

CONFIRMED

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

MINUTES OF THE 406th MEETING OF THE SYNDICATE HELD ON 19-6-1999.

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

Time : 11.00 a.m.

Members present:

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

Before taking up the agenda, the Vice-Chancellor reported that Sri. C. Cherian, who was a member of the Syndicate of the University of Cochin passed away on 13-6-1999. The House observed one minute's silence as a mark of respect to the departed soul.

Then the items on the agenda were taken up for consideration.

Item No. 406.01 Confirmation of the minutes of the meeting of the Syndicate held on 29-5-1999 (405th).

I. The minutes of the 405th meeting of the Syndicate held on 29-5-1999 was confirmed subject to the following emendations:-

- (1) In item No. 405.03, paragraph (VI) be deleted and substituted with the following:

"The members of the Syndicate expressed displeasure about some reports that teachers in certain departments are taking teaching and other assignments to outside agencies without the permission of the University. The Syndicate also noted the idling of teachers in some of the University departments. A committee consisting of Sri. M.A. Thomas, M.L.A., Sri. M.K. Purushothaman and Prof. V.D. Sebastian was formed to enquire into the matter and submit a report to the Syndicate within three months."

- (2) In the decision under item No. 405.14, the resolution be modified as follows:

"Resolved that Sri. V.J. Rajan be granted the scale of pay of Rs. 600-1100 (in the pre-revised scale of 1986) with effect from 16-9-1980 in the post of Special Grade Reference Assistant. However, he will be eligible for monetary benefit arising from the above pay scale only from 1-3-1992".

- (3) In item No.405.34, in the resolution under para (2) be deleted and substituted with the following:

1. The following changes be made in the qualifications prescribed:

- (i) for the post of Lab. Assistant in the Departments of Computer Science and Information Technology the following also be added:

"B.Sc. Computer Science/B.Sc. Computer Applications or B.Sc. Degree with Physics, Mathematics, Chemistry, Statistics with PGDCA from a recognised University/Institution".

- (4) As item No.405.77 the following be added:

"Item No.405.77: Disciplinary action against Dr. S.Babu Sundar - Ratification of the action taken by the Vice-Chancellor.

The Syndicate noted the action taken by the Vice-Chancellor, in exercise of his powers under Section 11(11) of the Cochin University of Science and Technology Act, 1986, in revoking the decision taken by the Syndicate in its meeting held on 20-3-1999 (to institute an enquiry into the misconduct and irregularities committed by Dr. S. Babu Sundar by an officer not below the rank of the retired District Judge and to remove Dr. Babu Sundar from the Headship of the Department of the Computer Applications with immediate effect until the enquiry is over handing over the charge to Registrar until alternate arrangements are made) on the basis of a submission given by the Standing Council in the Hon'ble High Court of Kerala under the following circumstances:

Dr. Babu Sundar filed an O.P. No.7805/99 in the High Court of Kerala for quashing the decisions of the Syndicate on the ground that the decision of the Syndicate goes against the earlier undertaking given by the University Standing Counsel in O.P. No.9888/96, wherein it was submitted that Dr. Babu Sundar would continue to be the Head vis-a-vis Dr. M.R. Kaimal, who is a direct recruit to the post of Professor in the Department of Computer Applications. In view of this, when the petition was being heard, the Standing Counsel undertook that the Syndicate will withdraw exhibit P4 (Letter No.Ad.D3/20546/97 dated 20-3-1999) forthwith. The Court further observed that if the Syndicate wants to take disciplinary action against him, they can seek appropriate clarifications from this Court.

It was resolved that the action taken by the Vice-Chancellor be ratified".

Item No.406.02 Report of the Vice-Chancellor on important developments in the University since the last meeting.

1. The inauguration of the High Performance Computing Continuum, Applied Economics Building and the laying of foundation stones of four buildings, viz. International School of Photonics, School of Environmental Studies, Ladies Hostel No.III and Ladies Hostel for CUGSE were

performed by Sri. P.J. Joseph, Hon'ble Minister for Education and Works on June 3, 1999. During the inauguration the Hon'ble Minister emphasised the need for starting a "Orientation Centre for College Teachers" at Cochin University of Science and Technology to impart training to teachers of the colleges in the State so that the teachers are fully equipped to handle new subjects such as biotechnology, microbiology etc. when introduced in colleges at degree and post graduate level both at main as well as at subsidiary level. Accordingly, a preliminary discussion on the starting of an "Orientation Centre for College Teachers" aimed at giving an Orientation to the College teachers to equip themselves in the new disciplines in both theory and practicals, for the efficient conduct of the new courses in their colleges was held on 7-6-1999 at a meeting of the Heads of the Departments concerned. The matter will be further discussed at the next meeting of the Heads of Departments concerned to be held on 23-6-1999 so as to prepare a consolidated proposal for submission to the State Government.

2. The AICTE has issued viability sanction vide letter F.No. 772-54-012(NDEB)/ET/97 dated May 31, 1999 for the establishment of the University College of Engineering in the Alappuzha District during the Academic Year 1999-2000.
3. The Department of Ocean Development has intimated that under the OSTC programme the Cochin University will receive a funding of Rs.30-35 lakhs during the year 1999-2000.
4. The MHRD has sanctioned an amount of Rs.11,50,000/- for the establishment of a Centre for Intellectual Property Right Studies under the co-ordinatorship of Dr. N.S.Gopalakrishnan, Reader, School of Legal Studies.
5. A Seminar on "Recent Trends in Engineering Education" will be held at the Department of Electronics Auditorium on June 21, 1999. The Seminar will be inaugurated by Prof. (Dr.) Rame Gowda, Chairman, AICTE.

II. After reporting the important developments in the University, the Vice-Chancellor presented the proposal for restructuring of CUGSE.

It was resolved that --

- (1) The following B.Tech. (cost sharing) programmes presently conducted by the Centre for Undergraduate Studies in Engineering be shifted to the departments as stated below:

B.Tech. Civil Engineering	Department of Civil Engineering, School of Engineering
B.Tech. Mechanical Engineering	Department of Mechanical Engineering School of Engineering
B.Tech. Safety Engineering	Department of Safety Engineering, School of Engineering
B.Tech. Computer Science & Engineering	Department of Computer Science
B.Tech. Information Technology	Department of Information Technology, School of Computer Science Studies
B.Tech. Electronics & Communication Engineering	Department of Electronics

- (2) The present administrative set up in the Centre for Under Graduate Studies in Engineering be allowed to continue upto 31-8-1999 to facilitate setting of accounts and adjustment of all pending advances. The Finance Section will re-allot the unspent balance as on 31-8-1999 in the CUGSE to the above Departments under the head Self Financing Courses. Senior most teacher in the Departments will be Head of the Department with administrative and financial powers. Various Departments will function under the School as per existing rules. There will be separate offices for the Departments by deployment of staff from Centre for Under Graduate Studies in Engineering.
- (3) As separate wing be maintained in the Administration to deal with the financial matter of the self-financing courses conducted by the University.
- (4) To create a post equivalent to the rank of the Finance Officer for managing the funds of the self-financing programmes, meeting the salary proposals of the officer from the funds for self financing courses. Regarding the designation of the officer, his duties and powers, etc. may be brought in the next meeting of the Syndicate.
- (5) It was resolved that the fee levied in the Regional Engineering College; Calicut be made applicable to the first 10% students in each B.Tech. programme run by the CUGSE connecting from the 1999-2000 batch.

III. It was resolved that all the newly created teaching posts for the B.Tech. (cost sharing) programmes be notified immediately. All other posts remaining vacant in the various Departments be also notified.

IV. Some Syndicate members brought to the notice of the Syndicate a memorandum submitted by the students regarding various irregularities committed by Dr. Babu Sundar, as Head of the Department of Computer Applications.

It was resolved that a show cause notice be issued to Dr. Babu Sundar on (i) the charges levelled against him vide decision of the Syndicate held on 20-3-1999 and (ii) the irregularities pointed in the memorandum submitted by the students.

V. Arising out of the submission by members during zero hour -

1. The Syndicate noted that often service organisations are holding demonstrations in the Administrative building. It was resolved that strikes and sloganeering inside the administrative building be viewed seriously, and a circular be issued banning all sorts of agitations inside the administrative building during working hours.
2. A proposal for starting a 5-year LL.B. course be accepted in principle, and resolved that the proposal be referred to the Board of Studies and the Faculty of Law for consideration.
3. It was resolved that Dr. Jacob Chacko be nominated as Co-ordinator of Departments to be taken to secure accreditation from NAAC.

4. It was resolved to request the University staff to contribute one day's salary to the Prime Minister's Relief Fund towards solidarity of the Defence personnel fighting in the Kargil conflict. Receipts be issued for these contributions so that the contributors can get tax relief.
5. Prof. Damodaran then raised an urgent point regarding difficulties faced in the operation of the DSA-II Programme of the School of Marine Sciences. The UGC had provided an amount of Rs.73.25 lakhs under the Programme, but had not provided any fellowships for execution of the work. Although 5 UJRFs were provided by the University, it is now realised that granting of these UJRFs has inherent operational difficulties. However, students were appointed with effect from 1-3-1999 to carry out the time bound work plan envisaged under the DSA-II Programme. Under these circumstances, the only solution now would be to provide 5 Project Fellowships of value equivalent to that of UJRF i.e., @ Rs.2250/- p.m. with effect from 1-3-1999 for the tenure of the DSA-II Programme by meeting the expenditure on this account, as a special case, from the funds available under from the UGC for "Overhead Expenditure" under the DSA and to provide necessary yearly advances to the Director, School of Marine Sciences so as to effect the disbursements of these Project Fellowships on time. It may be noted that disbursements are now pending since March 1999 and hence students have been put to much hardship.

Considering the various aspects of the issue, it was resolved that, as a special case, in relaxation of the ratio of apportioning of funds meant for "Overhead Expenses".

- (1) Five Project Fellowships @ Rs.2250/- per month with effect from 1-3-1999 be provided in the School of Marine Sciences for the tenure of the DSA-II Programme by meeting the expenditure on this account from the funds available for "Overhead Expenditure" under the above Programme and,
- (2) An amount of Rs.1.5 lakhs be sanctioned as advance for this purpose for the period from 1-3-1999 to 31-3-2000, which shall be drawn by the Director, School of Marine Sciences through a Simple Receipt.
6. For recruitment of Lecturers in the University wherever NET has been prescribed as a qualification, Ph.D. in the relevant subject to be treated as an equivalent qualification as per in the new UGC guidelines.
7. The Pro-Vice-Chancellor pointed out that the Audit has observed that a loss of about 3 to 6 lakhs rupees is sustained by the University on account of creating posts in the Examination Wing for various works connected with the conduct of examinations for the colleges run by the IHRDE, Trivandrum. The fee levied from the candidates is not enough to meet the expenditure on establishment and the Government has not enhanced to annual grant on account of additional posts. It was therefore suggested that the IHRDE be requested to meet the entire expenditure for conduct of examinations for the colleges under it.

It was resolved that the Finance section be directed to submit to the Syndicate the extent of loss to take University by way of conducting examinations for the recognised institutions and submit proposals for recouping the loss from the concerned agencies.

Item No.406.03 Rate for additional duty for Electrical Staff - Request for enhancement - Consideration of.

The Syndicate considered, along with the recommendations of Staff and Establishment and Finance and Purchase the request of the Secretary, Cochin University Employees Association to enhance the rate for additional duty by the electrical staff of the University on the criteria followed in the Calicut University.

Resolved that the rate for additional duty by the electrical staff be enhanced to Rs.140/- per each additional shift.

(Ad.A)

Item No.406.04 Second Floor for USIC - Resolution of Syndicate at its meeting on 27-2-1999 (402.12) - List of ongoing major works in the University and the financial commitment thereof.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, and Works, the proposal estimate amounting to Rs.6 lakhs for the construction of IInd Floor of the USIC Building along with the list of major ongoing works in the University and the ensuing financial commitment of the current year submitted by the Technical Officer.

Resolved that the proposal be kept in abeyance and be taken up when sufficient funds are available for the proposed work.

(PLA)

Item No.406.05 Granting promotion and time bound higher grades to Sri. A. Nepolean, Peon - Objection of the Government Auditor - Regarding.

This item was deferred for consideration.

Item No.406.06 Request of higher grade - Consideration of.

This item was deferred for consideration.

Item No. 406.07 Sri. G. Ramachandran Pillai, Deputy Registrar - Reckoning of previous service for pensionary benefits - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Staff and Establishment and Finance and Purchase, the request of Sri. G. Ramachandran Pillai, Deputy Registrar (Retd.) for reckoning the service rendered by him in the House of Soviet Culture (5 years 4 months and 3 days) for pensionary benefits extending the provisions contained in G.O.(P) No.369/87/Fin. dated 31-3-1987, and applying the provision under rule 11 of Part III of Kerala Service Rules.

Resolved that a note regarding precedents and decisions by the Syndicate, if any in similar cases be put up to the Syndicate for consideration.

(Ad.A)

Item No.406.08 Request for the reimbursement of full medical expenses - Regarding.

Item No.406.08 : Request for the reimbursement of full medical expenses - reg

The Syndicate considered, along with the recommendations of the Standing Committee on Staff and Establishment and Finance and Purchase, the request of Sri. N.B. Radhakrishnan Nair, Deputy Registrar, to reimburse the balance amount of Rs.40,697.99 towards the hospital charges incurred by him for undergoing Vascular Graft Surgery in the Medical Trust Hospital, Ernakulam.

