CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR
(Centrally Funded Institute under MHRD, Govt. of India)
BODOLAND TERRITORIAL COUNCIL :: KOKRAJHAR :: ASSAM :: 783370

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Minutes of the 2nd Meeting of the Board of Governors of CIT, Kokrajhar, held at the Landmark Hotel in Guwahati, on 20th February 2010

At the outset the Prof. Kulendu Pathak, Hon'ble Chairman, Board of Governors (BoG) of Central Institute of Technology (CIT), Kokrajhar, called the Meeting to order by welcoming all the Members present to the 2nd Meeting of the BoG of CIT, Kokrajhar.

The Chairman and all Hon'ble Members were welcomed and felicitated by the Institute with a traditional Bodo Aronai. Since this was the 1st BoG meeting under the Chairmanship of Prof. Pathak, he was introduced to all Members of the BoG, by the Pro-tem Principal of CIT, Prof. D. S. Pegu. The Pro-tem Principal then presented a brief account of the overall developments that have taken place in the Institute, since the 1st Meeting of the BoG of CIT in 10-03-2007, under the guidance of Ministry of Human Resource Development (HRD) and Government of Bodoland Territorial Council (BTC).

The Hon'ble Chairman then directed the Pro-tem Principal to proceed with the agenda of the meeting.

Agenda No. 1: Confirmation of the Minutes of the 1st Meeting of the BoG of CIT, Kokrajhar.

The 1st Meeting of the BoG of CIT, Kokrajhar was held on 10-03-2007 at the NIT Transit Guest House, in New Delhi. The Minutes of that meeting is placed before the Hon'ble Members of the BoG. Hon'ble Members may discuss and kindly approve the minutes of the 1st Meeting of the BoG.

Resolutions of the BoG:

The Board of Governors approved the Minutes of the 1st Meeting of the BoG of CIT, held on 10th of March 2007.

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Agenda No. 2:- Introduction of Degree Courses from the Academic Session 2009-2010.

CIT was established as an outcome of the Memorandum of Settlement (MoS) signed between the Government of India, Government of Assam and the Bodo Liberation Tiger (BLT) on 10th February 2003 with the approval of the Union Cabinet, wherein Para 11.1 and 11.2 of the MoS states that "A centrally funded Central Institute of the Technology (CIT) will be set up to impart education in various technical/vocational disciplines such as Information Technology, Bio-Technology, Food Processing, Rural Industry, Business Management, etc. The CIT will be subsequently upgraded to a centrally funded state University with Technical and Non-Technical discipline to be run by BTC".

The development "output" of CIT has been, so far more than 400 students have benefited in six vocational courses. Two new courses, Diploma in Animation and Multimedia and Diploma in Construction Technology started from the academic session 2009-10 has raised the total number of students benefited annually from 120 to 180.

CIT was to subsequently upgrade to the Degree Level. The Institute had applied for affiliation from Gauhati University in 2008, which the Institute was duly granted.

The apparent urgency in starting the Degree Level Courses has been because of the student unrest in CIT Campus. Amongst the students who have passed their Diploma from CIT in May 2009 and those who had not been able to get admission into degree courses in other engineering colleges/Institutes were agitating over the delay in starting the Degree Programme from the academic year 2009.

In a prudent decision, keeping in mind the future career of the students and to keep intact the good name of the Institute and its credibility, the Hon'ble President, CIT Society in consultation with the Bodoland Territorial Council and the Chairman, Board of Governors, CIT Kokrajhar, directed the Institute to start the Degree Level Courses in Degree in Kokrajhar. Order No. BTC/Dy. Chief-1/2009/10, Dated: 11th Dec, 2009.

An Entrance Examination was conducted for selection of the candidates. Candidates with valid scores from AIEEE/CEE were also selected. 112 students were admitted into the 1st batch of the B. Tech Course in CIT.

The 1st Semester Degree classes were started from the 18th of January 2010. An Academic Calendar has been prepared in consultation with Gauhati University to make up for the delay in starting the Academics Session. Gauhati University has also asked the Institute to prepare the Degree Syllabi and Curriculum.

