

403

CONFIRMED

COCHIN UNIVERSITY OF SCIENCE & TECHNOLOGY

MINUTES OF THE 403rd MEETING OF THE SYNDICATE HELD ON
20-3-1999.

Place of meeting : Administrative Buildings,
Kochi-682 022.

Time : 11 a.m.

Members present:

1. Dr. K. Babu Joseph
Vice-Chancellor (in the Chair)
2. Dr. N. Unnikrishnan Nair
Pro-Vice-Chancellor.
3. Dr. A. Aravindakshan,
Registrar
4. Dr. V.D. Sebastian
5. Sri. M.K. Purushothaman
6. Dr. R. Damodaran
7. Dr. Babu T. Jose
8. Dr. K.C. Joseph, M.L.A.
9. Sri. M.A. Thomas, M.L.A.
10. Sri. N. Sreekumar.

Before the commencement of the meeting, the Vice-Chancellor welcomed the two new members, viz., Dr. Babu T. Jose and Sri. M.K. Purushothaman, who have been recently inducted in the Syndicate.

Item No.403.01. Report of action taken on the minutes of the meeting of the Syndicate held on 24-10-1998 (399th).

The Syndicate noted the report of action taken on the minutes of the meeting of the Syndicate held on 24-10-1998 (399th).

Item No.403.02 Confirmation of the minutes of the meeting of the Syndicate held on 27-2-1999 (402nd).

The minutes of the meeting of the Syndicate held on 27-2-1999 (402nd) was confirmed subject to the following emendations:

- (1) At the end of item No.402.03 as last paragraph the following may be added:

"A Sub Committee of the Syndicate consisting of Dr. A. Aravindakshan and Dr. R. Damodran may examine the issue in detail and submit proposals for the administration of research projects sponsored by various external agencies in a better way".

- (2) In item No.402.09, the words "1990-2000 admissions" occurring in the last sentence of the resolution be modified as "1998-1999 admissions".
- (3) In item No.402.56, the words "Van and estate" be added after the words "security staff" appearing in the last sentence of the resolution.
- (4) In item No.402.66, the resolution be deleted and replaced with the following:

"Resolved that the recommendations of the Standing Committee of the Syndicate on Academic Matters regarding payment of remuneration to guest lecturers be approved by adding the following clause as Sl. No.(4): 'In the case of LL.B. course in the School of Legal Studies run on an annual basis with lectures in each paper being not less than eighty, considering the number of students and the increase in the internal assessment work, the remuneration including TA and DA may be fixed at Rs.24,000/- (Twenty four thousand only) instead of the remuneration of Rs.15,000/- (Rupees Fifteen thousand only) for the semester paper with not less than 50 to 60 lectures. Where the number of lectures delivered is less than 80, proportionate reduction may be made in the remuneration.

Item No.403.03 Report of the Vice-Chancellor on important developments in the University since last meeting.

i) Important developments in the University since last meeting:

1. In exercise of the powers conferred under Section 12(1) of the Cochin University of Science and Technology Act, 1986 (Act 31 of 1986) the Chancellor, Cochin University of Science and Technology appointed Dr. N. Unnikrishnan Nair, Professor, Department of Statistics, Cochin University of Science and Technology as the Pro-Vice-Chancellor of the Cochin University of Science and Technology. Dr. Unnikrishnan Nair assumed charge as the Pro-Vice-Chancellor on the afternoon of 6th March 1999.
2. In exercise of the powers conferred under Section 11 (11) of the Cochin University of Science and Technology Act, 1986 (Act of 31 of 1986) Vice-Chancellor

appointed Dr. A. Aravindakshan, Professor, Department of Hindi, Cochin University of Science and Technology as the Registrar of the University w.e.f. the afternoon of 6th March 1999, pending appointment of the Registrar on a regular basis.

3. Under Section 17(viii) of the Cochin University of Science and Technology Act, 1986 (Act 31 of 1986), the Government of Kerala have nominated the following members of the Senate to the Syndicate of the University.
 - (i) Sri. M.K. Purushothaman,
Maranthara Veedu,
Edavanakkad P.O.
Ernakulam.
 - (ii) Dr. Babu T. Jose
Director,
School of Engineering,
Cochin University of Science and Technology,
Kochi-682 022.
4. Prof. (Dr.) N. Unnikrishnan Nair, Pro-Vice-Chancellor is elected as a member of the International Statistical Institute, The Netherlands.
5. The Government of India have nominated Prof. (Dr.) R. Damodaran, Dean, Faculty of Marine Sciences to the Management Board of the Ocean Science and Technology Cell of the Annamalai University.
6. The Research Vessel 'Anweshika', 12.79 metre long and 3.7 metre wide, constructed with the help of the UGC by M/s. Wadia Boat Builders, Gujarat at a total cost of Rs.32 lakhs for carrying out investigations for all disciplines in Marine Sciences particularly in Marine Geology and Geophysics was launched on 4th March 1999.
7. An Ocean Science and Technology Cell, which is to be developed as a national facility at the Cochin University of Science and Technology for research in Marine Benthos with the support of the Department of Ocean Development (DoD) was inaugurated on 6th March 1999.

The Syndicate ratified the action of the Vice-Chancellor appointing Dr. A. Aravindakshan as Registrar of the University until a regular appointment is made in the post of Registrar.

- ii) The Vice-Chancellor then brought to the notice of the Syndicate, the request from the Hon. Director, Centre for Science in Society, for appointment of a Joint Director for the Centre for Science in Society.

Resolved that Dr. V.P.N. Nampoori, Professor, International School of Photonics be appointed as Joint Director, Centre for Science in Society for a period of one year, and he be paid a monthly remuneration of Rs.500/-.

iii) After this, the Vice-Chancellor presented before the Syndicate as an urgent item outside the agenda, a report on the misconduct and irregularities committed by Dr. S. Babu Sunder, Head of the Department of Computer Applications. Having considered the report, the explanations and clarifications offered by Dr. Babu Sunder on the various issues and relevant records in this connection, the Syndicate felt that a prima facie case has been established that Dr. Babu Sunder has misused his authority as Head of the Department by acting in violation of the rules and regulations of the University and the conduct rules applicable to the University employees.

Accordingly, it was resolved that -

1. An inquiry be conducted in the matter by an officer not below the rank of a retired District Judge.
2. As the files and relevant records relating to the allegations are with the Head of the Department of Computer Applications with immediate effect until the enquiry is over. As the files in the matter is in the custody of the Head of the Department, he shall hand over charge to the Registrar until alternate arrangements are made.
3. The Vice-Chancellor be authorised to nominate a Professor as the Head of the Department, Department of Computer Applications, during the period of inquiry.
4. The terms of reference to the inquiry shall incorporate the charges mentioned in the report submitted to the Syndicate by the Vice-Chancellor along with the complaints submitted by the Director, School of Engineering against Dr. Babu Sunder.

Item No.403.04 Budget proposals for the year 1999-2000 - Regarding.

Dr. K.C. Joseph, M.L.A., Convener, Standing Committee of the Syndicate on Finance and Purchase and Chairman of the Finance Committee (Statutory), presented the budget proposals for the year 1999-2000 and explained the salient features.

The Syndicate considered the budget proposals for the year 1999-2000 along with the recommendations of the Standing Committee of the Syndicate on Finance and purchase, and the Finance Committee (Statutory) and resolved the following:

- i) Considering the huge deficit funds situation budgeted, especially under non-plan, the University shall bring the matter to the attention of the State Government and request them to sanction additional non-plan grants, at least to cover the liability arising out of pay/pension revision and arrears thereon.
- ii) The budgeted non-plan receipts of Rs.1,396.86 lakhs be increased by another Rs.404.00 lakhs towards pay revision (State scale) and pension revision, including arrears thereon. This is because, the above additional financial commitment is considered liable to be reimbursed by the State Government to the University.