Resolved that Sri. N.B. Radhakrishnan Nair, Deputy Registrar, be reimbursed the balance amount of Rs.40,697.99 paid to Medical Trust Hospital Ernakulam, towards the hospital charges incurred by him for undergoing Vascular Graft Surgery.

(Ad.B)

Item No.406.09 Request for sanctioning pay scales of Reader and granting teaching staff - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committees of Staff and Establishment and Finance and Purchase, the request of Sri. Austin Joseph, Director of Youth Welfare, to enhance his scale of pay to that of Reader with effect from 19-2-1992 and to equate his post to that of a teacher having the status and powers of head of teaching staff.

Resolved that the item be deferred for consideration, and the Director of Youth Welfare be asked to submit an activity report in respect of the Department of Youth Welfare for the last five years and the report be made available to the Syndicate.

(Ad.A)

Item No.406.10 Construction of substation No.III for CUGSE in Thrikkakara Campus - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Works, and Finance and Purchase, the estimate forwarded by the University Engineer amounting to Rs.6,30,000/- for the construction of substation for CUGSE.

Resolved that the estimate amounting to Rs.6,30,000/- forwarded by the University Engineer for the construction of substation for CUGSE be approved.

Further resolved that the expenses in this connection be met from "2-940-T-Works-1-375-CUGSE Main building complex" provided in the current years budget.

(Pl.A/CUGSE)

Item No.406.11 Department of Applied Chemistry - Missing of Library Books in the Departmental Library - Request to written off - Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the Finance and Purchase, the request of the Head, Department of Applied Chemistry to write off 24 books from the Departmental Library (as given in the Appendix I) costing approximately Rs.3,418/-.

Resolved that the request of the Head, Department of Applied Chemistry for writing off 24 books missing from the Departmental Library (list-given in the Appendix I) costing approximately Rs.3,418/- be sanctioned.

(Ac.)

Item No.406.12 Commuted Leave for 64 days to Dr. H.S. Ram Mohan, Professor and Head, Department of Atmospheric Sciences - Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning commuted leave for 64 days with effect from 27-1-1999 to 31-3-1999 prefixing 26-1-1999 (holiday) and suffixing 1st and 2nd April 1999 (holidays) to Dr. H.S. Ram Mohan, Professor and Head, Department of Atmospheric Sciences.

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

(Ad.D)

Item No.406.13 Purchase of Computers for Division of Finance in the School of Management Studies - Reporting advance sanctioned - Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in permitting the Director, School of Management Studies to purchase 13 Computers for the Division of Finance in the School of Management Studies, from M/s. HCL Info Systems Ltd., Srinivas Chambers, Kochi, at a total cost of Rs.4,36,958/- (Rupees Four lakhs thirtysix thousand nine hundred and fiftyeight only) by debiting the expenditure to "1-67-0-Q-3-103 Purchase of Computers".

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

(PL)

Item No.406.14 Audit Objections in the Inspection Report for the year 1993-94 - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committees on Staff and Establishment, and Finance and Purchase, the objections in the audit notes for the year 1993-94 relating to certain issues like (1) granting of time bound higher grades to certain category of employees without looking into basic principles and terms and conditions for higher grades, resulting heavy financial burdens to the University, and (2) irregularities committed in enhancing the scale of pay of various posts based on individual representation and also based on representation from employees organisations.

Resolved that the matter be referred to the Sub-Committee nominated by the Syndicate to study the Technical Cadre (Scientific).

Further resolved that, a meeting of the Sub-Committee be fixed on 2nd July 1999.

(Ad.A)

Item No.406.15 Smt. P. Sathi, Assistant Executive Engineer (Civil) - Request for the grant of Time Bound Higher Grade as provided in the pay revision orders - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committees on Staff and Establishment and Finance and Purchase the request of Smt. P. Sathi, A.E.E. (Civil), for grant of time bound higher grade as provided in the Pay Revision Orders.

Resolved that the matter be referred to the Sub-Committee nominated by the Syndicate to study the Technical Cadre (Scientific) for submitting fresh proposals regarding the criteria to be adopted for promotion to various categories of staff in the Engineering Wing.

(Ad.A)

Item No.406.16 University Teacher - Dr. Mariamma Chacko, Lecturer, Department of Foreign Languages - Request for reckoning her previous service and grant of relaxation for Ph.D. Degree for norms promotion as Reader - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committees on Academic Matters, Staff and Establishment and Finance and Purchase, the request of Dr. Mariamma Chacko, Lecturer, Department of Foreign Languages for reckoning her previous service and grant of relaxation for Ph.D. Degree for Norms promotion as Reader.

Resolved that the request of Dr. Mariamma Chacko, Lecturer, Department of Foreign Languages to grant her norms promotion as Reader by counting her previous service as Sub Editor in State Institute for Encyclopaedic Publications and by granting 3 years relaxation in the qualifying service for the Ph.D. degree, be granted.

(Ad.D)

Item No.406.17 Purchase of 10,000 bags of cement for various works in Thrikkakara Campus - Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning the request of the University Engineer to purchase 10,000 bags of cement for various works in Thrikkakara Campus from M/s. Malabar Cements Limited, Walayar at a total cost of Rs.15,50,000/- (including unloading charges) as detailed in U.O. No.PLA4/2133/95 dated 6-5-1999.

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

(PL.A)

Item No.406.18 Construction of a building for School of Environmental Studies in the Thrikkakara Campus - Regarding.

taken

The Syndicate noted the action by the Vice-Chancellor in approving the revised estimate amounting to Rs.90,00,000/- (Rupees Ninety lakhs) based on 1996 PWD Schedule of rates submitted by the University Engineer, for the construction of Ground Floor, First Floor and Cabin Floor (deleting the Second Floor) of the building for the School of Environmental Studies prepared as per Syndicate decision (Item No.396.81).

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

(Pl.A)

Item No.406.19 Proposal for appointment of Dr. T.K. Sivadas as Visiting Professor under the UGC Scheme of appointment of Visiting Professors - Regarding.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the proposal for appointment of Dr. T.K. Sivadas, retired Head of Engineering and Instrumentation Division, Central Institute of Fisheries Technology, as visiting Professor in the Department of Physical Oceanography for a period of one year.

Resolved that Dr. T.K. Sivadas, Retired Head of Engineering and Instrumentation Division, Central Institute of Fisheries Technology, be appointed as visiting Professor in the Department of Physical Oceanography for a period of one year from the date of his joining on a monthly honorarium of Rs.8,000/- (Rupees Eight thousand only) as per University Grants Commission's guidelines for appointment of Visiting Professors.

(UGC Unit)

Item No.406.20 Payment towards the printing of University Diary - Ratification - Regarding.

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning the payment of Rs.69,713/- to M/s. Orient Litho Press, Sivakasi, towards cost of printing and supplying the University Diary 1999.

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

(PR)

Item No.406.21 Amendments to the Cochin University of Science and Technology Act 1986 (Act 31 of 1986) the Cochin University First Statutes 1980 and the Cochin University First Statutes 1991.

The Syndicate considered, along with the recommendations of the Standing Committees on Academic Matters and Staff and Establishment, the proposal to amend the Cochin University of Science and Technology Act 1986 (Act 31 of 1986), Cochin University First Statutes 1980 and the Cochin University First Statutes 1991.

Resolved that-

17(1)

- (1) The proposed amendments to Sections 17(2) of the Cochin University of Science and Technology Act, 1986 (Act 31 of 1986) be approved with the modification that the words "Joint Secretary" be replaced with "Additional Secretary". The Vice-Chancellor be authorised to take appropriate action in the matter.
- (2) The amendments proposed to the Cochin University First Statutes, 1975, 1980 and 1991 (as in Appendix II), be approved by replacing the word "Joint Secretary" with the word "Additional Secretary" wherever it has occurred.
- (3) Regarding the proposed amendment of Chapter V, Statute 93(ix) of the Cochin University First Statutes, 1980 relating to institution of the Faculty of Medical Sciences & Technology, the Vice-Chancellor be authorised to take expeditious action.

(GA & LA)

Item No.406.22 Extension of recognition to Model Engineering College, Thrikkakara and for considering the proposal for starting MCA course - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the report of the Sub Committee constituted by the Syndicate to examine the proposal for extension of recognition to Model Engineering College and for starting the MCA course in the Model Engineering College.

Resolved that the matter be deferred for consideration.

Further resolved to ascertain whether the AICTE sanction has been obtained by the Model Engineering College for starting the MCA course.

(Ac.A)

Item No.406.23 Storekeeper - Request for revised higher grades - Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Staff and Establishment, Finance and Purchase, the request of the Sri. Raveendran Arayilveetil and Smt. L.Usha, Storekeepers Grade III, for grant of scale of pay of Rs.5500-9075 instead of 4600-8000 already granted as seven years time bound higher grade.

Resolved that Sri. Raveendran Arayilveetil and Smt. L.Usha, Storekeepers Grade III be granted the scale of pay Rs.5500-9075 as seven year time bound higher grade.

(Ad.A)

Item No.406.24 Changing of clause in the rules for the award of "D.Sunil Memorial Prize" - Regarding.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the proposal for changing the clause in the rules for the award of "D.Sunil Memorial Prize" instituted by Sri. R. Damodaran Nair, f/o. Sri. D. Sunil.

Resolved that the rules for the award of "D.Sunil Memorial Prize" be changed as below:

- (a) An endowment in the memory of the late Sri.D.Sunil a former M.Sc. student of the Department of Physics who was electrocuted to death while doing an experiment at one of the laboratories of Indian Institute of Technology, New Delhi is hereby instituted with a corpus of Rs.7500/-.
- (b) From the interest accruing on the corpus a cash prize of Rs.750/- along with a certificate of merit be awarded to the winner of the first rank holder in the M.Sc.Degree examination in Physics conducted each year".

(Ac.B)

Item No.406.25 Department of Biotechnology - Space problem - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Works, the report submitted by the Committee constituted by the Vice-Chancellor to study the problem of allocation of laboratory space among the faculty of the Department of Biotechnology.

Resolved that the report submitted by the Committee constituted by the Vice-Chancellor to study the problem of allocation of laboratory space among the faculty of the Department of Biotechnology be accepted (Appendix III).

(Pl.)

Item No.406.26 Minutes of the meeting of the Head of the Departments held on 22.4.1999 - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters and Finance and Purchase, the minutes of the meeting of the Heads of Departments held on 22.4.1999.

Resolved that the minutes be approved with the following specific recommendations:-

- (a) Projects overheads distribution formula as suggested in the minutes be accepted.
- (b) A 30% cut be imposed on all non-plan expenses, excluding salaries, on the same lines as implemented for Budget Estimate 1998-99.

(Ac.A)

Item No.406.27 Appointment of Sri.M.M.Kuttappan, Lecturer (Selection Grade), Department of Physics as Principal Secretary to Vice-Chancellor - Extension of period - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Staff and Establishment and Finance and Purchase, the matter of granting further extension to Sri.M.M.Kuttappan, Lecturer(Selection Grade), Department of Physics as Principal Secretary to Vice-Chancellor from 3.4.1999.

Resolved that the term of appointment of Sri.M.M.Kuttappan as principal Secretary to Vice-Chancellor be further extended from 3.4.1999 for a period of two years.

Also resolved that the honorarium paid to Sri.M.M.Kuttappan for holding additional charge of Principal Secretary to Vice-Chancellor be enhanced to Rs.1000/- per month.

(Ad.D)

Item No.406.28 Preventing leakage through the roof slab of B type and C type quarter in the Thrikkakara Campus - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Works, the estimates amounting to Rs.1 lakh based on 1996 PWD rates forwarded by the University Engineer for preventing leakage through the roof slab of B type quarters in the Thrikkakara Campus.

Resolved that the estimates amounting to Rs.1 lakh based on 1996 PWD rates forwarded by the University Engineer for preventing leakage through the roof slab of B type and C type quarters in the Thrikkakara Campus be approved.

Further resolved that the expenditure in this connection be met from "2-Non-Plan-97-0-Work-T4-Others-994-Minor Works" provided in the current years budget.

(Pl.)

Item No.406.29 Request for advance increments-Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Staff and Establishment and Finance and Purchase, the request of Dr.A.A. Sudhakaran, Technical Assistant Grade III, Department of Physics for advance increments for acquisition of Ph.D. with effect from 4.11.1997.

Resolved that two advance increments be granted to Dr.A.A. Sudhakaran, Technical Assistant Grade III, Department of Physics with effect from 4.11.1997 for acquiring Ph.D.degree.

(Ad.A)

Item No. 406.30 Extension of term of contract appointment in respect of Sri.K.P.Sankaranarayanan Nair, Reader in Mechanical Engineering-Regarding.

The Syndicate considered, along with recommendations of the Standing Committee on Staff and Establishment, the proposal for extension of term of appointment of Sri.K.P.Sankaranarayanan Nair, Reader in Mechanical Engineering, CUGSE for a period of one year with effect from 1.3.1999.

Resolved that the term of appointment in respect of Sri.K.P.Sankaranarayanan Nair, Reader in Mechanical Engineering, CUGSE be extended for a period of one year with effect from 1.3.1999 or until a new recruit joins.

