

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY



**CONFIRMED MINUTES OF THE 544th MEETING OF THE SYNDICATE
HELD ON 20.06.2009 AT 10.00 A.M IN THE SYNDICATE HALL OF THE UNIVERSITY.**

Members present:

1. Vice-Chancellor (in the Chair)
2. Pro-Vice-Chancellor
3. Dr. K.N.Chandrasekharan Pillai
4. Dr.V.P.N. Nampoori
5. Shri. V. Prasenani, Additional Secretary (Finance)
6. Shri. N.K.Vasudevan
7. Prof. P.O.J Lebba
8. Adv. K. Mohanachandran
9. Dr. S.Salim
10. Kum. Asba V.V
11. Shri.Alphons Kannamthanam
12. Prof. Joy Job Kulavelil
13. Dr. Kuncheria P Issac, Director of Technical Education
14. Shri. M. Mohammed Basheer, Joint Secretary (Higher Education)
15. Dr. I.S.Bright Singh

Also present :

Dr. N. Chandramohanakumar
Registrar

Item No.544.01 Confirmation of the minutes of the 543rd meeting of the Syndicate held on 29-05-02009

The Syndicate considered the draft minutes of the 543rd meeting of the Syndicate held on 29.05.2009 with the following emendations:-

During the discussion on item No. 544.01, confirmation of minutes, members expressed concern over the delay in circulation of the Draft Minutes and the Vice Chancellor informed the Syndicate that steps will be taken to circulate the minutes within 10 days after the meeting.

It is also resolved to announce the schedule of the meeting of the Syndicate in the CUSAT website and to inform the members through e-mail and SMS.

A few of the members expressed their concern over the delay in the inquiry into the allegations of difficulties faced by the SC/ST candidates in Admissions 2007 for the various courses in the University.

The Syndicate resolved to politely request the Commission of Inquiry as to how long it will take to complete the inquiry.

In the Special item reported by the Vice Chancellor, item No. 1, the spelling in the name 'Dr. Godfrey Luis' is corrected as 'Dr. Godfrey Louis'.

In item No. 543.16 – in the resolution, the spelling of Dr. Godfrey Luis be corrected as Dr. Godfrey Louis, the word "(Chairman) be added after Pro-Vice-Chancellor and the word (Convener) be added following Dr. Joy Job Kulavelil. The sentence 'Prof. Joy Job Kulvelil will be the Convener of the Committee' is deleted.

The Syndicate considered the item No. 541.23 for amendment and resolved to delete last two lines of the resolution.

Item No.544.02 Restructuring of the pattern of officers under the Right to Information Act.

The Syndicate considered the matter of restructuring of the pattern of officers under the Right to Information Act in the administrative office and in the Departments/Schools/Institutions/Centers.

The Syndicate resolved to approve the pattern given in the **Appendix- I** for the administrative office and in the Departments/Schools/Institutions/Centres, the structure as decided by the Syndicate on 8.5.2006 and conveyed vide U.O. No. Ad.A4/215/2005 dated 17.5.2006 **Appendix II** shall continue.

The Syndicate further resolved that the payment of fees with respect to requests to the Departments/Schools shall be remitted in the name of the Head of the Department/Schools and for request to Administrative Office the fees shall be in the name of Registrar, Cochin University of Science and Technology.

The Syndicate also resolved that the Public Information Officer may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties and any officer whose assistance has been sought shall render all assistance to the Public Information Officer and such Officer shall be a Deemed Public Information Officer as per Section 5(5) of the Act.

Ad.A

Item No.544.03 Medical Clinic in the University Campus in Co-operation with the Co-operative Medical College, Kochi – Report of the meeting – Reg.

The Syndicate considered the report of the meeting , Registrar and Convener of the Standing Committee of the Syndicate on Staff and Establishment had with the authorities of the Co-operative Medical College, Kochi on 8.5.2009 regarding the setting up a Medical Clinic at the University Campus,CUSAT

The Syndicate resolved to approve the report (Appendix III).

Ad.A

Item No.544.04 Extension of tenure of temporary post of Assistant in Kunjali Marakkar School of Marine Engineering – Reg.

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase and Staff & Establishment, the matter of extension of the tenure of the temporary post of Assistant in the Kunjali Marakkar School of Marine Engineering which expires on 16.7.2009 for a further period of one year w.e.f. 17.7.2008.