Likewise, the budgeted non-plan expenditure of Rs.2,495.93 lakhs be reduced by Rs.391.00 lakhs representing the anticipated UGC pay revision and arrears thereon. This is because, the Government orders on this issue are yet to be issued by the State Government and hence it may not be desirable to reflect this amount as a liability at this stage.

Thus, the revised non-plan deficit as on 31-3-2000 would now stand at Rs.464.07 lakhs, which may accordingly be reflected in the final budget document.

- iii) A sub committee of the Syndicate be nominated to study in detail, the entire functioning of the CUGSE, both administrative and academic aspects in order to assess the reasonability of expenditure being incurred vis-a-vis the facilities being made available to the CUGSE students.

The Vice-Chancellor be authorised to constitute the above sub committee, and its report be placed before the Syndicate in June 1999.

- iv) Pending a detailed review of the support provided by the University for the functioning of CUGSE, the University may take steps to transfer the following accounts from CUGSE to CUF.

- (a) All receipts towards examination related activities.
- (b) All receipts of common nature like matriculation registration, recognition of qualifying examinations, medical inspection fees, sports fees, quasi University fees, University Union fees and Students Aid Fund.
- (c) On the balance receipts, excluding the refundable deposits, a 15% administrative overhead charge may be levied.

The CUGSE expenditure budget be modified accordingly.

- v) Considering the high cost involved in the conduct of CUGSE examinations, possibility of an appropriate increase in the examination related fees be examined and a separate proposal submitted.

vi) A detailed review of the existing workload and the corresponding budgetary allocations of the examination wing of the University may also be got conducted, in this connection and a report submitted to the Syndicate.

vii) Expenditure against all temporary/ad hoc/daily wage appointments against sanctioned vacant posts may be debited to the concerned salary budget only, where provision is being made for vacant posts also.

viii) All Departments, /offices to keep proper control on the expenditure being incurred by them against various budget heads, so as to enable effective monitoring of the current status of expenditure. This also applies to salary expenditure of self drawing officers. Hence all salary bills of self drawing officers should necessarily be routed through the concerned departments/office to facilitate the above.

ix) Water and electricity charges for occupants of University quarters and other residential accommodations, may be considered for an immediate upward revision. A proposal be put up to the Syndicate in this regard.

x) In order to minimise the non-plan deficit by restricting non-plan expenses, the following measures be implemented:

a) All non-plan budgetary projections against Q-1-002 Telephone/Telex/Fax expenses; Q-1-003-e.mail expenses; Q-I-028 - Repair Maintenance - Computers; Q-2-139 - Purchase stationery - Computers and Q-2-140 - Purchase stationery - General, allocated to all academic Departments including CSRC and CSIS be frozen in toto. These expenses are to be met by the above Departments from their respective Department Development Fund or funded research schemes/projects. However, the centralised e-mail budget provided against 81-0-School of Computer Science - General Establishment, stands exempted from the above.

Accordingly, the allocations against the above budget heads would stand inoperable w.e.f. 1999-2000, nor would any fund diversions be allowed from these, until further orders.

b) All academic Departments to exercise strict expenditure control on Honorarium - Guest Lecturers. As far as possible services of teachers in the sister Departments of the University be utilised for this purpose.

c) Appropriate measures be initiated to minimise expenditure on conduct of various examinations. Reducing the number of examinations under B.Tech Engineering by attempting unification of the syllabus between CUSAT and its various recognised institutions be accorded priority.

(d) Special efforts to be made to minimise expenditure on extra remuneration for additional duties being performed by all categories of staff. In fact the

very issue of payment of special pay/allowances/perquisites to various categories of staff be got reviewed in detailed vis-a-vis the nature and extent of additional duties actually being performed, and a report submitted to the Syndicate.

(c) Special pay/allowances, presently being allowed as a percentage of basic pay also calls for an immediate review, in view of the recent pay revision. Accordingly, a monetary ceiling may be fixed for such cases on the basis of a percentage on the pre-revised scales of pay, and a proposal be put up to the Syndicate.

xi) For the proposed Engineering College at Alappuzha, a provision of Rs.100.00 lakhs be made towards receipts (Rs.72.00 lakhs by way of fees from 180 students, i.e., 60 each in Information Technology, Computer Science and Electronics and Communication Engineering and Rs.28.00 lakhs by way of grant from the State Government for initial capital expenditure) and an appropriate amount towards expenses, including preliminary expenses.

xii) Student intake against the various B.Tech. courses conducted by CUGSE be enhanced to the AICTE approved level w.e.f. the academic year 1999-2000.

xiii) Quasi University fees being collected by the various Departments to be remitted in toto to the CUF, if not already done.

xiv) All Departments of the University shall redouble their efforts to enhance internal revenue generation; keeping in view the critical non-plan financial position of the University.

(Fin.)

Item No.403.05 Issue of NOC to apply for patent registration - Guidelines - Consideration of.

The Syndicate noted the action taken by the Vice-Chancellor in permitting Mr.S.P.Prakasan, Overseer Grade I (Electrical), Department of Engineering to apply for registration for a patent for a Device on energy conservation he invented, and also considered the matter of framing specific guidelines in the matter of patent registration by University employees.

Resolved that -

1. The action taken by the Vice-Chancellor in permitting Mr.S.P.Prakasan, Overseer Grade I (Electrical), Department of Engineering to apply for registration for a patent for a Device on energy conservation he invented be ratified.

2. The draft guidelines given in the Appendix I for granting permission to the employees of the University for obtaining patent for inventions be approved after adding a Clause 1.3 "Any employee of the University desirous of utilising a facility of the University shall obtain the permission of the University".

(Ad.A)

- Item No.403.06 Sri. Joseph James, Assistant Director of Physical Education - Wrong fixation granted in violation of UGC norms and Syndicate decision.

The Syndicate reconsidered the decision taken vide item No.396.41 in the matter of fixation of pay granted to Sri. Joseph James, Assistant Director of Physical Education as per UGC norms.

Resolved that the earlier decision taken by the Syndicate vide item No.396.41 be modified to the extent that Sri. Joseph James, Assistant Director of Physical Education be inducted into the UGC scheme w.e.f. 1.1.1986 and he be regulated in the scale of pay of Rs.3000-5000 w.e.f.4.2.1991, as per the UGC Career Advancement Scheme.

(Ad.A)

- Item No.403.07 Details of SC/ST position in teaching and non-teaching staff Furnishing of.

The Syndicate noted the details of the SC/ST position in teaching and non-teaching staff of the University.

It was resolved that the Administration Section may prepare a detailed note suggesting measures to fill up all the backlog of SC/ST vacancies both in the teaching and non-teaching category and submit the same for consideration. In cases where vacancies could not be filled after repeated advertisements due to paucity of qualified hands, proposals be placed before the Syndicate to shift the posts of other Departments without affecting the rules or reservation, to ensure adequate representation for SC/ST.

(UGC SC/ST OELL)

- Item No.403.08 Scheme to assist Universities/Colleges to facilitate higher education for persons with special needs (disabled persons)(HEPSN) - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the scheme of UGC to assist Universities/Colleges to facilitate Higher Education for Persons with Special Needs (Disabled Persons)(HEPSN).

Resolved that the Scheme be implemented in the University with the assistance of the UGC.

(PLUGC)

Resolved that the scheme be implemented in the University with the assistance of the UGC.

(P1.UGC)

- Item No.403.09 Establishment of Ocean Science and Technology Cell (OSTC) in the Area of Benthos at Cochin University of Science and Technology (School of Marine Sciences) by Department of Ocean Development, Government of India.