(CUGSE)

Item No.406.31 Recognition as Research Guide - Application from Dr.P.Jayasankar, Scientist(Senior Scale), and Dr.Mrs.Manpal Sridhar, Class I Gazetted Officer, Physiology, Nutrition and Pathology Division, CMFRI, Kochi-Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the requests of Dr.P.Jayasankar, Scientist(Senior Scale), and Dr.Mrs.Manpal Sridhar, Class I Gazetted Officer, Physiology, Nutrition and Pathology Division, Central Marine Fisheries Research Institute, Kochi for recognition as a Research Guides of the University under the Faculty of Marine Sciences.

Resolved that Dr.P.Jayasankar, Scientist(Senior Scale), and Dr. Mrs.Manpal Sridhar, Class I Gazetted Officer, Physiology, Nutrition and Pathology Division, Central Marine Fisheries Research Institute, Kochi be recognised as a Research Guides of the University under the Faculty of Marine Sciences.

(Ac.B)

Item No.406.31 University teacher - Dr.K.P.Rajappan Nair, Professor, Department of Physics - Request for Earned Leave credit in lieu of work done during vacation - Consideration of - Regarding.

The Syndicate considered, along with the recommendation of the Standing Committee on Staff and Establishment and Finance and Purchase, the request of Dr.K.P.Rajappan Nair, Professor, Department of Physics for E.L. credit for the duty performed by him during the summer vacation for the period from 1.5.1998 to 31.5.1998.

Resolved that the request of Dr. K.P.Rajappan Nair, Professor, Department of Physics for E.L.credit for the duty performed by him during the summer vacation for the period from 1.5.1998 to 31.5.1998 be granted.

Further resolved that steps be initiated for amending the clause on "Vacation" in the statutes relating to the appointment and other service conditions of the teacher of the Cochin University of Science and Technology.

Item No.406.33 Leave Without Allowances for 88 days to Smt. T.K.Shahana, Lecturer in Electronics and Communication - Action of the Vice-Chancellor - Reporting of.

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning the request of Smt.T.K.Shahana, Lecturer in Electronics and Communication, CUGSE for granting LWA for 88 days with effect from 2.3.1999 to 28.5.1999 for completing the project work of M.Tech programme.

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

(Ad.D)

Item No.496.34 B.Tech. (Cost Sharing) courses - Fee remittance - Defaulters - Levying fine - The consideration of the earlier decision of the Syndicate - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, and Finance and Purchase, the fresh proposal submitted by the Director CUGSE in the matter of levy of fine from the defaulters of fees in respect of B.Tech. (cost sharing) courses.

Resolved that -

- (1) The earlier decision in the matter taken by the meeting of the Syndicate vide item No.402.10 be cancelled.
- (2) The last date for payment of fees be fixed 15 working days from the date of commencement of semester classes.
- (3) The last date for payment of fees with fine be fixed as 10 working days from the last date for payment of fees without fine.
- (4) A fine of Rs.10/-(Rupees Ten only) per day be collected for each day of default.
- (5) The readmission fee of Rs.200/- be collected from those who are at default for more than 10 days(in addition to the late fee of Rs.100/-).

(CUGSE)

Item No.406.35 Appointment of Lecturer on Deputation in the Department of Statistics -Extension of Deputation - Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Finance and Purchase, the request of the Head of the Department of Statistics for extending the period of deputation of Dr.Asha Gopalakrishnan, Lecturer, St.Thomas College, Kozhencherry for a period of 2 years w.e.f. 1.10.1999 and continue against the post of Professor in the Department of Statistics vacated by Dr.N.Unnikrishnan Nair consequent on his assuming the office of the Pro-Vice-Chancellor.

Resolved that the period of deputation of Dr.Asha Gopalakrishnan, Lecturer, St.Thomas College, Kozhencherry be extended for a period of 2 years w.e.f. 1.10.1999 and allowed to continue against the post of Professor in the Department of Statistics vacated by Dr.N.Unnikrishnan Nair consequent on his assuming the office of the Pro-Vice-Chancellor.

Further resolved that the parent employer of Dr.Asha Gopalakrishnan be requested for extending the deputation period accordingly.

(Ad.D.)

Item No.406.36 Conversion of 4 posts of Peons to Sweeper-cum-Cleaners- Consideration of.

The Syndicate considered, along with the recommendation of the Standing Committee on Finance and Purchase, the proposal for conversion of 4 posts of peons out of the 9 posts created to the posts of Sweeper-cum-Cleaners in order to meet the present requirements of various departments.

Resolved that the proposal be declined. (Ad.A)

Item No.406.37 Objection relating to sanctioning of increments during leave period and advance increments to Dr.P.V.Mohanan, Technical Assistant Grade III - Consideration of

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the objection raised by the Government Auditor in sanctioning of increments during leave period from 1.3.91 to 28.2.94, and granting advance increments for acquiring Ph.D to Dr.P.V.Mohanan, Technical Assistant Grade III

Resolved that--

- (1) All technical staff attached to the various teaching Departments/Schools of the University, whose services are utilised for imparting academic programmes, when acquiring a Ph.D degree in the related field, be sanctioned two advance increments w.e.f. the date of acquisition such qualification.
- (2) Requests for grant of the above benefit should be recommended by the Departmental Council and forwarded by the concerned Directors of Schools/Heads of Departments to the University for necessary action.
- (3) The Government Auditor be given an appropriate reply to the objections, including the justifications furnished by the Head, Department of Applied Chemistry regarding the benefit acquired by the Department by Dr.Mohanan acquiring a Ph.D degree and on the basis of the KSR provisions.

Item No.406.38 Non adjustment of long pending advances for the period from 1984-85 to 1997-98-Insisting of certificate of stock verification and adjustment of advances from Section Officer and Head of Departments-Regarding.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase and Staff and Establishment the inordinate delay pointed out by the Government Auditor in the matter of adjustment of advances drawn by Departments/Offices from 1984 onwards and even earlier, and the various steps taken by the University for expediting the matter.

Resolved that--

- (a) Withholding of salary of the Head nor the Section Officer from June 1999 need not be insisted upon.
- (b) The Deputy Registrar (Finance) be authorised to handle the issue. All Heads or their representatives be directed to contact the Deputy Registrar (Finance) with all details of such outstanding advances and the difficulties if any to get these adjusted in the normal course.
- (c) Deputy Registrar (Finance) be directed to examine such cases, Department-wise and suggest methods to get these advances settled, and these suggestions be placed before the Syndicate for appropriate decisions for favour of settlement.

(d) In cases, where copies of original bills/vouchers/documents, etc. would not be readily available for purpose of proper adjustment of such advances, the duplicate copies, if available, along with a certificate of payment by the Head be accepted for adjustment, provided this is accompanied by other circumstantial evidences of the said payment having been made or expenditure having been incurred etc. For such cases, the Vice-Chancellor be authorised to approve adjustment of the advances.

(e) Cases where no duplicate copies are available nor the case properly supported by any kind of circumstantial evidence of the payment being made/expenditure being incurred, the matter be placed before the Syndicate as suggested at (c) above.

Item No.406.39 Temporary vacancy of Assistant Executive Engineer(Civil)-Request for promotion-Consideration of-Regarding

This item was deferred for consideration.

Item No.406.40 Repairs and maintenance to the D type quarters (Units 1-8)-Work awarded-Ratification -Regarding

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning the request of the University Engineer to award the work of repairs and maintenance of the D type quarters (Unit 1-8) to Sri.K.M.Aliyar, Karuvally House, Kochi - 22 at 24% above, PAC, the total cost coming to Rs.3,53,187/-, considering the urgency of the work.

Resolved that the action taken by the Vice-Chancellor be ratified. (P.A)

Item No.406.41 Ph.D thesis entitled "Studies on the Catalysis by Sulfated Mixed Oxide of tin with some Rare Earth Elements" submitted by Sri.Jyothi T.M. - Evaluation reports and minutes of viva voce examination-Consideration of -Regarding

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 Jyothi T.M. a Full Time Research Student, Department of Applied Chemistry, Cochin University of Science & Technology who worked under the guidance of Dr.S.Sugunan, Professor, Department of Applied Chemistry, Cochin University of Science & Technology, Kochi - 22.

Resolved that Sri.Jyothi, T.M. be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Science for his thesis entitled "Studies on the catalysis by sulfated mixed oxides of tin with some rare earth elements". (Exam.)

Item No.406.42 Construction of an Arch-Gate at the Main entrance of the University Campus - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committees on Works, and Finance and Purchase, the proposals forwarded by the University Engineer received from 22 architectural firms and one Engineering College at Thiruvananthapuram for construction of an ornamental arch gate at the main entrance of the Thrikkakara Campus.

Resolved that the proposal be kept in abeyance till a final decision on the alignment of the proposed 6 line National Express Highway, presently under consideration by the Central Government.

(P.A)

Item No.406.43 Reconstitution of the Board of Studies in Photonics in the University - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the proposal for reconstituting the Board of Studies in Photonics, and the panel submitted by the Dean, Faculty of Technology for the same.

Resolved that the Vice-Chancellor be authorised to reconstitute the Board of Studies in Photonics. (Ac.B)

Item No.406.44 Nomination of members to the Board of Studies in Statistics - Action taken by the Vice-Chancellor.

The Syndicate noted the action taken by the Vice-Chancellor, in exercise of the powers conferred on him under section II(ii) of the Cochin University of Science & Technology Act 1986, in nominating the following persons to the Board of Studies in Statistics, and fixing their term of office on upto 30.6.2000.

1. Dr.P.G.Sankaran, Lecturer, Department of Statistics Cochin University of Science & Technology.
2. Dr.R.P.Suresh, IIM, REC Campus Calicut.
3. Prof.M.Rajagopalan, Anamalai University, Annamalai Nagar

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

Item No.406.45 Lakeside Campus-Establishment of a Canteen- Request of additional advance of Rs.20,000/-- Regarding.

The Syndicate considered along with the recommendations of the Standing Committee on Finance and Purchase, the requests of the Director, School of Marine Sciences, to accord sanction to draw an amount of Rs.20,000/- as advance to effect the payment to M/s Sar Flames Service towards procurement of additional gas connection, and to the Co-operative Department Store, Ernakulam incurred in connection with the establishment of Canteen in the Lakeside Campus.

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

Item No.406.46 Ph.D thesis entitled "Microbial Treatment of Rubber Latex Centrifugation Effluent" submitted by Sri.K.Jayachandran-Evaluation Reports and Minutes of Viv 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.Jayachandran, K. a Full Time Research Student, Department of Biotechnology, Cochin University of Science & Technology who worked under the guidance of Dr.M.Chandrasekharan, Professor, Department of Biotechnology, Cochin University of Science and Technology, Kochi - 22.

Resolved that Sri.Jayachandran, K. be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Science for his thesis entitled "Microbial Treatment of Rubber Latex Centrifugation Effluent".

(Exam.)

Item No.406.47 Norms promotion to the post of Professor - Request from Dr.K.Sajan, Reader, Department of Marine Geology and Geophysics for advancement of promotion date - Regarding.

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, and Staff and Establishment, the request of Dr.K.Sajan, Reader, Department of Marine Geology and Geophysics to advance the date of norms promotion granted to him with effect from 10.4.1997 instead of 6.9.1997

Resolved that the request be deferred for consideration in a subsequent meeting.

(Ad. D.)

Item No.406.48 Minutes of the meeting of the fee revision committee and the special meeting convened by the Vice-Chancellor for considering the revision of certain items of fees levied from students of School of Management Studies-Consideration of

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters (1) the Minutes of the meeting of the Fee Revision Committee held on 30.4.1999, and (2) the Minutes of the Special Meeting convened by the Vice-Chancellor for considering the revision of certain items of fees levied from students of the School of Management Studies held on 10.5.1999.

Resolved that the minutes of the above meetings be approved (Appendix IV)

(Ac.A)

Item No.406.49 Ragging in Education Institutions - Effective remedial measures for eradication - Regarding

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the guidelines issued by the Department of Education, Ministry of Human Resources Development, Government of India for eradication of ragging in the University Campus.

Resolved that the guidelines issued by the Ministry be adopted for implementation in the University, and all Heads of Departments/Schools be informed about it, and the matter reported to the Government.

(Ac.A.)

Item No.406.50 Recruitment to the post of L.D.Typist/Stenographer - Selection Committee decision for re-notification - Consideration of

The Syndicate considered, along with the recommendations of the Standing Committee on Staff and Establishment, the decision of the Selection Committee for recruitment of typist in the University to renotify the post with the provision that all the qualified candidates who have applied in response to the earlier notification need not apply again.

Resolved that the Selection Committee be requested to consider the decision in the light of the representations received from various service organisations of the University.

(Rectt.)

Item No.406.51 Recognition as Research Guide-Application from Dr.M.T.Sebastian, Scientist EI, RRL, Thiruvananthapuram-Consideration of-

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the request of Dr.M.T. Sebastian, Scientist EI, Regional Research Laboratory, Thiruvananthapuram for recognition as a Research Guide of the University under the Faculty of Technology.

Resolved that Dr.M.T.Sebastian, Scientist EI, Regional Research Laboratory, Thiruvananthapuram be recognised as a Research Guides of the University under the Faculty of Technology.

(AcB)

Item No.406.52 Enhancement of UJRF-Ratification-Regarding

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning enhancement of rates of University Research Fellowships and contingency grants as follows with effect from 1.3.1999, as authorised by the Syndicate vide decision No.402.67:-

UJRF for I & II Year - Rs.2250/-p.m.
UJRF for III & IV Year - Rs.2500/-p.m.
Contingency grant - Rs.6000/-p.m.