The Syndicate resolved to extent the tenure of the temporary post of 'Assistant' for a further period of one year with effect from 17.07.2009.

Ad.A

Item No.544.05 Department of Engineering –Appointment of Mr. C.K. Georgekutty as University Engineer on contract basis with effect from 01.12.2008 – Reporting of action of Vice Chancellor and consideration of remuneration – Reg.

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase and Staff and Establishment, the action taken by the Vice Chancellor appointing Sri. C.K. Geogekutty as University Engineer on contract basis for a period of 10 months from 01.12.2008 and the matter of remuneration payable to Shri. C.K. Geogekutty for the period 01.12.2008 to 01.04.2009 A N.

The Syndicate resolved to ratify the action taken by the Vice Chancellor

The Syndicate further resolved that a monthly consolidated remuneration of Rs.35,000/- per month be fixed for the period of Sri. C.K. Geogekutty's appointment in the University as University Engineer on 'contract basis'.

Ad.G1

Item No.544.06 University Teacher –Dr.Beena K.S, Reader, Division of Civil Engineering, School of Engineering – Promotion as Professor under AICTE Career Advancement – Recommendation of the Selection Committee – Consideration of – Reg.

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase, Academic Matters and Staff & Establishment, the request of Dr. Beena K.S., Reader, Division of Civil Engineering, School of Engineering, CUSAT for promotion as Professor under the AICTE Career Advancement Scheme w.e.f. 28.10.2007.

The Syndicate resolved to promote Dr. Beena K.S, Reader, Division of Civil Engineering, School of Engineering, Cochin University of Science and Technology to the post of Professor in the scale of pay of Rs.16400-450-20900-500-22400 with effect from 28.10.2007 under the Career Advancement Scheme of AICTE.

The Syndicate further resolved to place the matter in the Academic Council to upgrade the post of Reader held by Dr.Beena K.S, in the Division of Civil Engineering, School of Engineering, CUSAT as Professor in the scale of pay of Rs. 16400-450-20900-500-22400 with effect from 28.10.2007 so as to promote Dr. Beena K.S as Professor w.e.f. 28.10.2007 under the Career Advancement Scheme of AICTE.

Ad.F

Item No.544.07 Request for the creation of a post of Professional Assistant Grade II and Assistant Librarian in the Department of Instrumentation and University Library – Consideration of – Reg.

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase and Staff & Establishment, the matter of creation of one post of Professional Assistant in the Department of Instrumentation, and eight posts of Professional Assistant and one post of Assistant Librarian in the University Library.

The Syndicate resolved to refer the matter to the Sub Committee constituted by the Syndicate to study the existing non-teaching staff distribution pattern and the Sub Committee may furnish its recommendations before the Next Syndicate meeting.

AdA

Item No.544.08 Imparting a thrust to the computerization activities of the Finance Wing – Request for Technical support – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Finance & Purchase, the proposal of the Director, CIRM to appoint 7 more personnel in the CIRM on daily wages basis taking into account the urgent technical support requirements of the Finance Wing as also the proposed plan of action of the University for expeditious computerization/digitalization in other areas of Administration in order to enable the function in a more professional manner as generally expected of a Science and Technology University.

The Syndicate resolved to approve the proposal and to appoint 7 more personnel on 'Daily Wages' basis in the CIRM @ Rs.300/- per person per day, initially for a period of 179 days with the following conditions:

1. Payroll & Financial Accounting system is to be completely computerized.
2. Programme for Electronic repository for Govt. Orders and other important documents for reference is to be implemented.

Fin.

Item No.544.09 Proposal to appoint Dr.K.Kerala Varma,Retired Dean In-charge, College of Fisheries as Visiting Professor in the Department of Physical Oceanography under the UGC Scheme of appointment of Visiting Professors.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the proposal of the Head, Department of Physical Oceanography, CUSAT to appoint Dr. K. Kerala Varma, Retired Dean in Charge, College of Fisheries as Visiting Professor in the Department of Physical Oceanography under the UGC Scheme of appointment of Visiting Professors.

The Syndicate resolved to decline the proposal.

Item No.544.10 Non-availability of sufficient number of class hours in a Semester – Reg.