The Syndicate noted the action taken by the Vice-Chancellor in signing a Memorandum of Understanding (copy given in Appendix II) with the Department of Ocean Development (Government of India) relating to the establishment of Ocean Science and Technology Cell (OSTC) in the Area of Marine Benthos to carry out front line research and development for ocean science and technology, at Cochin University Science and Technology (School of Marine Sciences).

Resolved that the action taken by the Vice-Chancellor be ratified.

- Item No.403.10 Audit Report, Inspection Report and CAG draft para settlement of audit objections - Pendency - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase, and Staff and Establishment, the matter of settling PAC draft paras, audit objections of the Inspection Reports and the Audit Reports.

Resolved that the Finance Officer be authorised to settle the above objections within three months.

Further resolved that an administrative training programme be conducted for the Heads of Departments, and teachers. IRAA Unit be entrusted to chalk out a specific programme.

(IA&I)

- Item No.403.11 Purchase of books worth Rs.94,810/- from NBHM grant Regarding.

The Syndicate considered, sanction given for purchasing 74 books costing Rs.94,810/- in the year 1993-94 which is at present under the possession of the Department of Computer Applications, by debiting the expenditure of NBHM grant in the context that the object of NBHM grant is to enable purchase books on mathematics and not in any other subject.

Resolved that provisions be made in the budget allocation for the Department of Mathematics in subsequent year to recoup the loss.

(P1.A)

Item No.403.12 Construction of various buildings -
Progress report for February 1999.

The Syndicate noted the progress reports of the various major construction projects of the University submitted by the University Engineer for the month of February 1999.

(P1.A)

Item No.403.13 Purchase of computer for School of
Management Studies - Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning the request of the Director, School of Management Studies for purchase of computers and accessories as detailed in Appendix III from M/s. Pentanet Systems (p) Limited, 1st floor, Penta Estate, Palarivattom, Kochi-25 at a total cost of Rs.6,76,450/- by debiting the expenditure to the head of account "1-70-1-Q-2-103-Purchase of computers".

Resolved that the action taken by the Vice-Chancellor be ratified.

(P1.A)

Item No.403.14 Purchase of Windows NT server - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the request of the Head, Department of Computer Applications for the purchase of Windows NT Server with accessories for the laboratory for MCA students.

Resolved that the request of the Head, Department of Computer Applications for purchase of ACER ALTOS 12000 Windows NT Server with dual Pentium II Xeon 450 MHz processors with accessories at a total cost of Rs.7,20,000/- approximately and to draw the said amount as advance to open an L.C. on M/s.ACER Computers (ME) Ltd., P.O.Box 16951, Jabel Ali Free Zone, Dubai, on the British Bank of Middle East, P.O.Box 66. Jabel Ali Branch, Dubai towards the payment and to debit the expenditure under "2-84-0-Q-3-223 Self Financing Courses" be granted.

(Ad.C)

Item No.403.15 Unit for International Relations and
Academic Admissions - Purchase of vehicle -
Consideration.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the proposal to purchase a vehicle for the use of the IRAW Unit.

Resolved that the proposal be declined and to meet the needs of the IRAW Unit vehicles be hired as and when required.

IRAA)

Item No.403.16 CUGSE - Construction of compound wall -
Award of work - Ratification.

The Syndicate noted the action taken by the Vice-Chancellor in approving the action of the University Engineer in awarding the work of construction of compound wall to the CUGSE to Mr.K.P.Jaleel at 89% above the estimate of Rs.4,65,754/-, with departmental supply of materials worth Rs.79,705/-, the total expenditure being Rs.8,09,338/-, debiting the expenditure to "2-94-0-T-Works-1-3-75-CUGSE Main Building Complex".

Resolved that the action taken by the Vice-Chancellor be ratified.

(P1.A)

Item No.403.17 Maintenance work of buildings - A new
proposal - Consideration of - Regarding.

The Syndicate considered, the proposal of the University Engineer of a new scheme for awarding maintenance work of buildings, rectification of petty complaints/civil works, etc.

Resolved that the University Engineer be asked to submit a detailed note explaining all aspects relating to the proposal for consideration.

(P1.A)

Item No.403.18 Adoption of Government orders for implementaion
in the University - Reporting.

The Syndicate noted the action taken by the Vice-Chancellor in adopting the following Government orders/Circulars for implementation in the University.

1. G.O.(P) No.476/98/GAD dated 14.9.1998
Strike by a section of Government employees/teachers on 29.8.1997 - regularisation of unauthorised absence.
2. Notification G.O.(P) No.523/98/GAD dated 5.10.1998
Public holidays to the Public Offices of the State Government in 1999.
3. G.O.(P) No.26/98/P&ARD dated 27.8.1998
Government employees convicted by Criminal Courts - Dismissal/ removal from service.
4. G.O.(P)No.1513/98/Fin. dated 1.6.1998
KSRS - LWA to take up employment abroad or within the country - Guidelines.
5. G.O.(P)No.1810/98/Fin. dated 24.7.1998
KSRS - LWA to join spouse abroad or within the country - Guidelines
6. G.O.(P)No.684/97/Fin.dated 8.8.1997
KSRS - LWA to take up employment abroad or elsewhere - submission of pension papers.
7. G.O.(P)No.656/(143)/97/Fin.dated 24.7.1997
Interim Relief - Re-employed pensioners-Sanctioned.
- 8.G.O.(P)No.650/97/Fin. dated 22.7.1997
KSRS - Deputation Allowance - permanently stopped.
9. Circular No.9200/E1/96/P & ARD dated 23.8.1997
Participation of Officers for Training programmes in India and abroad - Restriction regarding age.
10. G.O.(MS) No.314/97/GAD dated 6.10.1997.
Special recruitment from SC/ST - Vacancies caused due to the vacation of ST candidates appointed earlier under special recruitment scheme - filling of resultant vacancy clarification

Resolved that the Action taken by the Vice-Chancellor be ratified.

(Ad.A)

~~Resolved that the action taken by the Vice-Chancellor be ratified.~~

(Ad.A)

Item No. 403.19 Mr. P. Ajithkumar - Appointment as Technical Officer(Executive Engineer) - Reporting of.

The Syndicate noted that Mr. P.Ajithkumar, Abhilash, P.O.Kakkoti, Kozhikode-673 611, was advised from the ranked list prepared for appointment as Technical Officer(Executive Engineer), and he has joined the post on 2.1.1999. He was appointed to the post subject to the results of O.P. Nos. 24354/98 and 1687/99 filed in the High Court of Kerala challenging the appointment.

(Ad.A)

Item No. 403.20 Audit objection on the scale of pay granted to Sri C.S.Alfred, Aquarium Assistant - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase, and Staff and Establishment, the objection raised by the Govt, Auditor and the Special Audit Party in granting higher scales of pay to Mr.C.S.Alfred, Aquarium Assistant.

Resolved that the Sub Committee of the Syndicate constituted to examine the various problems relating to Technical Cadre(Scientific) may examine the present issue and include it in its recommendations.

(Ad.A)

Item No. 403.21 Advancing the date of effect of enhancement of special pay-Ratifying Vice-Chancellor's action - Consideration of.

The Syndicate noted the action taken by the Vice-Chancellor in advancing the date of effect of enhancement of special pay, in respect of Sri V.M.Peter, Laboratory Assistant, Sri.K.Dinesan, Boatman and Sri.M.A.Suresh, Lasear, with effect from 1.9.1995, the date on which G.O.(P) 220/96/(30)/Fin. dated 28.2.1986 was implemented in this University, on a par with the special pay granted to Conductor/Pass Examiner and Duplicator Operator.

