

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY



MINUTES OF 725th MEETING OF THE SYNDICATE HELD ON 22.06.2024 (SATURDAY) AT 10.30 A.M.

Members present:-

1. Prof (Dr) P G Sankaran (in the Chair)
Vice Chancellor
2. Sri. M Vijin MLA (Attended Online)
3. Smt C K Asha, MLA
4. Dr Sasi Gopalan
5. Dr P K Baby
6. Dr S Bijoy Nandan
7. Dr Santhosh Kumar G
8. Dr S M Sunoj
9. Dr M J Laly
10. Sri Krishnakumar K K
11. Dr Shajo Sebastian
12. Prof Abraham P Mathew
13. Dr Sreejith P S
14. Sri. Ajayan C
15. Dr. Shalij P R
16. Sri P. Anil Prasad
17. Sri Sreerag P

Also Present:

Prof. (Dr.) V. Sivanandan Achari
Registrar

Item No.	SUBJECT
725.01	Confirmation of the minutes of the 724th meeting of the Syndicate held on 28.05.2024 <i>The Syndicate resolved to confirm the Minutes of 724th meeting of the Syndicate held on 28.05.2024 with the following modifications:</i>

	<p>1. In Item No. 724.26, the first paragraph of the resolution be modified as “The Syndicate resolved to grant permission to the College of Engineering Thalassery to start new MBA Programme – MBA (Executive) for working professionals, with an intake of 30 seats.”</p> <p>2. In Item Outside Agenda - 2, the resolution be modified as “ The Syndicate resolved to approve the report of the Sub Committee of the Syndicate on space auditing at Marine Science campus and authorized the Vice Chancellor to implement the report with modifications (Appendix IX)”.</p>
725.02	<p>ATR of the 722nd Syndicate held on 16.03.2024</p> <p>The Syndicate noted the Action Taken Report of 722nd meeting of the Syndicate held on 16.03.2024.</p>
725.03	<p>Finalisation of answers to Senate Questions</p> <p>The Syndicate considered and finalized questions and answers of the Senate Meeting to be held on 29.06.2024.</p>
725.04	<p>ഓവർസിയർ ഗ്രേഡ് I (സിവിൽ) തസ്തിക തരം താഴ്ത്തി ഓവർസിയർ ഗ്രേഡ് II (സിവിൽ) ആക്കി മാറ്റി ഒഴിവുകൾ പി.എസ്.സി. ക്കു റിപ്പോർട്ട് ചെയ്യുന്നത് സംബന്ധിച്ച്.</p> <p>ഓവർസിയർ ഗ്രേഡ് 1 (സിവിൽ) തസ്തികകൾ (4 എണ്ണം) താത്കാലികമായി തരം താഴ്ത്തി ഓവർസിയർ ഗ്രേഡ് 2 (സിവിൽ) ആക്കി മാറ്റി ഒഴിവുകൾ പി.എസ്.സി യിലേക്ക് റിപ്പോർട്ട് ചെയ്യുന്നതിനായി ഓവർസിയർ ഗ്രേഡ് 2 റാങ്ക് ഹോൾഡേഴ്സ് 25.03.2024 ന് സമർപ്പിച്ച നിവേദനം, സിൻഡിക്കേറ്റിന്റെ ജീവനകാര്യ/ധനകാര്യ സ്റ്റാൻഡിംഗ് കമ്മിറ്റിയുടെ ശുപാർശക്കൊപ്പം സിൻഡിക്കേറ്റ് പരിഗണിച്ചു.</p> <p>അനുബന്ധം II (G O (Ms) No. 13/2021P&ARD dtd. 08.06.2021) (നിബന്ധന II, III, IV) പ്രകാരം ഓവർസിയർ ഗ്രേഡ് 1 ന്റെ (സിവിൽ) 4 തസ്തികകൾ ഓവർസിയർ ഗ്രേഡ് 2 (സിവിൽ) ലേക്ക് താത്കാലികമായി തരം താഴ്ത്തി പി.എസ്.സി യിലേക്ക് റിപ്പോർട്ട് ചെയ്യുവാൻ സിൻഡിക്കേറ്റ് തീരുമാനിച്ചു.</p> <p>ആകെ ഓവർസിയർ (സിവിൽ) തസ്തികയുടെ എണ്ണം (ഓവർസിയർ ഗ്രേഡ് 1 & ഓവർസിയർ ഗ്രേഡ് II) ഒരേ സമയം 10 ൽ കൂടാൻ പാടില്ല എന്നും സിൻഡിക്കേറ്റ് തീരുമാനിച്ചു.</p> <p>(Ad.G1)</p>
725.05	<p>Release of pensionary benefits in respect of five teachers in the School of Engineering & Cochin University College of Engineering, Kuttanad – Ratification – Reg.</p>

The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment and Finance & Purchase, the action taken by the Vice Chancellor in releasing pension and pensionary benefits of the following 5 faculty members of School of Engineering (SoE) & Cochin University of College of Engineering, Kuttanad (CUCEK).