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase and Academic Matters, the proposal of the Head, Department of Instrumentation to consider any of the following two options so that sufficient time for teaching as per the Regulations can be made available:

1. Introducing short semester breaks instead of the summer vacation for 2 months or
2. Conducting the examination during vacation period also

The Syndicate resolved to constitute a Committee with Dr. Kuncheria P Issac as Convener and Smt. V.V.Asha, Prof. P O J Lebba, Dr. V.P.N. Nampoori, Dr. David Peter, Shri. Baby Chakrapani, Dr. I.S. Bright Singh and Prof. Joy Job Kulavelil as members to study the issue and to propose possibilities. The Committee shall give its report within one month.

Ac.A

Item No.544.11 Posts of Research Professors – Honorarium – Fixing of – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Finance & Purchase, Academic Matters and Staff & Establishment, the matter of fixing of honorarium of Research Professors.

The Syndicate resolved that the Standing Committee of the Syndicate on Academic Matters shall interact with the Deans and Heads of Departments to identify the subject areas and number of Professors required in Cochin University of Science and Technology and report to the Syndicate.

(Ad.D)

Item No.544.12 Recognition of Dr. A.Sundaresan, Scientist, NIIST, Thiruvananthapuram as Research Guide of CUSAT – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the application in respect of Dr.A. Sundaresan, Scientist-F, National Institute for Interdisciplinary Science & Technology for recognizing him as a Research Guide under the Faculty of Science.

The Syndicate resolved to recognize Dr. A. Sundaresan, Scientist – F, National Institute of Interdisciplinary Science & Technology as a Research Guide under the Faculty of Science.

(Ac.B)

Item No.544.13 Recognition of Dr. P. Prabhakar Rao, Scientist, NIIST, Thiruvananthapuram as Research Guide of CUSAT –Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the application in respect of Dr.P. Prabhakar Rao, Scientist –F, National Institute for Interdisciplinary Science & Technology for recognizing him as a Research Guide under the Faculty of Science.

The Syndicate resolved to recognize Dr. P. Prabhakar Rao, Scientist, NIIST, Thiruvananthapuram as Research Guide of CUSAT under the Faculty of Science.

(Ac.B)

Item No.544.14 Application of Dr. E.A. Jayson, Scientist, Kerala Forest Research Institute, Trichur, for recognition as Research Guide of CUSAT – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the application in respect of Dr. E.A. Jayson, Scientist E2, Kerala Forest Research Institute (KFRI) Trichur for recognizing him as a Research Guide under the Faculty of Environmental Studies.

The Syndicate resolved to recognize Dr. E.A. Jayson, Scientist E2, Kerala Forest Research Institute (KFRI) Trichur as Research Guide under the Faculty of Environmental Studies.

(Ac.B)

Item No.544.15 Completion of the partially completed seminar complex in CUSAT, Thrikkakara Campus – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Works the following proposal of the Engineering Department of the University for completion of the partially completed seminar complex in CUSAT, Thrikkakara campus.

1. New proposal for the balance work of seminar complex submitted by University Engineer.
2. Rough cost estimate amounting to Rs.4.4 crores
3. to engage an external agency for structural design with due remuneration
4. to execute the work through Engineering Department after inviting tender as per rule.

The Syndicate resolved to approve in principle, the modifications suggested to accommodate 750 people in the auditorium of Seminar Complex and resolved to seek the help of the Dept. of Civil Engineering, School of Engineering for an expert opinion on the strength and modifications suggested. If Civil Engineering Department of School of Engineering expresses any difficulty, opinion may be taken from Dr. Ganesh from N.I.T, Calicut.

The Syndicate further resolved that the item be brought to the Syndicate with the above report and revised detailed estimate.

UEU

Item No.544.16 Renovation and maintenance to Savanna Teachers Hostel in Thrikkakara Campus.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Works, the revised estimate amounting to Rs.16,54,000/- (Rupees sixteen lakhs and fifty four thousand only) for renovation and maintenance to Savanna Teachers Hostel in Thrikkakara campus after deleting the items for providing glazed tiles in bath room, flooring in toilet floors and ceramic flooring in rooms etc. ie. Renovation works.

The Syndicate resolved to call for the revised proposal with detailed estimate.

UEU

Item No.544.17 Establishment of Equal Opportunity Cell –Reg.

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase, Academic and Staff and Establishment, the matter of Establishment of Equal Opportunity Cell as per the UGC XIth Plan Guidelines for the proper running of Remedial Coaching classes as envisaged by the University Grants Commission under the General Development Assistance to CUSAT for the XI th Plan period (2007-2012).

