

**DEPARTMENT OF INSTRUMENTATION**  
**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**Mandatory Disclosures**

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Mandatory Disclosure by Institute running AICTE approved Engineering/Technology/Pharmacy programmes to be included in their respective Information Brochure, displayed on their website and to be submitted to AICTE every year together with its URL. The following information is to be given in the information brochure besides being hosted on the institution's official website."The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE."

Name of Programs offered	Year of Starting	Syllabus Revision	
M.Tech. Instrumentation Technology	2017	Revision 1.	2017 Admission Onwards
		Revision 2	2021 Admission Onwards
		Revision 3	2024 Admission Onwards

*Details of Discontinued Course*

Sl. No	Name of Programs Discontinued
1	M.Sc Instrumentation

**1. Name of the Institution**

DEPARTMENT OF INSTRUMENTATION  
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY  
KALAMASSERY, Kochi-22  
PIN- 682022

**TELEPHONE :** [0484- 2575008](tel:0484-2575008), [0484-2862350](tel:0484-2862350)

**EMAIL ID:** [instrumentation@cusat.ac.in](mailto:instrumentation@cusat.ac.in)

**2. Name and address of the Trust/ Society/ Company and the Trustees**

Government Institution  
(COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY)

**3. Name and Address of the Principal/Director/ Head of the Institution**

Head	Name	Phone Number	Mobile Number	E-mail address
Head of Department	Dr. Pankaj Sagar	<a href="tel:0484-2575008">0484- 2575008</a>	+91 96113 66896	<a href="mailto:pankaj@cusat.ac.in">pankaj@cusat.ac.in</a>

**4. Name of the affiliating University**

Constituent Department under the "Cochin University of Science and Technology".

## 5. Governance

### **MEMBERS OF THE BOARD AND THEIR BRIEF BACKGROUND**

Syndicate, Academic Council and Senate are the Principal Authorities of the University. Syndicate is the Chief Executive Body which meets every month.

#### **Syndicate**

The Syndicate is the chief executive body of the University comprising seventeen members and presided over by the Hon. Vice-Chancellor. It has powers for general superintendence and control over all the institutions. The syndicate normally meets once a month.

#### **Senate**

The Senate, comprising of 83 members, under chairmanship of Hon. Vice-Chancellor, review the general policies of the University and suggests measures for improvement and development, from time to time. The Senate normally meets once in four months.

#### **Academic Council**

The Academic Council is the principal academic body of the University and has powers to coordinate and exercise general supervision over the academic programmes and policies of the University. It is also responsible for the up keeping of the academic standards of instruction, research, education, examination etc. within the university. It is presided over by the Hon. Vice - Chancellor. The Academic Council normally meets once in four months.

#### **Other Statutory Bodies**

Other Statutory Bodies include the Faculties, Board of Studies, Departmental/School Councils, Planning Committee, Finance Committee, Student Council and the University Appellate Tribunal.

#### **Board of Studies**

Out of the 10 Faculties in the University, the **Department of Instrumentation** comes under the Faculty of Technology, headed by the Dean (Technology). The Board of Studies in Instrumentation comes under the Faculty of Technology.