Sl. No.	Name, Designation & Department	Date of Retirement	Pension U O
1	Dr, George Mathew Professor School of Engineering (SOE)	31.05.2024	CUSAT/FIN.A4/675/2024 dated 09.02.2024
2	Dr. Bhasi A B Professor School of Engineering (SOE)	31.05.2024	CUSAT/FIN.A4/1735/2024 dated 11.03.2024
3	Dr. Radhskrishna Panicker M R Professor School of Engineering (SOE)	31.05.2024	CUSAT/FIN.A4/608/2024 dated 07.02.2024
4	Dr. Roy M Thomas Professor School of Engineering (SOE)	31.05.2024	CUSAT/FIN.A4/1733/2024 dated 11.03.2024
5	Dr, Josephkutty Jacob Professor Cochin University College of Engineering, Kuttanad	31.05.2024	CUSAT/FIN.A4/1731/2024 dated 27.03.2024

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

(Fin. IV)

725.06

Cochin University College of Engineering Kuttanad – Enhancement of seats of B.Tech Computer Science and Engineering, B.Tech Civil Engineering and B.Tech Electronics and Communication Engineering branches – 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

	<p>Chancellor in enhancing the B.Tech seats in CUCEK from the Academic Year 2024-25 onwards as follows:</p> <ol style="list-style-type: none"> 1. Computer Science and Engineering from 90 to 120. 2. B.Tech Civil Engineering from 45 to 60. 3. B.Tech Electronics and Communication Engineering from 45 to 60. <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ac.A4)</p>
725.07	<p>KMSME – B.Tech Marine Engineering Degree Course – Admission to the vacant seats reserved to Andaman and Nicobar Malayalee Students (ANM)-reported for ratification of – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the action taken by the Vice Chancellor, adjusting the existing intake of 80 seats for the B.Tech Marine Engineering program in KMSME with the following breakdown : 70 other seats, 7 seats for the Economically Weaker Section (EWS), 2 seats for Transgender (TG), and 1 seat for Andaman Nicobar Malayalee (ANM) candidate, which is in compliance with the Directorate General of Shipping’s approved capacity for the program. Further, <i>if the seat reserved for Andaman Nicobar Malayalee candidate remains unfilled, it will be allocated to the candidates from the General rank list, in the same manner as the EWS and TG reserved seats.</i></p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ac.A4)</p>
725.08	<p>Allotting 5% Seats Under NRI Quota for the Programmes B.Tech Naval Architecture and Ship Building, B.Tech Instrumentation Technology and MCA – Action taken by the Vice Chancellor during the approval of Prospectus 2024 – Ratification of – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the action taken by the Vice Chancellor :</p> <ol style="list-style-type: none"> 1. in allotting 5% of seats under NRI quota within the sanctioned strength for B.Tech Naval Architecture and Ship Building and B.Tech Instrumentation Technology.

	<p>2. in limiting the NRI seats for MCA to the two MCA Cost sharing batches.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ac.A4)</p>
725.09	<p>Dr. Sunil K. Narayanakutty, Professor (Rtd.), Department of Polymer Science & Rubber Technology – Audit Objection reported by JD, KSAD- Action taken by the Vice Chancellor – Ratification by the Syndicate- Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment, Finance & Purchase and Academic Matters, the action taken by the Vice Chancellor in waiving off the payment excess amount quantified as ₹62,005/- (Rupees Sixty Two Thousand and Five only) due to advancement of the date of promotion of Dr. Sunil K. Narayanankutty as Professor from 02.07.2007 to 01.01.2006, on the basis of the Judgment of the Hon'ble Supreme Court of India in the white washer case.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ad.D3)</p>
725.10	<p>Reckoning prior Service as Lecturer in School of Environmental Sciences at Mahatma Gandhi University during the period from 03.01.2001 to 03.01.2003 and from 03.02.2006 to 29.08.2006 as qualifying service for pensionary benefits without remittance of pro-rata pension contribution – Dr. A A Mohamed Hatha Senior Professor, Department of Marine Biology, Microbiology & Biochemistry – Action taken by the Vice-Chancellor – Reporting to the Syndicate for Ratification- Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment , Finance & Purchase and Academic Matters, the action taken by the Vice Chancellor in reckoning the prior service rendered by Dr. A.A. Mohamed Hatha, Senior Professor, Department of Marine Biology, Microbiology & Biochemistry as Lecturer in School of Environmental Sciences at Mahatma Gandhi University during the period from 03.01.2001 to 03.01.2003 and from 03.02.2006 to 29.08.2006 as qualifying service for pensionary benefits without remittance of pro-rata pension contribution, excluding the period of LWA from 04.01.2003 to 02.02.2006.</p>

