

444

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

MINUTES OF THE 444th MEETING OF THE SYNDICATE HELD

ON 24-11-2001

Place of Meeting : Administrative Buildings, New
Kochi - 682 022.

Time : 11.00 am
(8....)

Members Present :

- 1) Dr.N.Unnikrishnan Nair (in the Chair)
Vice-Chancellor
- 2) Sri.V.K. Ebrahimkunju, MLA
- 3) Dr. Babu.T.Jose
- 4) Sri.M.K.Purushothaman
- 5) Dr. N.Chandramohanakumar
- 6) Sri. K.Mohammed Ali, MLA
- 7) Dr. C.K. Sasidharan
- 8) Dr. D. Rajasenani
- 9) Prof. M.J. Jacob
- 10) Dr. M.I. Savadatti
- 11) Dr. K.P. Rajappan Nair

Also Present :

Dr. K.V. Kunhikrishnan
Registrar

Item No. 444.01 : Action taken reports of the minutes
of the 430th meeting of the Syndicate
(8....)
held on 30.12.2000, 431st meeting
held on 15.01.2001, 432nd meeting
held on 31.01.2001, 433rd meeting
held on 17.02.2001 and 434th meeting
held on 13.03.2001.

The Syndicate noted the action taken reports on the minutes of the meeting of the 430th meeting of the Syndicate held on 30.12.2000, 431st meeting held on 15.01.2001, 432nd meeting held on 31.01.2001, 433rd meeting held on 17.02.2001 and 434th meeting held on 13.03.2001 and approved the same.

Item No. 444.02 : Confirmation of the minutes of the 443rd meeting of the Syndicate held on 20.10.2001.

The minutes of the meeting of the 443rd meeting of the Syndicate held on 20.10.2001 was confirmed with the following emendations :

(...2)

1. In item No. 443.02, the following be added :

"Item No. 443.02 : Report of the Committee constituted to study various aspects of granting of recognition and to review the status of research institutions already recognized by the University.

The Syndicate considered the Report submitted by the Committee constituted to study various aspects of granting of recognition and to review the status of research institutions already recognized by the University.

Resolved that the recommendations of the Committee under Section 2 - Recognised Research Institutions - be accepted".

2. In item No. 443.04, resolution under paragraph (iv) be modified as follows :

"Smt. E.J. saramma be reinducted into the Technical Cadre (Scientific) and granted placement as Technical Assistant Gr.II and Gr.III w.e.f. 27.7.1989 and 27.7.1994 respectively, and Sri. P.K.Velayudhan, Department of Ship Technology as Technical Assistant Grade I, Grade II and Grade III from 27.7.1989, 1991 and 1996 respectively, depending on the date on which he acquired qualification with monetary benefit from 20.6.1998, date on which relaxation of qualification was resolved by the Syndicate."

3. In item No. 443.10, the resolution be recorded as follows:

"Resolved that the matter be deferred for consideration after examining all aspects in detail."

4. In item No. 443.11, the resolution be deleted and replaced with the following :

"Arising out of the discussion on the adoption of G.O.(Rt.) No. 1093/2001/H.Edn. dated 10.7.2001 relating to definition of NRI for admission to professional degree courses in the University, it was resolved that -

(a) The definition of the NRI prevailing in the University be modified as "Any candidate sponsored by a Non-resident Indian".

Also resolved that the present strength of 30 seats for M.Sc. Software Engineering course run by the School of Engineering be increased to 40, and 10 per cent of total seats be reserved for NRI candidates. A one-time fee of Indian Rupees equivalent to 3000 US dollars be fixed for NRI candidates for this course as well as candidates for the BCA course." This resolution be made applicable to all courses in the University.

5. In Item No.443.12, the resolution be deleted and replaced with the following :-

"Resolved that this item be referred to the Academic Council after obtaining the legal opinion".

(...3)

6. In item No.443.24, in the opening paragraph and in the resolution the words "Clause 3(1) and" be added before the words "amendments to" and "Clause 4(1)".

7. In item No. 443.25, the resolution under Sl.No.(1) be "The overdue charge be raised from 10 ps. per day to 25 paise per day for books overdue."

8. In item No. 443.49, the second paragraph of the resolution be deleted and substituted with the following :

"Further resolved that the powers vested with the Syndicate to grant all kinds of leave to teaching/non-teaching employees of the University including LWA be delegated to the Vice-Chancellor."

Item No. 444.03 was withdrawn since it was already considered in the last meeting.