The Syndicate resolved to accept the proposal and establish an 'Equal Opportunity Cell' in the University as per the UGC XI th Plan Guidelines.

UGC (S) Cell

Item No.544.18 Reconstitution of the Faculty of Medical Science and Technology – Panel of Experts – Consideration of – Fixing date of effect – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the Panel of Experts for reconstitution of the Faculty of Medical Science and Technology and for fixing date of effect of making such nominations to the Faculty.

The Syndicate resolved to reconstitute the Faculty of Medical Science and Technology with the list of experts given in **Appendix. IV**. The date of effect of the nomination is the date of meeting of the Syndicate nominating the members.

Conf.

**Item No.544.19 Classification of Degree/Diploma based on the Credit System
Formula for calculation of approximate percentage of marks
corrections effected – Consideration of – reg.**

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the action taken by the Vice Chancellor in having incorporated the correction in the Classification of Degree/Diploma based on the Credit system Formula for calculation of approximate percentage of marks.

The Syndicate resolved to ratify the action taken by the Vice Chancellor.

(Conf.)

**Item No.544.20 Recognized Institution – Model Engineering College, Thrikkakara
– admission to M.Tech in VLSI & Embedded Systems – Sanction to
follow the procedures followed in previous year – Sanctioned by the
Vice Chancellor – Ratification of – reg.**

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the action taken by the Vice Chancellor invoking his powers under Sec. 11(11) of the CUSAT Act 1986, permitting Model Engineering College, Thrikkakara to follow the Methodology of Admission for the year 2008-09 for the Academic Year 2009-10 also for admission to M.Tech in VLSI and Embedded System.

The Syndicate resolved to ratify the action taken by the Vice Chancellor.

Ac.C

**Item No.544.21 B.Tech Regulations 2003 Addendum to Clause 5.4 – Action taken
by the Vice Chancellor Resolution made by the Academic Council
– reporting of – Reg.**

The Syndicate considered the action taken by the Vice Chancellor in having modified the Clause 5.4 of B.Tech Regulations and the resolutions of the Academic Council in this regard.

The Syndicate resolved to ratify the action taken by the Vice Chancellor.

(Conf.)

Item No.544.22 Nomination of two members from the Board of Studies in Chemical Oceanography to the Faculty of Marine Sciences –Consideration of and fixing date of effect – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the nomination of two members from the Board of Studies in Chemical Oceanography by the Syndicate to the Faculty of Marine Sciences.

The Syndicate resolved to nominate Dr. N. Chandramohanakumar, Professor, Department of Chemical Oceanography, CUSAT and Dr. N.Parameswaran, Scientist F, National Institute of Oceanography, Goa as members of the Faculty of Marine Sciences from the Board of Studies in Chemical Oceanography.

(Conf.)

Item No.544.23 M.Phil Degree Course – Scheme of 100% Internal Evaluation/ setting up of Question Papers – M.Phil Draft Regulation – Consideration of – reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the minutes of the Committee formed to frame Draft Regulation for M.Phil Degree course offered by CUSAT.

The Syndicate resolved to refer the regulations for M.Phil Degree Courses to the next meeting of the Academic Council.

(Conf.)

Item No.544.24 Application of Dr.B. Meenakumari, Director, Central Institute of Fisheries Technology, Kochi for recognition as Research Guide of CUSAT – reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the application in respect of Dr.B.Meenakumari, Director, Central Institute of Fisheries Technology (CIFT), Kochi for recognizing her as a Research Guide under the Faculty of Environmental Studies.

The Syndicate resolved to recognize Dr. B. Meenakumar, Director, Central Institute of Fisheries Technology (CIFT), Kochi as Research Guide under the Faculty of Environmental Studies.

Ac.B

Item No.544.25 Rotation of Headship – Department of Ship Technology- Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Staff and Establishment, the matter of rotation of Headship in the Department of Ship Technology.

The Syndicate resolved to authorize the Vice Chancellor to nominate the Head, Department of Ship Technology.

(Ad.D)

Item No.544.26 Dr. S. Babu Sundar, Professor (Under suspension), Department of Computer Applications – Reply to show cause notice – Submitted for consideration – reg.

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Academic Matters and Staff and Establishment, the reply/explanation submitted by Dr. S. Babu Sundar, Professor (under suspension), Department of Computer Applications and Former Controller of Examinations to the Show-Cause Notice stating the proposed punishment.

