

# COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Minutes of the 303rd meeting of the Syndicate  
held on 7-12-1991.

Place of the meeting : Administrative Buildings  
Kochi - 22

Time : 11.00 a.m.

Members present :

1. Dr. A. N. Maheshwari  
Vice - Chancellor (In the Chair)
2. Dr. S. Balaraman  
Pro - Vice - Chancellor
3. Dr. K. G. Balakrishnan
4. Shri J. S. Badhan
5. Shri Binoy Viswam
6. Shri M. P. M. Ishaque Kurikkal MLA
7. Shri Johnson P. John
8. Dr. N. Parameswaran Nair
9. Shri K. R. Prasad
10. Shri B. Raghavan MLA
11. Shri S. Sarma MLA
12. Dr. C. S. Sridhar
13. Shri P. Subramonia Iyer
14. Dr. S. Unnikrishna Pillai

Also Present : Shri V. J. Pappoo, Registrar

Item No. 303.01 : Confirmation of the minutes of the meeting of the Syndicate held on 25.11.1991.

Resolved that the minutes of the meeting of the Syndicate held on 25.11.1991 be confirmed.

Item No. 303.02 : Report of the Vice - Chancellor on important developments in the University since the last meeting.

1. The Sixteenth National Symposium on Instrumentation jointly sponsored by the Instrument Society of India (ISI) and the Cochin University of Science and Technology was held at Cochin University of Science and Technology Campus from 26th to 29th November 1991. Dr. S. R. Gowarikar, President of ISI and Director CSIO, Chandigarh, Dr. D. D. Bawalker, Director, Centre for Advance Technology, Indore and about 100 eminent technologists and scientists engaged in instrumentation attended the Symposium.
2. Prof. C. M. Varma, AT & T Bell Laboratories, 600 Mountain Avenue, P. O. Box No. 636, Murray Hill, NJ07974-0636 visited the Department of Physics from 5th to 8th December 1991 under the TOKTEN scheme of the CSIR and gave a series of special lecture on recent advances in High Temperature Super conductivity.
3. A meeting was convened at Raj Bhavan by the Governor of Kerala and the Chancellor of the University on 10th October 1991. Shri E. T. Mohammed Basheer, Hon'ble Minister and Pro-Chancellor of the Kerala Agricultural University and the Vice-Chancellors attended the meeting. The Chancellor in his opening remarks drew the attention of the Vice-Chancellors to the various criticism that had appeared in the press about the functioning of the Universities and stressed the need for toning up their administration. The Universities should constantly

update themselves to meet the needs of the community in a fast changing world.

The Vice-Chancellor reported that the Minutes of the meeting will be made available to the members for consideration.

Item No. 303.03 : Conservancy and cleaning service at DRDO-Cochin University Computer Centre.

The Syndicate considered, along with the recommendation of the Standing Committee on Finance & Purchase, the proposals for entrusting the cleaning work of the DRDO Cochin University Computer Centre to M/s. People Charitable Society, at their quoted rate of Rs 25,000/- per annum.

Resolved that the opinion of the N.P.O.L. in the matter be obtained and placed before the Syndicate along with copy of their contract with the firm and details of the area to be swept at the rate agreed to by the N.P.O.L. be placed before the Syndicate for consideration.

(UGC Unit)

Item No. 303.04 : Ph.D. thesis entitled, "Lakshminarayan Lal Ke Natakam Ki Shilpavidhi" submitted by Sri. Ravindran Mavinkal. Evaluation reports and minutes of viva voce examination—Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the individual reports of the Examiners together with the consolidated report of the Chairman, and the minutes of the viva voce Examination in respect of the Ph.D. thesis submitted by Shri Ravindran Mavinkal, full-time research student who worked under the guidance of Dr. M. Easwari, Department of Hindi of the University.

Resolved that Shri Ravindran Mavinkal be declared eligible for the award of the Degree of Doctor of Philosophy under the Faculty of Humanities for his thesis "LAKSHMI-NARAYAN LAL KE NATAKOM KI SHILPAVIDHI."

(Exa. A)

Item No. 303.05 : Ph.D. thesis entitled, "Some characterizations of Pareto and related Populations" submitted by Smt. Hitha N. - Evaluation reports and minutes of viva voce examination - Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters the individual reports of the Examiners, together with the consolidated report of the Chairman, Board of Examiners and the minutes of the viva voce examination in respect of the Ph. D. thesis submitted by Smt. Hitha N., full-time research student who worked under the guidance of the Dr. N. Unnikrishnan Nair, Department of Mathematics & Statistics of the University.