Item No.444.04 : Developments of land by earth filling - Request from M/s.Poonam Grah Nirman (Pvt) Ltd. for releasing retention money - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committees on Finance and Purchase and Works, the matter of releasing retention money M/s. Poonam Grah Nirman (Pvt) Ltd., Contractors of the development of land by earth filling at the site of Cochin University College of Engineering, Pulinkunnu.

Resolved that this item be deferred for consideration till receipt of the recommendations of the sub committee constituted by the Syndicate to study the financial position of School of Engineering and Cochin University College of Engineering.

(Pl.A)

Item No. 444.05 : Centralised purchase of computers for various Departments/Offices - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the constitution of purchase committee to make recommendation on the purchase of computer for various Departments/Offices.

Resolved that all proposals relating to purchase of computers and related accessories be scrutinized and recommended by the committee consisting of the following:

- 1) The Registrar as Chairman and Convener
- 2) The Finance Officer or his representative
- 3) The Deputy Registrar (Admn.I)
- 4) The Head, Department of Computer Applications/Computer Science/Information Technology (CES)
- 5) The Head of the Department Concerned.

(Ad.C)

Item No. 444.06 was deferred for consideration.

(...4)

Item No. 444.07 : Establishment - Filling up of the vacant post of Instrument Technician ~~xx~~ and Storekeeper Grade III in the International School of Photonics on regular basis.

The Syndicate considered, along with the recommendations of the Standing Committees on Staff and Establishment, and Finance and Purchase, the request from the Director, International School of Photonics to fill up the vacant posts of Instrument Technician and Storekeeper Grade III in the International School of Photonics on a regular basis.

Resolved that necessary steps be taken to fill up the vacant posts of Instrument Technician and Storekeeper Grade III in the International School of Photonics on a regular basis.

(Ad.A)

Item No. 444.08 was deferred for consideration.

Item No. 444.09 : Sports quota admission - Regarding.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the matter of reviewing the present system of admission of candidates under sports quota to various courses within two weeks.

Resolved that a sub committee consisting of the following be constituted to look into the matter and submit recommendations in the matter.

- 1) Dr. Babu T. Jose (Convener)
- 2) Dr. N.Chandramohanakumar

(Ac.A)

Item No. 444.10 : Books in Central Library written off - Objections raised by Deputy Director of Local Fund Audit (Higher Grade).

The Syndicate considered, along with the recommendations of the Standing Committee on Finance and Purchase, the objection raised by the Deputy Director of Local Fund Audit (Higher Grade) on the decision of the Syndicate to write off 1357 Nos. of missing books worth Rs.3,46,705. 18 and 235 Nos. of missing books received as gift to the University Central Library (as per U.O.No.Ac.A2/5230/84 dated 16.12.1998.)

4 Resolved that the University Librarian be asked to furnish an exhaustively detailed comments/clarifications on each of the point raised by the Deputy Director of Local Fund Audit (Higher Grade) in the matter and furnish a comprehensive report for consideration of the Syndicate.

(Ac.A)

Item No.444.11 : Establishment - Request of Sri..V.S. Sukumaran, Technician I, Department of Instrumentation for revising the higher grade pattern of his post to that of Lab/Library Assistants - Regarding.

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

(...5)

Establishment, and Finance and Purchase, the request of Sri.V.S. Sukumaran, Technician I, Department of Instrumentation for revising the higher grade pattern of his post that of Lab/Library-Assistants.

Resolved that the higher grade scheme of Lab/Library Assistants existing in the University be extended to Sri V S Sukumaran and Sri T V Manoharan, Workshop Attenders and they be placed in the appropriate higher grades.

Further resolved that the financial benefits on account of this be granted only with effect from the date of Syndicate decision ie., 24.11.2001.

(Ad.A)

Item No.444.12 Report of the Syndicate Sub Committee constituted for discussion with CUBSA.

The Syndicate considered the recommendations made by the sub committee constituted for discussion with the office bearers of Cochin University B Tech Students Association.