The Syndicate resolved to impose the Major Penalty “Removal from the University service which shall not be disqualification for future employment”.

Ad.D

Item No.544.27 Recognition of Dr. L.Godfrey, Professor and Head, Dept. of Physics as Research Guide of CUSAT – Reg.

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, an application for recognizing Dr. L.Godfrey, Professor and Head of the Department of Physics, CUSAT as Research Guide under the Faculty of Science.

The Syndicate resolved to recognize Dr. L. Godfrey, Professor and Head of the Department of Physics, CUSAT as Research Guide under the Faculty of Science.

Ac.B

Items Outside the Agenda

1. The Syndicate considered the report of the Inspection Committee for recognition of the IITK, Thiruvananthapuram.

The Syndicate resolved to accept the report and to grant recognition to the IITK, Thiruvananthapuram for the year 2009-10.

The Syndicate further resolved that the appropriate Board of Studies mentioned in the report will be the Board of Studies in Computer Science and the Faculty of Technology.

2. The Syndicate recorded its deep pleasure and appreciation to the Director, IRAA and Controller of Examinations for the efficient conduct of CAT – 2009 and Examinations of 2009 and publishing the results in record time.

3. The Syndicate recorded its pleasure and congratulations to Dr. Mohammed Hatha, Department of Marine Biology and Biochemistry for his nomination as the leader for the II Artic Expedition of India.

The Syndicate also resolved to invite Dr. Mohammed Hatha to the Syndicate and felicitate him when he returns after the Expedition.

4. A few of the members brought to the notice of the Syndicate the requirement of introduction of Course Work to Ph.D programme as the UGC has recommended exception to NET only for Ph.D holders who have undergone the course work.

The Syndicate resolved to place this matter in the next Academic Council for amending the existing Ph.D Regulations.

5. The Syndicate expressed its concern on the slow progress in implementing the Syndicate decision on the M.B.A (Travel and Tourism) Course. It was reported to the Syndicate that the Board of Studies and the Faculty has not met for making proposals on regulations and the Syndicate expressed its displeasure on Board of Studies and Faculty for not taking steps for the implementation of the Syndicate decision and resolved to urge the Board of Studies and Faculty to complete the process at the earliest.

The Syndicate also resolved to start the M.B.A (Travel and Tourism) in this year itself.

6. The Syndicate observed that by oversight a decision has been taken in one of the earlier Syndicate for dispensing with the reservation scheme for contract appointments and a U.O has been released accordingly. As this is against social justice, the Syndicate resolved to follow the reservation policy in the case of contract appointments also.

Considering the urgent requirements of Teachers and the time delay in repeating the selection process, the Syndicate further resolved to make contract appointments from any category where there are no candidates available from the reservation category, with reporting to Syndicate.

7. The Syndicate observed that the University is facing acute shortage of space and suggested that for a speedy implementation of the proposal for the vertical extension of the Administrative Block, the proposal may be entrusted with CPWD.

The Syndicate resolved to seek proposal from CPWD and place it before the next Syndicate.

The Syndicate further resolved to seek proposal from CPWD on the construction of the IInd Floor of the Authlya Ladies Hostel also.

8. The Syndicate considered the request from the Director, C-SiS to entrust the Advisory Committee of the C-SiS with the job of short listing the names of potential candidates for the M.V.Pylee Award instead of the local Organising Committee.

The Syndicate resolved to approve the request of the Director, C-SiS.



REGISTRAR

APPENDIX - I

Administrative Office

| Sl. No. | Designation | Designated Post |
|---------|--|---|
| 1. | Registrar | Appellate Authority |
| 2. | Finance Officer | Public Information Officer (For matters relating to Finance Wing) |
| 3. | Controller of Examinations | Public Information Officer (For matters related to Examination Wing) |
| 4. | Director (International Relations & Academic Admissions) | Public Information Officer (For matters related to admission and other international exchange programmes) |
| 5. | Director (Publications & Public Relations) | Public Information Officer (For matters related to Public Relation Wing, Public Interest matters and suo-motu disclosures) |
| 6. | Planning and Development Officer | Public Information Officer (For matters related to Planning and Development wing /Strategic Planning section) |
| 7. | Joint Registrar (Academic Wing) | Public Information Officer (For matters being dealt with by the concerned Academic wings) |
| 8. | Deputy Registrar (Administration I) | Public Information Officer (For matters being dealt with by the concerned Administration wings) |
| 9. | Deputy Registrar (Administration II) | Public Information Officer (For matters being dealt with by the concerned Administration wings/ Recruitment Section/ Legal Section) |
| 10. | Deputy Registrar (UGC Cell for SC/ ST) | Public Information Officer (For matters being dealt with by the UGC Cell for SC/ST) |