Resolved that Smt. Hitha N. be declared eligible for the award of the degree of Doctor of Philosophy under the Faculty of Science for her thesis "SOME CHARACTERISATIONS OF PARETO AND RELATED POPULATIONS"

(E.A.)

Item No. 303.06 : Ph.D. registration - Application of Smt. Krishna C. - Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the request from Smt. Krishna C. for granting her Ph. D. registration in the Centre for Bio-technology under the guidance of Dr. M. Chandrasekharan, Reader-in-charge of the Centre.

Resolved that the request be declined.

(Ac.B)

Item No. 303.07 : Ph.D. Registration-Change of topic of research-Request of Smt. P. V. Usha Part-time research scholar-Consideration of. \_\_\_\_\_

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the request from Smt. P.V. Usha, part-time research scholar in the Department of Computer Science for permission to change the topic on research from 'Intelligent Computer Assisted Introduction' to 'Knowledge Based Geographical Information System.'

Resolved that the request be granted.

(Ac. B)

Item No. 303.08 : Condonation of shortage of attendance Reg.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the proposal for framing the Rules for the condonation of the shortage of attendance in respect of students undergoing various courses of studies in the University.

Resolved that the Rules for the condonation of shortage of attendance and the form of application for seeking such condonation be as in Appendix I.

(Ac.)

Item No. 303.09 : Guest Lectures-Revision of remuneration.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the proposal for revising the rate of remuneration payable to the guest lecturers.

Resolved that the rate of remuneration be revised to Rs. 50/- per hour of lecture subject to a maximum of Rs. 150/- per day including D. A. plus T. A. as per Rules.

(Ac. A)

Item No. 303.10 : Recognition as Research Guide - Applications of Dr. K. T. Mathew and Dr. P. Mohanan.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the proposal for granting recognition as research guides to Dr. K. T. Mathew and Dr. P. Mohanan, Readers in the Department of Electronics.

Resolved that Dr. K. T. Mathew and Dr. P. Mohanan, Readers in the Department of Electronics be recognised as Research Guides for supervising the research work of Ph.D. students under the Faculty of Technology.

(Ac.B)

Item No. 303.11 : Raising of internal revenue of the University - Proposals for consideration.

The Syndicate considered, along with the recommendations of the Standing Committees on Academic Matters and Finance & Purchase, the various proposal for raising the internal revenue of the University in the light of the suggestions from the Government in this regard.

Resolved that:

a) Specific proposals with expected net returns be invited from all the Departments of the University.

b) The working of the School of Continuing Education, the Centre for Sponsored Research and Consultancy and the State Level Centre for Training Services be subjected to a close scrutiny with a view to reorganising the working of these Departments; and

c) Proposal for the rationalisation of the fees structure of the various courses be examined.

(Fin.)

Item No. 303.12 : Proposal for the institution of an endowment in memory of the late Prof. P. N. Krishnan Nambisan, Director, School of Marine Sciences.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters and Finance & Purchase, the request from Dr. Jacob Chacko, Reader, Chemical Oceanography Division, School of Marine Sciences for permission to raise corpus for institution of 'Prof. Nambisan Endowment Fund' under the Kerala State Committee on Science, Technology and Environment and to open as SB Account for the purpose.

Resolved that Dr. Jacob Chacko be permitted to raise corpus for 'Prof. Nambisan Endowment Fund' under the Kerala State Committee on Science, Technology and Environment and to open an SB A/c. for the purpose.

(Ac.)

Item No. 303.13 : Regulations/Amendments to Regulations passed by the Academic Council - Giving approval and date of effect - Reg

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters the Regulations/Amendment to existing Regulations passed by the Academic Council at its meeting held on 19.8.1991.

Resolved that the Regulations/Amendments to Regulations passed by the Academic Council at its meeting held on 19.8.1991 as listed in Appendix II be approved and the Regulations /Amendments to Regulations be effective from the date of decision by the Academic Council.

(Ac.)

Item No. 303.14 : Guidelines for regulating absence of teachers for accepting scholarships/fellowships/undertaking higher studies etc.

The Syndicate considered, along with the recommendations of the Standing Committees on Staff & Establishment

and Academic matters, the guidelines for regulating the absence of teachers for accepting scholarships/fellowships or for undertaking higher studies.

