

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Guidelines for the conduct of programmes in University Campus - Approval by the Syndicate - Orders issued.

ACADEMIC A SECTION

No.CUSAT/AC(A).A3/976/2024

Dated,KOCHI-22,27.02.2024

- Read:-1. Item No.720.04 of the minutes of the meeting of the Syndicate held on 27.12.2023
2. Letter No. G1/200/2023-HEDN dated 06.12.2023 received from the Higher Education (G) Department, Government of Kerala.
3. Circular No: 26483/G1/15/H.Edn dated 12.10.2015 issued by the Higher Education (G) Department, Government of Kerala.
4. Circular No: G1/15/2016/H.Edn dated 06.06.2016 issued by the Higher Education (G) Department, Government of Kerala.

ORDER

The Syndicate at its meeting held on 27.01.2024, vide item no: 720.04, considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the proposed guidelines submitted by the Director, Student Welfare, Department of Youth Welfare for the conduct of various programmes/study tour etc. in the wake of the unfortunate incident happened in the campus on 25.11.2023, and directions from the Higher Education, Government of Kerala, vide letter No. G1/200/2023-HEDN dated 06.12.2023.

The Syndicate resolved to approve the guidelines submitted by the Director, Students Welfare, Department of Youth Welfare, with modifications. The modified guidelines are appended.

Orders are issued accordingly.

Dr. Meera V *
Registrar

To:

1. All Heads/Directors/Principals of Departments/ Schools/School of Engineering/ CUCEK/Recognized Institutions
2. The Joint Director, Kerala State Audit Department/ Finance Officer/ Controller of Examinations
3. The Chief Warden, University Hostels/Staff Advisor, Cochin University Union (CUSU)/General Secretary CUSU/ Director. Department of Youth Welfare
4. The Director, IQAC/The Director, DoA/The Director, Public Relations and Publications

5. The Security Officer/Statistical Officer
6. Legal Affairs /Conference Sections
7. General Secretaries of registered Staff Organizations & Student Organizations
8. PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar

* This is a computer generated document. Hence no signature is required.

Cochin University of Science and Technology, Kochi-22

Guidelines for the conduct of the programmes in the University Campus

In the wake of the unfortunate incident on the campus on 25. 11. 2023, which claimed four lives and in tune with the circular issued by the Government of Kerala, No. G1/200/2023-HEDN, dated 06-12-2023, the following guidelines /regulations are issued to prevent such incidents in future and for the smooth functioning of the campuses and hostels.

General

1. All celebrations on the campus, including students' Union activities, should be conducted only after getting prior permission from the Registrar. Celebrations of any type should be communicated to the Registrar by/through the Head of the Department/Staff Advisor in the case of University Union / Programme Officer and Programme coordinator in the case of NSS activities, Associate Director, Physical Education for sports/games activities and Director, Students Welfare for the activities connected with the Department of Youth Welfare at least ten working days before the event, with programme details, guests attending, source of funds, expenditure estimates etc.
2. There shall be an organising Committee which is responsible for the conduct of each Programme. Head of the Department/ Director of the School/Principal of School of Engineering / CUCEK shall be the Chairperson of the Organising Committee and its members shall be nominated from teachers/ non-teaching staff/students through Department/School/College Council concerned. In the case of programmes organised by the Department of Youth Welfare, Department of Physical Education, National Service Scheme and other similar entities, Director Department of Youth Welfare, Director, Department of Physical Education, Programme Coordinator, NSS etc. will act as the chairperson, as the case may be. They shall constitute an organising committee accordingly.
3. The organising committee will scrutinise the proposal of the programme and submit details to the Registrar, along with the recommendation, at least ten working days in advance. The Organising Committee shall be responsible for the overall supervision of the programme.
4. All students and staff have to wear identity tags in the campus and vehicles of students and staff shall be given stickers. Security staff should ensure proper parking of vehicles.
5. The chairperson of the organising committee should inform the Police and security officer about the event, in writing, at least five working days in advance, by providing details of the programme, guests attending, number of participants, expected number of audience etc.

Chairman should also ensure that the security arrangements are in place and permission from police, fire & Rescue and other mandatory permissions are obtained. All permissions should be forwarded to the University authorities in advance.