The Syndicate considered the recommendations made by the Sub Committee and resolved that-

1. The recommendations of the sub committee regarding construction of hostels be approved. A detailed proposal including financial commitments be forwarded by Director, Centre for Engineering Studies after receiving the reports of the Syndicate Sub Committee reviewing the financial position of the School of Engineering and Cochin University College of Engineering, Kuttanad.
2. Overhead charges be fixed at 20% except on the interest accrued on Deposit.
3. A lean to roof be provided ~~be~~ front and rear of the present canteen as recommended by the Engineering Unit.
4. Steps be initiated for opening a pay office of State Bank of India in the Campus.
5. A teacher in School of Engineering Studies be designated as Faculty in charge of sports under the supervision of the Department of Physical Education. Services of coaches from sports council be secured for training students in various disciplines.
6. Proposal for Lab Block Information Technology and Computer Science be approved, subject to the financial viability of the project got examined after the report from the Sub Committee to look into the matter is received.
7. Group Insurance Scheme be made applicable to students of constituent institutions under Centre for Engineering Studies.
8. The matter of University representation be deferred for detailed study.

(...6)

9. School of Engineering be restructured into 4 divisions as proposed and 4 posts of peons be created and one Peon be allotted to each division.

10. The Principal School of Engineering (i) to submit proposals in regard to providing internet facility (ii) call meeting of the P T A (iii) initiate steps for an Alumni Association and for making study tours a part of curriculum (iv) to initiate action on (b) and (c) item No.16 of the report. (Appendix I).

(CES)

Item No.444.13 Grievances faced by the students of the Department of Instrumentation - Consideration of.

The Syndicate considered, along with the recommendations of the Standing Committee on Academic Matters, the memorandum submitted by the students of the Department of Instrumentation in the light of the report of the Vice-Chancellor on the actions taken in the matter.

Resolved that the Vice Chancellor be authorised to take appropriate action in the matter.

(PL (UGC))

Item No.444.14 Duplicate degree certificates - Fee for issuing - Fixing of.

The Syndicate considered, along with the recommendations of the Standing Committees on Academic Matters and Finance and Purchase, the matter of fixing fee for issuing various duplicate degree certificates of the University.

Resolved that double the normal rate of fee be charged for issue of duplicate certificates in addition to search fee at normal rate in the practice now.

(Ac.A)

Item No.444.15 Report of the Standing Committee of the Syndicate on Examination Matters - Consideration of.

The Syndicate considered the report of the Standing Committee of the Syndicate on Examination Matters and the specific recommendations made by the Committee relating to the problems faced by the Examination Wing.

Resolved that considering the enormous increase in the workload from 15 recognized constituent colleges, as an initial step, 12 posts of Assistant Grade II be created on a temporary basis till the end of the financial year 2001-02 without adding financial commitments to the Government on Non-Plan fund allocation.

Further resolved that other recommendations of the Standing Committee at II Valuation Campus be approved for implementation.

(Ad.A/Exam)

Item Nos.444.16 and 444.17 were deferred for consideration.

Item No.444.18 Resolution to implement G O (MS) No.134/85 GAD dated 6.4.1985 - Reconsideration of-

The Syndicate reconsidered the decision taken vide minutes item No.429.02 (and amended vide item No.430.03) in the matter of adoption of the G O (MS) No.134/85/GAD dated 6.4.1985 relating to the promotion of non-graduate assistants in the University with reference to the request of Sri P A Thomas, retired Hostel Manager (in the light of the observation that the resolutions are vitiated by rules and the present resolution will reopen an issue already settled by the Honourable Higher Court of Kerala).

Resolved that the Vice Chancellor be authorized to take appropriate decision after considering the proposal of granting to Sri P A Thomas, Hostel Manager (Retd.,) the higher grade scale of pay of Section Officers Rs.7200-11400 with effect from 5.5.2000 or alternatively, the scale of pay of Assistant Registrar Rs.7800-12975 with effect from the above date and settle the pensionary benefits accordingly", as a special case.

(Ad.A)

Item Nos.444.19 to 444.51 were deferred for consideration.

Item No.444.52 Ph D thesis entitled "Hindi Aur Konkani Sannaom Ka Aithihasik Evam Tulanatmak Adhyayan" submitted by Sri Hareendra Sarma P R - 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 Hareendra Sarma P R, Full Time Research Student, Department of Hindi, Cochin University of Science and Technology, Kochi-682 022 who worked under the guidance of Dr L Suneetha Bai, Department of Hindi, Cochin University of Science and Technology, Kochi - 682 022.

Resolved that Sri Hareendra Sarma P R be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Humanities for his thesis entitled "Hindi Aur Konkani Sannaom Ka Aithihasik Evam Tulanatmak Adhyayan".

(Exam)

Item No.444.53 Ph D thesis entitled "Dynamic and Thermo Dynamic Structure of the Monsoon Boundary Layer over India" submitted by Smt Leena P - Evaluation reports and minutes of viva-voce examination - Consideration of.