	<p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ad.D3)</p>
725.11	<p>Rotation of Headship – Department of Marine Biology, Microbiology and Biochemistry- Nomination of Dr. Sajeevan T.P., Professor as the Head of the Department –action taken by the Vice-Chancellor – Reporting to the Syndicate for Ratification – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment , Finance & Purchase and Academic Matters, the action taken by the Vice Chancellor in relieving Dr. A A Mohamed Hatha, Senior Professor from the Headship of the Department of Marine Biology, Microbiology and Biochemistry and nominating Dr. Sajeevan T.P., Professor as the next Head of the Department for a period of three years with effect from 01.06.2024 FN to 31.05.2027, in accordance with the provisions contained in Statute 18 of the Cochin University of Science and Technology First Statutes,1991.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ad.D1)</p>
725.12	<p>Rotation of Headship – Action taken by the Vice-Chancellor – Reporting to the Syndicate for ratification- Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment, Finance & Purchase and Academic Matters, the action taken by the Vice Chancellor in nominating (a) Dr. Shery Fernandez, Professor as the next Head of the Department of Mathematics, for a period of three years, with effect from 17.05.2024 F.N., by relieving Dr. Sasi Gopalan, Professor and (b) Dr. Zakkariya K.A., Professor as the Next Director of the School of Management Studies, for a period of three years, with effect from 22.05.2024 F.N., by relieving Dr. Rajithakumar S., Professor, as per provisions contained in Statute 18 of the Cochin University of Science and Technology First Statutes, 1991.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ad.D3)</p>

<p>725.13 *</p>	<p>Conversion of the Post of Printer in the Department of Electronics to the Post of Technician Grade I and fixing the qualification – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment and Finance & Purchase, the matter of conversion of the post of Printer in the Department of Electronics to the post of Technician Grade I and fixing the qualification for the post.</p> <p><i>The Syndicate resolved to convert the post of Printer in the Department of Electronics to the post of Technician Grade I with qualification as ITI in Electronics/Mechanic with one year experience, subject to the approval of the Government.</i></p> <p>(Ad.G2)</p>
<p>725.14 *</p>	<p>Integrated M.Sc. Computer Science Programme- Proposal for transfer of additional teaching posts (for appointing contract faculty) to the Department of Computer Science - Consideration of – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment, Finance & Purchase and Academic Matters, the request of the Head, Department of Computer Science, for sanctioning three additional contract faculty to meet the additional requirement for conducting 5 year Integrated M.Sc. Computer Science/M.Tech. Programme.</p> <p><i>The Syndicate resolved to transfer three posts of Assistant Professor from the Division of Mechanical Engineering, CUCEK to Department of Computer Science.</i></p> <p><i>The Syndicate also resolved to fill these vacancies on contract basis with the qualification fixed by the Department.</i></p> <p>(Ad.D2)</p>
<p>725.15</p>	<p>Dr. K.K. Saju, Professor, Division of Mechanical Engineering, School of Engineering – Assuming charge of the Vice-Chancellor of the Kannur University in addition to his normal duties – Reporting to the Syndicate – Reg.</p> <p>The Syndicate noted the matter of Dr. K.K. Saju, Professor & Head, Division of Mechanical Engineering, SoE, assuming charge of the Vice Chancellor of the</p>