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A DPR has been prepared for the Degree Module of CIT and the same has been transmitted to the HRD Ministry for initiating the process for preparation of the EFC of the Degree Module of CIT.

Hon'ble members of BoG may discuss and kindly approve starting of Degree Courses from the Academic Session 2009-10 and also approve the DPR for the Degree Module.

Resolution of the BoG :

a) **Hon'ble Members of the BoG were informed by Dr. C.T. Mahajan, AAA, Ministry of HRD, that the Ministry has approved the introduction of the Degree Courses in engineering in CIT Kokrajhar, from the academic session 2010-11. He informed the BoG that a new Expenditure Finance Committee (EFC) of Rs. 99 crore shall be prepared by the Ministry for that. The EFC shall for the period April 2010 to March 2013.**

b) **However, since CIT has already introduced the Degree Courses from the academic session 2009-10 on the direction of the Hon'ble President, CIT Society, the Institute may seek post-facto approval from the Ministry of HRD for the Degree Courses introduced from the academic session 2009-10.**

c) **The EFC for the Diploma Module which was initially fixed at Rs. 33.65 crore for the project period till September 2009, will be capped at Rs. 52 crore till 31st March 2010. The Rs. 52 crore released for the Diploma Module includes supplementary grants released by the Ministry from time to time in addition to the Rs. 33.65 crore earmarked in the Diploma Module EFC.**

Agenda No. 3:- Approval for introduction of 4 (Four) New Courses in Diploma Programme namely Control and Instrumentation, Food Processing Technology, Animation & Multimedia and Construction Technology.

Initially, CIT started its Diploma Courses in Electronics and Communication Engineering (ECE) and Computer Science and Engineering (CSE) in 2006. In the second academic session (2007-2008), CIT started two more courses in Control and Instrumentation (CAI) and Food Processing Technology (FPT) and subsequently Diploma in Animation and Multimedia (AM) and Construction Technology (CT) in 2009.

The annual intake of students in the Diploma Module at present is 180.

AICTE has already approved the Diploma Courses in:

I. Electronics and Communication Engineering (ECE)
II. Computer Science and Engineering (CSE)

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III. Control and Instrumentation (CAI)
IV. Food Processing Technology (FPT)

Approval by AICTE is waited for Diploma Courses in
I. Animation and Multimedia Technology (AMT)
II. Construction Technology (CT)

Hon'ble members of BoG may discuss and kindly approve the two new Diploma Courses in Animation and Multimedia Technology and Construction Technology.

Resolution of the BoG:

a) The BoG granted its approval for the introduction of the two new Diploma Courses in:

(i) Animation and Multimedia Technology;
(ii) Construction Technology;

The two new courses were started from the academic session 2009-10 with an intake capacity of 30 students in each course. The Institute has got the approval from the All India Council for Technical Education (AICTE) for the two new courses vide letter no. F.No. ERO/DIP/ASSAM/ID.225/2007-2008/2615-20. Dated 03.12.2009.

b) The BoG resolved that the Institute will not introduced any new Diploma Courses beyond the six courses mandated in the EFC, till the Institute is fully established.

Agenda No. 4:- Approval of Guidelines for Admission into the Degree Courses.

The guidelines for Admission into Degree Programme as proposed in the DPR for the Degree Module as follows:

i. Intake of students through Direct Entry into the 1st year of the Degree Programme shall be through AIEEE, CEE and CITEE. Minimum qualification shall be 10+2 with 65% for general candidates and 55% for ST and SC candidates.

ii. Intake of students through Vertical Entry into the 2nd year of the Modular Degree Programme shall be on the basis of marks at the Diploma level. Minimum qualifying mark shall be 70% for general candidates and 65% for ST and SC candidates.

iii. Intake of students through Lateral Entry into the 2nd year of the Degree Programme shall be on the basis of marks at the Diploma level and CIT LAT (Lateral Admission Test) conducted by CIT.

