



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(A Centrally Funded Institute under Ministry of HRD, Govt. of India)
BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370
Website: www.cit.ac.in

**Minutes of the 5th Meeting of the Board of Governors of CIT held at
Conference Hall, Guest House, CIT Kokrajhar
On 2nd of June, 2013**

Members present enclosed as per Annexure.

At the outset Prof. Gautam Barua, Director, IIT Guwahati and Chairman, Board of Governors (BoG), CIT, Kokrajhar called the meeting to order by inviting all the Members present for the 5th Meeting of Board of Governors (BoG) of Central Institute of Technology (CIT), Kokrajhar at the Conference Hall, CIT Guest House, Kokrajhar. Sri Kampa Borgoyari, Hon'ble Deputy Chief of BTC and President, CIT, Society, was also felicitated as an invited guest. Chairman granted leave of absence of the Members of the BoG, the Commissioner & Secretary, Govt. of Assam, Dispur and Prof. Sushaban Choudhury, Associate Professor, NEHU, Shillong, in view of their pre occupied schedule of work.

The Chairman and all Members of the BoG were felicitated by the Institute with traditional Bodo Aronai. As requested by the Chairman, BoG the Pro-tem Principal of CIT, Kokrajhar D.S. Pegu introduced all the members of the BoG and then presented a brief account of the overall developments that have taken place in the Institute.

Item No. 1 : Confirmation of the Minutes of the 4th Meeting of the Board of Governors (BoG) of CIT, Kokrajhar held on 15th of June 2012.

The 4th Meeting of the BoG of CIT, Kokrajhar was held on 15th of June 2012 in Guwahati and the Minutes of that meeting was circulated among all Members of the BoG. The Minutes of the meeting was approved by the former Chairman of the BoG, Dr. K. Pathak, after changes suggested by Members which were incorporated in the final draft.

Members may discuss and confirm the minutes in **Annexure-I** (not enclosed)

Resolution: As there were no further comments on the minutes, the Members of the BoG decided to confirm the Minutes of the 4th Meeting of the Board of Governors (BoG).

Item No. 2 : Submission of the Action Taken Report (ATR) on the Resolutions of the 4th Meeting of the BoG.

An ATR has been prepared by the Institute for the appraisal of the Hon'ble Members of the action taken on the Resolutions of the 4th Meeting of the BoG. ATR is enclosed in Annexure-II (not enclosed).

Hon'ble Members may discuss the ATR and suggests any other course of action that may be considered necessary.

Resolution: Members of the Board approved the work done as per resolutions stated in the 4th Meeting of the BoG. The Members directed the Institute to work on the pending issues stated in ATR.



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Item No. 3 : Reporting on the 1st batch of B.Tech students.

The first batch of B.Tech students will pass out in June 2013. 172 students are appearing for the final Semester in four streams namely Electronics and Communication Engineering (ECE) 59, Computer Science and Engineering (CSE) 38, Food Processing Technology (FPT) 21 and Instrumentation Engineering (IE) 54. The Institute has a Training and Placement Officer (TPO) to take care of the placement of our students and to coordinate training activities. The Institute has engaged the services of an agency by the name of "Cocubes" based in New Delhi to train our students through online and campus activities to enhance their employability. The TPO has been regularly writing to companies sending out invitations for campus recruitment drives. The Institute has also signed a MoU with IBM India to enroll for the IBM Academic Initiative Annexure-III (not enclosed) and has implemented the Rational Labs and AIX Scholars Programme to train our students for the requirements of the market. Our students have participated in 3 pool campus recruitment drives held in Guwahati.

The majority of our students are from the four districts of BTAD (Bodoland Territorial Area Districts) since the Memorandum of Association (MoA) for the establishment of the Institute mandates that 60% of the seats in the Institute shall be reserved for students from the 4 districts of BTAD, 20% for all NE states and the remaining 20% for students from all over India. By 2015 the projected strength of students in the Institute shall be 1908. By then we are looking at more than 1100 students from BTAD in the various courses. In light of these facts the greatest challenge of the Institute shall be to train the students in making them employable. Since the major chunk of students enrolled are from a pool of only four districts the Institute needs to have a policy for addressing the employability prospects of the students. 180 Diploma engineers and 360 UG engineers shall be produced every year. It is important that the Institute do not end up producing qualified but unemployed engineers and add to the growing number of unemployed youths in the region.