	<p>Kannur University, with effect from 01.06.2024 FN, as per the Notification No.GS3-2298/2023(I) dated 31.05.2024, in addition to his normal duties.</p> <p><i>The Syndicate placed on record its appreciation to Dr. K.K. Saju, Professor & Head, Division of Mechanical Engineering, School of Engineering, who has assumed the charge of the Vice Chancellor of Kannur University.</i></p> <p>(Ad.F2)</p>
725.16	<p>UGC Regulations 2018 – Career Advancement Placement – Dr. M Harikrishnan, Professor, School of Industrial Fisheries – Placement as Senior Professor (Academic Level 15) –Ratification of the action taken by the Vice-Chancellor – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment, Finance & Purchase and Academic Matters, the action taken by the Vice Chancellor in granting placement to Dr. M. Harikrishnan, Professor, School of Industrial Fisheries as Senior Professor (Academic Level 15), under the Career Advancement Scheme of UGC Regulations 2018 with effect from 27.09.2023 F.N.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ad.D3)</p>
725.17	<p>ACARR – Formulation of promotion criteria for higher placements in the posts of Scientist B, C & D – Proposal submitted by the Dean, Faculty of Marine Sciences – Consideration of – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment, Finance & Purchase and Academic Matters, the proposal submitted by the Dean, Faculty of Marine Sciences, for the criteria to be followed for higher placements in the posts of Scientist (B,C and D) in ACARR.</p> <p><i>The Syndicate resolved to refer the matter to the Standing Committee of the Syndicate on Staff & Establishment for a detailed study and report.</i></p> <p>(Ad.D4)</p>
725.18	<p>Implementation of “Distinguished Visiting faculty” Scheme in the University, as per guidelines of UGC – Sanctioned by the Vice-Chancellor- Subject to Reporting to the Syndicate – Reg.</p>

	<p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff and Establishment, Finance & Purchase and Academic Matters, the action taken by the Vice Chancellor in implementing the 'Distinguished Visiting Faculty' scheme in the University, as per guidelines of UGC.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p><i>The Syndicate also resolved to meet the expenditure incurred in this regard from the Department Development Fund, if the expenditure is not reimbursed by the University Grants Commission.</i></p> <p>(PL.UGC)</p>
725.19 *	<p>Discrepancies in the valuation of the answer sheet of Ms. Anjana K, MBA student of college of Engineering, Thalassery for the subject 16-371-0329 – Corporate Taxation in the III Semester Examination November 2022 – Request for the compensation of Rupees One lakh from Smt. Prasheena K, the mother of Ms. Anjana K forwarded from the Office of the Hon. Chief Minister – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Examination Matters, the request of Smt. Prasheena K, mother of Ms. Anjana K, Reg. No. 37120509, 2020-22 batch MBA student, College of Engineering, Thalassery for compensation of Rupees One lakh due to the discrepancies in the valuation of the answer sheet of Ms. Anjana K, for the subject 16-341-0329- Corporate Taxation in the III Semester Examination November 2022.</p> <p><i>The Syndicate resolved to decline the request, as the University has already taken action on this matter.</i></p> <p><i>The Syndicate also resolved to take steps to communicate the decision of the University to the student.</i></p> <p>(Exam B)</p>
725.20 *	<p>Proposal for Additional block for School of Management Studies (SMS) in front of the SMS Auditorium & Vertical extension of School of Legal Studies (third & fourth floor) building for Women's Studies Centre – Forwarding to Higher Education Department – Consideration of – Reg.</p>

	<p>The Syndicate considered the following along with the recommendations of the Standing Committees of the Syndicate on Finance & Purchase and Works;</p> <ol style="list-style-type: none"> 1. proposal for construction of additional block for School of Management Studies & vertical extension of School of Legal Studies (third & fourth floor) building for women's Studies Centre. 2. preparation of a comprehensive Master plan for the development activities of the University. <p><i>The Syndicate resolved to forward the proposal for construction of additional block for School of Management Studies with modification to the Government of Kerala. The modified proposal is appended (Appendix I)</i></p> <p><i>The Syndicate also resolved to forward the proposal for vertical extension of School of Legal Studies (third & fourth floor) building for the Women's Studies Centre, to Government of Kerala.</i></p> <p><i>The Syndicate further resolved to entrust the University Engineer to initiate steps for the preparation of a comprehensive master plan for the development activities of the University.</i></p> <p>(PL.UGC)</p>
725.21	<p>Kunjali Marakkar School of Marine Engineering – Remuneration for Staffs and Faculty Members Involved in Issuance of Course Completion Certificate – Ratification of – Reg.</p> <p>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 permitting to collect a processing charge of ₹2000 (Rupees Two Thousand only) per candidate for issuing course completion Certificate in Kunjali Marakkar School of Marine Engineering.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ac.A4)</p>
725.22	<p>Inter University Centre for IPR Studies – Additional intake of 20% above the total sanctioned strength for admission to Two Year LLM (IPR) for the Academic Year 2024-25, in the light of dropouts anticipated – Ratification of – Reg.</p>