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

(Ac.B.)

Item No.406.53 Draft set of rules relating to the conduct of examinations - Consideration of

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the draft set of rules (Appendix V) to be followed in the University, relating to the conduct of examinations and for approving the same as Ordinance.

Resolved that the draft rules be referred to members of all Boards of Studies in the University by circulation and their views obtained. The proposed rules along with the suggestions if any received from the Boards of Studies be referred to the Academic Council.

(Exam)

Item No.406.54 Ph.D thesis entitled "Investigations on Photoconductivity and Electrical Switching in Selected Chalcogenide Glasses" submitted by Sri.Gregorios Mathew - 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.Gregorios Mathew, a Full Time Research Student, Department of Instrumentation, Cochin University of Science and Technology who worked under the guidance of Dr.Jacob Philip, Professor and Head, Department of Instrumentation, Cochin University of Science and Technology, Kochi - 22.

Resolved that Sri.Gregorios Mathew be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Technology for his thesis entitled "Investigations on Photoconductivity and Electrical Switching in Selected Chalcogenide Glasses".

(Exam.)

Item No.406.55 Rules regarding conduct of Centralised Valuation Camp and Enhancement of Remuneration rate-Regarding

The Syndicate noted the action taken by the Vice-Chancellor in sanctioning implementation of the new set of rules regarding the conduct of Centralised Valuation Camps and the rate of remuneration to the examiners and non-teaching staff (as in Appendix VI)

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

(Exam. C)

Item No.406.56 Regulations for readmission of students-Approval for and fixing of dates of effect-Regarding

The Syndicate considered, along with the recommendation of the Standing Committee on Academic Matters, the matter of fixing the date of effect of the regulations for readmission of students to various courses of study approved by the Academic Council in its meeting held on 14.1.1999.

Resolved that the date of effect of the regulations for readmission of students to various courses of study in Cochin University of Science and Technology (as in Appendix VII) be fixed on 14.1.1999.

(Conf.)

Item No.406.57 Ph.D-Re-registration in respect of Smt.R. Poornima, Department of Hindi-Consideration of

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the request from Smt. R.Poornima who had registered as a full time research scholar in the Department of Hindi as per the 1990 regulations, but could not secure the minimum attendance, for revival of the registration.

Resolved that the period of shortage of attendance in respect of Smt.R.Poornima be condoned, and her Ph.D registration be revised with the following conditions:

- (i) She may remit all the fees since February 1996.
- (ii) She could submit the thesis only after one year after the revival of registration.
- (iii) All other terms are as applicable under 1990 regulation.

(Ac.B.)

Item No.406.58 Formation of placement of cell for B.Tech Students - Consideration of

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the proposal of the Director, CUGSE for institution of a placement cell for co-ordinating the placement functions.

Resolved that -

- (1) Sri.Joseph Alexander, Lecturer in the School of Engineering and Project Officer, Nodal Centre for NTMIS be nominated as Faculty in charge of the placement cell.
- (2) The infrastructural facilities presently available in the School of Engineering and in the Nodal Centre be made use of for the functioning of the officer of the placement cell for the time being.

(CUGSE)

Item No.406.59 Proposal for establishment of new technical Institutions during 1999-2000 - Regarding

The Syndicate ratified the actions taken by the Vice-Chancellor, in exercise of powers conferred on him as per section II(11) of the Cochin University of Science and Technology Act, 1986, on the proposal for establishment of a new Engineering College by the University in Alppuzha District during 1999-2000.

js

Resolved that -

1. The following actions taken by the Vice-Chancellor on the proposal for establishment of a new Engineering College in Alappuzha District, be ratified:
 - (a) Taking all preliminary steps for establishment of a new Engineering College to be started by the University in the Alappuzha District during 1999-2000.
 - (b) Submitting all necessary documents to the All India Council for Technical Education (AICTE).
 - (c) Deputing the Director, CUGSE to submit the documents to AICTE.
2. It was resolved that Sri.K.J.James, Reader, Department of Ship Technology be appointed as Special Officer for establishing the new Engineering College with immediate effect.
3. Also resolved that a Steering Committee consisting of the Vice Chancellor, Pro-Vice-Chancellor and Dr.K.C.Joseph, MLA, Dean, Faculty of Engineering and Sri.K.J.James be constituted.

(PI.UGC)

Item No.406.60 Making arrangements to complete the bifurcation of Department of Instrumentation and USIC - Appointment of full time Director for USIC etc.

This item was deferred for consideration.

Item No.406.61 Appointment of Dr.K.G.Geetha as Lecturer on deputation basis in the Department of Statistics- Proposal - Consideration of.

The Syndicate considered, the request of the Head, Department of Statistics to appoint Dr.K.G.Geetha, Mulloor, Mulavukad P.O., Ernakulam presently working as Research Officer, Department of Town and Country Planning, Ernakulam, as Lecturer on Deputation for a period of three years in the Department of Statistics.

Resolved that Dr.K.G.Geetha be appointed as Lecturer in the Department of Statistics on deputation for a period of two years and the Government be requested to lend the services of Dr.Geetha on deputation

(Ad.D.)

Item No.406.62 Norms promotion to Reader and subsequently as Professor under the norms promotion scheme of the University - Request from DR.P.R.Wilson, Reader, School of Management Studies - Consideration of.

The Syndicate considered the request of Dr.P.R.Wilson, Reader, School of Management Studies, for promotion as Reader, and subsequently as Professor under the norms promotion scheme of the University.

Resolved that Dr.P.R.Wilson be granted promotion as Reader in the full scale of pay of Rs.3700-5700 w.e.f. 8.3.1991 in the School of Management Studies, provided he remains in the pre-revised scale of pay (State) till his date of promotion as Reader, and as Professor by upgrading the post of Reader held by him in the School of Management Studies, in the scale of pay of Rs.4500-7300 w.e.f. 8.3.1997 under the norms promotion scheme, and the proposal be placed before the Academic Council for instituting the posts.

(Ad.D)

Item No.406.63 Norms promotion as Professor to Dr.P. Mohanan, Reader, Department of Electronics - Request - Consideration of.

The Syndicate considered the request of Dr.P.Mohanan, Reader, Department of Electronics, under the norms promotion scheme.

Resolved that Dr.P.Mohanan be granted promotion as Professor by upgrading the post of Reader held by him in the Department of Electronics in the scale of pay of Rs.4500-7300 w.e.f. 27.2.1999 under the norms promotion scheme and the proposal be placed before the Academic Council for instituting the post.

(Ad.D)

The Vice-Chancellor then read out a panel of experts for nomination to the Selection Committees for recruitment of teachers in the following Departments:-

1. Department of Chemical Oceanography
2. Department of Foreign Languages
3. Department of Ship Technology

The Syndicate nominated the required number of experts for the various Selection Committees.

The meeting terminated at 1.30 p.m.

Kochi - 22
28.8.1999.

REGISTRAR

APPENDIX-I TO ITEM NO.406.11

LIST OF MISSING BOOKS

Sl.No.	Acc. No.	Author/Title/Edition	Publisher & Date	Price
1.	70	E.L. Eliel: Stereochemistry of Carbon compounds	Tata Mc-Graw Hill, New Delhi; 1965	28.50
2.	169	Klotz and Rosenberg; Introduction to thermodynamics - 2nd ed	J.A. Benjamin INC, New York-1964.	40.00 (\$4.95)
3.	249	J.M. Anderson; Mathematics for quantum chemistry	Reading, Mass	133.00 (\$16-50)
4.	321	Jaffe and Orchin: Symmetry in Chemistry	Wiley Eastern (P) Ltd., New Delhi 1965.	15.00
5.	406	F.Daniels: Mathematical preparations for physical chemistry	Mc-Graw Hill, New York-1928	3.50
6.	510	Mc-Crae: Basic Organic Reactions	Heyden & Sons Ltd., London-1975	67.50 (Sh.90)
7.	573	Waddams: Chemicals from Petroleum 2nd ed.	English Language Book Society London - 1970	6.00
8.	658	Qurtu: Chemical Kinetics	Pragati Prakashan, Meerut - 1974	8.60
9.	856	J.R. Dyer; Applications of absorption spectroscopy of organic compounds	Prentice-Hall, New Delhi - 1978	20.00
10.	857	C.H. DePug and O.S. Chapman: Molecular reactions and Photochemistry	Prentice-Hall, New Delhi - 1975	20.00
11.	1404	Morrison and Boyd: Organic Chemistry 4th ed.	Alln and Bacon, Boston-1983	138.30 (19.95)

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12.	1419	Alvin. B. Sciles: Catalyst manufacture: Laboratory and commercial preparations.	Marcel & Dekker, USA	708.05
13.	1731	P.W. Atkins: Physical Chemistry - 2nd ed.	ELBS, Oxford - 1983	91.00 (\$5/-)
14.	1732	DWG Bellentyne and D.R. Lovett: Dictionary of named effects and laws in Chemistry, Physics and mathematics - 4th ed.	Chapman and Hall, London - 1980.	172.90 (\$9.50)
15.	1795	Frank H. Moser and Arthur L. Thomas: Phthalocyanine compounds.	Reinhold Pub. Co. London- 1963	124.00
16.	1876	Madan S. Pathama: Quantum Chemistry and Spectroscopy	Vishal Publications, New Delhi-1984	63.00
17.	1893	A.J.Salle; Fundamental Principles of bacteriology.	Tata Mc Graw Hill New Delhi 1985	96.00
18.	1997	Daniel D. Mc cracken: A guide to Fortran IV programming	John Wiley, New York-1983	40.00
19.	2047	Robert R. Sokal and F. James Rohlf: Introduction to biostatistics	W.H.Freeman and Company, Japan 1969	115.92
20.	2062	K.G. Hardy: Plasmids: a practical approach	IRL Press, Oxford, 1985	504.00 (\$18/-)
21.	2063	J.C. Williams and R.K. Patient: Genetic Engineering	" " 1988	194.60 (\$6.95)
22.	2389	R.H. Stone and D. H. Dripp: Projects in Chemistry	Roulledge; 1981	275.00
23.	2407	Anthony R.Wast: Solid State Chemistry and its applications	Wiley Eastern: 1992	364.00 (\$11/-)
24.	2447	Ronald C. Denny and Roy Sindour: Visible and ultraviolet spectroscopy	American Chemical Society USA	189.20 (\$5.70)

<u>No. of Sections in CUSAT Act</u> (1)	<u>Existing Provision</u> (2)	<u>Amendment Proposed</u> (3)
17 (1) (iv) under Chapter IV	The Secretary to Government Higher Education Department	The Principal Secretary, Higher Education Department or an Officer not below the rank of Joint Secretary nominated by him.
17 (2) Under Chapter IV	The term of office of the members nominated under items (vii), (viii), (ix) and (x) in sub-section (1) shall be 4 years from the date of their nomination and they shall not be eligible for renomination.	The term of office of the members nominated under items (vii), (viii), (ix) and (x) in sub-section (1) shall be four years from the date of their nomination.

As per Section 34 (2) of the Cochin University of Science and Technology Act, 1986 (Act 31 of 1986), the Syndicate is competent to make new or additional statutes or amend or repeal the Statutes. Hence the Syndicate may also consider whether the following amendments be made to the Cochin University First Statutes 1975, 1980 and 1991.

<u>No. of Statutes</u>	<u>Existing Provision</u>	<u>Amendments Proposed</u>
Statute 1(iii) under Chapter IV of the Cochin University First Statutes 1975.	The Finance Secretary to Government	The Principal Secretary, Finance Department or an officer not below the rank of Joint Secretary nominated by him.
Statute (iv) under Chapter IV of the Cochin University First Statutes 1975.	The Secretary to Government Higher Education Department	Principal Secretary, Higher Education Department, or an officer not below the rank of Joint Secretary nominated by him.
Statute 93 (ix) under Chapter V of the Cochin University First Statutes 1980.	Such other Faculties as may be instituted from time to time.	(ix) Faculty of Medical Science & Technology (x) Such other Faculties as may be instituted from time to time.
Chapter XII B of the Cochin University First Statutes 1980	NIL	Chapter XII B: FACULTY OF MEDICAL SCIENCE AND TECHNOLOGY

(1)	(2)	(3)
First Statutes 1980	NIL	154(d) Degrees: The Degree under the Faculty of Medical Science & Technology shall be graduate and post-graduate degrees in emerging areas of Medical Science and Technology.
		(e) Other degrees or diplomas or Certificates The University may award any other degrees or diploma or certificate as may be instituted from time to time in the Faculty of Medical Science and Technology.
		(f) Award of degrees or diplomas or certificates The degrees or diplomas or certificates shall be awarded as per the conditions stipulated in the Regulations for the award of such Degree/Diplomas/Certificates.
Statute 18. Head of the Department of the Cochin University First Statutes 1991.	The Professor-in-charge of the Department shall be the Head of the Department. The Syndicate shall nominate the seniormost Professor as Professor-in-Charge of a Department. It shall, however be open to the seniormost Professor who has been nominated as such to make a request that he shall be relieved of such a responsibility for academic reasons. In such a case the next seniormost Professor shall be the Professor-in-Charge. The Readers, Lecturers and other members of the teaching staff shall work under the direction of the Professor. If there are more than one Professor, they shall work under the seniormost Professor and assist him in the performance of his duties.	18. Head of the Department. The Syndicate shall nominate a teacher not below the rank of Reader as Head of the Department according to seniority on a rotational basis for a period of 3 years. It shall, however, be open to the teacher who has been nominated as the Head of the Department to make a request that he shall be relieved of such a responsibility for academic reasons. In such a case the next eligible teacher will be nominated as the Head of the Department. All the members of the teaching staff shall work under the directions of the Head of the Department. In the case of Departments which have no Professor or Reader, the Syndicate shall nominate a Lecturer according to seniority on a rotational basis and the other teachers shall work under the directions of the Head of the Department.