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Establishment - Right to Information Act 2005 - Implementation in the University - Appointment of Information officers and Appellate Authority - Resolution of the Syndicate - Communicated - Orders Issued

ADMINISTRATION 'A' SECTION

Kochi-22,
Dated 17/5/2006

No. Ad. A4/215/05

Read:- 1) U.O. No. Ad.A4/215/05 dated 8/2/2006
2) Item No. 502.33 of the Minutes of the meeting of the Syndicate held on 8/5/2006

ORDER

The Syndicate at its meeting held on 8/5/2006 considered the report submitted by the committee appointed for the Implementation of Right to Information Act 2005 (Act No. 22 of Central Act 2005) in the University and approved the report of the sub-committee (Annexure-V) for implementing the Act and further resolved to approve the recommendations of the sub-committee to appoint various officers as Appellate Authority and Information Officers for the Various Departments/ Schools/ sections of the University.

Orders are therefore issued accordingly appointing the officers mentioned in Annexure as Appellate Authority and Information officers of the various Departments/ Schools/ Sections of the University and Implementing the Right to Information Act in the University.

Sd/-

Dr. A. Ramachandran
Registrar

To

All Heads/Directors of School/Departments

The Finance Officer/ Dy. Director of Local Fund Audit (H.G.)

The Planning & development officer/Controller of Examinations

The Director, IRAA

All Joint Registrars/Deputy Registrars/ Assistant Registrars/ All Sections/ Centers/ Offices

The Director, Public Relations & Publications

(for publication of the details of P.I.'s and Appellate Authority in the Website)

Sri. R.S. Sasikumar, Member Syndicate

Sri. Lopus Mathew, Member Syndicate

Dr. N.S. Gopalakrishnan, The Director, School of Legal Studies

PS to VC & PVC / PA to Registrar

Day file/stock file/file copy

Forwarded / By Order

Sd/-

ASSISTANT REGISTRAR (ADMN.I)

**Report submitted by the Committee appointed for the implementation of
the Right to Information Act 2005 (Act No.22 of central Act 2005) in
Cochin University of Science and Technology.**

**1. Public Information Officers/Appellate Authority for Teaching Departments/Schools/Institutions/
Centres**

Persons in charge of the office shall be designated as Public Information Officer supplying for Information originating from the Office of that Departments/Schools/Centres/Divisions etc. The Head of the Department/ Director/Principal will be the Appellate Authority.

2. With reference to Administrative Office & other non-teaching Departments

Joint Registrar (Exams.), Joint Registrar (Academic), Planning and Development Officer, Director of Public Relations & Publications, Deputy Registrar (Finance), Seniormost Deputy Registrar of Administration Wing, Joint Registrar (IRAA) & Heads of Non-teaching Departments will be Public information Officers relating to the information originating from there. In case there is no Joint Registrar, the Seniormost Deputy Registrar will be designated as Public Information Officer.

Registrar will be the Appellate Authority except Finance and Exam. Wing of the University.

Appellate Authority for Finance Wing will be Finance Officer

Appellate Authority for Exam. Wing will be Controller of Examinations.

3. The Public Information Officer/Appellate Authority will act as per the Act, Rules, Regulation, Orders etc. issued by the Government or State information Commission from time to time.
4. University may issue necessary Administrative orders for implementing the Government orders and direction from State Commission from time to time in respect of Right to Information Act.
5. The Public Information Officers shall not provide any information available to a person on payment of fees already prescribed by the University based upon Cochin University of Science and Technology Statutes, Act, Ordinance, Rules, Regulation, etc. In such cases the Public Information Officers shall inform the applicant the authority to whom he should approach.
6. University shall provide a copy of the Act and the Government Orders to Public Information Officers.
7. Director of Public Relations & Publications shall publish information as per Section 4 of the Information Act in the website of University immediately.
8. The Public Information Officers shall mark a copy of such information to be published to the Director of Publications & Public Relations.
9. University shall organize a one day training programme for the above officials.
10. University may also issue a grief guideline to facilitate the Public information Officers and Appellate Authorities for the smooth implementation of the Act and Rules relating to Right to Information.
11. The Importance and Implementation of the Act and Rules relating to Right to Information shall be informed to all officials responsible for supply of the information.