The Syndicate considered, the individual reports of the Examiners, recommendations of the viva board, and the minutes of the viva-voce examination in respect of the Ph D thesis submitted by Smt Leena P, Part Time Research Student

Department of Atmospheric Science, Cochin University of Science and Technology, Kochi - 682 016 who worked under the guidance of Dr C A Babu, Lecturer, Department of Atmospheric Science, Cochin University of Science and Technology, Kochi - 682 016.

Resolved that Smt Leena P be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Marine Sciences for her thesis entitled "Dynamic and Thermo Dynamic Structure of the Monsoon Boundary Layer over India".

(Exam)

Item No.444.54 Ph D thesis entitled "Preparation and Characterisation of Spinel Ferrites - Their Incorporation in Rubber Matrix and Evolution of Properties" submitted by Smt Sindhu S - Evaluation reports and minutes of viva-voce examination - Consideration of.

The Syndicate considered, the individual reports of the Examiners, recommendations of the viva board, and the minutes of the viva-voce examination in respect of the Ph D thesis submitted by Smt Sindhu S, Full time Research Student, Department of Physics, Cochin University of Science and Technology Kochi - 682 022 who worked under the guidance of Dr M R Anantharaman, Department of Physics, Cochin University of Science and Technology, Kochi - 682 022.

Resolved that Smt Sindhu S be declared eligible for the award of the degree of the Doctor of Philosophy under the Faculty of Science for her thesis entitled "Preparation and Characterisation of Spinel Ferrites - Their Incorporation in Rubber Matrix and Evolution of Properties".

(Exam)

Item Nos. 444.55 to 444.61 were deferred for consideration.

Items outside the agenda:

(1) The Syndicate considered the matter of renewal of the recognition granted to the College of Engineering, Thrikkaripur (Kasargod District) (under the aegis of Co-operative Academy of Professional Education) for the academic year 2001-2002.

Resolved that a sub committee of the Syndicate consisting of the following be constituted to visit the College of Engineering, Thrikkaripur and make recommendations.

1. Dr Babu T Jose
2. Dr C K Sasidharan
3. Joint Registrar (Academic) - Secretary

(2) It was brought to the notice of the Syndicate that the University Engineer has assessed the losses to University property due to the agitation of students on 17th September 2001 comes to Rs.12,422/-.

Resolved that steps be taken to recover this amount from the following students: Sri P K Baby, Nawas, R Aravind, Aby, Jayadev, Asif, P Prasanth, Bipin and Manish.

(3) The Vice Chancellor brought to the notice of the Syndicate the requests from the Heads of Departments of School of Environmental Studies, Computer Applications and Applied Economics the urgent need to fill up certain vacant teaching posts.

Resolved that-

- a) One vacant post of Lecturer in the School of Environmental Studies be filled up immediately by notifying the post.
- b) Four posts of Lecturers in the Department of Computer Applications be filled up immediately by notifying the posts.
- c) Dr Martin Patrick, Senior Lecturer in Economics, Maharaja's College, Ernakulam (whose name was recommended by the Departmental Council be appointed as Lecturer in the Department of Applied Economics on deputation basis for a period of two years.

(4) The Syndicate considered the matter of making appointments to the following non-teaching posts which were notified and applications received.

1. Assistant Grade II
2. Sweeper Cum Cleaner
3. Room Boys

Resolved that-

- a) The Unit of International Relations and Academic Affairs (IRAA) be entrusted the responsibility to conduct selection tests for recruitment of Assistant Grade II.
- b) The post of Room Boys notified earlier be re-notified with the same qualifications. The applications already received in response to the earlier notification may also be considered.
- (5) The matter of re-employment of temporary security guards and other employees working on daily wages in the University with small breaks was considered by the Syndicate.

Resolved that legal opinion be sought on the continuation of daily wages employees beyond 179 days and to re-employ the existing staff till a final policy decision is taken by the Syndicate.

(6) The Syndicate discussed a proposal for converting the Cochin University of Science and Technology to a technical University.

Resolved that a Sub Committee of the Syndicate consisting of the following may examine the proposal and make recommendations on it after discussion with representatives of the staff and students of the University.