(1)

(2)

(3)

In Departments which have no Professor, the Reader or the Senior most Reader if there are more Readers than one, shall be the Head of the Department and other members of the Department and other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties.

In Departments which have no Professor or Reader, the Lecturer or the Senior most Lecturer, if there are more Lecturers than one, shall be the Head of the Department and the other members of the teaching staff, if any, shall work under his direction and assist him in the performance of his duties.

The recommendations of the Standing Committee of the Syndicate on Academic Matters and Staff and Establishment will be placed before the Syndicate.

(GA & EL)

R E G I S T R A R

- 29 -
A P P E N D I X - III to (Item No:406.25)

REPORT BY THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO STUDY THE PROBLEM OF DIVISION OF LABORATORY SPACE AMONG THE FACULTY OF THE DEPARTMENT OF BIOTECHNOLOGY.

(Ref. U.O.No.P1.A4/2580/91 (Vol.II) dated 16-3-99)

....

Members of Committee : 1. Dr. A.Aravindakshan (Convener)
2. Dr. R.Damodaran
3. Dr. P.Madhavan Pillai,

The Committee visited the Department of Biotechnology on 8th April, 1999 and discussed the matter in detail with the Head of the Department Dr. M.Chandrasekharan and Dr. C.S. Poullose. The other two members of the faculty were not available as Dr. Padma Nambisan was on long leave and Dr. Selvam was being relieved to take up a job in another University. The committee also verified the physical space available now in the Department and the newly constructed space in the first floor.

The committee noted the point that there is a fairly large (39.00 sq.m.) instrumentation Laboratory proposed in the first floor (Instrumentation Laboratory II) in addition to the Instrumentation Laboratory now available in the ground floor (Instrumentation Laboratory I) 26 sq.m.). Dr. C.S. Poullose, who has been granted a research project from the Department of Biotechnology, Government of India has requested for more space to conduct the scheme. The scheme has sanctioned the following equipments:

1. Thermal Cycler worth DM 5760 or Rs.1,49,760/-
2. Gel Documentation System (without PC) worth US\$10,000 or Rs.4,30,000/-
3. CO₂ Incubator worth US\$3075 or Rs.1,32,225/-
4. High Voltage Power Pack worth US\$2,000 or Rs.86,000/-
5. Hybridization Oven with Shaker worth US\$2200 or Rs.94,600/-
6. Polytron Homogenizer worth DM 2977 or Rs.77,402/-
7. Trinocular Phase Contrast Inverted Microscope worth Y 446127.3 or Rs.1,66,406/-
8. Micropipettes worth Rs.45,000/-
9. Non Refrigerated Table Top Microcentrifuge worth DM 3200 or Rs.83,200/-
10. pH Meter worth S Fr 1145 or Rs.34,579/-

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and a JRF for 3 years. The committee is of the opinion that Dr. Poullose's request for more space is justified as the space available to him at present is fully utilised as he has 5 research scholars working for their Ph.D. degree and the instruments for supporting the work. As the Departmental Council of the Department of Biotechnology has already earmarked the physical space in the Department for future use, the committee does not want to interfere with this decision. However, as the above decision allots a room in the first floor to be instrumentation Laboratory (Instrumentation Laboratory II), the existing Instrumentation Laboratory in the ground floor can be spared as there is enough space in the new Instrumentation Laboratory to accommodate all the instruments that belong to the Department. In the light of the above facts, the committee makes the following recommendations:

1. The instruments in the Instrumentation Laboratory No. I may be shifted to Instrumentation Laboratory II as early as possible and the Head of the Department should see that this process is completed within a period of three months.
2. Instrumentation Laboratory I may be made available to Dr. Poullose to conduct the DBT scheme till the end of the scheme.
3. As shifting of the instruments to Instrumentation Laboratory II from Instrumentation Laboratory I will take some time the Head of the Department should permit Dr. C.S. Poullose to place the instruments, which are being added as part of the DBT scheme, in one of the proposed laboratories in the first floor as and when the instruments arrive.
4. Dr. Poullose may vacate Instrumentation Laboratory I when the DBT scheme is terminated.

Sd/-

Dr. P. Madhavan Pillai

Sd/-

Dr. A. Aravindakshan

Sd/-

Dr. R. Damodaran.

Appendix IV to Memo No: 406.48

Minutes of the meeting of the fee revision Committee held on 30/04/1999 at the Vice-Chancellor's Office at 3.00 p.m.

Members Present:

1. The Vice Chancellor (in the Chair)
2. The Pro Vice Chancellor
3. The Secretary, Cochin University Union
4. The Chairman, Cochin University Union
5. The Registrar

Present : Joint Registrar (Academic)

The Committee discussed various aspects with regard to the increase of existing fees pattern and made the following recommendations:

- 1) The reduction in cost of application forms for Non B.Tech Courses will be reviewed with effect from the academic year 1999-2000.
- 2) Appointment of paramedical staff in the University Health Centre will be considered. The Vice Chancellor authorised the Registrar to be in touch with the Medical Officer for the proper functioning of the Health Centre.
- 3) The Chairman has pointed out that a quite number of outsiders are making use of the facilities in the Physical Education Wing. It was decided that extension of facilities in the Physical Education Wing is limited/restricted to only University Community. The Assistant Director of Physical Education may be given directions accordingly.
- 4) It was agreed that an increase of 20% of tuition fees to all courses, MEA, MCA (Regular) and M.Tech Courses and 10% increase in all other courses. The increase of fees in cost sharing Courses will be reviewed separately. The increase proposed for Library fees, Lab fees, Stationery fees etc are shown in the appendix.
- 5) It also decided to convene a meeting with Director, School of Management Studies to discuss certain aspects of fees levied for MBA/MBF/MIB Students and finalise the revision after discussions. The meeting came to a close by 5.30 p.m.

R E G I S T R A R

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Minutes of the Special Meeting convened by the Vice Chancellor for considering the revision of certain items of fees levied from students of the School of Management Studies, at 5.00 p.m. on 10/05/1999, in his Chamber.

- Participants: 1. Vice Chancellor (in the Chair)
2. Pro Vice Chancellor
3. Registrar
4. Director, School of Management Studies
5. Chairman, Cochin University Union
6. General Secretary, Cochin University Union

Also present: Deputy Registrar (Academic)

The Committee recommended the following:

1. Recommended that special purpose fees like management Science Association fee (SMS), Departmental Publication fee (Hindi), SNAS subscription (Ship Technology) study tour fee etc collected by the concerned School/Departments be retained by the School/Department themselves instead of crediting them to Cochin University Fund.

Recommended further that this be referred to the Syndicate.

2. Recommended that the issue of revising the course material fee collected for the courses in the School of Management Studies be referred to its Director for appropriate suggestions.

The meeting came to a close at 5.45 p.m.

R E G I S T R A R

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DETAILS OF FEES EXISTING IN THE UNIVERSITY

Proposed Increase

1. Fees Common for all courses.
(Effective from 1993-94 admission. Syndicate decision vide item No.333.46 of the minutes of the meeting of the Syndicate held on 31.7.93)
1. University Union Fee Rs.10/- } Rs.20/-
2. Students Aid Fund
(Effective from 26.9.95 as per the decision of the Syndicate vide item No.358.40 at its meeting held on 15.7.95) Rs.20/- } for every alternate semesters Rs.30/-
2. Sports Fee Rs.25/- } Rs.25/-
4. Medical Inspection Fee
(only for full time students) Rs. 5/- } Rs.15/-
5. Quasi University Fee Rs.10/- } Rs.10/-
6. Matriculation Fee Rs.30/- } at the time of admission Rs.60/-
7. Recognition Fee Rs.30/- } Rs.75/-
(only for candidates who have passed their qualifying examinations from University outside Kerala)

II. Tuition Fees

(i) (effective from 1993-94 admission -as per the decision of the Syndicate held on 31-7-93) vide item No. 333.46)

1. M.B.A. (Full-Time) : Rs.1500/- per semester 20% increase for MBA,MCA
2. M.B.A. (Part-Time) : Rs.4500/-per semester (reg)
3. M.A.Hindi, M.Phil Hindi
M.Phil commerce and
M.Phil Applied Economics : Rs.150/- per semester M.Tech & 10% increase for all other Courses
4. P.G.Diploma and P.G
Certificate Courses : Rs.250/- at the time of admission

contd.....2

5. M.Sc. Courses (other than M.Sc. (OR & CA), M.Sc. (Biotechnology), M.Sc. (Electronics Science), M.Sc. (Environmental Studies) and M.Sc. Hydrochemistry. : Rs.250/- per semester
6. M.Sc. Electronics Science : Rs.500/- per semester
7. M.Sc. (OR & CA) : Rs.400/- per semester
8. M.Sc. Biotechnology : Rs.400/- per semester
9. M.Sc. Environmental Studies : Rs.400/- per semester
10. LL.M. : Rs.250/- per semester
11. M.Sc. (Tech) courses/ B.Tech/M.Tech (Full time) and M.C.A. : Rs.1200/- per semester
12. M.Phil (Physics, Applied Chemistry, Chemical Oceanography, Mathematics and Statistics) : Rs.250/- per semester
13. Diploma in Labour Law (Evening Course) (not offered now) : Rs.1000/- per semester
- (ii) Tuition fees which came into effect as per the Syndicate resolutions noted against each of the courses:
14. LL.B. : Rs.3000/- per year
(came into effect from 8-9-94 as per the decision of the Syndicate under item No.347.18 of the meeting held on 22-6-1994)
15. B.Tech PS & RT) (Evening) : Rs.3000/- per semester
(came into effect from 14.9.95 as per the decisions of the Syndicate vide item No.347.19 - meeting of the Syndicate held on 22-6-1994).
16. P.G. Diploma in Instrumentation : Rs.1800/- per semester
(came into effect from 12.10.94 as per the decision of the Syndicate vide item No.348.25, at its meeting held on 6-3-1994) now converted to B.Tech Instrumentation.

contd.....3

17. M.I.B (Master of International Business) : Rs.4500/- per semester
18. P.G.Diploma in Construction Engineering and Management (not yet started)(effective from 9-9-94 vide item No. 347.58 of the minutes of the meeting of the Syndicate held on 22-6-'94) : Rs.3,000/- per semester
19. P.G.Diploma in Functional Hindi : Rs.1000/- per year
(effective from 9-9-94 vide item No.347.17 of the minutes of the meeting of the Syndicate held on 22-6-'94)
20. Certificate Course in French : Rs.640/- at the time of admission.
(effective from 4-6-94, vide item No.345.10 of the minutes of the meeting of the Syndicate held on 9-5-'94)
21. M.Phil Applied Economics (Part time) (not yet started) : Rs.7500/- per year
(effective from 30-11-94 - resolution vide item No.350.48 of the minutes of the meeting of the Syndicate held on 30.9.'94)-
22. M.Phil Physics (Part-time) (not yet started) : Rs.8000/- per year
(effective from 3-7-'95 vide item No.357.39 of the minutes of the meeting held on 8-6-1995.)
23. M.Phil Chemistry (part-time) (not yet started) : Rs.2300/- per semester
(effective from 9-9-94 vide item No.347.40 of the minutes of the meeting of the Syndicate held on 22-6-94.)
24. M.Tech Course in Computer Aided Structural Analysis and Design : Rs.10000/- per semester
Rs.15000/- per semester for sponsored candidates.
(effective from 25.3.95 vide item No.358.42 of the minutes of the meeting of the Syndicate held on 15-7-95)

25. M.Tech Industrial Catal sis (effective from 1.4.'96 U.O.No. AcA1/3872/96 dated 1.4.'96 Ratified by the Syndicate at its meeting held on 27.7.'96 vide item No.358.88.	Rs.1,200/- per semester
26. B.Tech instrumentation (effective from 20.5.96 vide U.O.No.AcA1/06988/94 dated 20.5.'96 - Ratified by the Syndicate at its meeting held on 27.7.96 vide No.368.2)	Rs.15,000/- per semester
27. P.G.Certificate Course in Japanese (effective from 14.6.'96 vide U.O.No.PL.(UGC)1/17929/95-96 dated 14.6.'96)	Rs.Consolidated fee Rs.1300/- per annum (Tution fee Rs.750/-)
28. M.C.A. Cost-Sharing (effective from 18.12.'96 vide U.O. No. Ac.A1/MCA Cost Sharing/96 dated 18.12.96 Later ratified by the Syndicate at its meeting held on 20.3.'97 vide item No.379.25)	Rs. 20,000/- per Semester
(iii) Tution fees which came into effect from 1996-97 admission onwards (Vide U.O.No.Ac.A1/New Courses/96(b) dated 27.3.'96 - and No.Ac.A1/New Courses/96 (a) dated. 27-3-96 Ratified by the Syndicate at its meeting held on 27.7.96 vide item No. 368.65)	
29. P.G.Diploma in Functional Arabic	Rs.2,000/- per semester
30. B.Tech Electronics & Communi cation Engineering	Rs.20,000/- per semester
31. B.Tech Computer Science and Engineering	Rs.20,000/- per semester
32. B.Tech Mechanical Engineering (Computer Aided Design & Manufacture)	Rs.20,000/- per semester
33. B.Tech Civil Engineering (Habitant Engineering & Construction Management)	Rs.20,000/- per semester