6. The 'Discipline Committee', comprising the Head of the Department, the Teacher in Charge of the programme and the Security Officer' have to monitor and supervise the celebrations.
7. Students' vehicles shall be allowed only up to the designated parking area. Entry beyond that point shall be strictly restricted.
8. Programmes by external agencies/professional groups/paid programmes such as DJ, Musical events etc should not be permitted as part of the programme.
9. No type of fundraising, without the permission of the University, shall be permitted.
10. Technical festivals should be limited to technical activities. There shall be no restriction for the performance of cultural / arts events by the students'.
11. Bike races/motor car races/elephant processions or similar activities shall not be permitted inside the campus/hostels during any type of programmes.
12. For all student programmes in the campus, the presence of teachers is mandatory. The students' programmes shall not be permitted beyond 9 p.m.
13. Complaint Redressal Mechanism/Grievance Cell must be formed in all Departments/Schools/Colleges. A Complaint box should also be installed in all Departments/Schools/Colleges. One complaint box is to be separately marked for lodging complaints addressed to the Police. The contact details mobile number of the Police Officer at the District level are to be displayed.
14. All programmes including Youth festival, Tech fest, Talent time and other such events should be conducted in the presence and under the supervision of teachers. All programmes are to be restricted up to 9 pm and the organising committee should give the list of judges and guests in advance to the Staff Advisor. The results of stage events shall be declared by the judges immediately after the events. All results shall be processed by a Committee consisting of Teachers and Administrative staff.

15. For all programmes, if any person is participating from outside of the University, the organizing committee has to ensure that he/she registered invited for the programme and entry shall be permitted officially by providing badges/ID cards.

Students Union Activities

16. Students' Union activities shall be supervised by a committee with the staff advisor as Convener in accordance with the constitution of the Cochin University Students Union.
17. The functioning of student's union office shall be restricted from 8 am to 6 pm on all normal working days. However, during any activity organised by the University Union, the Head of the Institution can extend the time up to 9 p.m. On summer vacation, the key of the Union Office shall be kept with the Staff Advisor.

Activities related to Hostels

18. To monitor and supervise the functioning of the Hostels, separate committees for boys' and girls' hostels have to be constituted with five members. The warden shall be the Chairman/Chairperson and Assistant wardens / matrons / managers will act as the Convener of the committee.
19. If any complaint is received from Hostel inmates or the public to the Head of the Institution about the misbehaviour of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc., steps will be taken as per the rules in force.
20. Common places such as the Entrance/Exit gate of the Departments and hostels shall be provided with sufficient CCTV cameras and security personnels.
21. The public, including former students, shall be allowed to enter the campus only for genuine reasons, with permission. They will not be allowed to enter the class rooms and hostel rooms in any case.
22. Hostel day celebrations / Hostel Fest should be conducted in the respective hostel itself under the supervision of the Hostel officials. Students attending the celebration shall have to return to their hostels at 09.00 pm itself.

Students' competitions and Programmes outside the University

23. For the arts and sports competitions outside the University, participants will be selected through a selection camp, organised by the Department of Youth Welfare / Department of Physical Education, which will be notified in advance by inviting applications. The selection shall be conducted by Director, Department of Youth Welfare / Director, Department of Physical Education, as the case may be.
24. The University shall send an Officer as contingent in charge, who will maintain liaison with the organizing committee of the host University. The Director Students Welfare / Director, Physical Education / NSS programme coordinator will nominate required number of staff in charge, including lady staff from teaching or non-teaching staff of the University to accompany the team, as the case may be.
25. A complete list of participants including staff should be submitted to the Registrar in advance.
26. Students who are participating in other competitions like Moot Court, MUN, Student Parliament, Quiz, Camps etc, should get prior permission from the Department concerned and the Head of the Department or Director shall nominate the required number of teaching or non-teaching staff of the University to accompany the student participants.

Study Tours

27. Study Tour should solely be on an Academic level and for Academic purposes.
28. The declaration given by the students and parents should be verified as per the Guidelines/Rules in this regard and attested by the HoD. The same shall be in the safe custody of the HoD.
29. Number of teachers accompanying the students shall be proportionate to the number of students and atleast one of them should be a permanent faculty. If the team includes girl students, lady teachers should accompany them.
30. Staff advisors concerned should assume full responsibility of the Study Tour and conduct the Study Tour as per the final decision of the principal / Head of the Department.
31. A detailed affidavit (certificate) stating that the details of the Study Tour have been verified by the Principal / Head of the Department, Number of students in the General category, list of students in SC/ST/OEC category, Name and designation of staff accompanying the students

should reach the University office along with the letter from the Head of the Department, 15 days before the commencement of Study Tour.

32. The report of the Study Tour after obtaining approval from the Principal / Head of the Department shall be kept as study material in the Department Library.
33. The destination of Study Tour -Places/ Institutions selected should be 80% (at least) related to the concerned branch of study.

Programmes organised by Staff and students' organisations

34. All programmes organised by the staff and students' organisations, should be held only after getting prior permission from the Registrar. These programmes should be communicated to the Registrar at least ten working days before the event, with programme details, guests attending, source of funds etc.
35. The organising Committee shall be responsible for the conduct of the Programme.
36. Programme with religious character / leading to social controversy/security threat / political and social instability shall not be permitted.
37. The organising committee should inform the Registrar, Police and Security officer about the programme in advance and ensure that security arrangements are in place.