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|----|--|------|
| 1. | Sri. R.S. Sasikumar Member, Syndicate | Sd/- |
| 2. | Sri. Lopus Mathew Member, Syndicate | Sd/- |
| 3. | Dr. N.S. Gopalakrishnan Director, School of Legal Studies | Sd/- |

APPENDIX -III

Report of the Meeting at the Co – operative Medical College, Kochi in connection with setting up a Medical Clinic at the Campus

Date & Time : 08.05.2009, Friday at 11.00 A.M
Members Present : (1) Adv. K. Mohanachandran, Member Syndicate
(2) Dr.N.Chandramohanakumar, Registrar
(3) Dr. Roy Abraham Kallivayalil, Principal,
Co-operative Medical College,Kochi

The Syndicate at their 538th meeting held on 17.01.2009 vide item No.06 considered the matter of setting up of a counter of Co-operative Medical College, Kochi as a Medical Clinic in the University Campus on the basis of the proposal made by the Medical Director, Co-operative Medical College, Kochi and resolved to authorise the Registrar and the Convener of the Staff and Establishment Committee of the Syndicate to negotiate with the Medical Director and to submit a detailed proposal. Accordingly a meeting has been scheduled on 08.05.2009 at 10.30 AM at the Co-operative Medical College, Kochi.

The Meeting commenced at 11 AM at the Chamber of the Principal, Co-operative Medical College, Kalamassery, Kochi. The discussion is scheduled to be held with the Medical Director, Co-operative Medical College, Kochi and in his absence discussed the matter with the Principal, whom the Medical Director was authorised to.

The Syndicate member putforth the requirement of the University, that a counter of the Medical College along with a Medical Officer is required in the University for the medical requirements of the students and Staff of the University.

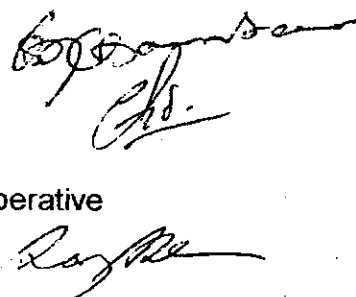
The Principal offered the services of a Senior faculty, Dr.Jacob.K.Jacob, Associate Professor (General Medicine) at the University twice a week, for two hours per day. He mentioned that Dr.Jacob.K.Jacob has expressed his willingness to render his service in the University. After discussions/negotiations among the members present, the remuneration to the doctor is fixed at Rs.1000/- (Rupees One Thousand Only) per visit, as the visiting Doctor is a senior faculty. It has also come to a mutual agreement that, the service will be extended further, if required, after looking at the success of the clinical counter.

The meeting ended at 11.45 AM

Signature : (1) Adv. K.Mohanachandran, Member Syndicate

(2) Dr. N.Chandramohanakumar, Registrar

(3) Dr. Roy Abraham Kallivayalil, Principal, Co-operative
Medical College, Kochi



544⁵Appendix IV

**RECONSTITUTION OF FACULTY OF MEDICAL SCIENCE AND TECHNOLOGY
WITH EFFECT FROM 18.07.2009**

| | |
|-----|--|
| 1. | Dr.Roy Abraham Kallivayalil, Professor of Psychiatry & Principal Co-operative Medical College, HMT Colony Kochi 683 503 |
| 2. | Dr. P.R.Geetha, Vice Principal & Head of the Department of Physiology and Vice Principal Co-operative Medical College, HMT Colony Kochi 683 503 |
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| 6. | Dr. Ajithakumari, Professor Dept. of Obstetrics & Gynecology Co-operative Medical College, HMT Colony Kochi 683 503 |
| 7. | Dr. M. Vinod, Professor Dept. of Surgery, Kottayam Medical College, Gandhinagar P O, Kottayam 686 008 |
| 8. | Dr. Dinesh Prabhu, Professor, Dept of Pulmenary Medicine Medical College, Velappaya, Trissur. |
| 9. | Principal, Medical College, Thiruvananthapuram |
| 10. | Dr. Ramdas Pisharady Principal, Medical College, Thiruvananthapuram |
| 11. | Dr. K. Purushothaman, Professor and Head Dept. of Pediatrics Trissur Medical Collelge, Thirssur. |



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