Resolved that the action taken by the Vice-Chancellor be ratified.

(Ad.A)

Item No.403.22 Prof.Reissnenn, Restock University, Germany - Appointed as Guest Professor - Salary proposed by the Head, Department of Ship Technology - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase, Staff and Establishment, and Academic Matters, the proposal of the Head, Department of Ship Technology for payment of a consolidated salary of Rs.12000/- to Prof. Reissnenn, Rostock University, Germany who was appointed as Guest Professor in the Department of Ship Technology.

Resolved that Prof.Reissnenn, Rostock University, Germany who was appointed as Guest Professor in the Department of Ship Technology be paid a consolidated monthly salary of Rs.12,000/-.

(Ad.D)

Item No.403.23 Visit of Dr.K.P.Vijayakumar, Professor, Department of Physics to Japan under INSA Exchange Programmes - Duty leave - Action of the Vice-Chancellor-Reporting of.

The Syndicate noted the action taken by the Vice-

Chancellor in permitting Dr.K.P.Vijayakumar, Professor, ~~Professor~~, Department of Physics to visit Japan under INSA Exchange Programme 1998 by availing financial assistance from UGC unassigned grant, w.e.f.1.9.1998 to 30.11.1998, and treating the period of his absence as on duty.

Resolved that the action taken by the Vice-Chancellor be ratified.

(Ad.D)

Item No.403.24 Visit to ICTP, ^{Italy} ~~Italy~~ for attending a course by Dr.C.K.Anandan - request for duty leave - Action of the Vice-Chancellor - Reporting of.

The Syndicate noted the action taken by the Vice-Chancellor in permitting Dr.C.K.Anandan, Lecturer, Department of Electronics to attend a course in Second CTP-URSI-ITU/CDT School on use of Radio for Digital Communication in Developing Countries at ICTP Trust, Italy during 1.2.1999 to 25.4.1999 and to treat his absence from 30.1.99 to 26.4.1999 as on duty, subject to execution of the prescribed bond.

Resolved that the action taken by the Vice-Chancellor be ratified.

(Ad.D)

Item No.403.25 Honorary to Director and Programme Co-ordinator - CMCOP - Regarding.

This item was deferred consideration.

(P1.UGC)

Item No. 403.26 Ph.D. thesis entitled "Investigations on Nonlinear and Radiative Properties of certain Photonic Materials" submitted by Smt.K.Geetha Varier - Evaluation reports and minutes of viva voce examination - Consideration of

The Syndicate considered, the individual reports of the Examiners, recommendations of the viva board, and the minutes of the viva-voce examination in respect of the Ph.D. thesis submitted by Smt. Geetha K.Varier, Full Time Research student, International School of Photonics, Cochin University of Science and Technology who worked under the guidance of Dr.V.P.N.Nampoori, Professor, International School of Photonics, Cochin University of Science and Technology, Kochi-22.

Resolved that Smt. Geetha K. Varier be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Science for her thesis entitled "Investigations on Nonlinear and Radiative Properties of certain Photonic Material".

(Exam)

Item No.403.27 Ph.D. thesis entitled "Effect of feeding rate in polymer extrusion" submitted by Sri Joseph Francis P.J. - Evaluation reports and minutes of viva voce examination - Consideration of

The Syndicate considered, the individual reports of the Examiners recommendations of the viva board, and the minutes of the viva-voce examination in respect of the Ph.D. thesis submitted by Sri Joseph Francis, P.J., Part Time Research student, Department of Polymer Science and Rubber Technology, Cochin University of Science and Technology who worked under the guidance of Dr.Rani Joseph, Reader, Department of Polymer Science and Rubber Technology, Cochin University of Science and Technology, Kochi-22.

Resolved that Sri Joseph Francis, P.J be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Technology for his thesis entitled "Effect of the feeding rate in polymer extrusion".

(Exam)

- Item No.403.28 Extension of collaborative programmes between BCA and Cochin University of Science and Technology to other disciplines- Approval of MOA-Ratification of the Syndicate- Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in approving the new Memorandum of Agreement(MOA) between Brethren Colleges Abroad(BCA), USA and the Cochin University of Science and Technology after incorporating some changes as per their new proposal for extending the collaborative programme to other areas and disciplines, which is given in Appendix IV.

Resolved that the action taken by the Vice-Chancellor be ratified.

(IRA1)

- Item No.403.29 Construction of building for Department of Statistics in the Thrikkakara Campus- Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the detailed estimate amounting to Rs.40 lakhs for the construction of a building for the Department of Statistics in the Thrikkakara campus.

Resolved that the detailed estimate amounting to Rs.40 lakhs for the construction of a building for the Department of Statistics in the Thrikkakara Campus be approved.

Further resolved that the expenditure in this connection be debited to suitable Head of Account.

(P1.A)

- Item No.403.30 Smt V.K.Ammuni, Assistant Librarian - Permission for pursuing part time PH.D. Programme - Consideration of

The Syndicate considered along with the recommendation of the Standing Committee on Staff and Establishment, the request of Smt. V.K.Ammuni, Assistant Librarian (Selection Grade) for permission to do part-time research at Sri Venkateswara University, Tirupathi, without affecting her normal duties in the University.

Resolved that the request of Smt. V.K.Ammuni, Assistant Librarian(Selection Grade) for permission to do part-time research at Sri Venkateswara University, Tirupathi, without affecting her normal duties in the University be granted.

(Ad.A).

- Item No.403.31 Reimbursement of medical expenses incurred by Sri A.V.Alias, Assistant Registrar(CUGSE) for the treatment of his son at Christian Medical College, Vellore, as a special case Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the application for reimbursement of medical expenses incurred by him for Rs.2,59,312/- (Rupees Two lakhs fifty nine thousand three hundred and twelve only) for the treatment of his son at Christian Medical College, Vellore.

Resolved that Sri A.V.Alias, Assistant Registrar, CUGSE be reimbursed all medical expenses admissible as per rules, incurred by him for the treatment of his son at Christian Medical College, Vellore, as a special case, in relaxation to the Kerala Government Medical Attendance Rules.

(Ad.B)

- Item No.403.32 Report of the High Level Committee constituted by the Syndicate to study the financial situation of the University and suggest methods to improve it-Summary and Recommendations

The Syndicate considered, along with the recommendation of the Standing Committee on Finance and Purchase, the report of the High Level Committee constituted by the Syndicate to study the financial situation of the University and suggest methods to improve it.

Resolved that-

1. The recommendations and suggestions of the High Level Committee constituted to study the financial situation of the University and suggest methods to improve it be accepted.
2. Since there is urgency for implementing the various recommendations of the High Level Committee in view of the critical financial position of the University, a Committee consisting of the following be constituted to examine ways and means of implementing the various recommendations in the High Level Committee Report in a phased manner after appropriate prioritisation:

- | | | |
|---|---|----------|
| 1. Pro-Vice-Chancellor | - | Convenor |
| 2. Convenor, Standing Committee of the Syndicate on Finance and Purchase | - | Member |
| 3. Convenor, Standing Committee of the Syndicate on Staff and Establishment | - | Member |
| 4. Sri N.Sreekumar, Member, Syndicate | - | Member |
| 5. Registrar | - | Member |
| 6. Finance Officer | - | Member |

Item No.403.35 Construction of Science Seminar Complex-
Execution of Supplementary agreement-
Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the proposal of the University Engineer relating to additional clauses to be added as a supplementary agreement to be executed between the University and M/s. Kerala State Nirmiti Kendra, for the remaining works of the Science Seminar Complex, in accordance with the decision taken by the Syndicate vide item No.400.42.