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Pattern of Student Intake in Degree Courses:

Sl.No	Year	Intake of Students	Remark
1	1st	30	Intake of 30 students into the 1st year shall be called the "Direct Entry" category and the intake pattern shall be; i. 30% through AIEEE ii. 30% through CEE iii. 40% through CITEE
2	2nd	30	30 students promoted from the 1st year will join the 2nd year, i.e 50% of students in the 2nd year shall be from the Direct Entry category.
		30	30 students from CIT who have completed their Diploma and qualify the criteria for admission into the Degree Module shall be admitted into the 2nd year of the Degree Module. This category of student intake shall be called "Vertical Entry".
		06	6 students shall be admitted into the 2nd year through Lateral Entry from other polytechnics. This is as per AICTE mandatory requirements, which mentions that a 10% intake of students (over and above) of the approved intake by AICTE should be made through Lateral Entry. Since CIT has an approved intake of 60, the intake capacity through Lateral Entry is 6. CIT will conduct a Lateral Admission Test CITLAT for this purpose.
		66	66 will be the total number of students in the 2nd year. i. 30 from Direct Entry ii. 30 from Vertical Entry iii. 06 from Lateral Entry
3	3rd	66	66 will the number students promoted from 2nd year into the 3rd year.
4	4th	66	66 will the number students promoted from 3rd year into the 4th year.

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Terms of Reference:

Direct Entry	:	Intake of students into the 1st year of the 4 year Degree Programme.
Vertical Entry	:	Intake of students into the 2nd year of the Degree Programme from the Diploma Module of CIT.
Lateral Entry	:	Intake of students into the 2nd year of the Degree Programme from other polytechnics.

Reservation of Seats:

For Direct Entry Intake of Students:

i. 60% of the total seats will be reserved for qualified students from BTAD area.

ii. 20% of the total seats will be reserved for qualified students from NE states excluding BTAD area.

iii. 17% of the total seats will be reserved for qualified students from all India excluding NE states.

iv. 3% of the total seats will be reserved for physically handicapped students. It will apply horizontally across the above 3 categories.

For Lateral Entry Intake of Students:

i. Lateral Entry seats will be open to students from all accredited Polytechnics as well as for CIT students who could not qualify for Vertical Entry.

ii. In case any seats from Direct Entry and Vertical Entry categories are vacant then those seats will be open for Lateral Entry candidates.

iii. Minimum qualification shall be 65% for general candidates and 55% for ST and SC candidates at the Diploma Level.

Total strength of students in 6 Diploma level courses and 6 Degree level courses may stand at 1800 in the Institute in 2014.

Details are provided in the DPR for the Degree Module of CIT Kokrajhar in Annexure-II

Hon'ble members of BoG may discuss and kindly approve the Guidelines for Admission in the Degree Courses.

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Resolutions of the BoG:

a) **The BoG approved the admission criteria to the Degree Programme as proposed in the agenda.**

b) **The BoG resolved that since the Degree Courses of CIT shall be affiliated to Gauhati University, the Academic Regulations for the Under Graduate programme, the Academic Calendar and the Syllabi of the courses introduced in CIT may be submitted to Gauhati University for its approval and rectification if necessary.**

Agenda No. 5:- Regularization of Service of Teaching and Non-Teaching Staff.

The List of Employees of the Institute working in various categories is provided in **Annexure-III**. The list includes both teaching and non-teaching incumbents working in CIT, Kokrajhar since its inception as in Ref. to letter No.24-10/2007-TS-IV, dt.30th April/2008 received from MHRD, Govt. of India.

For the smooth functioning of the Institute, conduct of classes and practicals, Teaching and Non-Teaching staffs were appointed on Contractual Basis. The Institute is always constrained due to shortage of manpower.

A letter was written from BTC (Letter No. BTC/IBA-35/04/Pt.1/172 Dated 31st March, 2008) regarding regularization of services of some non-teaching staff members who were on deputation in CIT.

HRD Ministry had requested BTC to initiate action for retaining these staff till such time the orders are issued by the Ministry in that regard.

Hon'ble members of BoG may discuss and kindly suggest for the absorption of the contractual employees against the vacant posts of the EFC (No.F. 1-1/2001 TS.IV, Dated 24th August 2005) of the Diploma Module as indicated in **Annexure-IV**.