34. M.Tech Princting Technology (not yer started)	Rs.10,000/- per semester	
35. M.Tech. Fertilizer Techno-logy (not yet started)	Rs.10,000/- per semester	
36. M.Tech Petrochemical Engi-neering (not yet started)	Rs.10,000/- per semester	
37. B.Tech. Information techno-logy	Rs.20,000/- per semester	
38. B.Tech. Safety Engineering	Rs.20,000/- per semester	
39. M.Sc. Hydrochemistry	Rs.1,500/- per semester	
40. M.A.Business Economics	Rs.1,500/- per semester	
41. Master of Business Finance	Rs.1,500/- per semester	
42. (iv) M.Tech. (Part-Time Courses in Civil, Electrical, Mechanical, and Chemical (effective from 1997-98 admission onwards)		
I Semester	Rs.2,000/-	
II Semester	Rs.2,000/-	
III Semester	Rs.2,500/-	
IV Semester	Rs.1,500/-	
V Semester	Rs.1,500/-	
III. Librar Fee (Effective from 1993-'94 admission onwards)		
M.B.A (Full - Time) & (Part-Time)/M.B.F/		
Diploma in Export Management	Rs.250/- : at the time of admission	350
M.Phil Applied Economics/ P.G.Diploma in Instrumenta-tion	Rs.100/- per semester	120
LL.B	Rs.250/-	-
B.Tech (PS & RT) (Evening)		
M.Phil Chemistry (Part-Time)	Rs.250/-per semester	300
M.Phil Physics (Part-Time)		
All other Courses	Rs.50/- per semester	60
IV. Laboratory Fee: (effective from 1993-'94)		
M.Sc./M.Sc.(Tech)/ B.Tech/M.Tech.(Full-Time) (Part-Time)	Rs.200/- per semester	240
M.Phil Science Subjects		

B.Tech (PS &RT) (Evening)	: Rs.500/- per semester	0
P.G.Diploma in Instrumentation	Rs.400/-per semester	0
M.Phil Chemistry (Part-Time)	Rs.5000/- per Semester	0 20% in-crease
M.Phil Physics (Part-Time)	Rs.1000/- per semester	0

V. Stationary Fee:

M.B.A (full Time) & (Part-Time)	0
M.Tech. (Full Time) & Part-Time/B.Tech/M.Sc. (Tech) Course/MCA/MCA Cost - Sharing	Rs.200/- per semester
M.B.F./P.G. Diploma in Instrumentation/Diploma in Export Management MA/M.Sc./M.Phil/P.G Diploma and PG Certification Courses/DL.L.	Rs.25/- per semester
M.Phil/Applied Economics	Rs.300/- per semester
B.Tech (PS & RT) (Evening)	Rs.250/- per semester
L.L.B.	Rs.200/- per year
M.Phil Chemistry (P.T./ M.Phil Physics (Part-Time)	Rs.100/- per semester

VI. Study Tour fee

M.Sc. Courses/M.Tech.Electronics /M.Tech. Atmospheric Sciences/M.Sc. (Tech) Marine Geophysics/B.Tech.(PS&RT) & B.Tech.(PS & RT)(Evening)	Rs.500/- at the time of admission
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VII. Caution Deposit (Refundable)

M.A./LL.M.,M.Phil., Commerce M.Phil. Applied Economics/ M.Phil. Hindi/M.Phil/Applied Economics (Part-time)/LL.B.	Rs.250/- at the time of admission
M.Sc. M.Tech./M.Sc.(Tech.)/ B.Tech./M.Phil.(Physics), Applied Chemistry, Chemical Oceanography, Mathematics, Statistics), MCA/P.G.Diploma in Construction Engineering and Management/MCA Cost-Sharing/M.Phil. Physics (Part-time)	Library Caution Deposit Rs.250/- at the time of admission Laboratory Caution Deposit Rs.250/-
P.G.Diploma ' P.G.Certificate Courses, D.L.L.	Rs.100/- at the time of admission
M.B.A.(Full-time) & (Part-time)/ Diploma in Export Management	Rs.500/- at the time of admission
M.Phil.Chemistry(Part-time)	Rs.250/- Library Caution Deposit Rs.500/-Laboratory Caution Deposit at the time of admission

VIII. Other Items

(i) Management Science Association Fee (only for MBA (full-time)&(Part-time) and diploma in Export management	Rs.100/- for every alternate semesters
(ii) Departmental Publication (only for M.A.(Hindi) & M.Phil;.(Hindi)	Rs.20/- at the time of admission
(iii) S.N.A.S.(Society of Naval Architecture students) (only for B.Tech. (NA&SB) Course	Rs.60/- per semester
(iv) Course Material Fee 1. For MBA (Full-time) & Part-time) Diploma in Export Management, P.G.Diploma in Construction Engineering and Management/M.B.F.	Rs.500/- per semester

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2. Course Material Fee : I Semester Rs.300/- 500
(for M.Tech.(Part-time) II " Rs.300/- 500
courses) III " Rs.300/- 500
IV " Rs.150/- 250
V " Rs.150/- 250
- (v) Computer Fee
(For M.B.A.(Full-time)
& (Part-time)/M.B.F.) : Rs.500/- per semester
For B.Tech (NA&SB) Course : Rs.300/- per semester
- (vi) For M.B.A.(Full-time) &
(part-time), M.B.F., : Rs.25/- for every alternate
Diploma in Export semesters
Management
- (viii) Cochin University Law Student's
Association Fee:
Only for LL.B. Students : Rs.100/- per year
- (ix) Seminar Fee:
Only for LL.B : Rs.50/- per year
- IX. Fees for Ph.D Scholars:
1. Application fee for
Registration to be : Rs.150/-
accompanied alongwith
the application
2. Admission Fee : Rs.500/-
3. Library fee for full-
time and part-time : Rs.250- per semester 300
scholars working in
University Departments
under the Faculties of
Social Sciences, Huma
nities and Law.
4. Laboratory and Library
fee for (Full-time) and : Rs.500/- per semester 600
(part-time) scholars
working in the University
Departments under the
Faculties of Sciences
Marine Sciences,
Technology, Environmental
Studies and Engineering

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Proposed

5. Library Fee for full-time and
part-time Research scholars : Rs.250/- per 600
working in recognised insti- semester
tutions in all Faculties
6. Fee for extension of time for
submission of thesis
(a) upto six months : Rs.500/-
(b) beyond six months : Rs.2000/-
7. Conversion of Ph.D Registration : Rs.500/-
from full-time to part-time
and vice-versa
8. Change of Research Centre : Rs.250/- 1000
9. Change of topic of research : Rs.500/-
10. Readmission fee in cases where : Rs.250/-
the delay in payment of
Semester fees exceeds 30 days
11. Fine for delays exceeding one : Rs.50/-
month but below 61 days for
payment of semester fees
12. Re-registration fee in cases : Rs.500/-
where the delay in payment of
semester fees exceeds 60 days
13. Caution Deposit (effective from
1993-'94
admission onwards)

Ph.D students under the : Rs.1000/- at the
Faculties of Engineering, time of admission
Technology, Sciences, Marine
Sciences and Environmental
Studies.
14. Ph.D students under the Faculties:Rs.500/-
of Law, Humanities and Social
Sciences
15. Fine for late payment of : Rs.10/- after the
semester fee by the research 5th working day
scholars. till month end.
16. Registration fee(effective : Rs.500/- 1000
from 12.06.'95) for filling
application for recognition
as research guide other than
University employees)

X Examination Fees:

(effective from 1993-94 admission onwards)

Proposed

1. M.A.	: Rs.60/-per theory paper	75
2. LL.M/LL.B.	: Rs.60/-per theory paper	75
3. MBA (FT & PT)	: Rs.60/-per paper for each semester	75
4. M.Sc.	: Rs.60/-per theory paper Rs.80/-per paper of practical Examination	75 100
5. B.Tech.	:Rs.50/-per theory paper & Rs.80/-per Practical Examination	60 100
6. M.Sc.(Tech)/M.Tech(FT&PT)	:Rs.300/-per Semester plus Rs.500/- for thesis	350 500
7. M.Phil (Arts/Science/ Commerce)	:Rs. -do-	{ 350 500
8. M.Litt/M.Sc.(By Research)	:Rs.700/-	1000
9. Ph.D	:Rs.1000/-for each thesis Rs.175/-for qualifying Examination	
10. D.Sc/D.Litt/LL.D	:Rs.1500/-for thesis	
11. Certificate and Diploma Examinations	:Rs.100/-for certificate examination & Rs.150/-for Diploma examination Rs.60/-per paper for each semester paper	120 180 100
12. D.L.L.(evening course)	:Rs.250/-for I Semester & Rs.350/-for II Semester	500 500
13. B.Tech(PS & RT)(Evening)	:Rs.700/-per Semester	1000

(The following items of fees effective from 12.6.95 vide
U.O. No. Ac.A1/29417/85 (Vol.II) dated 6.6.'95)

14. Marine Geology Project work	:Rs.100/-	120
15. Marine Biology Desserta- tion	:Rs.100/-	120
16. Viva-Voce Examinations	:Rs.50/-	
17. B.Tech Degree Viva-Voce	:Rs.30/-	50
18. LL.M. Viva Voce	:Rs.50/-	75
19. LL.M. Dessertation	:Rs.250/-	
20. LL.B. Viva-Voce	:Rs.60/-	
21. M.B.A.Project Report (Dessertation)	:Rs.250/-	
22. M.Sc./B.Tech(NA&SB)(Project)	:Rs.100/-	
23. (1) Fee for Mark list- Professional Course	:Rs.25/-per Semester per mark list	25
(2) Non Professional Course	:Rs.15/-per Semester per mark list	25
24. Fee for LL.M. Mark List	:Rs.25/-per Semester/mark list	

Proposed

25. Fee for duplicate marklist	:Rs.15/-per semester marklist	100
26. Cost of Application forms of examination	:Rs.10/-	15
27. Fine for delayed payment of: Semester fees	Rs.40 for 5 days Rs.5/-for days after due date & Rs.10 for the next 10 days date Rs.2/- for the next 15 days.	5
28. Fine for readmission	:Accrued fine with an additional fine of Rs.10.	50
29. Readmission fee:- (Newly fixed fee)Degree Course	:Rs.150/-	200
effective from Post 12.6.95 Graduate Course	:Rs.250/-	300
30. Fee for Condonation of shortage of attendance	:Rs.100/-	200
31. Fee for Furnishing a Certificate Specifying the Degree/Diploma/Titles awarded by the University	:Rs.100/-	
32. Fee for obtaining Provisi- onal Certificates	:Rs.50/-	
33. Fee for issuing Migration Certificates	:Rs.30/-	
34. Fee for duplicate copy of Migration Certificate	:Rs.75/-	
35. Fee for issuing Rank Certificate	:Rs.25/-	
36. Fee for issuing a Statement: of verification of Degree/ Diploma/Titles/Certificates/ Marklist issued by the University	:Rs.50/-	200
37. Fee for issuing Certified extracts from the Register of records of the University	:Rs.50/-	200
38. Fee for issuing Certifica- tes not mentioned elsewhere	:Rs.50/-	
39. Fee for checking the additi- ons of marks for each paper of any University examination	:Rs.50/-	
40. Fee for revaluation of each: paper of the University examination	:Rs.250/-	
41. Fee for sending confidenti- al marklists to the Heads of Institutions before Publication of results for higher studies	First copy :Rs.50/- for every additional copy :Rs.25/-	100 50

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42. Fee for reporting marks for the purpose of employment
 First copy :Rs.100/- 200
 for every additional copy :Rs.50/- 50
43. Fee for issuing Certificate :Rs.100/- for each copy 250
 or true copy of Syllabus of a course of study or other documents with the seal of the University and Registrar's signature for transmission to Foreign Universities on behalf of Candidates who are applicants for higher studies/employment.
44. Fees for the award of degrees/diplomas/certificates.
 Bachelor's degree :Rs.100/-
 Master's degree :Rs.150/-
 Doctoral degree :Rs.250/-
 M.Phil Degree :Rs.150/-
 Diploma, Titles and Certificates :Rs. 75/-
 Post-doctoral degree (D.Sc/D.Litt.) :Rs.500/-
45. Registration fee for applying for all degrees/diplomas :Rs. 30/- 50
46. Fee for considering applications for degree/diploma after one year but before the expiry of 5 years :Rs.50/- 200
 After 5 years :Rs.100/- 500

New Items of fees effective from 12.6.1995

1. Search fee for supplying to a candidate a statement of marks (including detailed marks) obtained at the University examinations.
 (i) Five years after the examination :Rs.100/- 300
 (ii) Ten years after the examination :Rs.200/- 500
 (iii) Twenty years after the examination :Rs.500/- 1000
2. Search fee for obtaining Migration Certificate
 (i) Five years after the examination :Rs. 50/- 50
 (ii) Ten years after the examination :Rs.100/- 200
 (iii) Twenty or more years after the examination :Rs.200/- 500
3. Fee for considering applications for recognitions of change of name in the University records/documents. :Rs.100/- 300
4. Fee for supplying detailed marks of candidates :Rs. 25/- 50
5. Fee for issuing duplicate hall-tickets :Rs. 25/-

