization of his period of absence by granting him earned leave be declined.

(Adm.)

Item No. 124.04: Promotion of Non-graduate Assistant - representation of Shri. P. A. Thomas.

The Syndicate considered the representation of Shri. P. A. Thomas, a non-graduate Senior Grade Assistant, Department of Mathematics and Statistics, claiming promotion by virtue of his seniority in the cadre of Senior Grade Assistants and seeking "temporary exemption from tests, if any", under Rule 13A under Part II of the K. S. & S. S. R. for the purpose of promotion, along with the recommendation of the Standing Committee on Staff and Establishment.

Resolved that in the light of the decisions of the Syndicate dated 20-6-1975 (Item No. 49.11) and 3-9-1977 (Item No. 83.25), the claim of Shri. P. A. Thomas be not admitted.

(Ad.)

Item No. 124.05: Amendment to Ordinances - Probation of Employees.

The Syndicate noted its earlier decision dated 7-4-1979 amending Ordinance 12 Probation in Part III under Chapter LVIII of the Kerala University Ordinances and the proposal to report the amendment to the Senate, along with the recommendations of the Standing Committee on Staff and Establishment.

Resolved that the Ordinances as amended be reported to the Senate.

"Any person appointed in any class or category of posts shall from the date on which he joins duty be on Probation for a period of one year on duty within a period of two years after which he shall become eligible for confirmation in that post."

(Adm.)

Item No. 124.06: Minutes of the meeting of the Academic Committee - rationalization of fee structure.

The Syndicate considered the recommendation of the Academic Committee dated 12-7-1979 that a Committee of Heads of Departments be appointed to examine the question of rationalization of fees structure in the University.

Resolved that a Committee consisting of the following members be constituted for examining the question of rationalization of the fee structure of the various courses under the University.

1. Dr. Wazir Hassan Abdi
2. Dr. C. T. Samuel
3. Dr. N. E. Viswanatha Iyer
4. Dr. P. Leelakrishnan
5. Prof. N. Renganathan
6. Dr. K. P. Balakrishnan (convener)

(Ac.)

Item No. 124.07: Minutes of the meeting of the Academic Committee - Guidelines for internal assessment.

The Syndicate considered the draft guidelines for internal assessment prepared by the Special Committee at its meeting held on 16-1-1979 and the Academic Committee at its meeting held on 12-7-1979 respectively as in Appendices I & II

Resolved that the guidelines for internal assessment be presented to the next meeting of Heads of Departments.

The meeting came to a close at 6. P. M.

(Sd/-)  
REGISTRAR

APPENDIX I  
(Appendix to item No. 124.07)

Minutes of the meeting of the Committee for preparing detailed proposals for internal assessment

Venue : Vice-Chancellor's Chamber

Date and time : 3 p. m. on 16.1.1979

Present:-

- 1) Vice-Chancellor (in the chair)
- 2) Dr. C. T. Samuel
- 3) Dr. K. Sathianandan

General Guidelines for internal assessment

Internal assessment serves to integrate teaching and evaluation to test those skills and abilities which cannot be tested through a written examination at the end of the courses. For this purpose, internal assessment should be diversified so that it can test the student's capacity to do field work or project work or laboratory practicals, his participation in seminars, tutorials, etc. his grasp of the subject through his ability to write synopses of articles in learned journals, review reference books and use source materials etc. An experienced teacher by continuously watching the attitudes and reactions of a student to various situations and by giving specially designed tasks can with remarkable consistency assess the performance of a student. A harmonious set of written tests, quizzes, tutorials, home assignments and oral tests have to be designed for an around evaluation of the satisfactory fulfilment of the objectives of a course.

### Specific steps to be followed

In the beginning of each semester, the faculty should meet, discuss and decide the policy details in the light of the following guidelines.