Resolutions of the BoG:

a) **Dr. C.T. Mahajan informed the Hon'ble Members of the BoG, that the Institute has to wait for the Ministry's approval of the posts sanctioned in the EFC of the Diploma Module for regularization of service of teaching and non-teaching staff.**

b) **The BoG resolved that the Institute may appoint faculty and staff on contract basis according to requirements of the Institute till such time the posts sanctioned for the Institute by the Ministry are approved.**

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c) **The faculty and staff in different positions working in CIT presently may be allowed to continue till further directives from the MHRD.**

Agenda No. 6:- Approval for filling up posts of as per EFC through open advertisement for Diploma and Degree Programme.

As per the EFC of the Diploma Module (No.F. 1-1/2001 TS.IV, Dated 24th August 2005) some of the posts were filled up by appointment on regular basis by advertisement and some on contract basis while some of the posts are still lying vacant. There has been difficulty in completing the recruitment process due to a directive from the HRD Ministry not to go ahead with the recruitment process (F.No.4-6/2009-TS.IV. Dated 6-02-2009). The total staffs required, man in position and vacant positions are indicated in **Annexure-V.**

As the classes of the Degree Courses has all ready started from January 2010 for the Academic Session 2009-2010, the list of manpower required is indicated in the DPR as in Annexure-II.

BoG may recommend the required process for appointment against vacant posts for Diploma Module and required posts for Degree Module.

Hon'ble members of BoG may discuss and kindly suggest for initiating appointment process through open advertisement.

Resolutions of the BoG:

a) **The BoG resolved that the Institute may appoint faculty and staff on contract basis according to requirements of the Institute till such time the posts sanctioned for the Institute by the Ministry are approved.**

b) **The BoG was given to understand that process for the approval of post was under process in the Ministry and that posts sanctioned in the EFC may be filled up through open advertisement only after the Ministry's approval.**

c) **The matter of appointments for the Degree Programme can be considered only after the EFC for the Degree Module is approved by the Ministry.**

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Agenda No. 7:- Approval of the Purchase Rule, Travel Rule, Leave Rule, etc.

The Purchase Rules in **Annexure-VI**, Travel Rule in **Annexure-VII** and Leave Rule in **Annexure-VIII** of the Institute are placed before the Hon'ble Members of the BoG.

Hon'ble members of BoG may discuss and kindly approve the Purchase Rules in **Annexure-VI**, Travel Rule in **Annexure-VII** and Leave Rule in **Annexure-VIII** of the Institute.

Resolutions of the BoG:

a) **The Hon'ble Members of the BoG noted that the draft Purchase Rule, Travel Rule, Leave Rule, etc. prepared by the Institute should be reviewed by an appropriate committee before being approved by the BoG.**

b) **The Hon'ble Chairman, BoG was requested to constitute a committee to study the proposed rules and regulations and suggest changes if needed be.**

Agenda No. 8:- Approval of resignation of the Lecturers

Two Lecturers who were working in CIT, Kokrajhar have resigned for their own reasons. The working period and date of resignation of the incumbents are shown below:

Sl. No	Name of resigned Lecturers	Working Period	Date of resignation
1	Sri Anumoy Deb Barma, Lecturer, FPT	24-07-2008 to 11-12-2008	11-12-2008
2	Sri Biplab Das, Lecturer, Mechanical	18-07-2008 to 21-12-2009	21-12-2009

Hon'ble members of BoG may discuss and kindly accord acceptance of the resignation of the listed employees of the Institute.

Resolutios of the BoG:

The BoG accepted the resignation of the Lecturers.

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Agenda No. 9:- Discussion on Admission to Diploma Module through CITEE (Central Institute of Technology Entrance Examination) / PAT (Polytechnic Admission Test)

Since its establishment, CIT has been following the Guidelines for admission to Diploma Courses resolved in the 1st BOG meeting under the Ex-OSD, Prof. Kalyan Kumar. Consequently, the admission process of students has been through selection of candidates through an entrance examination in the name & style 'CITEE' conducted by CIT.