Resolved that the matter be deferred for consideration.

(Ad D.)

Item No 303.15 : Institution of Sports Scholarships to outstanding Sportsmen/Women in the University - Reg.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase the proposal for instituting sports scholarships for the students who secure first two places in the State University merit of first three places in All India Inter University meet.

Resolved that the proposal for instituting sports scholarships be taken up for consideration later

Resolved further that Shri Roy K Mani student of the Department of Mathematics and Statistics who secured third place in triple jump in the All India Inter University Athletic Meet and First Place in the selection trials to the Indian University team held in January 1990 and July 1990 respectively be given a cash prize of Rs. 1001/-

(Ac.A)

Item No. 303.16 : Redesignation of posts of Library Staff - Reg.

The Syndicate considered along with the recommendations of the Standing Committee on Staff and Establishment, the recommendation of the IUGC for the redesignation of the posts of Reference Assistant, Technical Assistant and Library Assistant Grade I.

Resolved that the posts listed below be redesignated as indicated against each.

Existing Designation

Received Designation

- |                              |                               |
|------------------------------|-------------------------------|
| 1. Reference Assistant       | Junior Librarian              |
| 2. Technical Assistant       | Professional Assistant Gr. I  |
| 3. Library Assistant Grade I | Professional Assistant Gr. II |

(Ad.A)

Item No. 303.17 : Shri C. K. Paulose - Reference Assistant reckoning of provisional service in Kerala Agricultural University for higher grade - Reg

The Syndicate considered along with the recommendation of the Standing Committee on Staff & Establishment the request from Shri C. K. Paulose for reckoning the period of service put in by him in the Kerala Agricultural University prior to his joining in this University as Reference Assistant for the purpose of granting time bound higher grade on completion of ten years of service.

Resolved that the matter be examined in detail and placed before the Syndicate for consideration.

(Ad.A)

Item No. 303.18 : Shri K. George Varghese, Reader, School of Management Studies and Smt. Ammini Joseph, Lecturer, School of Environmental Studies - Leave sanctioned - Action repeated.

The Syndicate considered the action of the Vice-Chancellor in having granted half pay leave for 40 days from 11.11.1991 to 20.12.1991 to Shri K. George Varghese, Reader, School of Management Studies and half pay leave for 21 days from 10.11.1991 to 30.11.1991 and commuted leave for 12 days, from 1.12.1991 to 12.12.1991 to Smt. Ammini Joseph, Lecturer, School of Environmental Studies in continuation of the Maternity Leave sanctioned to her earlier.

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

(Ad.D)

Item No. 303.19 : Smt. Tessamma Thomas, Lecturer, Department of Electronics - Maternity leave sanctioned - Reg.

The Syndicate considered the action of the Vice-Chancellor in having granted Smt. Tessamma Thomas, Lecturer, Department of Electronics, maternity leave for 90 days from 16.9.1991 to 14.12.1991.

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

(Ad.D)

Item No. 303.20 : Shri Sunil K. Narayanankutty, Lecturer, Department of Polymer Science and Rubber Technology - Granted Leave without Allowances and Half Pay Leave - Reporting of Reg.

The Syndicate considered the action of the Vice-Chancellor in having granted Shri Sunil K. Narayanankutty, Lecturer, Department of Polymer Science and Rubber Technology half pay leave from 7.10.1991 to 26.10.1991 and leave without allowances from 27.10.1991 to 20.12.1991 for enabling him to complete the preparation of the Ph.D. thesis.

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

(Ad.D)

Item No. 303.21 : Dr. M. K. Sukumaran Nair, Reader, Department of Applied Economics - permission granted to avail the Academic Exchange Fellowship and to draw on advance towards travel expenses - Reporting of Reg.

The Syndicate considered the action of the Vice-

Chancellor in having granted Dr. M. K. Sukumaran Nair, Reader, Department of Applied Economics, permission to undertake a study tour to Barbados from 28.10.1991 to 3.2.1992 treating his absence as on duty and granted Rs. 21,000/- as advance towards his one way economy class excursion airfare to be refunded on his return back.

Resolved that the action of the Vice Chancellor be ratified.

(Ad.D)

Item No. 303.22 : Representation from Shri M. T. Rajan, L. D. Typist/Steno, DRDO-Cochin University Computer Centre to absorb and regularise him in this University considering his past service under the foundation for Management Education - Reg.