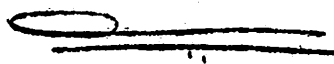
Dr Babu T Jose (Convener)
Sri K Mohammed Ali, MLA
Sri V K Ebrahimkundu, MLA
Dr N Chandramohan Kumar
Dr D Rajasenan

(7) It was pointed out that in the guidelines for implementation and administration of research schemes/projects issued by the University vide U O No. PLB1/5706/98 dated 14.9.1999 the distribution of overheads sanctioned against the project is: 50% to the Principal Investigator to augment/improve facilities for his/her research, 25% to the concerned DDF and the balance 25% to the CUF. A representation received from the Principal Investigators was put forward to the Syndicate to change this distribution of overheads sanctioned against the project.

Resolved that the overheads sanctioned against the scheme/projects be distributed as follows:

50% to the Cochin University Fund.
40% to the Principal Investigator to augment/improve facilities for research
10% to the Department Development Fund

The meeting came to an end at 1 p.m.


R E G I S T R A R

Kochi - 682 022
04.12.2001

Appendix I

Report of the Syndicate Sub Committee Constituted for Discussion with the Office Bearers of CUBSA

A sub committee was constituted by the Syndicate in its 439th meeting on 7th July 2001 consisting of Sri Mohammed Ali, MLA, Dr P Rajappan Nair and Dr Babu T Jose to hold discussions with office bearers of CUBSA on a memorandum submitted by them. The first meeting was held on 15.08.2001 by Sri K Mohammed Ali and Dr Babu T Jose. The demands/grievances of B Tech students were discussed broadly and the students were asked to submit a detailed memorandum spelling out clearly their requirements which were discussed in the next meeting held on 13.09.2001.

The second meeting with office bearers of CUBSA was held on 13.09.2001 where Dr K P Rajappan Nair and Dr Babu T Jose held discussions with CUBSA office bears in the Syndicate room at 3 p.m.

The students had brought a memorandum consisting of 21 demands. A copy of their letter is appended. The points are discussed below one by one:

1. Construction of Hostel without delay:

The students requested that construction of hostels for boys and girls may be taken up urgently. The hostel fee structure should be made reasonable. The Parent-Teacher Association should be fully involved to finalise rent etc. of the hostel.

The committee feels that whatever money can be set apart for hostels as one time grant-in-aid for the girls and boys hostel from the funds we have at present may be allocated for the hostel through budget provisions. The buildings may be planned as proposed earlier (300 seated for men and 200 seated for women) But the construction may be planned in stages such that the first stage may be completed with the funds now available. Refundable interest-free deposit and monthly rent may be fixed in consultation with the parents and teachers of B Tech students.

2. University 15% Overhead:

The students requested that overhead charges of 20% collected from students may be reverted to the earlier rate of 15%

Syndicate may decide

3. Canteen: Any new canteen building should be built. Lean to roof may be provided in the front and rear of the present canteen.

The lean to roofs may be provided immediate for which sanction has already been taken by the Engineering Unit. A major canteen building may be constructed and civil engineering division may be requested to provide the plan urgently.

4. Removal of Bank Charges: Students expressed their objection to the bank of Rs.10/- for every transaction collected by SBT. They pointed to the lack of space in the bank and fact that all students of SOE remit the fees directly to the bank. They suggested that SBI or any nationalised bank may be requested to open a branch in the campus with working hours suitable to B Tech students.

The Finance Officer may hold discussions with SBT regarding the bank charges of Rs.10/- Since the Automatic Telling Machine is being provided in the campus by SBI, a branch or pay office of SBI can be opened in the campus, for the convenience of B Tech students.

5. Physical Education Department: The students demanded that a Physical Education Department with staff and equipments should be provided.

The committee feels that a lecturer interested in sports activities may be designated as faculty-in-charge of the physical education activities of School of Engineering. Funds may be made available for arranging coaches from Sports Council for the training of the students. Creating any permanent posts may not be desirable at this stage.

6. New Lab Block for IT and Computer Science: Students pointed out that there are about 460 students in Computer Science/IT divisions and there is no laboratory block for them. Funds should be allotted for this immediately.

Plan of building exclusively for CES/IT divisions has already been prepared by Civil Engineering Division. It is recommended that a sum of Rs.2.5 crores may be set apart for this building in the budget this year itself.

7. Medical Inspection Fee: Students suggested that medical inspection fee should be converted to Group Insurance Scheme and SOE should have a link with a good Hospital nearby.

The suggestion of Group Insurance was made by CES about 2 years back and the Registrar was requested to finalise the details after holding discussions with the Insurance Agencies. The suggestion of the students should be welcomed and the Registrar, Principal, SOE and Director, CES

may be requested to make arrangements for Group Insurance and explore the possibilities of a tie up with a good hospital nearby.