However, after CIT got affiliated to the State Council for Technical Education (SCTE) Assam, in 2009, Additional Chief Secretary, Higher Education (Technical) Department has insisted that CIT must follow the rules and regulations of SCTE and that students admission should be through the common Polytechnic Admission Test(PAT) which is conducted centrally by SCTE for candidates of Assam only.

The sudden change in the admission process for CIT may affect the mandated intake of students, since the intake of students is distributed according to the following pattern:

1. 60% from BTC (60%-ST, 5%-SC, 15%-OBC and 20%-GE)
2. 20% from North-East region excluding BTC.
3. 17% from All India excluding North-East Region.
4. 03% for Physically Handicapped irrespective of region.

The selection of serial nos.2, 3, 4 & 5 follow the reservation policy as laid down by Central Govt. of India. In case any or all the seats of regions excluding BTC are not filled up, the seats are to be filled up by candidates of BTC region.

While PAT is meant only for candidates of Assam, the differences in the eligibility criteria and the reservation policy as per the aspirations of the people and assurance of Central Government for CIT is a matter of great concern for the Bodoland Territorial Council (BTC). (Minutes of the Executive Council Meeting held on January 20, 2010 at the Conference Hall of BTC Secretariat, Kokrajhar)

Considering the facts and to avoid future complication in region wise seat allocation of seats for admission in CIT and the direction of BTC to ensure the autonomy of the Institute, the admission of the students in the CIT, Kokrajhar may be made through CITEE only.

Hon'ble members of BoG may discuss and kindly suggest on the method for admission into CIT.

Resolutions of BoG:

a) **The Hon'ble Members of the BoG resolved that the Government of BTC may take up the matter with the Department of Technical, Govt. of Assam for allowing CIT to conduct its own admission test by amending the existing rules of the State Council for Technical Education (SCTE), Assam.**

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b) **It was also resolved that till such time as the SCTE amends its provisions for CIT or till the Institute achieves full Academic autonomy, the Institute should follow the norms of the affiliating body.**

Agenda No. 10:- Approval of the Syllabi of B. Tech.

CIT has prepared the Draft Curriculum, Syllabi and Regulations of the Degree Courses started in CIT. The same will be submitted to Gauhati University for its approval.

Draft copy of Curriculum, Syllabi and Regulations of the Degree Courses is provided in **Annexure-IX**.

Hon'ble members of BoG may discuss and kindly approve the Curriculum, Syllabi and Regulations of the Degree Courses.

Resolution of the BoG :

The BoG resolved that the matter is to be placed for approval in the Academic Council of the Affiliating University, i.e Guwahati University.

Agenda No. 11:- To consider the Minutes of 3rd Finance Sub-Committee meeting of CIT schedule to be held on 20th Feb/2010.

Minutes of 3rd Finance Sub-Committee meeting of CIT, Kokrajhar held on 20th Feb/2010 are placed before members of the BoG.

Hon'ble members of BoG may discuss and kindly approve the same.

Resolutions of the BoG:

Hon'ble Members of the BoG approved the recommendations of the 3rd Meeting of the Finance Committee with the following observations:

a) **The Draft DPR of CIT may be approved in principle for preparing the EFC of the Degree Module.**

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b) The Budget Estimate for the Financial Year 2010-11, Financial Year 2011-12 and Financial Year 2012-13, shall be fixed at Rs.99 crore. It will include both Capital Expenditure and Recurring Expenditure for this period.

c) The Action Plan for various activities for the second phase (construction of building and infrastructure development etc .) may be prepared by CIT on the basis of fund allotments and these should be circulated amongst the Hon'ble Members of the BoG.

d) The Audited C&AG Report for the Financial Year 2006-07, 2007-08 and 2008-09 is agreed upon.

e) It was resolved that the BoG should appoint the Auditor for the Institute.

f) The Institute was asked to seek Ex- post- facto approval for the purchase of the light vehicle in the Year 2007-08, Govt. of India has banned purchase of vehicles.

g) The BoG approved the implementation of the 6th Pay Commission Recommendations in the Institute.

The Meeting ended with the Vote of Thanks from the Chair.

(Chaitali Brahma)
Registrar, CIT, Kokrajhar