The Syndicate considered, along with the recommendation of the Standing Committee on Staff and Establishment, the representation of Shri M. T. Rajan, L. D. Typist/Steno, DRDO-Cochin University Computer Centre to absorb and regularise him in the University service considering his past service under the Foundation for Management Education.

Resolved that the request be rejected as it does not merit any consideration.

(Ad.A)

Item No. 303.23 : Ph.D. thesis entitled, "The Economics of Rubber based Industry in Kerala" submitted by Shri Raju K. V. - Evaluation Reports and Minutes of viva voce examination - Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the individual report of the Examiners, together with the consolidated report of the Chairman, Board of Examiners

and the minutes of the viva voce examination in respect of the Ph.D. thesis submitted by Shri Raju K.V., Part-time research student who worked under the guidance of Dr. Jose T. Payyappilly, Professor, School of Management Studies, Cochin University of Science and Technology.

Resolved that Shri Raju K. V., be declared eligible for the award of the degree of Doctor of Philosophy under the Faculty of Social Sciences for his thesis "THE ECO-NOMICS OF RUBBER BASED INDUSTRY IN KERALA."

(E.A)

Item No. 303.24 : Collapse of the roof slab of the Open Air Auditorium while under construction  
Disciplinary action against the Engineers responsible - Decision of the Syndicate—  
Revision petition from the Engineers—  
Consideration of - Reg.

The Syndicate considered the proposal for the revision of the decision taken at his meeting held on 7.9.1991 vide Item No. 298.16 imposing a penalty of barring one increment without cumulative effect on Shri T. A. Achutha Warriar, University Engineer; Shri N. T. John, Assistant Executive Engineer and Smt. P. Sathi, Assistant Engineer, who were found guilty by the Inquiry Commission for their lapses in their discharge of duties as Engineers responsible for the construction of the Open Air Auditorium which collapsed on 10.1.1990.

Resolved that the penalty of barring one increment without cumulative effect imposed on the above Engineers be withdrawn and they be awarded a minor penalty of censure.

(Ad.)

Item No. 303.25 : Construction of a building for the Department of Electronics for starting M.Sc. Electronics Degree Course.

The Syndicate considered, along with the recommendation of the Standing Committee on Works, the proposal

for awarding the work of construction of a building for the Department of Electronics for conducting the M.Sc. Electronic Science Course to Shri K. K. Thomas, who has quoted the lowest rate of 31.4% above the estimate rate of Rs. 20.5 lakhs.

Resolved that the Contractors who have quoted for the work be requested to extend the validity of rates for a further period of 45 days and they be invited for negotiation as per the provisions in the P. W. D. Manual and resolved further that in view of the urgency of the project the Vice-Chancellor be authorised to take decision on the proposal.

(PL.)

Item No. 303.26 : Intake for M. Phil. Statistics - Reg.

The Syndicate considered, along with the recommendations of the Standing Committees on Academic Matters, the request from the Head of the Department of Mathematics & Statistics for reducing the intake for the M.Phil Degree programme in Statistics.

Resolved that the intake for the M. Phil. degree programme in Statistics be reduced to six for the current academic year.

(Ac.A)

Item No. 303.27 : Revised proposal for converting the Department of Mathematics and Statistics as School of Mathematical Sciences - Reg.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters and Finance & Purchase, the proposal for creating divisions under the School of Mathematical Sciences to give academic independence to various disciplines.

Resolved that the School of Mathematical Sciences be reorganised into three divisions as under :

- i) Division of Mathematics,
- ii) Division of Statistics,
- iii) Division of Computer Application

Resolved further that all administrative work pertaining to the divisions be carried out in the office of the Director of the School.

(Ad.D)

Item No. 303.28 : Ways and Means position of the State Government - Measures to overcome the existing financial difficulties - Strict enforcement of certain economy measures in the University - Reg.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase, the proposal for adopting the G.O.(P) No.516/91/Ed dated, 30.9.1991 and G.O.(P) No.614/91/Fin. dated 18.11.91 regarding measures to be taken to overcome the existing financial difficulties.

Resolved that the following economy measures suggested in the Government Orders be adopted for implementation in the University.