8. University Union Representation: The students pointed out that there is only one Councillor representing the 2000 and odd students in the University Union. They wanted representation at the rate of one councillor per year per branch.

Syndicate may decide

9. School of Engineering: For the smooth working of the SOE, the Departmental Heads should be given greater freedom and office assistants as given to the University Departments. The six departments may be provided with their own Office staff, funds etc.

SOE at present consists of six divisions. This may be restructured to four full fledged departments as shown below under the School of Engineering

- (1) Department of Civil Engg. (2) Department of Mechanical Engg. (3) Department of Electrical and Electronics Engg. (4) Department of Computer Science and Information Technology. This will have equitable distribution of faculty. (20 to 25) and students around 500.

10. The internet and library timings should be extended from 8.00 a.m. to 8.00 p.m. and necessary staff position may be created.

The Principal, School of Engineering may be requested to extend the present timings of library and internet facility. He may be asked to submit the details of additional posts required for this in library and internet lab.

11. P.T.A may be formed immediately or Rs.500/- collected May be refunded.

A committee was constituted in a meeting of parents called by former V.C. The Registrar is the convener of the Committee. He may be requested to call a meeting of the committee and initiate action of the request from students.

12. Alumni Association:

As Alumni Association may be informed.

The Principal, School of Engineering/Director, CES may be requested to take action on the request.

13. A new Bus for S.O.E.

A new bus may be procured or run out rent. Additional trip may be arranged as per demands on rent.

14 Official tours

Two official tours may be included in the curriculum.

Principal, SOE may be requested to forward proposals.

16. Examinations

- a) Pass marks should be reduced to 40% from 45%
- b) A special supplementary examination may be given for VIII the Semester students.
- c) The date of publication of results should be given in the examination notification which should be within two or three months.
- d) A separate Deputy Controller of Examination for faculty of engineering may be appointed.
- e) Revaluation results should be within 30 days.
 - a) This should be taken up by various academic bodies starting from Board of Studies
 - b) This may be arranged
 - c) This is recommended for implementation
 - d) A post of Deputy Controller for examinations coming under faculty of engineering may be created on experimental basis for three years.
 - e) Recommended

16. CUBSA

- a) Action may be taken against those involved with the University Arts Festival.
- b) Enquiry be ordered against 50,000/- allegation
- c) Charges levelled against former CUBSA office bearers
 - (a) (b) (c) Syndicate may consider

Former office bearers have returned the trophies and shield to the Director, CES

1. Sri Mohammed Ali, MLA
2. Dr P Rajappan Nair
3. Dr Babu T Jose

Appendix II

Interim Report submitted to the Syndicate by the Standing Committee on examination matters regarding the functioning of the Examination wing.

The Committee met on 18-1-2001, 3.2.2001 and 14.2.2001 and decided to submit an interim report to the Syndicate on 17.2.2001.

The committee examined the data pertaining to the number of examinations, number of candidates appearing for each examination and present staff strength of the examination wing, which are given as appendix. A detailed statement of the income and expenditure from the Finance Section is awaited before finalising the report. Separate discussions were made with:

1. The Joint Registrar (Exams)
2. The Deputy Registrar's (Exams).
3. Assistant Registrar's (Exams).
4. Section Officers (Exams)
5. Cochin University Employees Association represented by Sri.Johnny Basil and Sri.M.A.Aboobaker
6. Cochin University Employees Union represented by Sri.G.Chandradath and Sri.M.D.Peethambaran.

The written representations given by the three Deputy Registrars and the Employees organisations were also discussed. The following are the preliminary observations and the interim recommendations.

I Lagging of Examinations

Even though there is an examination calendar for the University, it could not be followed strictly due to several reasons such as

- a) the semesters for all the courses do not commence simultaneously or end at the same time.
- b) Examinations have to be postponed several times based on
 - i) requests from students for reasons such as arts festival, sports meet, demands for more time for preparation etc.
 - ii) non-submission of internal assessment marks in time.

Recommendations:

- i) Admissions are to be centralised and classes are to be started on same date. P.G. Admissions are to be completed by August and B.Tech admissions by September. Classes for B.Tech should commence in November.