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6. Fee for issuing eligibility certificate to a candidate who has passed the qualifying examination from a University/Board outside Kerala State and who is seeking admission to a Course of study in the University. :Rs.50/- 250
7. Fee for consideration of late applications:
 (i) for registration as a Matriculate :Rs.25/-
 (ii) for recognition of examinations :Rs.25/-
 (iii) for admission to examinations received within a period of 5 days but within 10 days and thereafter Rs.5/- for everyday after the prescribed date. :Rs.25/-
8. Cost of application forms other than applications for examination :Rs.10/-
9. Recognition of Institutions/Courses
 (a) Application fee for seeking recognition to new Institutions :Rs.2500/- 5000
 (b) Fee payable for sending Inspection Commission (for each member of inspection commission appointed by the Syndicate) :Rs.1000/- 2000
 (c) For granting recognition to educational institutions :Rs.25,000/- Syndicate
 (d) Fee for starting new Post Graduate courses in the recognised Institutions :Rs.5,000/- 10000
 (e) Fee for starting new under graduate courses in the recognised Institutions :Rs.2000/- 5000
10. (a) Examination Transcripts containing all details of Candidates Proforma/Questionnaire :Rs.500/-per copy 1000
 (b) Attestation of mark :Rs.100/-
 (c) Attestation of Degrees/Diplomas :Rs.250/-

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FEES FOR FOREIGN STUDENTS

For NRIS and Overseas Students

	Consolidated fee
Undergraduate Courses.	: US \$ 4000 per annum
Post graduate Courses	: US \$ 5000 per annum

For ICCR Scholarship Holders

	Consolidated fee
Undergraduate Courses	: US \$ 1000 per annum
Post graduate Courses	: US \$ 1500 per annum

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Appendix V to Item No. 406.53

APPOINTMENT OF QUESTIONPAPER SETTERS AND EXAMINERS:

APPENDIX

- a) Appointment of question paper setters and examiners relating to all examinations conducted by the University shall be made by the Pro-Vice-Chancellor from respective panels approved for the purpose by the Vice-Chancellor. The panels will be prepared on the basis of the recommendation of the Boards of Studies in the concerned subject. Every panel submitted to the Pro-Vice-Chancellor shall consist of at least five times the number of paper setters or examiners required for that particular subject. It shall be competent for the Pro-Vice-Chancellor to make appointments of persons as paper setters or examiners. A person not in the panel can also be appointed as examiner/paper setter in exceptional circumstances with the permission of Vice-Chancellor.
- b) The Pro-Vice-Chancellor may cancel the appointment(s) offered to any person as examiner or paper setter without assigning any reason thereof.
- c) Only persons having at least 3 years teaching/research experience shall be included in the panel. Seven years of practice as advocate in the Bar will be considered as equivalent to three years of teaching experience for appointing examiners under the Faculty of Law. No person above the age of 65 years shall be included in the panel. The Board of Studies shall review the panel of examiners every year. In case any examiner or paper setter is found inefficient or indulges in misconduct, malpractice, negligence or disobedience, the Pro-Vice-Chancellor will report the names of such persons to the Vice-Chancellor who shall have the power to disqualify such persons from being examiner/paper setter.
- d) The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examination for which he or she is appointed. However they are eligible for consideration for reappointment in a subsequent examination.

- e) Generally paper setters can also be appointed as examiners in the subject for which they have set questions provided they are willing to undertake the work. In case paper setters are not available for valuation other persons from the panel shall be appointed as examiners.
- f) No person working in Department/School/Recognised Institutions shall ordinarily be appointed as paper setter for the examinations conducted for the course offered in his/her institution where he is working. Such persons shall not be appointed as external examiners for the examinations conducted in the same Departments/Schools/Recognised Institutions.
- g) The Pro-Vice-Chancellor shall constitute a Board of question paper setters for each subject for which examinations are to be held. However it is not mandatory that Boards of question paper setters shall be appointed for each subject every year if question papers set for the same examination by a previous Board is available to the Pro-Vice-Chancellor. The Board of question paper setters shall be responsible for setting the question papers for subjects allotted to it. A meeting of a Board of question papers or some members of the board, may be convened by the University to scrutinise the papers set, to ascertain whether prescribed standards have been kept and whether the scope of questions are within the prescribed syllabus. There will be a Chairman for each board of question paper setters the senior most among the members of the Board being chosen as far as possible. The minutes of all board meetings shall be recorded by the Chairman and submitted to the Pro-Vice-Chancellor.
- h) The Pro-Vice-Chancellor shall constitute a Board of examiners for each examination. All examiners appointed to value the answerbooks relating to the examinations coming under the Board will be members

- of the Board. Every Board constituted as above shall have a Chairman who will be appointed by the Pro-Vice-Chancellor. All examiners shall be required as a condition of their appointment to attend various meetings, if any, convened by the University. Failure to attend such meetings may result in the cancellation of appointment.
- i) It shall be the duty of the Chairman of the Board of question paper setters/Board of examiners to assign duties to the members of the Board and give such instructions that are necessary for the efficient conduct of work relating to the Board. The Chairman will also scrutinise the work done by the other paper setters/examiners and forward to the Pro-Vice-Chancellor all necessary documents such as question papers, mark books, remuneration bills of members countersigned by him, etc, as the case may be on or before the dates specified by the University.
- j) Remuneration and TA/DA will be paid to all examiners/paper setters at the rates fixed by the University from time to time.

CONDUCT OF EXAMINATIONS:

- a) The Pro-Vice-Chancellor will invite proposals from Heads of Departments/Schools/Recognised Institutions and Principals of Colleges in January and July of every year for examinations to be conducted at the respective Departments/Schools/Recognised Institutions and Colleges from March to August and from September to February respectively. After considering such proposals, the Pro-Vice-Chancellor will decide on the conduct of each examination at such place(s), time and date as are according to the regulations applicable to various courses.

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- b) No examination will be conducted on public holidays notified by the State Government.
- c) The date of commencement of examination and the last dates for receipt of applications from the candidates for registration for the examination with and without fine shall be notified atleast one month before the date fixed for the commencement of a particular examination.
- d) If there are more than one centre of examination in a particular subject, question papers shall be distributed to candidates on the same day and at the same hour in each centre.
- e) Subject to the rules framed by the University from time to time, the Pro-Vice-Chancellor shall make all arrangements for the conduct of examinations at various centres.
- f) It shall be competent for the Pro-Vice-Chancellor to appoint a Chief Superintendent and such other staff as required for the conduct of examinations at each centre. All persons so appointed will be eligible for such remunerations as may be fixed by the University from time to time. The Chief Superintendent and other officers will act according to the instructions issued by the University regarding their duties and responsibilities.
- g) Except with the special permission of the Pro-Vice-Chancellor no candidate shall be allowed to take the examination for the first time at any centre other than the Department/School/Recognised Institution/College in which he has undergone the prescribed course of study. Ordinarily no change of centre will be permitted once a candidate has been registered for an examination in a particular centre. However, in exceptional circumstances Vice-Chancellor may permit a change of centre.

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- h) It will be competent for the Chief Superintendent at each centre of examination to appoint Assistant Superintendents and other officers for the smooth conduct of examinations as required by the rules of the University. Remunerations at the rates fixed by the University will be paid to the Assistant Superintendent and other staff employed by the Chief Superintendent.
- i) Every candidate who has been registered for an examination shall be given a hall-ticket issued by the University in the prescribed form. If a candidate has lost the hall-ticket issued to him/her, a duplicate hall-ticket will be issued to the candidate on application remitting the prescribed fee for the purpose. The candidate may also be required to produce proper identity certificates in such cases.
- j) All candidates shall bring with them their hall-ticket on each day of examination. They shall produce their hall-tickets when demanded for inspection by the Chief Superintendent, Assistant Superintendent or any other officer authorised by the University.
- k) Ordinarily, no candidate shall be permitted to take the examinations without a hall-ticket. However, the Chief Superintendent shall have power to grant provisional admission to an examination to a candidate without a hall-ticket if in his opinion the candidate has a valid case. In such cases the answer books of the candidates will be packed separately and forwarded to the Pro-Vice-Chancellor with a report duly citing the reasons for admitting him/her. The fact that a candidate has been given provisional admission does not in itself entitle him/her to all further benefits of taking the examination. The University will examine each case separately according to the admissibility of the candidate to take examination as per rules and only truly deserving cases will be regularised.

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- l) It shall be competent for the Pro-Vice-Chancellor to cancel the hall-ticket issued to any candidate for misconduct in the examination hall or if it is found that he is ineligible to take the examination as per the regulations of the course.
- m) Candidates taking examinations shall be under the disciplinary control of the Chief Superintendent and shall obey all his instructions. In case a candidate disobeys the instructions given by the Chief Superintendent/Assistant Superintendent or behaves insolently towards the officials including the Chief or Assistant Superintendents, the candidate may be excluded from the day's examination. Further if he continues the misbehaviour, he may be excluded from the remaining days of examination by the Chief Superintendent. In all such cases the Chief Superintendent shall send a report to the Pro-Vice-Chancellor explaining the nature of misbehaviour on the part of the candidate, for further action in the matter by the University.

VALUATION OF ANSWERBOOKS:

- a) For all Post-Graduate Examinations other than Certificate Examinations conducted by the University, there shall be double valuation of all the answer scripts.
- b) The first valuation will be done by the internal examiners appointed for the purpose by the Pro-Vice-Chancellor from teachers in the concerned Departments. The list of internal examiners will be provided to the Chairman and the Chief Superintendent of the Centre. The Chief Superintendent shall hand over the Answerbooks directly to the examiners immediately after the completion of the examinations, in sealed packets along with the necessary forms required for entering the marks etc. and a copy of the question paper.

- c) The internal examiner in consultation with the Chairman shall prepare a scheme of valuation for the paper he has to value. This scheme of valuation will be forwarded by the Chairman along with the answer-books to the Pro-Vice-Chancellor.
- d) The first valuation by the internal examiner shall be completed within 10 days after the receipt of answer-books by him. On completion of valuation the answerbooks shall be entrusted to the Chairman along with two copies of the marklists, the original addressed to the Chairman and the duplicate addressed to the Pro-Vice-Chancellor in sealed covers supplied for the purpose by the University.
- e) The Chairman shall forward all the answerbooks and the cover containing the duplicate marklists unopened to the Pro-Vice-Chancellor after completion of valuation. The original marklists obtained from the examiners shall be retained by the Chairman. The University will arrange for the second valuation of the answerbooks by external examiners appointed for the purpose and direct the examiners to submit the original marklists to the Chairman. (The list of external examiners entrusted with second valuation will be forwarded to the Chairman.)
- f) It shall be the responsibility of the Chairman to see that both internal and external examiners complete the work assigned to them within the time schedule fixed by the University. In case there is undue delay or non-cooperation from an examiner to complete the work within the stipulated time, the Chairman shall in writing inform the matter to the University.
- g) As in the case of the internal examiners, the external examiners shall send the original marklists to the Chairman and the duplicate marklists to the Pro-Vice-Chancellor, directly. Upon completion of both the valuations and other processes like viva voce, practicals etc. the Chairman shall inform the University about it and submit proposal for a meeting of the Pass Board.

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- h) There shall be only single valuation for all graduate examinations conducted by the University. The Chairman will prepare a scheme of valuation for all papers included for valuation in his Board in consultation with other members of the Board, if necessary. The Chairman shall distribute the scheme of valuation to the examiners before the commencement of valuation and shall fix the dates for completion of valuation as per the instructions given by the University.
- i) In case where the number of additional examiners is large, the Pro-Vice-Chancellor may appoint chief examiners also for various subjects. The list of chief examiners so appointed will be intimated to the Chairman. The Chairman will allot additional examiners to various chief examiners and intimate both the additional and the chief examiners the dates on which marklists are to be forwarded to him. The chief examiners are required to revalue 20% of the answerbooks assigned to the additional examiners under him/her and to check the total marks in all answer books. It shall be the duty of the chief examiner and chairman to see that proper standards and uniformity in marking are maintained by the additional examiners.
- j) The Vice-Chancellor shall be competent to order the conduct of centralised valuation for any examination. The Pro-Vice-Chancellor shall arrange the conduct of such valuation as per the orders of the Vice-Chancellor.

PASS BOARD

- a) There shall be a Pass Board for every examination conducted by the University.
- b) It shall be competent for the Pro-Vice-Chancellor to constitute the Board consisting of two or more persons who are already members of the Board of Examiners.