1. Whenever additional staff is asked for by any department, it will be followed by an assessment as to how the needed staff can be found by reemployment or otherwise.
2. Purchase of stores with a view to spending the Budget allotment in full, without due regard to actual requirements for the year should be avoided.
3. No new works for which there is no provision in the budget or there is only token provision should be taken up except in the case of works which are fully or partly financed by the Central Government or other agencies.

4. No new welfare schemes will be sanctioned as long as the present financial stringency continues.

Resolved further that the report of the Sub-committee constituted for reviewing the progress of the measures taken for minimising the expenditure be placed before the Syndicate for consideration.

(Fin.)

Item No. 303.29 : Ph.D. thesis entitled, "Photoacoustic Investigation of Phase Transitions in Selected Solids" submitted by Shri Johny Issac - Evaluation Reports and Minutes of Viva Voce Examination - Consideration of

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the individual report of the Examiners, together with the consolidated report of the Chairman, Board of Examiners and the minutes of the viva voce Examination in respect of the Ph. D. thesis submitted by Shri Johny Issac, full-time research student who worked under the guidance of Dr. Jacob Philip, Department of Physics, Cochin University of Science and Technology, Kochi - 22.

Resolved that Shri Johny Issac, be declared eligible for the award of the degree of Doctor of Philosophy under the Faculty of Science for his thesis "PHOTOACOUSTIC INVESTIGATION OF PHASE TRANSITIONS IN SELECTED SOLIDS"

(E.A)

Item No. 303.30 : Ph. D. thesis entitled, "Studies on the Acoustic Properties of Coastal Waters of Kerala in relation to Hydrography" - Submitted by Smt. Geetha Bhaskar A - Evaluation reports - Consideration of

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters the reports of the three Examiners who have evaluated the



Ph.D. thesis submitted by Smt Geetha Bhaskar, A. full-time research student under the guidance of Dr. K. S. Neelakandan Nampoodiripad, and noted that the Chairman of the Board of Examiners has not recommended award of Ph.D. Degree to the candidate.

Resolved that Smt. Geetha Bhaskar, A. be directed to resubmit the thesis after a period of six months incorporating therein the suggestions made by the Examiners.

(E.A.)

Item No. 303.31 : Creation of a special unit for expediting recruitments - Sanctioned by the Vice-Chancellor - Reporting of.

The Syndicate noted the action of the Vice-Chancellor in having created a Recruitment Cell for a period of three months to expedite the recruitment against various teaching and non-teaching posts and created one post of Assistant Registrar and one post of Assistant Grade II for the newly formed Cell for a period of three months.

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

(Ad. A)

Item No. 303.32 : Renewal of Subscription to periodicals Departments/Schools for the year 1992 by Central Library - Advance - Ratification of - Reg.

The Syndicate considered, along with the recommendation of the Standing Committee on Finance and Purchase, the action of the Vice-Chancellor in having permitted the University Librarian to subscribe to various journals for the year 1992 and to draw an amount of 16 lakhs in advance for the purpose.

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

(PLA 2)

Item No 303.33 : Minutes of the meeting of the Building Committee held on 26.10.1991.

The Syndicate considered the minutes of the meeting of the Building Committee held on 26.10.1991.

Resolved that the various recommendations of the Building Committee contained in its minutes as in Appendix III be approved.

(PL)

Item No 303.34 : Request of Dr. K. Mohanakumar, Reader, School of Marine Sciences - Issuance of a 'No Objection Certificate' for holding position as a Manager of Government Aided Private High School - Reg.

The Syndicate considered along with the recommendations of the Standing Committees on Staff and Establishment and Finance and Purchase, the request from Dr. K. Mohanakumar, Reader, School of Marine Sciences, for issuing a 'No Objection Certificate' for the purpose of holding an Honorary position of Manager of a Government Aided Private High School at Thiruvananthapuram.

Resolved that the legal opinion be obtained in the matter.

(Ad. D)

Item No. 303.35 : UGC Scales implemented - Arrears of pay and allowances in the UGC Scales to be credited to the Provident Fund - Deduction of Income Tax by adjusting the tax amount from the arrears to be credited to Provident Fund - Reg.

The Syndicate considered the action of the Vice-Chancellor in having permitted deduction of Income Tax from

the arrear bills consequent on the implementation of the UGC scheme in the University.

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

(Ad.D)

Item No. 303.36 : Minutes of the Building Committee.

The Syndicate considered the minutes of the meeting of the Building Committee held on 28.11.1991.

Not taken up.

The meeting came to an end at 1.30 p. m.