	<p>The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the action taken by the Vice Chancellor, granting permission for an additional intake of 20% above the total sanctioned strength (15 seats) for admission to Two Year LLM Programme (Inter University Centre for IPR Studies) for the Academic Year 2024-25 in the light of anticipated dropouts.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ac.A4)</p>
725.23	<p>Department of Polymer Science and Rubber Technology –Additional intake of 20% above the total sanctioned strength for admission to B.Tech in Polymer Science and Engineering and M.Tech in Polymer Technology, for the Academic Year 2024-25 in the light of dropouts anticipated – Ratification of Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the action taken by the Vice Chancellor, granting permission for an additional intake of 20% above the total sanctioned strength for admission to B.Tech in Polymer Science and Engineering and M.Tech in Polymer Technology, for the Academic Year 2024-25 in the light of dropouts anticipated.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice Chancellor.</i></p> <p>(Ac.A4)</p>
725.24	<p>Advance drawn for the conduct of Seminar in the year 2010 by the Director, School of Management Studies – request to condone the delay for adjustment of advance drawn-to write off penal interest – also for submitting adjustment bills in 2024 – placing before the University Syndicate for Consideration of – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Finance & Purchase, the matter of writing off the penal interest accrued due to the delay in submitting adjustment bills for advance amount of ₹2,34,000/- (Rupees Two Lakh Thirty Four thousand only) drawn (S.R No.09/2009-10 Dt. 18.03.2010) by Dr.P.R. Wilson, former Director & Rtd. Professor of School of Management Studies for conducting “365 days destination National Seminar” from 18th -19th March, 2010 and granting</p>

	<p>permission to the present Director of SMS for submitting adjustment bills for the same.</p> <p><i>The Syndicate resolved to condone the delay in submitting adjustment bills for the advance drawn by Dr.P.R. Wilson, former Director & Rtd. Professor of School of Management Studies for conducting “365 days destination National Seminar” from 18th -19th March, 2010 and to write off the penal interest accrued due to the delay in submitting adjustment bills for the advance amount of ₹2,34,000/- (Rupees Two lakh Thirty Four Thousand only) drawn by Dr.P.R. Wilson, former Director & Rtd. Professor of School of Management Studies.</i></p> <p><i>The Syndicate also resolved to grant permission to the present Director of School of Management Studies for submitting adjustment bills for the same.</i></p> <p><i>The Syndicate further resolved to release the pending DCRG to Dr.P.R. Wilson, former Director & Rtd. Professor of School of Management Studies as per the University Rules.</i></p> <p>(Ac.A2)</p>
725.25	<p>Special fee for additional B.Sc. awarding for Integrated M.Sc. under Faculty of Science students on degree completion – Sanctioned by the Vice-Chancellor – Reporting to Syndicate for Ratification – Reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Examination Matters, the action taken by the Vice Chancellor in issuing B.Sc. Degree Certificates to candidates who have completed Integrated M.Sc. Degree programme under the Faculty of Science, by collecting a fee of ₹1395/- for the normal mode and to collect an additional fee of ₹1740/- for changing the mode of issue from normal mode to fast track mode.</p> <p><i>The Syndicate resolved to ratify the action taken by the Vice -Chancellor.</i></p> <p>(Exam)</p>
725.26	<p>Granting of pension and pensionary benefits without audit enforcement of Joint Director, Kerala Audit Department -23 Pensioners – Retirement till 31.05.2024 -Ratification of the action taken by the Vice – Chancellor -reg.</p> <p>The Syndicate considered along with the recommendations of the Standing Committees of the Syndicate on Staff & Establishment and Finance & Purchase, the action taken by the Vice-Chancellor in sanctioning the release of pension</p>

and pensionary benefits without audit enforcement of Joint Director, KSAD to 23 Pensioners. **(Appendix II)**

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

(Fin.IV)

Enhancement of rates of Bus Pass and Bus Coupon – Recommendations of the Bus Committee – Reporting of – Reg.

The Syndicate considered the following recommendations of the Bus Committee meeting held on 15.03.2024 to enhance the rates of Bus Coupon and Bus pass applicable to the students and staff who are availing the conveyance facility of the University.

Sl. No.	Particular	Category	Amount (Rs)
1.	Bus Coupon (Single Journey)	Student	20
		Staff	
2.	Bus Pass (Validity 40 days)	Student	120
		Staff (Class IV)	300
		Other Staff	600

725.27
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The Syndicate resolved to enhance the rates of Bus Coupon and Bus pass as follows:

Sl. No.	Particular	Category	Amount (Rs)
1.	Bus Coupon (Single Journey)	Student	25
		Staff	
2.	Bus Pass (Validity 40 days)	Student	150
		Staff (Class IV)	400
		Other Staff	800

(GS)

725.28
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Proposal for “Biodiversity Park” at CUSAT Main Campus – Sponsorship offer – Consideration of – Reg.