Resolved that the following additional clauses be incorporated in the agreement:

- i) A time frame is to be furnished by M/s.KSNK for the balance work of Science Seminar Complex and a programme schedule to be submitted by them, which is also to be approved by the University.
- ii) Penal clause is applicable as per the general conditions of contract, which form part of the agreement to be executed.
- iii) The execution of the balance work to be carried out as per the agreed revised plan and estimate submitted by M/s. KSNK and duly approved by the University authorities. The work will be under the supervision of University Engineer(with an Assistant Executive Engineer and an Assistant Engineer as Site Officers assisted by an Overseer).
- iv) Measurements of the works are also to be maintained with due entries as is the usual practice of any other works in the campus undertaken by the Engineering Department.
- v) Payment shall only be made against bill submitted by the University Assistant Executive Engineer and duly scrutinised by the University Engineer. For this purpose an approved schedule of work with quantities and rates to be attached along with the agreement.
- vi) Further revision of estimate due to escalation of prices shall not be allowed.
- vii) Cement required for the work shall be supplied departmentally and the cost of the same as per the rate claimed by M/s. KSNK shall be deducted from the bill.

(P1.A)

Item No.403.34 Sri. M.G. Surendranatha Panicker, Section Officer (Typist) - Request for promotion to the upgraded post of Pool Officer - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committees on Staff and Establishment and Finance and Purchase, the request of Sri. M.G. Surendranatha Panicker, Section Officer (Typist) for promotion to the upgraded post of Pool Officer since Sri. K.P. Sasidharan, Pool Officer is holding the post of P.A. to Registrar.

Resolved that the request be declined.

(Ad.A)

Item No.403.35 Maintenance and rectification works to the University main road and forming new internal roads in the Thrikkakara campus - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the estimate amounting to Rs.12,30,000/- based on the 1996 PWD schedule of rates, forwarded by the University Engineer, for the maintenance and rectification works to the University main road and forming new internal roads in the Thrikkakara campus.

Resolved that the estimate amounting to Rs.12,30,000/- based on the 1996 PWD schedule of rates, forwarded by the University Engineer, for the maintenance and rectification works to the University main road and forming new internal roads in the Thrikkakara campus be approved.

Further resolved that the expenditure in this connection be met from "Plan-97-O-T.Works-4-Others-600-Roads".

(P1.A)

Item No.403.36 Inquiry into the charges levelled against University teachers - Undue delay in submitting inquiry report by the Inquiry Officer - Consideration - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters and Staff and Establishment, the undue delay in submitting the inquiry report by the Inquiry Officer who was appointed to inquire into the unauthorised absence of some teachers of the University.

Resolved that the Registrar be authorised to contact the inquiry officer, and report the matter in the next meeting.

(Ad.D)

Item No. 403.37 Additional requirements of staff - Ad hoc appointments - Difficulty in implementing the Syndicate decision - Reporting of.

The Syndicate considered, along with the recommendation of the Standing Committee on Staff and Establishment, the difficulty in implementing the Syndicate decision taken vide item No. 399.44, for making ad hoc appointments of Assistant Grade II, L.D. Typist/Stenographer, Professional Assistants, Peons and Sweeper for 179 days from the existing rank list wherever possible.

Resolved that without creating additional posts, ad hoc appointments be made for 179 days from the existing rank list wherever possible.

(Ad.A)

Item No. 403.38 University teacher - Dr. M.R. Anantharaman, Lecturer, Department of Physics - Reckoning of previous service - Objection from Special Audit Party - Consideration of - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase, Staff and Establishment, and Academic Matters, the objection from Special Audit Party and the request to review the earlier decision taken by the Syndicate for reckoning the previous service from 13-6-1985 to 12-10-1988 rendered by Dr. M.R. Anantharaman as Assistant Manager (Lab) in the Carbon and Chemicals Ltd., for senior scale placement and also for granting him three advance increments for the research degree treating the appointment in this University as first appointment for career advancement placement under UGC scheme.

Resolved that -

- (i) The Service rendered by him in Carbon and Chemicals Ltd. be reckoned for pensionary benefits provided pro-rata pension contribution is remitted to the University.
- (ii) Since the advance increment granted to Dr. M.R. Anantharaman was for additional qualifications that need not be revoked.

(Ad.D)

Item No. 403.41 Creation of the post of Technical Assistant Grade III in CAD/CAM lab - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase, and Staff and Establishment, the earlier decision taken by the Syndicate to create a post of Technical Assistant Grade III in the scale of pay of Rs. 2200-3500 (pre-revised) in the School of Engineering subject to concurrence of the Finance Committee (Statutory).

Resolved that a post of Technical Assistant Grade III created as per the Syndicate decision dated 21-12-1996 be transferred to the CUGSE. The following shall be the qualifications:

- i) B.Tech. in Mechanical Engineering/Computer Science
or
Allied branch with 55% marks
- ii) A Masters Degree in Computer Applications or equivalent with 55% marks
- ii) Two years experience in CAD/CAM laboratory in a University Department/Engineering College.

(Ad.A)

Item No. 403.42 Participation in refresher courses - Obligatory for further placements for Technical Officers - Reconsideration of.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase, and Staff and Establishments, the matter of participation in refresher courses by the Technical Officers to become eligible for further placement/promotion in Technical Cadre (Scientific).

Resolved that Technical Officers be directed to undergo refresher courses duration of which shall not exceed three weeks to become eligible for further promotion in the Technical Cadre (Scientific).

Further resolved that all Heads of Teaching Departments be requested to suggest the feasibility of permitting the Technical Officers also in the UGC sponsored refresher courses conducted in their Departments for teachers.

(Ad.A)

Item No.403.39 Junior Librarians - Advancing the promotion date - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Staff and Establishment, the requests from Smt. A.K. Sobhanadevi, Smt. Sreha S. Pillai, Smt. Thajima. K.P. and Smt. Susan Mathew, Junior Librarians for advancing their promotion date, since vacancies were existing on observing the approved ratio of 3:5:4 among Junior Librarians, Professional Assistant Grade I and Professional Assistant Grade II. (X) Sreha

Resolved that promotions be granted as Junior Librarians to the following Professional Assistants Grade I from the dates noted against each:

- | | | |
|---------------------------|----|-----------|
| 1. Smt. A.K. Sobhanadevi | -- | 24-2-1998 |
| 2. Smt. Sreereha S.Pillai | -- | 24-2-1998 |
| 3. Smt. Thajima. K.P. | -- | 24-2-1998 |
| 4. Smt. Susan Mathew | -- | 1-4-1998. |

(Ad.A)

Item No.403.40 Appointment of Lecturers in the University - Extension of joining time granted - Ratification Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in granting extension of joining time upto 18-2-1999 (i.e. 45 days from the date of advice) to the following persons who were appointed as Lecturers in various Departments of the University.

- | | | |
|----------------------------|----|---|
| 1. Smt. Muneera, C.R. | -- | Lecturer in Electronics and Communications Engineering. |
| 2. Sri. Baiju, E. | -- | Lecturer in Mechanical Engineering. |
| 3. Sri. Hashim, A. | -- | Lecturer in Computer Science |
| 4. Sri. George Mathew | -- | Lecturer in Civil Engineering |
| 5. Sri. Abdul Nazeer. K.A. | -- | Lecturer in Computer Science |
| 6. Sri. Kannan, B | -- | Lecturer in Computer Applications |
| 7. Smt. Shaija B.Chandra | -- | Lecturer in Mechanical Engineering |

Resolved that the action taken by the Vice-Chancellor be ratified.

(Ad.D)

Item No.403.43 Advertisement of teaching posts - Advertisement charges paid - Reporting of - Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning payment of advertisement charges as stated below for publishing notifications relating to teaching posts.