The Institute should initiate a training and placement curriculum that will complement the academic curriculum with trainings, workshops and interaction with industries to augment their employability skills. The Training and Placement Department should be made a full-fledged department with qualified manpower, budget, facilities, infrastructure and curriculum so that the students can be trained right from the 4th Semester in all skills and necessary aspects to make them employable.

An Incubation Center should be initiated for training and facilitating entrepreneurship amongst students and members of the faculty. The infrastructure and facilities of the Institute may be made available to entrepreneurs and industries on revenue sharing models.

Hon'ble Members may discuss and recommend the measures that the Institute should adopt to address the need for enhancing the employability of our students.



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Resolution: Members of the Board deliberated on issues of enhancing the employability of the students. In this context they suggested that the employability of the students may be addressed by taking up measures to develop personality skills among students. Trained professional may be hired to train the students for building communication skills and confidence to participate in Group Discussions and to face placement interviews. The Institute may do this by strengthening the TPO Cell.

Item No. 4 : Discussion on the possession of the land allocated to the Institute by Bodoland Territorial Council (BTC).

The BTC had allocated 355Bighas to the Institute vide Letter No. KRC.3/2010/96, dated 12-10-2010, enclosed in Annexure-IV(not enclosed). However the Institute had not been able to take possession of the land till date due to the obstruction from some of the landowners, because of which the Institute had not been able to start new constructions, such as hostels, residences, internal roads, boundary wall, etc. The obstruction from the land owners have been on grounds of insufficient financial compensation for the land they have lost to the Institute and on the demand for employment opportunity for their family members in the Institute. The matter has been reported to the concerned department of BTC on several occasions although there has been no progress.

In order to resolve the matter without further delay the Institute had invited the landowners for a meeting in the Institute to discuss the issue of their demands and to find a way for starting the construction works. Simultaneously the matter was also discussed with the Hon'ble Chief of BTC. He had visited the Institute on 11th of February 2013 to lay the foundation stones for the new constructions namely, the New Boys' Hostel, Boundary Wall, Internal Roads and Drains and the Director's Bungalow and he also met family members of land owners on the same occasion. A meeting between the Hon'ble Chief, land owners and authorities of CIT was held in the Institute on the same date and it was decided that CIT and BTC would explore the possibilities of giving employment opportunities to atleast one family member of the families identified by BTC while the Institute shall be allowed to start construction works of the new works immediately by the landowners.

As a follow up to that meeting the Hon'ble Chief had sent a list of names of family members who may considered for employment by the Institute as compensation towards the land acquired by the Institute, on compassionate ground. The letter of the Hon'ble Chief is placed before Hon'ble Members of the BoG in Annexure-V (not enclosed).

Hon'ble Members may discuss the matter of providing employment to family members of landowners.



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Resolution: Members resolved that the issue of land allocation to the Institute may be accorded the highest priority for the development of the Institute and that all constraints in this regard must be solved at the earliest. It was resolved to request the BTC authorities to take necessary measures to transfer the remaining land to the Institute. Regarding the issue of providing employment to a member of the families who have lost land to the Institute, the Chairman, assured that employment will be offered to them on a priority basis subject to the condition of their meeting the minimum educational qualifications and as and when vacancies arise.

Item No. 5 : Reporting on appointment of Non-Teaching staff made by the Institute.

To meet the pressing need for Non-Teaching manpower, with the approval of the Hon'ble Members of the BoG, the Institute made an advertisement, Adv.No.9/2012 on 21-08-2012, for recruitment to fill up the vacant post in the EFC (Expenditure Finance Committee), in Annexure-VI(not enclosed), for the Diploma Programme, by regular appointments.

Interviews of shortlisted candidates were conducted in the Institute. The list of candidates appointed from the candidates recommended by the Selection Boards is placed for the approval of the Hon'ble Members in Annexure-VII(not enclosed).

Hon'ble Members may discuss and approve the regular appointments of Non-Teaching staff subject to fulfillment of the terms and conditions for appointment stated in their appointment letters.

Resolution: Members of the BoG noted the appraisal of the Principal regarding the regular appointments of the Non- Teaching staff and approved their appointments.

Item No. 6 : Approval of appointment of Teaching staff and Lab Technicians on contract.

To meet the pressing need for additional Teaching staff and Lab Technicians, for the Degree Programme, with the approval of the Hon'ble Members of the BoG, the Institute made an advertisement, Adv.No.8/2012 on 11-07-2012, for recruitment of Teaching staff and Lab Technicians on contract.