	<p>The Syndicate considered the proposal submitted by Dr. Sangeetha K Prathap, Associate Professor, SMS & Convenor, Green Campus Cell for setting a "Biodiversity Park" in the location adjacent to Centre for Budget Studies and School of Environmental Studies Building and accepting the sponsorship offer of M/s. Muthoot Finance under the condition of naming the park in their favour.</p> <p><i>The Syndicate resolved to constitute a Committee with Prof. (Dr.) V. Sivanandan Achari, as Convener and Dr. P.K. Baby and Dr. Sasi Gopalan as members for a detailed study and report.</i></p> <p>PL(UGC)</p>
<p>725.29 *</p>	<p>Handing over of 100 KV Substation at CUSAT – Lack of manpower for Operation and Maintenance reported – Creation of additional posts in the Electrical wing – Financial commitment to the University – Matter placed before the Syndicate for its consideration and approval.</p> <p>The Syndicate considered the matter of creating new posts in the Electrical wing of the Engineering Department in connection with the commissioning of the new GIS Substation.</p> <p><i>The Syndicate resolved to create 10 new posts in the Electrical wing of the Engineering Department in connection with the commissioning of the new GIS Substation as follows;</i></p> <ol style="list-style-type: none"> <i>1. Assistant Engineer – 4 nos.</i> <i>2. Overseer -4 nos.</i> <i>3. Electrician – 2 nos.</i> <p>(UEU)</p>
<p>725.30 *</p>	<p>Implementation of UGC guidelines for admission and providing supernumerary seats (up to 25%) for international students in all UG and PG programmes in Higher Education Institutions in India – for consideration.</p> <p>The Syndicate considered the proposal for implementing UGC guidelines for admission and providing supernumerary seats (upto 25%) for international students in all UG and PG programmes.</p>

The Syndicate resolved to implement the UGC guidelines for admission of international students in all UG and PG programmes by enhancing 25% supernumerary seats, subject to the availability of infrastructure in the University.

(IR)

COMMITTEE ITEMS

Transfer of the post of Associate Professor held by Dr. Santhosh Kumar P.K. at the Centre for Budget Studies to the Department of Applied Economics – Consideration of – Reg.

SE-01

The Syndicate considered along with the recommendations of the Standing Committee of the Syndicate on Staff & Establishment, the matter of transfer of the post of Associate Professor held by Dr. Santhosh Kumar P.K. at the Centre for Budget Studies to the Department of Applied Economics.

The Syndicate resolved to refer the matter to the Standing Committee of the Syndicate on Staff & Establishment for a detailed study and report.

ITEM OUTSIDE AGENDA

1.
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Report on revision of rent and other formalities in the University Guest House –reg.

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



REGISTRAR

Appendix II

Details of pension and pensionary benefits of 23 pensioners of CUSAT without audit enforcement of Joint Director, KSAD as follows

Sl No	Name & Designation	Retired on	University Order details	Objection on
1	Priya A S Section Officer	31.05.2023	CUSAT/ FIN.A4/2343/2024 dated 06.06.2024	Promotion granted to the post of Section Officer consequent to unauthorized promotions granted to some others to the post of Joint Registrar.
2	Nalini E Assistant Registrar	30.06.2023	CUSAT/ FIN.A4/2324/2024 dated 05.06.2024	Promotion granted to the post of Section Officer (HG) and Assistant Registrar consequent to unauthorized promotions granted to some others
3	Muraleedharan A P Joint Registrar	31.01.2024	CUSAT/ FIN.A4/308/2024 dated 20.01.2024	Temporary promotion granted to the post of Joint Registrar
4	Vijayan K A Library Assistant	29.02.2024	CUSAT/FIN.A4/290/ 2024 dated 19.01.2024	Granting of advance increment for the promotion to the post of Office Attendant from Sweeper cum Cleaner.
5	Sandhya Beegam H Assistant Registrar	31.03.2024	CUSAT/ FIN.A4/1330/2024 dated 22.03.2024	Temporary promotion granted to the post of Section Officer (HG) and Assistant Registrar
6	Ushakumari T K Section Officer (Typist) H.G.	31.03.2024	CUSAT/ FIN.A4/369/2024 dated 24.01.2024	Typist Category- Pay fixation at variance from Government Pay Revision Orders
7	Jessy K T Laboratory Assistant	31.03.2024	CUSAT/ FIN.A4/1093/2024 dated 04.03.2024	Granting of advance increment for the promotion to Office Attendant from Sweeper cum Cleaner
8	Sheela K C Library Assistant	31.03.2024	CUSAT/ FIN.A4/1095/2024 dated 04.03.2024	Granting of advance increment for the promotion to Office Attendant from Sweeper cum Cleaner.
9	Joseph Thadeus Assistant Librarian	31.03.2024	CUSAT/ FIN.A4/1852/2024 dated 03.05.2024	Granting of promotion to the post of Junior Librarian.