- | | | |
|---------------------------------------|----|----------------|
| 1. Express publications, Madurai | -- | Rs.4,60,800.00 |
| 2. Employment News/Rozgar Samachar | -- | Rs. 65,911.00 |
| 3. Association of Indian Universities | -- | Rs. 18,208.00 |
| Total | -- | Rs.5,44,919.00 |
| | | ===== |

Resolved that the action taken by the Vice-Chancellor be ratified.

(Ad.D)

Item No.403.44 Recognition as Research Guide - Application from Dr. C.Revichandran, Scientist, National Institute of Oceanography, Kochi - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the request of Dr. C.Revichandran, Scientist, National Institute of Oceanography, Kochi for recognition as a Research Guide of the University under the Faculty of Marine Sciences.

Resolved that Dr. C.Revichandran, Scientist, National Institute of Oceanography, Kochi be recognised as a Research Guide of the University under the Faculty of Marine Sciences.

(Ac.B)

Item No.403.45 Recognition as Research Guide - Application from Dr. P.G. Sankaran, Lecturer, Department of Statistics, Cochin University of Science and Technology, Kochi-22 - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the request of Dr. P.G. Sankaran, Lecturer, Department of Statistics, Cochin University of Science and Technology, Kochi-22 for recognition as a Research Guide of the University under the Faculty of Science.

Resolved that Dr. P.G. Sankaran, Lecturer, Department of Statistics, Cochin University of Science and Technology, Kochi-22 be recognised as a Research Guide of the University under the Faculty of Science.

(Ac.B)

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Item No.403.46 Recognition as Research Guide - Application of Dr. Mary K. Manisseri, Senior Scientist, Central Marine Fisheries Research Institute, Kochi - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the request of Dr. Mary K. Manisseri, Senior Scientist, Central Marine Fisheries Research Institute, Kochi for recognition as a Research Guide of the University under the Faculty of Marine Sciences.

Resolved that Dr. Mary K. Manisseri, Senior Scientist, Central Marine Fisheries Research Institute, Kochi be recognised as a Research Guide of the University under the Faculty of Marine Sciences.

(Ac.B)

Item No.403.47 Recognition as Research Guide - Application from Dr. Tharian George, K., Deputy Director, Rubber Research Institute of India, Kottayam - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the request of Dr. Tharian George, K., Deputy Director, Rubber Research Institute of India, Kottayam for recognition as a Research Guide of the University under the Faculty of Social Sciences.

Resolved that Dr. Tharian George, K., Deputy Director, Rubber Research Institute of India, Kottayam be recognised as a Research Guide of the University under the Faculty of Social Sciences.

(Ac.B)

Item No.403.48 Excess interest paid on certificate deposits by SBI, Thrikkakara - Withdrawn - Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in debiting the excess amount of Rs.3,77,635/- to the concerned bank accounts of the University as and when sufficient balances were available, being the excess interest on the certificate deposits which was earlier credited to the University account on the basis of a wrong calculation and later on found out by the Auditors of the Bank.

Resolved that the action taken by the Vice-Chancellor be ratified.

(Cash)

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Item No.403.49 B.Tech Degree Fourth Semester Examination in Information Technology/Computer Science/Electronics and Communication Engineering/Computer Engineering/Mechanical Engineering/Safety and Fine Engineering September 1998 - Malpractice - Regarding.

The Syndicate considered the report of Dr. A.P. Kuriakose, Dean, Faculty of Technology, who was appointed to enquire into the alleged case of malpractice involved in B.Tech. Degree IV Semester Examination September 1998.

Resolved that the Vice-Chancellor be authorised to take suitable disciplinary action in the matter.

(Exam.)

Item No.403.50 Construction of a pond, compound wall around pond and a pump house in the Thrikkakara campus.

The Syndicate considered the proposal forwarded by the University Engineer with an estimate of Rs.10.75 lakhs for the construction of a pond, compound wall around the pond and a pump house in the Thrikkakara campus.

Resolved that estimate of Rs.10.75 lakhs for the construction of a pond, compound wall around the pond and a pump house in the Thrikkakara campus forwarded by the University Engineer be approved.

(Pl.A)

T The meeting came to an end at 1.00 p.m.

Kochi-22

12-5-1999

REGISTRAR.

GUIDELINES FOR GRANTING PERMISSION TO THE EMPLOYEES
OF CUSAT FOR OBTAINING PATENT FOR INVENTIONS

1. Objectives

- 1.1 The following guidelines are intended to lay down the terms and conditions on which an employee of Cochin University of Science and Technology (CUSAT) will be permitted to obtain patents for the inventions made by him while in service.
- 1.2 These guidelines are applicable to all the permanent and temporary employees of CUSAT.

2. Research Projects

- 2.1 The research projects of CUSAT will include all research and development (R & D) activities under taken in any of the labs utilising the resources of the University leading to the creation of intellectual property like patent, design, know-how etc.
- 2.2 This will specifically include sponsored projects, collaborative Projects and grand-in-aid projects.

3. Inventor:

- 3.1. For the purpose of these guidelines any employee of CUSAT, permanent or temporary, who invents an invention utilizing the resources of the University capable of being patented under the Indian Patents Act shall be treated as an inventor.
- 3.2. Inventions made by more than one such employee collectively in a research project will be treated as joint inventors.

4. No Objection Certificate:

- 4.1. All inventors must obtain a no objection certificate from the University before filing a patent application.

5. Terms & Conditions :

- 5.1 These terms and conditions are applicable only to inventors as defined in para 3.
- 5.2 The ownership of the invention will ordinarily be with the inventor unless there is a contract to the contrary entered into by the University with the inventor or with the sponsor of the research project.
- 5.3 The University reserves the right to enter into such contract with the inventor even after the inventor has reported the invention to the University.

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- 5.4 Before accepting the ownership of the invention by the University, the patentability of the invention shall be determined by a committee consisting of members nominated by the V.C.
- 5.5 The committee shall consult the lawyers, officials and industrialist concerned in determining the patentability and commercial viability of the invention.
- 5.6 The decision of the committee on this shall be final.
- 5.7 It is the responsibility of the inventor to file the patent application before the Indian Patent Office.
- 5.8 In case the ownership of the invention is with the inventor he must take the necessary steps to enter into agreements with industries for the commercial exploitation of the patent.
- 5.9 On receipt of any royalty from the exploitation of the patent, the inventor shall pay the University 33% of the total amount thus received.
- 5.10 In case where the ownership is acquired by the University as per the decision of the committee, the University shall pay the inventor the expenses incurred by the inventor to file the patent application and take steps to commercially exploit the patent by entering into appropriate agreements with industries.
- 5.11 In cases where the University acquired the ownership of patent, the University shall pay 50% of the royalty received from the commercialization of the patent to the inventor.
- 5.12 In cases where the patent is jointly owned by the University and the sponsor, the University shall pay the inventor 50% of the money received by the University as royalty.

6. Financial Assistance for filing patent application by the inventor:

- 6.1 The University may financially assist an inventor to file patent application in India.
- 6.2 In special cases financial assistance may also be granted for filing patent application abroad.
- 6.3 The inventor shall return the money thus given in cases where the patent is not commercially exploited.

.....3

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Note:

1. These guidelines are formulated to encourage the employees (scientists) of CUSAT to undertake research activities more seriously, meaningfully utilising the resources of the University in the context of liberalization and globalization of the Indian Economy.
2. The conferring of the ownership of patent to the inventors and obligating them to pay only a small percentage of the royalty to the University is to achieve this objective.
3. Thus it is expected to adequately act as an incentive to make quality inventions by undertaking developmental research.
4. It is increasingly noticed that in case of public institutions the slogan of "patent or perish" has lead to the practice of taking patents in India and abroad for inventions that are not commercially viable by spending the scarce resources of these institutions.
5. It is to avoid this the reverse approach is suggested keeping an option for the University in appropriate cases to have the ownership.
6. Keeping in mind the money required for filing patents, in deserving cases, the University may grant interest free advance to the inventor to file application in India.
7. Taking patents abroad is very expensive. Such protection is needed only if the patent has the potential of being exploited in the global market. So only in exceptional cases the University may financially assist to apply for patents abroad.