(PL)

University Buildings  
Kochi 682022  
27 December 1991.

Registrar

#### APPENDIX I TO ITEM NO. 303.08

##### Rules for the condonation of shortage of attendance

1. Exemption is not granted as a matter of course. It will be granted only in cases where the Syndicate is satisfied that the student could not keep 75 per cent of the attendance for reasons beyond his/her control.
2. Applications for exemption should be accompanied by the detailed statements in the form showing the day of absence during the semester with reasons for each day's absence. In case of illness, applications should be supported by proper medical certificates.

3. Applications for exemption should be forwarded so as to be received in the Registrar's office not later than the 1st of the month preceding the month of the examination.

Note :- If full particulars under items 4 and 5 of the application cannot be furnished, a supplementary statement with full information should be submitted so as to be received in the Registrar's Office on or before the 15th of the month preceding the month of examination.

4. There should be specific recommendations of the Head of the Department/Institution against Item No. 11 in the application.
5. Applications not conforming to the above Rules will not be considered.
6. For semester courses the number of teaching days is 90 as per UGC guidelines and 75% of which is the requirement as per the regulations for permitting to write the University Examination. Out of this, 5% condonation can be granted by the Vice-Chancellor and 10% condonation can be granted by the Syndicate.

## COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

### Application for Exemption from the Production of the Certificate of Attendance

1. Name of the Applicant :
2. Department/Institution and :  
the class in which he/she  
is studying
3. Course and Semester for :  
which exemption is applied
4. Total number of working :  
days for the semester
5. Number of days attended :  
by the candidate
6. Minimum number of days :  
required for attendance  
certificate (75 per cent)
7. Shortage of attendance :  
(Number of days)  
Percentage of shortage
8. Reasons for absence for :  
each day
9. Particulars of enclosures :  
if any
10. Signature of the applicant :  
and date
11. Recommendation of the :  
Head of the Department/  
Institution

\* Certified that exemption was not granted to the student  
previously for the ..... course

Station :  
Date :

Signature of the Head of  
the Department / Institution

Note 1) Instructions overleaf. This application should be forwarded within the day specified overleaf with a cash receipt for the prescribed fee of Rs. 60/—.

2) This certificate should be furnished by the Head of the Department/Institution in the case of students in all semesters except the first.

### Rules relating to the grant of exemption from the production of the Certificate of Attendance

1. Exemption is not granted as a matter of course. It will be granted only in cases where the Syndicate is satisfied that the student could not keep 75 per cent of the attendance for reasons beyond his/her control.
2. Applications for exemption should be accompanied by detailed statements in the form given below showing the days of absence during the semester with reasons for each day's absence.

In case of illness applications should be supported by proper medical certificates.

3. Applications for exemption should be forwarded so as to be received in the Registrar's Office not later than the 1st of the month preceding the month of the Examination.

Note : If full particulars under items 4 and 5 of the application cannot be furnished, a supplemental statement with full information should be submitted so as to be received in the Registrar's Office on or before the 15th of the month preceding the month of the Examination.

4. There should be specific recommendations of the Head of the Department/Institution against Item No. 11 in the application stating the reasons in detail while making the recommendations.

5. Applications not conforming to the above Rules will not be considered.

### STATEMENT OF ABSENCE

| Date              |    | No. of days | Reason for absence |
|-------------------|----|-------------|--------------------|
| From              | To |             |                    |
| Total No. of days |    |             |                    |

Signature of the Candidate

Certified that timely application for leave was made and leave granted at the time.

Signature of the Head of the  
Department/Institution

### APPENDIX II TO ITEM No- 303 13

Details of Regulations/Amendments to Regulations passed by the Academic Council at its meeting held on 19.8.1991 and approved by the Syndicate.

1. Qualifications for direct recruitment to the teaching posts in subjects other than Management Engineering and Technology as in Annexure I.
2. Qualification for promotion as Readers and Senior Lecturers as in Annexure II.
3. Amendment to the Regulations for MCA Degree programme deleting the following proviso included at fourth paragraph under 'V pass requirements, Classification of successful candidates and Ranking.'

Candidates shall have to pass all the units within the period of 2 years from the date of completion of the sixth semester of the particular batch to qualify for the award of the Degree.