1. During each semester, there should be at least three tests of one hour duration at intervals of 5-6 weeks.
2. The tests need not necessarily be of the nature of memory tests, but they may deal with analysis and deeper understanding of the subject matter. The tests may also include objective type questions, so living of problems and applications of the subject studied.
3. Surprise quizzes/oral tests should be an integral part of the assessment process. It is advisable to conduct a quiz/oral test at least once in 5 to 6 weeks.
4. Tutorials/home assignments should be given to the students and their performance may be evaluated.
5. Periodical seminars covering all the courses should be organised in each semester.
6. 5% of the marks of internal assessment should be allotted for attendance. No credit be given for attendance upto 75%.
7. All internal assessment is open. The marks may be made known to the students.
8. The Faculty at its meeting in the beginning of each semester should discuss and decide the relative weightage to be given to the various items listed above. The details of internal assessment should be communicated to the students in the beginning of each semester.
9. The teacher concerned should indicate in his assessment report to the Head of the Department the basis of the assessment (e. g. so many tests, quizzes, assignment etc.)

Sd/-

Sd/-

Sd/-

Dr. C. T. Samuel

Dr. K. Sathianandan

Vice-Chancellor

### APPENDIX II

### Minutes of the Academic Committee

Date: 12-7-1979

Place: Hill Palace

Time: 10 a. m.

#### Present:-

Dr. K. P. Balakrishnan  
 Dr. N. Parameswaran Nair  
 Dr. K. Sathianandan

#### Guidelines for Internal Assessment

The Committee is of the opinion that the Syndicate may issue general guidelines for internal assessment. But the details of internal assessment applicable to the different programmes of study and the different courses under such programmes should be left to be worked out by the relevant academic bodies and by the concerned faculty members handling the courses.

The primary responsibility for awarding marks by internal assessment is of the teacher/teachers engaging a particular course. The Committee also feels that the existing distribution of marks as 40% by internal assessment may continue for some more time.

The following procedure is suggested for internal assessment.

- a. The distribution of teaching work in a department for a semester may be planned at least one semester in advance.
- b. Each teacher may ascertain whether he has the necessary library, laboratory and other facilities available in the

department to run that course. Otherwise, he may discuss the problem with the head of the department, so that necessary steps can be taken sufficiently in advance.

c. At least a month before the commencement of the semester the teacher may prepare a detailed course outline giving the following information:

- list of text books, if any
- list of reference books
- the listing of the topics on which lectures are proposed to be given and details of the preparation by a student for each session, such as reading or other home assignments.
- the details of procedure for internal assessment and the weightage to be given for each of the factors considered for internal assessment. The individual teacher should be free to choose the criteria which, in his judgement, is relevant to the particular course. The following criteria are suggested:
  - i. Attendance - any credit may be given for attendance above the required minimum of 75%.
  - ii. Preparation for class by the student, which may be ascertained through periodic quizzes of an objective type of 5 to 10 minutes duration, at the beginning of the class or through oral questions or by some other method as decided by the teacher.
  - iii. The degree of participation by the student in class work, tutorials, etc.
  - iv. Practicals/ field work, etc.
  - v. Knowledge of the subject determined through tests announced in advance (objective type, if possible and desirable.)

vi. Academic alertness as determined through the conduct of surprise tests.

vii. Depth of understanding of the subject by the student as judged by the standard and quality of papers prepared and presented by the student at seminars, tutorials, etc. The Seminar sessions should not be a substitute for teaching sessions, but should be in addition to it and must provide opportunities to students to investigate further into a topic beyond what is likely to come up for discussion normally in the class room.

viii. Case writing, case analysis or other similar assignments.

ix. Review work.

x. Home assignments.

d. The course outline, and in particular, the method of internal assessment may be presented at departmental meeting and discussed.

e. The course outlines should be distributed to the students at the beginning of the semester and the method of internal assessment discussed.

f. The teacher may discuss with each student periodically the progress he is making with regard to his marks by internal assessment and any special academic problems that the student may have.

g. The final marks by internal assessment should be tabulated and handed over to the Head of the Department by the concerned teacher before the commencement of the University examinations.

h. The Head of the Department may forward the lists of marks by internal assessment to the University before the end of the semester.

i. Marks by internal assessment may be entered in the consolidated mark sheet by the Examination Section and may be made available to the Chairman of the Board of Examinations before the meeting of the Board.

1. Dr. K. P. Balakrishnan      Sd.
2. Dr. N. Parameswaran Nair      Sd.
3. Dr. K. Sathianandan      Sd.