S/h

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APPENDIX - II

Item No. 403.09

MEMORANDUM OF UNDERSTANDING

BETWEEN

DEPARTMENT OF OCEAN DEVELOPMENT
GOVERNMENT OF INDIA

AND

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
COCHIN

JANUARY, 1999.

PREAMBLE:

This MEMORANDUM OF UNDERSTANDING has been entered and made on THIS, THE 20th DAY OF JANUARY, ONE THOUSAND NINE HUNDRED AND NINETY NINE between THE PRESIDENT OF INDIA acting through DEPARTMENT OF OCEAN DEVELOPMENT, GOVERNMENT OF INDIA, NEW DELHI (hereinafter referred as DOD) on the one part and the COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY, COCHIN (hereinafter referred as CUSAT) which expression shall unless repugnant to the context or meaning therefore deemed to include their successors in interest and permitted assigns, on the other part.

WHEREAS the DOD has desired to ESTABLISH A OCEAN SCIENCE & TECHNOLOGY CELL (OSTC) in the area of "MARINE BENTHOS" to promote the high quality frontier research and to develop human resource required for sustained use of our vast ocean resources for socio-economic benefit of Indian society.

WHEREAS the CUSAT has agreed to undertake ADVANCED RESEARCH AND TECHNOLOGY DEVELOPMENTS in the area of "MARINE BENTHOS" needed for the country as well as regional seas programmes and extend all support required for carrying out work at OSTC.

WHEREAS DOD and CUSAT have agreed as follows:

ARTICLE 1: COMMITTEES:

1.1 NATIONAL STEERING COMMITTEE FOR OSTC.

A NATIONAL STEERING COMMITTEE (NSC) for OSTC shall be constituted under the Chairmanship of Secretary, DOD. This committee shall lay down policy guidelines, and review, monitor and guide the implementation of the scheme. NSC shall meet at least three times in a year in order to review the progress and give appropriate guidance as necessary.

1.2. MANAGEMENT BOARD FOR OSTC.

In CUSAT a MANAGEMENT BOARD (MB) shall be constituted by DOD with the following composition:

Chairman	VICE-CHANCELLOR
Vice-Chairman	DOD representative concerned to the Programme
One expert member	University nominee
Three expert members	DOD nominees
Member Secretary	RESEARCH CO-ORDINATOR.

MB shall be the executive body to organise, review, monitor and guide the OSTC in implementing the scheme in the University. The MB shall meet at least once in a quarter to review the progress and resolve issues, if any.

ARTICLE 2: ESTABLISHMENT OF OSTC:

- 2.1 The CUSAT which has expertise, facilities and faculties in the specialised areas of "MARINE BENTHOS" shall establish a OCEAN SCIENCE & TECHNOLOGY CELL (OSTC) IN MARINE BENTHOS in CUSAT with the concurrence of DOD.
- 2.2 The OSTC shall function as an Autonomous Cell according to the policy, guidelines and procedures laid down by the MB with the concurrence of DOD.
- 2.3 The DOD shall appoint one of the faculty members from a panel of names recommended by CUSAT in first instance and recommended by NSC as RESEARCH CO-ORDINATOR (RC) for OSTC. But however, such a panel shall be finalised by MB and CUSAT for subsequent appointments and recommended by NSC. He shall be the full time in-charge of the OSTC and also the co-ordinator for all DOD projects/programmes in CUSAT.
- 2.4 RC shall be appointed for a period of Two years and the term may be extended further with the concurrence of DOD.
- 2.5 The salary and allowances of the RC shall be borne by the CUSAT as per norms.

ARTICLE 3: GRANTS AND FUNDS DISBURSEMENT:

- 3.1 Towards the grant for sanctioned projects being operated at OSTC, CUSAT should make a request to DOD for release of funds. DOD will examine the request and release the grant on an annual basis. The annual grant is to be paid in two instalments. No request for grant-in-aid will be entertained if utilisation certificates for the earlier grants have not been received by DOD.
- 3.2 All grants given to CUSAT by DOD shall be operated through RC under the management of MB.
- 3.3 The CUSAT shall open and maintain a separate account in respect of grants received from DOD and DOD shall have the right to inspect the accounts.

- 3.4 The CUSAT shall evolve a suitable scheme for proper financial management in consultation with DOD and render accounts and necessary certificates to DOD as per GOVERNMENT OF INDIA norms. The CUSAT shall obtain prior approval of DOD regarding operational procedures for the accounts opened for the purpose of OSTC. The CUSAT shall implement such procedures in toto.
- 3.5 The GENERAL FINANCE RULES (GFR) in general and its chapter concerning grant-in-aid shall be fully applicable. The COMPTROLLER AND AUDITOR GENERAL OF INDIA (CAG) shall have the right to audit and accounts as per the existing rules and regulations. In addition to that DOD will also have a right to monitor the progress of the project and to inspect and examine the records as and when required.
- 3.6 The funds/grants shall be utilised for the purpose of DOD sanctioned programmes/project only. The machinery, equipment, instrument, etc. purchased from the funds/grants of DOD shall remain the property of DOD during and after the project/programmes.
- 3.7 In case, the scheme is foreclosed or not carried forward, the unutilised funds with the CUSAT shall be refunded to DOD and the assets including intellectual property rights/patents will revert to DOD.

ARTICLE 4: FACILITIES AT OSTC:

- 4.1 All possible equipment and facilities of CUSAT used for research and development in the area of OSTC at CUSAT shall be pooled and placed under the management of RC as a part of OSTC activities, by CUSAT.
- 4.2 Additional equipment necessary for augmenting the OSTC to establish facilities for frontier research and studies in the field of "MARINE BENTHOS" shall be procured under separate grant from DOD. Proposal for establishment of such facilities for OSTC shall be made by RC and submitted to DOD after review and with the recommendation of the MB.
- 4.3 The equipment/facilities of OSTC shall be made available to researchers working in this field in other institutions. In OSTC in general and in particular for all DOD funded projects RC shall be responsible to co-ordinate with other academic and research institutions for maximum utilisation of the facilities and keeping DOD informed.

ARTICLE 5: INFRASTRUCTURE:

- 5.1 The requisite basic infrastructure like electricity, building, water supply, etc. shall be made available by University. However, remodelling, modifications and augmentation of the infrastructure facilities, etc. will be met out of grant to OSTC based on the specific proposals by RC with due approval of MB.

ARTICLE 6: RESEARCH AND TRAINING PROGRAMME:

- 6.1 DOD will provide fellowships (RESEARCH ASSOCIATES (RAS) and RESEARCH FELLOWS (RFS) to OSTC to support the ongoing research and academic programmes under MARINE MANPOWER DEVELOPMENT PROGRAMME of DOD.
- 6.2 Selection of RAS & RFS shall be done by a committee under the chairmanship of VICE-CHANCELLOR with DOD representative, one CUSAT representative and two expert members nominated by Secretary, DOD in consultation with VICE-CHANCELLOR.
- 6.3 Research proposals in OSTC shall be generated by University faculty and RC. These shall be reviewed and forwarded to DOD with recommendations of MB. Such proposals could include requirements of special equipment/facilities and additional personnel. Faculty members and Research Associates from other institutions could also be associated with these projects, either part time or full time.
- 6.4 In addition to promoting research in OSTC, RC through MB shall arrange offering at least one course in OSTC at post graduate level by involving faculty members and RFS & RAS and other specialists associated with the DOD projects. Such course shall have the prior approval of University.
- 6.5 RC shall also organise a few short term courses/workshops/Seminar/Symposia, etc. on specialised topics of relevance sponsored by DOD, University and other agencies for the development of human resources.