4. Revision of the Schemes of Studies and Schemes of examinations of MBA (FT) and MBA (PT) Courses as in Annexure III.
5. Introduction of entrance examinations for admission to the Courses conducted by the University by incorporating necessary proviso in the various Regulations for the purpose.
6. Incorporating of necessary proviso in the Regulations of the B. Tech. Degree programmes for granting one chance to the students of the said course for improvement of marks in each semester passed.
7. Incorporating of necessary proviso in the Ph.D. Regulations based on the following resolution passed by the Academic Council.

The teachers of this University also be exempted from the provisions made under sub section 9 (i) of the Ph.D. Regulations and the sub-section 9 (iii) may be modified accordingly.

8. Incorporation of the following proviso at the appropriate place in the Ph.D. Regulations.

Provided however that candidates who have been selected for the award of a fellowship from an agency like UGC, CSIR may seek admission at any time within a period of two years and they will be granted registration if the research committee of the concerned Department is satisfied that the candidate fulfills all other requirements for admission.

Annexure IIAnnexure to Appendix II in item No 303 13

Minimum qualifications for appointment to the posts of Professors, Readers and Lecturers in subjects other than Management, Engineering and Technology in Universities and Colleges.

Professors

An eminent Scholar with published work of high quality actively engaged in research with 10 years of experience in postgraduate teaching and/or research at the University/National level Institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

Reader

Good academic record with a doctoral degree or equivalent published work, candidates from outside the University system in addition shall also possess at least 55% marks or an equivalent grade at the Master's degree level. Eight years experience of teaching and/or research and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational renovation, design of new courses and curricula etc.

Lecturer

Good academic record with at least 55% marks or an equivalent grade at Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.

Annexure IIAnnexure to Appendix II in item No 303.13.

Minimum qualifications for promotion as Readers and Senior Lecturers.

I. READERSEssential qualifications

1. A first class Master's degree or a second class Master's Degree with not less than 55% marks in the subject concerned of an Indian University or an equivalent qualification of a foreign University with good academic record
2. Completed 8 years of service as Lecturer (Senior), provided that the requirement of 8 years will be relaxed if the total service of the Lecturer is not less than 16 years.
3. Ph.D. Degree or an equivalent published work
4. Made some mark in the areas of scholarship and research as evidenced by self-assessment report of the referees, quality of publications, contribution to educational renovation, design of new courses and curricula etc.
5. Participated in two refresher courses/summer institutes each approximately of four week's duration or in other appropriate continuing education programmes comparable quality as may be specified by the UGC after placement in the UGC scale and
6. Consistently good performance appraisal reports.

I. SENIOR LECTURERSEssential qualifications

1. A first class Master's degree or a second class Master's degree in the subject concerned with not

less than 55% marks of an Indian University or an equivalent qualification of a foreign University with good academic record.

2. Completed 8 years of service after regular appointment, provided that one year and three year's of reduction if he has an M. Phil or Ph.D. Degree, respectively to his credit.
3. Participated in two refresher courses/summer institutes, each of approximately 4 week's duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC.
4. Consistently satisfactory appraisal report.

#### Annexure III

Annexure to Appendix II in item No. 303.13.

#### **Schemes of Studies**

**MBA FULL-TIME (Four semesters)**

##### Semester I

- I. Business Mathematics and Statistics
- II. Managerial Economics
- III. Organisational Behaviour - I
- IV. Management Accounting - I
- V. Electronic Data Processing
- VI. Business Law
- VII. Personnel Management  
Group Dynamics

##### Semester II

- I. Operations Research
- II. Management Accounting - II

- III. Organisational Behaviour - II
- IV. Finance Management - I
- V. Marketing Management - I
- VI. Industrial Relations
- VII. Business & Government  
Business Communication (half credit paper)

##### Semester III

- I. Operations Management I
- II. Operations Management II
- III. Marketing Management II
- IV. Finance Management II
- V. Elective I
- VI. Elective II
- VII. Elective III  
Research Methodology (half credit paper)

##### Semester IV

- I. Business Policy
- II. Elective IV
- III. Elective V
- IV. Elective VI  
Project Report  
Viva voce

**M.B.A. [Part-time] [Six Semesters]**

The following is the proposed scheme of studies for each semester.