Hon'ble Members of the BoG had approved the recruitment of manpower for teaching at the entry level, i.e. Assistant Professor, so that an appropriate student-to-teacher ratio could be maintained and it was to be ensured that the number of faculty to be recruited shall not be more than 50% of the proposed requirement of manpower in the SFC (Standing Finance Committee) for the Degree Programme.

The list of appointments made on the basis of merit from the selected candidates is in Annexure-VIII (not enclosed).

Hon'ble Members may discuss and approve the appointment of Teaching staff and Lab Technicians on contract.



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Resolution: Members of the Board noted the urgency in recruitment of Teaching staff and Lab Technicians so as to have an appropriate student – to –teacher ratio. Board Members deliberated on this issue and approved the appointments made by the Institute for Teaching Staff and Lab Technicians on contract.

Item No. 7 : Appraisal of the Hon'ble Members on the policy initiative for Teaching staff.

The Teaching staff of the Institute consists of both regular and contractual faculty. Since 2006 the Institute had appointed 68 faculties from time to time based on the requirements of the Institute. The list of faculty is provided in Annexure-IX (not enclosed). During this time the Institute has been regularly losing faculty to other Institutes. The list of faculty who has left CIT for better opportunities is placed in Annexure-X (not enclosed). In order to arrest the rate of attrition of the Teaching Staff the Institute needs to have a Career Advancement Policy that can be a factor for motivating good faculty to prefer working in CIT and it should also attract good faculty to come and work in CIT.

The policy initiative may include:

- Promotion and salary increments should be based on performance.
- Regularization and confirmation of services should give weightage to performance.
- The Institute may be permitted to recruit manpower on contract against vacancies arising due to faculty members proceeding on Study Leave for higher studies.
- Subsidised residential and transportation facilities may be extended to faculty members who reside outside the Institute campus till residences for all faculty members are ready in the campus.
- The Institute should be allowed to hire senior and eminent faculty from premier Institutions and reputed personality from Industry to teach purely for limited durations by negotiating on their terms of remuneration.
- Medical Leave, Medical Reimbursement, Seminar and Conference Grants, residential facilities may be allowed to faculty members working on contract.
- Faculty employed on contract should also be given salary on scale along with annual increments.
- The Institute should be permitted to design incentives which will be linked to the productivity of faculty in regards to their initiatives and involvements in making students employable and better academic prowess.
- The Institute should be allowed to recruit a resident pedagogy expert to counsel and train all faculty on regular basis.
- For a faculty who applies to resign from his service there must be a notice period of 3 months for the resignation letter to be accepted.
- Faculty members will qualify for applying for Study Leave for higher studies only after two years of regularization of their service.



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- Permission for Study Leave may be given on rotational basis to faculty members in a department based on the seniority of their length of service in that department.
- Employees who shall avail Study Leave will have to sign a bond for continuing their services in the Institute for 5 years after joining his/her service or else he/she will have to pay the Institute the sum of money he/she had drawn from the Institute during the period of absence from duty in the Institute along with an Interest on the amount drawn from the Institute.

Resolution: Members acknowledged and approved the policy initiatives taken by the Institute for the development of the Teaching Staff and resolved that:

- Every faculty member, who fulfills the AICTE norms, shall be entitled for Professional Development Allowance (PDA) amounting to Rs 1.00 (One) lakh every year.
- All faculty members on contract shall be entitled to facilities like, New Pension Scheme (NPS), medical benefits, Traveling Allowance and annual increments.
- The Institute may hire retired faculty on contract.
- All faculty members may be entitled to housing facilities on license fee basis.
- The Institute may hire pedagogy experts to counsel and train all faculty members from time to time.
- For a faculty who applies to resign from his service the notice period may be 3 months.
- The time to qualify for applying for Study Leave for higher studies may be after two years of regularization of service.
- Bond shall be signed by the employees who avails Study Leave for continuing their service in the Institute for 5 years after joining his/her service. If not the sum of money drawn from the Institute during the period of Study Leave along with an Interest on the amount drawn shall be refunded back to the Institute.

Item No. 8 : Appraisal of the Members on the introduction of administrative rules by the Institute.