- ii) A panel of Guest Lecturers is to be prepared by the Department Council and got approved by the Vice-Chancellor before July every year. Taking into consideration the workload, sanction should be obtained regarding their appointment prior to the commencement of the classes.
- iii) The Heads of Departments shall be directed to submit internal marks at least 10 days before the commencement of Examinations after completing all the formalities. Examination is part of duty and dereliction of duty shall attract disciplinary actions. Instances where a faculty member fails to give internal marks in time shall be brought to the notice of the Vice-Chancellor by the Head of the Department.
- iv) An Academic Calendar which includes dates of examination is to be prepared. This should be prepared taking into consideration all extra curricular activities. Examinations should be scheduled strictly according to the Calendar. In invariable circumstances such as natural calamities, hartal, etc, the Controller of Examinations shall reschedule the examination with the concurrence of the Pro-Vice-Chancellor. Other requests for postponement shall be entertained only with the permission of the Syndicate.
- v) For post Graduate Examinations the Controller of Exams shall send the list of examiners to the Head of the Departments who shall be entrusted with the work of distributing the answerbooks to the internal as well as external examiners from the Department under intimation to the Controller of Examinations.

II. Shortage of Examiners/Setters

The panel of examiners submitted by some Board of Studies has become obsolete in many cases. Some examiners including the faculty of Cochin University of Science and Technology itself are hesitating to take up examination duties assigned to them.

Recommendation:

- i) The Board of Studies should update the panel of examiners every year. The panel should contain a minimum of 10 examiners for each paper. The Chairman, Board of Studies should communicate the list to the Controller of Examinations and he should ensure that the updated list is received before June in every year.
- ii) The Controller of Examinations should report to the Vice-Chancellor the names of faculty of this University who hesitate to take up examination duties for taking necessary action.

III. The number of examinations:

The number of examinations have increased substantially. This year recognition is given to three new Engineering Colleges and it is anticipated that a number of new Engineering Colleges are also to be given recognition. Further introduction of new courses in the University Departments increases the quantum of work in the P.G. Sections. In view of the above, adequate staff, necessary infrastructure and space are to be provided.

IV Providing a Vehicle for the Exam. Wing.

The vehicle that was allotted to the Examination wing has recently been auctioned. Examination stationery and other materials are to be supplied at various centres spread over the entire state i.e., from Vadakara to Pathanamthitta. Also the answerbooks are to be collected from these centres. As such speedy evaluation of answer books shall be accomplished by delivering the same to the examiner and getting it back. The expenses for direct delivery of the scripts will not be high in view of the postal expenses if they are sent by registered post. Scrutiny and revaluation are time bound and for this examiners are to be approached urgently. Hiring of private vehicles is not feasible in view of the confidential nature of the work involved.

Recommendation

Steps should be taken to procure a suitable vehicle to the examination wing within three months. For the time being, one of the staff cars shall be deployed to the examination wing.

V Shortage of staff:

The examination wing as a whole is facing acute shortage of staff. At present there are 5 Assistants on daily wages and the leave vacancies in the sections is yet to be filled up. Taking part in the discussions, the officers expressed their views and suggestions for improving the functioning of the wing. In Cochin University of Science and Technology, unlike in other Universities, the valuation and tabulation are done in the tabulation section itself. Also the number of papers for each examination is also high. Bifurcation of some sections is also necessary.

Recommendation:

- 1) For the time being, as an interim arrangement one Assistant shall be provided in the Examination wing.

- ii) A norm regarding the ratio of candidates to Assistants is to be made. This shall be finalised and submitted in the final report.

VI. Valuation Camps

A guideline for the conduct of Centralised valuation camps is to be arrived at. Remuneration to the non-teaching staff deputed for the camp, the number of days that can be allowed for preparation and winding up of the camp etc., is to be decided upon.

Recommendation:

A norm regarding the conduct of Centralised Valuation Camp shall be submitted in the final report after ascertaining the practice followed in other Universities.

VII. Other recommendation:

- i) Adequate space must be provided to the Examination Wing.
- ii) Staff on daily wages must be replaced by regular staff.

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

REPORT OF THE STANDING COMMITTEE ON EXAMINATION MATTERS REGARDING
THE FUNCTIONING OF THE EXAMINATION WING

The interim report submitted earlier may be accepted as the final one with the following additions.

I. STAFF PATTERN IN EXAMINATION WING.
(Considering the pattern of work, the Exam. Wing can be seen in 4 headings viz., General, P.G. Examination UGC Examination and Controller's Office).