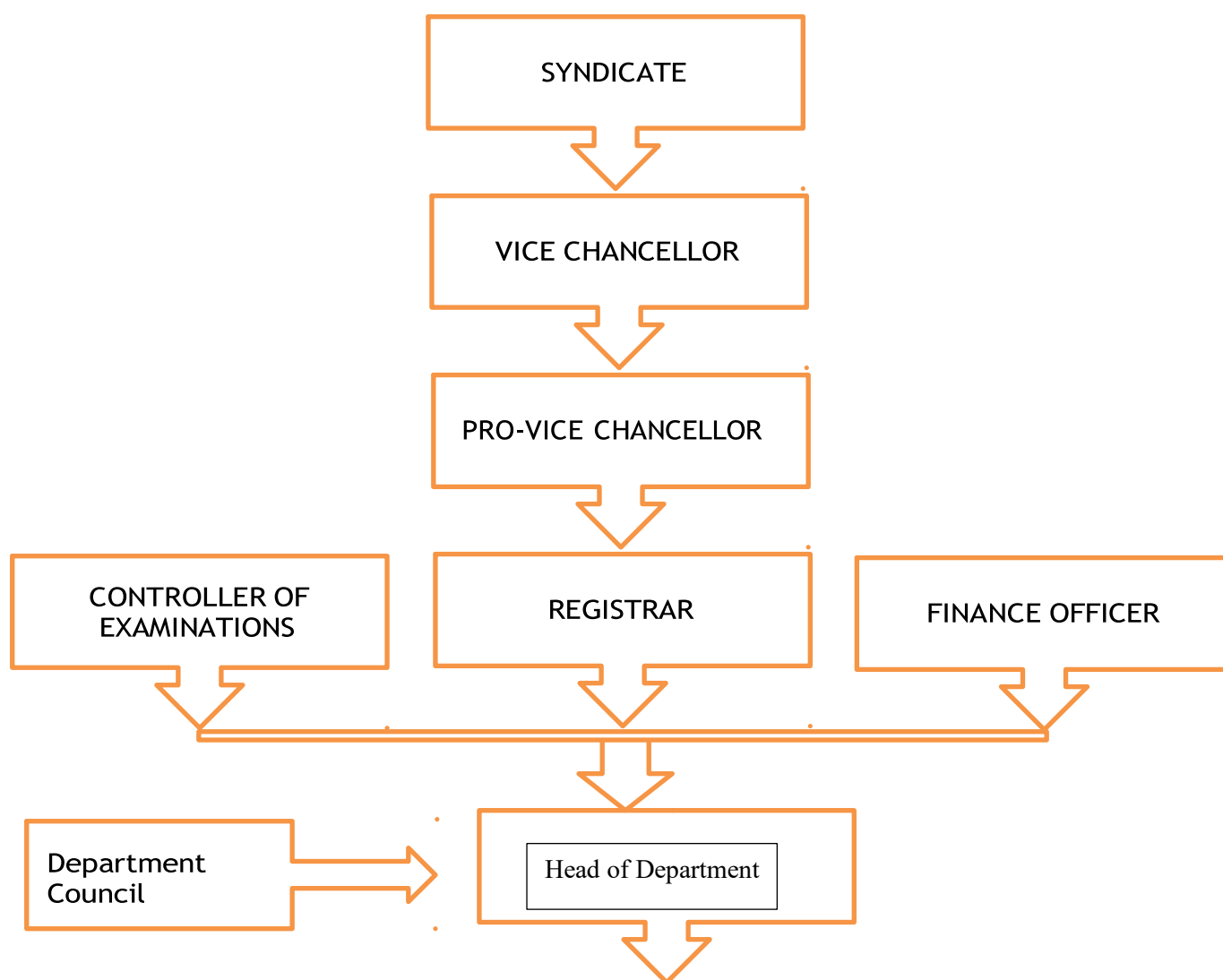
#### **Department Council**

All Regular and Contract faculty members in the Department of Instrumentation are members of the Department Council. The Department Council decides and recommends all the administrative/academic/financial matters of the Department. The Head of Department is the Chairman of the School Council.

- Frequency of the Board Meeting and Academic Advisory Body

Sl.No.	Name of the Board	Frequency of meeting	Members of the Board
1	Syndicate	Once a month	<u>Syndicate</u>
2	Senate	Once in four month	<u>Senate</u>
3	Academic Council	Once in four month	<u>Academic Council</u>
4	Board of Studies	Once in four month	<u>Board Of Studies- Engineering</u>
5	School Council	Once a month	All Regular and Contract Faculty

## ORGANISATIONAL CHART AND PROCESSES



### • Nature and Extent of involvement of Faculty and students in academic affairs/improvements

#### Role of a faculty -

- Coordinator –Class Coordinator
- Mentor - One faculty for every 5 students
- Delivering lectures, remedial classes, supervising research, innovation, entrepreneurship and incubation (start-ups), dissertations etc.
- Acting as members of various academic and administrative bodies
- Coordinating the activities of various student clubs, co-curricular and extracurricular activities

#### Role of students –

- Members of class committees.
- Student members of Syndicate, Senate, and Academic Council.