The Institute has taken the initiative to establish an academic environment that is transparent and proactive towards the educational requirements of the students. The Institute intends to build an academic environment that can;

- Identify and address the needs of the students
- Respond to the difficulties faced by the students
- Instill a work culture that is consistent, transparent and proactive
- Ensure audit of weekly progress of theory and practical classes
- Ensure student's access to their teachers and all learning resources



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- Ensure the speedy access to facilities, equipment, books and educational resources for every student and faculty
- Ensure that the teachers are trained to be professional academicians

With these broad objectives the Institute has made it mandatory that every department hold atleast one Departmental Meeting every week. These meetings allow all faculty and staff of the department to discuss all matters including leave applications and purchase requirements. The resolutions of the Departmental Meeting are placed in the Weekly Academic Review Meetings chaired by the Principal where discussions take place on the resolutions brought forward by all the departments and necessary actions follow for execution of decisions taken in these meetings. Besides that every faculty has to prepare an Academic Progress Report of every student that they teach in a particular Semester. The format of the Academic Progress Report is designed to assess all parameters of a student's academic and personality development. It will allow the departments to track the progress of their students not only in a Semester that is in progress but it will also allow the Institute to identify the difficulties faced by individual students in various Semesters and across different departments. It will also serve as a format for comparing the performance of the teachers and students across different departments.

The duty hours for Teaching Staff is proposed to be 8 hours every working day and that the work load for every faculty should be a minimum of 16 hours of theory and practical classes per week. Besides the normal duties every faculty shall be assigned responsibilities in various committees and cells constituted by the departments and the Institute authorities for the smooth functioning of the Institute.

To address the procurement requirements of the departments, the Institute has a mechanism for a Pre-Purchase Committee which examines the Indents for requirements made by all the departments. All requirement/ Indents are examined for budget provision, stock availability, repeat purchases on approved rates or new purchases. The Pre-Purchase Committee also decides if a new purchase should be made through Open Tendering, Limited Tender Inquiry (LTI) or Single Tender Inquiry (STI) for proprietary products and solutions or if an Expression of Interest (Eoi) should be initiated. A Tender Committee examines price quotations and tender bids and the final selection of a solution, service or product to be purchased is made by the Purchase Committee.

Hon'ble Members may discuss the administrative measures initiated by the Institute to establish a systematic and transparent approach to decision making and to create a consistent academic environment that can benefit the students in their quest for knowledge and education. Hon'ble Members may suggest changes and approve the Departmental Meeting, Weekly Academic Review Meeting, Academic Progress Report, duty hours, Pre-Purchase Committee and Purchase Committee so as to incorporate them into the rules and regulations in the MOA.



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Resolution: Members acknowledged the initiative of the Institute to establishment an academic environment that is transparent and proactive towards the educational requirements of the students.

Members resolved that the Institute may initiate administrative rules and regulations as and when necessary. The BoG adopted the Departmental Meeting, Weekly Academic Review Meeting, Academic Progress Report and working hours for faculty and recommended to the Society for incorporation into the MOA of the Institute.

Members resolved that all procurements made by the Institute may be in compliance of rules and guidelines of CVC and GFR as applicable to all Centrally Funded Technical Institutes (CFTI).

Item No. 9 : Seeking the approval of the Hon'ble Members for the constitution of new committees, rules and new proposals.

A new Subcommittee of the BoG may be constituted for examining matters of regularization of Services and new Appointments.

A Disciplinary Committee may be constituted for employees of the Institute.

All employees of the Non-Teaching should be made to undergo 4 months of training in Institutions/Organizations identified by the Institute during the probation period.

The Institute may be allowed to create a new ACR (Annual Confidential Report) format that gives weightage to teaching skills, innovative academic measures, entrepreneurial initiatives and performances of responsibilities assigned other than normal duties.

The Institute may be permitted to take up Institute Industry partnerships that can benefit the Institute in creating scopes for employment of our students.

The Institute may be allowed to develop Advanced Testing Facilities and incubation facilities that can create opportunities in providing consultancy services by the departments, test Proof of Concepts (POC) and create opportunities for entrepreneurship.

Hon'ble Members may discuss and approve the number of seminars, conferences and refresher courses a faculty member shall be entitled to attend on duty leave. Faculty members may be entitled for travel grants for attending one seminar or conference or refresher course in a year. This may be allowed to even faculty members working on contract.

Hon'ble Members may allow the Institute to tie-up with Hospitals for cashless treatment for employees of the Institute. A Medical Committee may be constituted to examine the applications for treatment in outstation advanced medical facilities and applications for medical reimbursements of employees and their enlisted dependents.