10	Gibi K Thomas Technical Officer Grade I (Senior Scale)	30.04.2024	CUSAT/ FIN.A4/440/2024 dated 30.01.2024	Induction to Technical Cadre (Scientific) and granting of related benefits
11	Sibiraj K P Section Officer (Typist) H.G.	30.04.2024	CUSAT/ FIN.A4/1582/2024 dated 05.04.2024	Typist Category- Pay fixation at variance from Government Pay Revision Orders
12	Dr. M Bhasi Senior Professor	30.04.2024	CUSAT/ FIN.A4/1640/2024 dated 12.04.2024	Promotion to the post of Reader under Norms promotion scheme.
13	Joe Joseph Assistant Librarian	30.04.2024	CUSAT/ FIN.A4/1790/2024 dated 27.04.2024	Granting of promotion to the post of Junior Librarian.
14	Jayalakshmi K Joint Registrar	31.05.2024	CUSAT/ FIN.A4/1817/2024 dated 30.04.2024	Promotion granted to the post of Joint Registrar.
15	Babu S Joint Registrar	31.05.2025	CUSAT/ FIN.A4/2231/2024 dated 29.05.2024	Promotion granted to the post of Deputy Registrar
16	Unnikrishnn C B Joint Registrar	31.05.2024	CUSAT/ FIN.A4/2215/2024 dated 28.05.2024	Promotions granted to the posts of Assistant Registrar and Joint Registrar
17	Sabitha P Joint Registrar	31.05.2024	CUSAT/ FIN.A4/1747/2024 dated 20.04.2024	Promotion granted to the post of Joint Registrar
18	Chenthamara V Sergeant	31.05.2024	CUSAT/ FIN.A4/2277/2024 dated 31.05.2024	Objection on higher scale of pay.
19	Shahirlal K V Security Guard (H.G.)	31.05.2024	CUSAT/ FIN.A4/2280/2024 dated 31.05.2024	Objection on higher scale of pay
20	Asha P Section Officer (Typist) H.G.	31.05.2024	CUSAT/ FIN.A4/1983/2024 dated 13.05.2024	Typist Category- Pay fixation at variance from Government Pay Revision orders

21	Salim K Mathai Section Officer (Typist) H.G.	31.05.2024	CUSAT/ FIN.A4/1958/2024 dated 10.05.2024	Typist Category- Pay fixation at variance from Government Pay Revision orders
22	Raveendran Arayilveetil Store Keeper Grade III	31.05.2024	CUSAT/ FIN.A4/1749/2024 dated 20.04.2024	Induction into Technical Cadre.
23	Mini K P Assistant Engineer (Civil)	31.05.2024	CUSAT/ FIN.A4/2098/2024 dated 20.05.2024	Objection on date of declaration of probation.

Revision of rent and other formalities in the University Guest House,**VFC and Athidhi Bhavan**

1. The rent of rooms in Guest House, VFC and Athidhi Bhavan was last revised in 2019 vide U.O No. UEU/Accts/ Misc./11-12/PF, Dated 16/07/2019. The rent may be revised as follows ;

Room Type	Existing charges (in Rs.)	Proposed charges (in Rs.)
Guest House Double Room A/c	485/-	900/-
Guest House VIP (A/c)	610/-	1200/-
Meeting Room	790/-	1500/-
Dining Hall catering	525/-	2000/-
VFC (A/c) Single occupancy	485/-	800/-
VFC Double Room (A/c)	725/-	1200/-
Adhithi Bhavan Room (Non A/c)	365/-	600/-
Adhithi Bhavan Room (A/c)	525/-	800/-
Concessional rate for Syndicate members	105/-	300/-

2. All rates are excluding GST. Members of University community viz teachers, staff and students are exempted from paying GST.
3. Accommodation in Guest House shall be reserved for the University / Government servants on official duty and members of general public on formal application to the Registrar at least seven days in advance. The reservation of rooms in case of general public is subject to cancellation on receiving applications for University official programmes.
4. Reservation shall not ordinarily be made at a stretch for more than five days for Government officers on official duty and three days for general public. In exceptional cases, the Registrar is empowered to reserve rooms for Government officers on official duty up to a maximum period of thirty days. Reservation of accommodation for periods over thirty days shall be sanctioned by the Vice Chancellor.

