

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

University Youth Festival - Procedure for issuing certificates to the winners -
Approved - Orders issued.

ACADEMIC 'A' SECTION

No.Ac.A2/8167/2012-13

Dated, Kochi-22, 18.10.2014

Read:- (1) Letter dated 26.02.2014 from the Hon. Treasurer,
Cochin University Union.

(2) Short minutes of item No. 614.25 of the meeting of the Syndicate
held on 30.08.2014.

ORDER

The Hon. Treasurer, Cochin University Union vide the letter read as (1)
above, submitted a proposal for issuing certificates to the winners of the University
Youth Festival.

The Syndicate, vide item no read as (2) above has resolved to approve the
revised proposal (as given below) submitted by the Hon. Treasurer, Cochin
University Union for issuing certificates to the winners of the University Youth
Festival.

- Immediately after the Youth Festival is over, the Chairman signs all the certificates.
- The signed certificates along with the judgement files and the list of winners with details like degree, class, institution, prize level, event etc. will be forwarded to the Hon. Treasurer for verification on the next day morning of the event. The judgement file will be maintained in the Programme Committee Office for each event.
- The certificates verified and signed by the Hon. Treasurer will then be forwarded to the Registrar for affixing signature.
- The details like gender, title, initial, name, class, semester, branch, college name, place of college, event etc. will be included in the certificates.
- As per this procedure, the certificates will be signed by the Chairman, Cochin University Union, Hon. Treasurer, Cochin University Union and the Registrar instead of the Chairman and General Secretary, Cochin University Union and the Vice-Chancellor.

Sd/-

Dr.DAVID PETER.S
REGISTRAR

To

1. The Hon. Treasurer, Cochin University Union, CUSAT, Kochi-22/
Assistant Director, Department of Physical Education.
2. The Finance Officer/Joint Director, Local Fund Audit/
Controller of Examinations.
3. The Joint Registrar (Academic/Exams)
4. All Deputy Registrars (Exams)/Assistant Registrars (Exams)
5. The Chairman, Cochin University Union/Cochin University Union Office.
6. PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/ PA to Registrar.
7. Day file/Stock file/File copy .

Forwarded/By Order

SECTION OFFICER (ACADEMIC 'A')

Bod/11

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COCHIN UNIVERSITY UNION
Cochin University of Science and Technology
25 OCT 2014
KOCHI-22

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25-10-14