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- c) The Chairman of the Board of Examiners shall ex-officio be the Chairman of the Pass Board also.
- d) It shall be the duty of the Pass Board to verify the marks entered in the Tabulation Register in the case of all University Examinations for which there is only single valuation.
- c) For Post-Graduate Examinations the Chairman shall transfer the marks of the first and second valuations of each subject to an average sheet or award sheet. If the two valuations differ from each other beyond permissible limits (10% of the maximum marks for examinations under the Faculties of Science, Technology, Engineering Faculties; Marine Sciences, and Environmental Studies 15% for other Faculties) a third valuation shall be done by the Pass Board. In such cases the third valuation marks shall be awarded to the candidate. In all other cases the averages will be awarded. The marks thus awarded to the candidates shall then be entered in the Tabulation Register by the Pass Board. For the purpose of third valuation the Pro-Vice-Chancellor shall appoint an expert in the concerned subject to the Board, if necessary.
- f) The Board can awarded while finalising the results of an examination, a maximum of 3% of the total marks of the written papers as moderation. The marks so awarded can be distributed among all subjects or can be given to a particular subject or can be given in such manner as the Board deems necessary. Provided however that the moderation marks awarded to a candidate shall not exceed 3% of the maximum marks of the papers taken by him. Provided also that the awarded of moderation to a candidate shall not be detrimental to any other candidate of the same examination.
- g) The decision of the Board while finalising the results of the examination shall be recorded as minutes in the Tabulation Register and the Chairman and Members shall put their signature there under.

- h) The decision taken by the Pass Board with regard to the finalisation of results shall be final.
- i) The Pass Board shall report the results of the Examination to the Pro-Vice-Chancellor for publication.
- j) The Pass Board shall cease to exist after the date of publication of the results of the examination
- k) The Pro-Vice-Chancellor shall have the power to publish the results of all examinations reported to him by the Pass Boards concerned after their finalisation subject to the approval of the Syndicate.

GENERAL

- 1) The Vice-Chancellor shall have power to cancel or modify any of the decisions taken by the Pro-Vice-Chancellor relating to the examinations.
- 2) The Vice-Chancellor is competent to assign any or all powers vested with the Pro-Vice-Chancellor in the above rules to any other Officer of the University chosen by him for the purpose.
- 3) For all examinations conducted by the University, the Register numbers of successful candidates shall be classified and published in the order in which they were registered in the examination.
- 4) A mark book (register) shall be maintained in the University in which the marks secured by each candidate shall be entered in figures as well as in words. Any correction in the mark book shall be recorded in the Register maintained by the Pro-Vice-Chancellor. Corrections made in the mark book shall be supported by the initials of the Pro-Vice-Chancellor and with the seal.

- 5) A diploma under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate at the examination for a degree. The diploma shall include the month and year of the examination, the subject in which the candidate was examined and the class in which he was placed. A certificate with the same details as that of a diploma shall also be given signed by the Pro-Vice-Chancellor, other than a degree. It shall be competent for the University to issue a provisional certificate to the candidate on payment of the prescribed fees during the period after the publication of the results and before the issue of the original certificate/diploma.
- 6) The Syndicate shall have power at any time notwithstanding the issue of a certificate or the award of the degree to amend the result of an examinee and to make such declaration at the Syndicate may consider necessary.
- 7) A candidate who has appeared at an examination may apply to the Pro-Vice-Chancellor for scrutiny of his marks, ie for checking whether any answer had not been valued/given marks and whether there are any mistakes in totalling such applications shall be made within 10 days after the publication of the results in the University Office and shall be accompanied by receipts of the payment of the prescribed fee. The result of the scrutiny will be intimated to the candidate and in case the result is affected by the scrutiny, the corrected result shall be published in the University. In no case, the fee remitted by the candidate for scrutiny shall be refunded.
- 8) If at any time during the course of the examination or after the publication of the results, it is found that a candidate was not eligible for taking the examination or he had secured admission to

the course/examination on production of false information in the application form or used unfair means at an examination the Syndicate shall have power to quash the results of the examination and/or debar him from appearing from the examination of the University permanently or for a specified period of time.

- 9) The Syndicate shall be competent to frame necessary guidelines or issue directions for efficient conduct of the examination and timely publication of results.
- 10) All Heads of Departments/Principals of Colleges shall submit to the University the sessional marks relating to all examinations proposed to be conducted for candidates from their Departments/Colleges at least five days before the date of commencement of the concerned examination. Adequate care should be taken to prepare the sessional marks by the concerned teachers and the Heads/Principals. No change of sessional marks will be permitted once it is received in the University, except when such changes are permissible as per the regulations and all procedures in the regulations are duly carried out.
- 11) Any work assigned to the teaching/non-teaching staff of the University by the Pro-Vice-Chancellor in connection with the examination shall be treated as part of duty and the concerned officer shall carry out the assignment as per instructions given thereof. Failure to discharge any responsibility assigned to this officer shall invite disciplinary action.

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- 12) The Pro-Vice-Chancellor shall report to the Syndicate all cases of non-compliance of the rules including refusal, negligence or delay on the part of any officer of the University to carry out the instructions issued to him from time to time. The Syndicate is empowered to take disciplinary action on an officer based on such reports, if it is satisfied that the officer has committed irregularities or has delayed the execution of any responsibility assigned to him without giving a satisfactory explanation for the delay thus caused.

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~~APPENDIX~~

RULES REGARDING VALUATION OF ANSWER BOOKS IN CENTRALISED
VALUATION CAMPS

- (1) Centralised Valuation Camps may be organised by the University to speed up the valuation of answerscripts and timely publication of the results.
- (2) The Assistant Registrar in charge of the concerned examination will exercise over all control of the camp under the supervision of the Joint Registrar and will be responsible for the proper conduct of valuation, maintenance of appropriate registers, records and accounts relating to the camp. He will render necessary assistance to the examiners and ensure that all rules and regulations of the University are observed by all concerned. His duties shall include.
 - a) arrangement of valuation hall and adequate number of Security personnel.
 - b) arrangement of accommodation to valuers in the University Guest House if required.
 - c) receiving answer books from the concerned section for valuation ensuring its safe custody until the camp is over and returning them to the section after the results are finalised. He shall supervise the distribution of answer books by the University officials under his command and maintain and issue register to record the particulars of script issued to the examiners. This register should contain on the face page, the register number (from-to) of all papers received by him, total number of candidates, register number and total number of absentees in the respective examination(s).
 - d) entrusting the cover containing original marks received from the Chairman to the Joint Registrar after it is properly packed and sealed.
 - e) disbursement of remuneration, TA/DA etc., to all officers/examiners on duty before the Camp is concluded and maintenance of cash book for all payments of remuneration and incidental expenses.
 - f) packing answer books after valuation is over in sealed covers, with superscription name and date of examination, date of camp, subject and paper, number of scripts in each cover (with false numbers from - to).
- (3) The camp will function for one more day after the valuation is over to enable packing, despatching and settling the accounts.
- (4) There shall be a Chairman, Board of Examiners, for each branch of study in a Centralised Valuation Camp. He will be assisted by Chief Examiners and additional examiners to carry out the valuation work. One Chief Examiner will be appointed for every five additional examiners. If there is less than 5 additional examiners in a particular Board, the Chairman will act as the Chief Examiner.

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- (5) It shall be the duty of the Chairman

- (a) to ensure that proper discipline and secrecy is maintained and the work is completed on time.
- (b) to prepare schemes of valuation of all papers in his Board and distribute it to the examiners.
- (c) to ensure uniformity of standard valuation by scrutinising the work done by others.
- (d) to keep the attendance register for examiners and to distribute and take back answer scripts from Chief Examiners.
- (e) to verify the correctness of the mark lists.
- (f) to forward the remuneration bills presented by the examiners to the Joint Registrar, after counter-signing them.

It is not necessary that the Chairman should value answer books, unless it is required to ensure uniformity in valuation.

- (6) The Chief Examiner will be responsible for
 - (a) Supervise the work of the additional examiners
 - (b) re-valuing 20% of answer books valued by the additional examiners
 - (c) valuing answer books as assigned to him by the Chairman
 - (d) distribution of answer books and mark sheets to the additional examiners under him.
 - (e) checking up the total marks in all answer books and entries in the mark sheets
 - (f) returning the answer scripts to the Assistant Registrar in charge of the camp through the Chairman
- (7) Valuation Camp will be held continuously with the exception of Sundays and Public Holidays. There will be two sessions of Valuation from 9.30 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m. All Officers/Examiners participating in the camp shall mark their attendance twice one at the beginning of each session. No examiner shall be permitted to leave the camp before 4.30 p.m. However, the Chairman can sanction leave (without remuneration/DA) to an examiner in exceptional circumstances.
- (8) General Instructions to Chairman, Chief Examiners and Additional Examiners in respect of valuation will continue to hold good for Centralised Valuation also.

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COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

GUIDELINES

FOR REVALUATION OF ANSWER BOOKS OF UNIVERSITY

EXAMINATIONS

1. Application for revaluation of answer scripts will be considered only for Examinations other than Post-Graduate Examinations, Practical Examinations, field work, sessional work, thesis submitted in lieu of a paper and Examinations for which there is provision for double valuation.
2. Application for revaluation shall be made in the prescribed form available from the University.
3. The fee for revaluation of answer scripts is Rs.250/- per paper. If different sections of questions in a Question paper are answered in different answerbooks all such answerbooks shall be treated together as a single unit/paper. The fee shall be remitted to the Cochin University Fund either in the Cash Section of the University or by Demand Draft payable to the Registrar.
4. Application for revaluation should reach the Office of the Pro-Vice-Chancellor within 15 days from the date of receipt of mark list at the respective centre of Examination unless otherwise specified by the University.
5. Applications received after the last date prescribed will not be considered under any circumstances.
6. Fee once remitted for revaluation of answer scripts will not be refunded.

Procedure for Processing the Revaluation Applications
in the Office

1. The marks originally awarded by the examiner who valued the answerscript will be blotted out before the script is given to the examiner for revaluation. The re-examiner will be provided with scheme of valuation (including value points) and the instructions supplied to the original/Chief Examiner. The marks awarded by revaluers will be recorded separately on sheets other than answerbooks to be supplied by the University.

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APPENDIX VIII TO ITEM NO:406.56

REGULATIONS FOR READMISSION OF STUDENTS TO VARIOUS COURSES OF
STUDY IN COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY.

These Regulations shall apply to all courses of study conducted by the University Departments/Schools/Recognized Institutions of Cochin University of Science and Technology and shall supersede provisions for Readmission, if any, contained in any of the existing Regulations for the various courses of study under the University.

General Conditions applicable to all categories of Readmission

1. Applications for Readmission shall be submitted by the students along with the prescribed fees to the Head/Director of the Department/School/Recognized Institution concerned of the University, who shall be competent to take an appropriate decision in the matter after due consideration of all aspects including infrastructural and other facilities available in the Department/School/Recognized Institution.
2. No student who was issued a Transfer Certificate from a Department/School/Recognized Institution of the University shall be eligible for Readmission.
3. Readmitted students shall be governed by all other Regulations (e.g.regarding payment of fees, attendance, examinations etc.) prescribed for the particular course of study except where expressly provided otherwise hereunder.
4. Readmitted students shall be considered to the super-numerary.
5. Readmission of discontinued students
 - i) Any student who, on genuine grounds and after having duly informed the Head/Director of the Department/School/Recognized Institution concerned of the University, had discontinued a course of study after having registered for the I Semester/year examination of the said course of study and is desirous of completing the same shall be eligible for readmission, subject to provisions 1-4 above.
 - ii) In the case of 2/3/4-Semester courses of study, readmission shall be sought within a maximum period of four years from the date of admission to the course of study., subject to the Regulations regarding maximum period available for the completion of the said course of study as per Regulations of the particular course of study.
 - iii) In the case of 5 to Semester courses of study, readmission shall be sought within a maximum period of six years from the date of admission to the course of study, subject to the Regulations regarding maximum period available for the completion of the said course of study as per Regulations of the particular course of study.

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iv) Readmission shall be granted only from the beginning of the semester from which the student had discontinued and the student shall undergo the remaining semester (s) of the course of study in accordance with the syllabus and scheme of examination applicable at the time of readmission.

v) Readmitted students have paid the prescribed fees for the Semester from which he/she had discontinued and shall again remit the prescribed fees, upon readmission, for the semester to which he/she is readmitted.

vi) Readmission under this provision shall be permitted only once for a particular course of study.

6. Readmission to improve Internal Assessment marks

i) A student who has failed in the examination of a particular paper(s) in a semester(s) and who would like to improve the Internal Assessment marks shall also be eligible for readmission, subject to provisions 1-4 above, if his/her Internal Assessment marks are less than 50% of the maximum marks prescribed for Internal Assessment.

ii) Such students shall be eligible for readmission only from the beginning of the semester(s) in which he/she has failed for a particular Paper(s).

iii) The students so readmitted shall be required to take all Internal Assessment Examinations as well as External Examinations of the particular Paper(s) in the Semester(s) in accordance with the Syllabus and scheme of examination applicable at the time of readmission.

iv) Students readmitted under this provision can be exempted from the regular attendance requirements by the teacher concerned but shall be governed by all other Regulations except the payment of fees to be regulated by Syndicate attendance requirement, assessment, projects, examinations etc. prescribed for the particular course of study are applicable.

7. Readmission for deficiency in attendance requirement

i) A student who was not allowed to sit for an examination because of deficiency in attendance requirement shall also be eligible for readmission, subject to provisions 1-4 above, to the semester in which the deficiency occurred.

ii) Readmitted students should have paid the prescribed fees for the semester in which he/she the deficiency occurred and shall again remit the prescribed fees, upon readmission, for the semester to which he/she is readmitted.

iii) Readmission shall be granted only from the beginning of the semester for which the deficiency occurred and the student shall undergo the remaining semester(s) of the course of study in accordance with the syllabus and scheme of examination applicable at the time of readmission.

iv) Readmission under this provision shall be permitted only once for particular course of study.