A. General

1. Examination C Section - The existing C Section has to be bifurcated.

C1-Purchase, preparation and supply of stationary, printing - I Section Officer + 1 clerical Assistant + 1 Assistant + 1 Poen.

C2 - Payment of remuneration, matriculation, recognition, issue of migration Certificate - I Section Officer + 3 Assistants.

2. Examination A Section - Ph.D Appointment of examiners and setting of Question papers for undergraduate courses, notification - I Section Officer + 3 Assistants,
3. Examination (confidential Unit) Existing structure and duty + 1 additional Assistant for preparing and communicating confidential mark lists.
4. Poens - 2 more
5. Typist - 1 pool officer + 2 Section Officer + 8 typists + 1 clerical Assistant for despatch.

B. Post Graduate Examinations

With the introduction of credit system of evaluation, the PG Examination work will be totally decentralized. Question paper setting, conduct of examination, evaluation, tabulation of marks and finalisation of results will be done in the Departments itself for all semesters except the final semester. Along with the final semester examination, the Examination wing will conduct the verification of marks, preparation and issue of mark sheets and issue of provisional certificate.

Considering the reduction in work, the PG Examination requires only one section with I Section Officer and three assistants - Examination B Section.

The sections D and E shall be dissolved. As the present examination schedule will be over by only 2002 (2000 admission) as ad hoc arrangement section D and E shall be dissolved after the completion of the PG Examinations of the 2000 admission. It may also be considered whether all the examinations to be conducted in the PG after July 2001 be decentralized and entrusted with the Departments.

C. Undergraduate Examinations

The Undergraduate Examination wing may be reorganized in the following lines.

1. 1 Assistant per 750 candidates
2. One section shall contain 1 section Officer and 3 Assistants.
3. No assistant post be created for less than 500 candidates. Any such number may be shared by the then existing sections/Assistants.
4. No section may be formed with less than 2 Assistants.

D. Controller's Office

The Controller of Examinations Office may be strengthened with one S.O. and one more Assistant and a Steno Typist.

II. VALUATION CAMPS

The centralized valuation camps should be provided with a staff pattern as given below.

1. Camp Officer - Section Officer
2. Assistant Camp Officers -
upto 5000 - 2 Assistants
Above 5000 upto 10000 - 3 Assistants
Above 10000 upto 20000 - 4 Assistants
Above 20000 candidates - 2 camps
3. Preparation days - One man day per 800 papers
4. One Chairman for each semester and one Chief Examiner per each branch/subject.
5. Winding up - 2 days
6. Poens - to be deputed by the C.E after considering the requirement.

Duties

Camp Officer - Along with the over all supervision of the Camp, the Camp Officer shall draw the advance and disburse the TA/DA etc. to the examiners and other personnels appointed for the camp. The advance shall be adjusted with proper vouchers directly with the Finance/Audit Department.

Assistant Camp Officers - Distribution of answer scripts to examiners and collection of

The same and mark lists after the valuation. Assistant Camp Officers shall start decoding of the register numbers from the 3rd day onwards of the camps. They may assist the Camp Officer as and when Necessary.

Handling charges to Class IV employees . may be done as is done in other Universities in Kerala.

Selection of Staff to Camp . Staff to the camp may generally be selected from the Undergraduate examination wing. The criteria may be a combination of willingness, seniority and rotation. In special circumstances the C.E. will have the freedom to depute any of the staff from any of the sections in the examination wing for the job.

Conduct of the Camp.

1. The Camp shall be started at least 2 days before the starting of the valuation. The maximum number of days that can be taken as preparation days are subject to the provisions given above.
2. Separate meeting of all the examiners and Chief examiners for each paper be conducted on the morning session of, starting day of the valuation camp to prepare the answer keys/scheme of valuation to questions. The valuation should be done according to the Keys.
3. The decoding of the register numbers should start on the 3rd day of the valuation camp. Marks after decoding should be handed over to the tabulation section immediately after the conclusion of the camp.

Revaluation

The preparation of the answer scripts for the revaluation shall be done in the respective sections where tabulation work has been done. The preparation will include shading/masking of all the marking of the first valuation.

All the requests for a particular semester shall be pooled together and the revaluation shall be done as a valuation camp. The norms for the conduct of the camp has to be adhered in the revaluation camp also.

The appointment of the examiners for revaluation shall be done by section A itself. If the number of requests for revaluation in a particular subject is lower than the number of papers an examiner can value a day then the revaluation may be done by sending the answer scripts to the examiners by the Controller directly.