- **Mechanism/ Norms and Procedure for democratic/ good Governance**

Policy and other important decisions are taken by various bodies like the Syndicate, Senate , Department Council

- **Student Feedback on Institutional Governance/ Faculty performance**

Faculty performance-Collecting feedback from the students at the end of every semester : Available

- **Grievance Redressal mechanism for Faculty, staff and students Grievance Redressal Mechanism for faculty and staff : Grievance Redressal mechanism for students**

Grievance cell is functioning in the Cochin University of Science and Technology in two levels to redress the complaints received from the students.

Institutional (CUSAT) Student Grievance Redressal Committee

Establishment of Grievance Redressal Committee in the Institution.

Departmental (DOI Student Grievance Redressal Committee

- **Establishment of Anti Ragging**

Committee Anti-Ragging Committee

Anti-Ragging Squad

- **Establishment of Anti Narcotics**

Committee Anti-Narcotic Club

- **Establishment of Online Grievance Redressal Mechanism:**

Available Online Students' Grievance Redressal Portal

- **Establishment of Internal Complaint Committee (ICC)**

In accordance with the UGC(Prevention, Prohibition and redressal of sexual harassment women Employees and students in Higher Educational Institutions) regulation, 2015 was implemented in the university vide

Internal Complaints Committee

- Establishment of Committee for

SC/ST SC/ST Committee

- Internal Quality Assurance Cell

- Cochin University of Science and Technology reconstituted Internal Quality Assurance Cell (IQAC)

## **Programmes**

- Name of Programmes approved by AICTE : 2 year M. Tech. programme in Instrumentation Technology with an intake of 18 students (Since 2007).
- PhD Programme in Instrumentation and allied areas
- PDF

- **Placement Facilities**

Placement Cell caters for enhancing not only the employability skills of the passing out CUSATians but also the overall development of their personality. PC organizes on campus and off campus recruitments and pre-placement training programmes in Aptitude test, Group Discussions, Interviews and Presentation skills in collaboration with TEQIP and core departments. Mock Interviews and GDs are conducted on a regular basis so as to equip final and pre-final students to face the challenges of the recruitment scenario. Close on the heels of placement drives, the Placement Assistance Cell makes an evaluation of the performance of our students. This objective appraisal enables us to identify strengths and weakness of the candidates and select the strategies for improvement. Besides, there are intensive supportive measure for the rejected candidates. The Placement cell in CUSAT is very active with the participant of Student representative as well from the guidance of the placement officer Dr. Jacob Elias.

**Profile of Vice Chancellor :** <https://cusat.ac.in/office/vc>

**Director/ Principal/Head :** <https://din.cusat.ac.in/teacher/dr-pankaj-sagar>

**Faculty**

<https://din.cusat.ac.in/faculty>

**Admission Procedure**

Cochin University of Science and Technology follows the “Common Admission Test (CAT)” scheduled every year and is conducted in various centers of the country.

**CUSAT ADMISSIONS**

- Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website) - <https://admissions.cusat.ac.in/>
- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test etc.)

**Criteria and Weightages for Admission**

CUSAT CAT PROSPECTUS OF THE RESPECTIVE ACADEMIC YEARS

**Results of Admission Under Management seats/Vacant : NOT APPLICABLE**

**Computing Facilities**

- Internet Bandwidth: 150 mpbs
- Number and configuration of System:
- Total number of system connected by LAN
- Total number of system connected by WAN
- Major software packages available
- Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)

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- Facilities for conduct of classes/courses in online mode (Theory & Practical)
  - Innovation Cell
  - Social Media Cell
  - Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments
  - List of facilities available
    - Games and Sports Facilities: [https://dpe.cusat.ac.in/dpe\\_contact.php](https://dpe.cusat.ac.in/dpe_contact.php) ,
    - Extra-Curricular Activities : <https://welfarecusat.in/>
    - Soft Skill Development Facilities :
  - Teaching Learning Process
    - Curricula and syllabus for each of the Programmes as approved by the University
    - Academic Calendar of the University
    - Academic Time Table with the name of the Faculty members handling the Course
    - Teaching Load of each Faculty
    - Internal Continuous Evaluation System and place:
  - Student's assessment of Faculty, System in place
    - For each Post Graduate Courses give the following:
      - Title of the Course
      - Curricula and Syllabi
      - Laboratory facilities exclusive to the Post Graduate Course
      - Special Purpose Software, all design tools in case
    - Academic Calendar and framework