5. The full amount of rent for the entire period of reservation shall be paid in advance to the Guest House manager before the room is occupied. In case of extension of reservation, the full rent for the extended period of reservation shall be paid in advance before the commencement of the period of extension subject to confirmation of reservation for the extended period from the Registrar. The rent paid shall not be refunded.
6. The applications received by the Guest House Manager shall be processed within three working days prior to the date of reservation. The Guest House Manager shall intimate details of reservation to the applicant 2 days before by mobile / email as far as possible.
7. Those who do not reserve accommodation may be allowed to occupy a room in the Guest House if it is available on arrival and is not reserved for anybody. In such cases, the Officer in charge shall allot the rooms in stretches of one day. The rent in full for the day shall be paid in advance before the commencement of occupation.
8. Room No.1 and 2 in the Guest House and Room No 1 in the VFC shall be designated as VIP room which shall not be available for prior reservation. The Reserving Authority shall allot these rooms in the order of precedence on the arrival of the dignitary. More than one rooms can be designated as VIP rooms with the concurrence of the Registrar, if required. The VIP rooms shall be allotted only to the dignitaries as instructed by the Registrar.
9. Governor, Chief Minister, Ministers of the Union, Speaker, Chief Justice of Kerala, State Ministers and Leader of Opposition shall be eligible for accommodation in Guest Houses free of rent for both official and private tours. Members of Syndicate are eligible for free accommodation for official tours, but at a concessional rate for private tours. The Vice Chancellor is also empowered to provide rent free accommodation to any Officials/Guests, as a special case.
10. Guest house manager should ensure that rooms are available for Members of the Syndicate when they are coming for official meetings such as syndicate, senate, academic council, standing committees etc.
11. Officers / Teachers / Trainers of various events shall be eligible for accommodation in Guest Houses free of rent for official tours based on the instruction from the Registrar.
12. Trainers / Participants coming from faraway places of inter University Competitions organised by the Association of Indian Universities are eligible for free accommodation in the University Guest House / Athidhi Bhavan based on the recommendation of the Director, Youth Welfare / Director, Physical Education. Official guests of the functions of University Union are also eligible for free accommodation for the specific days based on the recommendation of the Staff Advisor, Cochin University Students Union.
13. While allotting the rooms, preference shall be given to the University Programmes than general public.
14. A party occupying an air-conditioned room shall pay its stipulated rent irrespective of whether air conditioner is used or not.

15. Every occupant shall enter details in the occupation register. All occupants shall produce their photo identity card at the time of occupation. This shall include driving license, election ID card, passport, Aadhaar, PAN card, photo identity card issued by State/Central Government/University. Officer in charge shall note down the type of identity card, card number and name of issuing authority in the occupation register.
16. Members of general public shall pay the normal rent detailed above for the first three days of their occupation. For occupation for period in excess of 3 days, the rent shall be double the normal rent.
17. Occupants are expected to exercise consideration and care for the rooms and furniture. Any defacing of the walls or floor or damage to the furniture, electrical, water supply and sanitary installations shall render the occupant liable for expulsion from the building besides payment of rectification charges assessed by the Guest House Manager. The full value of the articles damaged or broken by the occupant shall also be realized. A fine of Rs.1000 shall be imposed in both cases. The Officer in charge shall be responsible for bringing the damages to the notice of the Guest House Manager and recovering the amount towards rectification charges with fine from the occupant before he vacates the room. The amount so collected shall be entered in the remark's column of the Register.
18. The staff posted at Guest Houses are forbidden from receiving tips from the occupants. Those found asking for tips and receiving the same shall be liable for punishment. Any inconvenience or difficulty caused to the occupants by the act of a staff posted on duty shall be brought to the notice of the Registrar for remedy.
19. For holding of conferences, seminars, hearings and Adalats in Guest House, rooms/ places other than the meeting halls shall not be permitted.
20. Audio/Video players or any other musical/audio instruments shall not be played in the rooms or common spaces causing disturbance to others.
21. Use of alcoholic liquor in Guest House buildings including rooms shall be strictly prohibited.
22. Occupants are not permitted to bring inflammable articles/lethal weapons in to the Guest House campus.
23. Occupants shall not bring any pet animals to the premises of the Guest House.
24. Permanent advance of the Guest House shall be increased to Rs.50,000, as a special case.

Sd/-

P K Baby

Convener, Works committee of the Syndicate