##### Semester I

- I. Business Mathematics and Statistics
- II. Managerial Economics
- III. Organisational Behaviour - I
- IV. Management Accounting - I
- V. Electronics Data Processing

Semester II

- I. Operations Research
- II. Management Accounting II
- III. Organisational Behaviour II
- IV. Finance Management I
- V. Marketing Management I

Semester III

- I. Operations Management I
- II. Operations Management II
- III. Marketing Management III
- IV. Finance Management II
- V. Personnel Management

Semester IV

- I. Business and Government
- II. Industrial Relations
- III. Elective I
- IV. Elective II

Semester V

- I. Business Law
- II. Elective III
- III. Elective IV
- IV. Research Methodology

Semester VI

- I. Business Policy
- II. Elective V
- III. Elective VI
- IV. Business Communication

## APPENDIX III TO ITEM NO. 303.33

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY****NOTE TO SYNDICATE**

ITEM No. 303.33

Sub:- Minutes of the meeting of the Building Committee held on 26.10.1991.

A meeting of the Building Committee was held on 26.10.1991 for considering the construction of various construction projects and resolved as follows:-

**PRESENT**

1. Vice-Chancellor [in chair]
2. Sri. P. Subramania Iyer
3. Sri. K. R. Prasad
4. Sri. P. J. Emmanuel  
[Superintending Engineer, PWD, Trichur]
5. Deputy Registrar - in - charge
6. Planning and Development Officer
7. University Engineer

ITEM No. 1:

Construction of a Building for the Child Care Centre [Crèche]

The Committee noted that the proposal for construction of the Child Care Centre is to be submitted to the Ministry of Human Resources Development, Government of India and that there would be no financial liability either on the University or on the State Government.

The Committee considered the Plan and estimate amounting to Rs. 4.0 lakhs, prepared by the University Engineering Department for constructing the Child Care Centre.

Resolved that the plan and estimate amounting to Rs. 4.0 lakhs be approved, subject to scrutiny of rates as per P. W. D. Schedule, by the Superintending Engineer, State Public Works Department.

#### ITEM No. 2:

Extension to the Mathematics Department Building to meet additional space requirement for offering the MCA Course.

The Committee noted that a separate extension wing to the Mathematics Department building is proposed [with independent access] to accommodate facilities for the newly introduced MCA Course.

The Committee considered the plan [with plinth area of 800 sq metre] and estimate amounting to Rs. 12.5 lakhs for constructing the extension to the Mathematics Department building to provide facilities for MCA Course.

Resolved that the plan and estimate amounting to Rs. 12.5 lakhs be approved, subject to scrutiny of rates as per P W D schedule, by the Superintending Engineer, State PWD.

#### ITEM No. 3:

Extension to the School of Management Studies building to house the Department of Applied Economics, Foreign Languages and Social Sciences, Section of School of Management Studies.

The Committee noted that the proposed extension [to be constructed with ground and first floor for the present, with provision for expansion for second floor]

would be utilised to accommodate the Department of Applied Economics, Foreign Languages and Social Science Section of the School of Management Studies [of for SMS library by inter change].

The Committee considered the plan and estimate amounting to Rs. 20.0 lakhs for construction of this extension of the School of Management Studies building.

Resolved that the plan and estimate amounting to Rs. 20.0 lakhs be approved, subject to scrutiny of rates as per P W D Schedule by the Superintending Engineer, State PWD.

#### ITEM No. 4:

Construction of Building to house Centre for Bio-Technology.

The Committee considered the plan [with a plinth area of 990 sq metres] and estimate amounting to Rs. 15.0 lakhs for construction of a building to house Centre for Bio-Technology.

Resolved that the plan and estimate amounting to Rs. 15.0 lakhs for constructing a building to house Centre for Bio-Technology be approved, subject to scrutiny of rates as per PWD schedule, by the Superintending Engineer State PWD.

#### ITEM No. 5:

Construction of Research Scholar's Hostel.

The Committee noted that the proposal is to construct a hostel for the present with 24 rooms on the ground floor, with provision for expansion for two more floors.

The Committee considered the plan and estimate amounting to Rs. 12.0 lakhs for constructing the Research Scholar's Hostel.



Resolved that the plan and estimate for Rs. 12.0 lakhs for constructidg Research Scholar's Hostel be approved, subject to scrutiny of rates, as per PWD schedule by the Superintending Engineer, State P.W.D.

**ITEM No. 6:**

Preparation of master plan for the University Campus \_\_\_\_\_

The Committee resolved that action may be initiated to get a master plan prepared for the University Campus.

The recommendations of the Building Committee are placed before the Syndicate consideration.

\_\_\_\_\_