ARTICLE 7: SCIENTIFIC LINKAGES:

- 7.1 OSTC at CUSAT will also be linked with the scientific research and technology development programmes of DOD and co-ordinated by an officer nominated by Secretary, DOD.
- 7.2 The CUSAT is to submit a quarterly progress report on the projects indicating the project objective, work performed, results obtained, estimate of technical feasibility, funds allocated and expenditure incurred etc. The detailed final report is to be submitted by the CUSAT at the end of 9th plan.

ARTICLE 8: INTELLECTUAL PROPERTY RIGHT (IPP)

- 8.1 All patent rights and designs and inventions derived from research work financed or aided by the DOD shall belong to the DOD. The DOD may, at its descretion allow for direct any benefit thereof to be retained by or given to the inventor.

This MEMORANDUM OF UNDERSTANDING is signed by the parties by their hands hereto in witness thereof, on THIS THE 20th DAY OF JANUARY, ONE THOUSAND NINE HUNDRED AND NINEY NINE have set forth and

Sd/-
SIGNED BY DR. K. BABU JOSEPH
VICE-CHANCELLOR
COCHIN UNIVERSITY OF SCIENCE
AND TECHNOLOGY
COCHIN.

Sd/-
SIGNED BY DR. V. S. RAO CHINTALA
DIRECTOR
FOR AND ON BEHALF OF
THE PRESIDENT OF INDIA
GOVERNMENT OF INDIA
DEPARTMENT OF OCEAN DEVELOPMENT

In presence of WITNESS

1.

SIGNED BY
PLANNING & DEVELOPMENT OFFICER
COCHIN UNIVERSITY OF SCIENCE
AND TECHNOLOGY
COCHIN-682 022.

2.

SIGNED BY
N. RADHAKRISHNAN PILLAI
PRIVATE SECRETARY
TO THE VICE-CHANCELLOR
COCHIN UNIVERSITY OF SCIENCE
AND TECHNOLOGY
COCHIN-682 022.

In presence of WITNESS

1.

SIGNED BY
DR. V. SAMPATH
DIRECTOR

2.

SIGNED BY
GIRISH PILLI
DIRECTOR.

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APPENDIX - III

Item No. 403.13

To U.O. No:PLA2/17125/97 dated 03/02/1999.

Details of Computers and Accessories to be purchased from M/s Pentanet Pvt. Ltd for School of Management Studies.

<u>Item</u>	<u>Quantity</u>
1. <u>Server</u>	
Intel Pentium 233 MMX 64 MB SDRAM, 512 KB Cache, 1.44 MB FDD, 2x2.1 GB Ultra DMA HDD 14". Color Monitor with Graphics Accelerator and 2 MB VRAM, 32xCDD Keyboard and Mouse, 32 Bit Ethernet Card with Boot RAM	2 no.s
2. Nodes with Color Monitor etc.	5 no.s
3. Nodes with Nono Monitor	6 no.s
4. <u>Printers</u>	
a. VSE MSP-250 80 Col, 9 Pin, 280 Cps Dot Matrix Printer	5 no.s
b. TVSE OX-235 136 Col, 24 Pin, 240 Cps Dot Matrix Printer	2 no.s
c. HP DJ 670C Dual Cartridge, 600 dpi Ink Jet Printer	2 no.s
5. <u>Networking Accessories</u>	
a. 8 Port Hub	3 no.s
b. UTP Cabling	100 meters
6. <u>Software package</u>	
a. Windows 98 (Bundled with each Machine) Windows NT 4.0 with 10 user lines	1 no.s
b. MS office 97 Standard	

TOTAL COST - Rs.6,76,450/-

(Rupees Six Lakhs seventy six thousand and four hundred and fifty only)

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APPENDIX - IV

Item No: 403.28

MEMORANDUM OF AGREEMENT BETWEEN BRETHREN COLLEGES ABROAD (BCA), USA AND COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY (CUSAT), INDIA.

ARTICLE - I

In light of their dedication to excellence in scholarship, teaching, and civic responsibility, Brethren Colleges Abroad, North Manchester, USA, and Cochin University of Science and Technology, Cochin 682 022, India, hereby agree to formalise their co-operation with this Memorandum of Agreement (MOA) for continuing this collaboration for International Exchange of Faculty and students.

ARTICLE - II

The following actions will be effected through this Agreement.

- Mutual Recognition. In keeping with the academic systems of each, courses and research provided by both institutions shall be recognised as contributing towards achieving the appropriate credentials offered by each system.
- Faculty Exchange. The exchange of professors for lectures, research and teaching is encouraged and promoted. The two institutions will work towards a means for supporting and encouraging exchanges, particularly faculty in the beginning. The Directors/Co-ordinators of the BCA student programme will be recognised as faculty pro-temps for the entire period of the MOA. The courses taught for the BCA students will be listed on the transcript for each student.
- Visit of CUSAT faculty to BCA and BCA faculty to CUSAT for teaching and research purposes will be particularly encouraged.
- Research Programmes. Efforts will be made to promote joint projects and research between members of these institutions. Possibilities of obtaining grants for research done jointly by the two institutions, faculty and students will be explored.
- Student Exchange. Students recommended by their respective offices of International Programmes shall be received and aided in making progress towards their academic goals. Expansion of the programme through identifying curricular equivalences in host institutions in the U.S. (BCA) and India (CUSAT) will be effected so that more students and faculty, particularly in the sciences, can be exchanged.
 - in undergraduate engineering and technology as well as basic sciences;
 - ecology, biology, language study, business, accounting and economics;
 - Post-graduate and undergraduate research some via internet joint continuing projects.
- Administrative Structure
 - Each student will be required to pay a fee of \$ 3,500 for a semester at CUSAT. It will cover tuition, boarding and lodging expenses. Students using laboratories will have to pay the lab. expenses additionally. In addition, expenses for medical treatment, medical insurance etc. will have to be borne by the sending institution.

- b) Students will have the opportunity to take a maximum of 5-6 university level courses mutually agreed upon by the two participating institutions every semester. The courses will have to be approved by an Academic Committee consisting of the two coordinators.
 - c) Transportation, books and miscellaneous costs must be met by the student or sending institution.
 - d) Fifty percent of the student fees will have to be deposited with CUSAT as an advance before the commencement of the programme every semester. The remaining fifty percent shall be paid towards the middle of the semester.
 - e) The Faculty will evaluate the students and credits will be transferred to the BCA at the end of the semester. Two copies of the transcripts in original will be transferred to BCA within ten days of completion of the semester.
 - f) Necessary facilities including a mobile phone, electronic mail, computer facilities, office space etc. will be provided by CUSAT. The user charges of the mobile phone shall be met by BCA.
6. Cultural Awareness. Participation in CUSAT cultural events and other experiences to enhance knowledge and appreciation of the other's society will be encouraged.

ARTICLE - III

This Memorandum of Agreement shall take effect immediately. It will be valid for three years ending the academic year 2001-'02. After this period, if both parties agree, a new MoA may be effected to continue the programme.

For BRETHREN COLLEGES ABROAD

Sd/-
Executive Director
Brethren Colleges Abroad
North Manchester, USA.

For COCHIN UNIVERSITY OF
SCIENCE AND TECHNOLOGY

Sd/-
Registrar
Cochin University of Science and
Technology, Kerala, India.