Hon'ble Members may discuss the qualification norms for entry level faculty in the Animation and Multimedia Technology (AMT) department in the light of the fact that it is a very new area even in terms of the list of courses approved by the All Council for Technical Education (AICTE). This department teaches a syllabus that is a mix of engineering and fine arts, hence the Institute has been finding it very difficult to get faculty with a basic degree in engineering along with Master Degree in the computing or animation and multimedia.



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Resolution: With regards to the constitution of new committees, rules and new proposals, Members resolved that;

- i. There was no need for a standing disciplinary committee for staff; rather enquiry committees may be constituted as and when needed.
- ii. Non-teaching employees may be required to undergo training based on the needs identified by the Institute.
- iii. The Institute shall take up the initiatives for creation of ACR format, modalities for Institute Industry Partnership and the proposals for creation of advanced testing facilities.
- iv. The Institute shall prepare the rules for attending seminars, conference, refreshers courses and travel grants for all faculty members and seek the approval of the Chairman.
- v. The Institute shall finalize the Medical Rules and the MOA for tie up with hospitals and get it approved by the Chairman.
- vi. The Institute shall prepare the Recruitment Rules (RR) on the qualification norms for entry level faculty for the department of Animation & Multimedia Technology (AMT) and seek the approval of the Chairman.

Item No. 10 : Appraisal of the Hon'ble Members on proposals for new works and new projects.

The Institute has prepared a Detailed Project Report (DPR), in Annexure-XI(not enclosed), to setup a 100 KWp Solar PV Power Plant estimated at a cost of Rs. 2.00 Crore, for power backup to light the internal roads and corridors of the academic premises. The Institute will seek 90% of the funds required from the Ministry of Non Renewable Energy as subsidy while 10% of the funds required shall be provided by the Institute. The Institute seeks the approval of the Hon'ble Members for implementing the Solar Power Plant in the Institute and the approval for Rs 20.00 Lakh as a 10% of the total funds needed.

The Institute seeks the approval of the Hon'ble Members for setting up a Photo Voltaic Cell (PVC) testing and design facility, Solar Water Purifier and Solar Water Pump design facility in the IE department lab through Institute Partnership.

The Institute seeks the approval of the Hon'ble Members for setting up a Fruit Processing Unit, a Milk Processing Unit, a Meat Processing Unit and a small Cold Storage in the FPT department. These units will not only benefit the Institute but it will also contribute directly towards the development of the socioeconomic conditions of the people in the region.

The Institute seeks the approval of the Hon'ble Members to build two Virtual Class Rooms (VCR) to connect with one of the IITs for remote classes through the National Knowledge Network (NKN). This will help the Institute to address the dearth of teachers and students will benefit from the live interactions with highly skilled teachers.



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Resolution: With regards to the appraisal of new works and new projects, Members resolved that;

- i. Approved the proposal in principle for a 100 KWp Solar PV Power Plant at a cost of Rs. 2.00 Crore; however the Power Plant may be setup later on after land issues have become clear.
- ii. The BoG agreed in principle to the proposal for setting up of a Photo Voltaic Cell (PVC) testing and design facility, Solar Water Purifier and Solar Water Pump design facility. The Institute may prepare the Detailed Project Report (DPR) and place it for approval in the next BoG meeting.
- iii. The BoG agreed in principle to the proposal for setting up of a Fruit Processing Unit, a Milk Processing Unit, a Meat Processing Unit and a small Cold Storage in the FPT Department. The Institute may prepare the DPR and place it for approval in the next BoG meeting.
- iv. Members approved the proposal for setting up of one Virtual Class Room (VCR) initially. The Institute may adopt the Bill of Material and price estimate for VCR from the National Knowledge Network (NKN) for implementing it in CIT.

Item No. 11 : Appraisal of the Hon'ble Members on the qualifying marks for admission into the Diploma and Degree Programme.

The Institute conducts the CITEE for admission into the 3 years Diploma Programme. The minimum qualification needed for admission is 45% in Maths and Science in Class X. However there is no cutoff percentage for the aggregate score in Class X. This has led to candidates with the qualifying 45% marks in Maths and Science, but low aggregate percentage getting admitted. The impact of this has been felt in two major ways;

1. More than 50% of the students have multiple back papers.
2. In 2012 just 30% of the students of the Diploma Module could qualify for joining the Degree Module through Vertical Entry in the 3rd Semester of the Degree Programme. This means 70% of the 180 seats for Vertical Entry in six disciplines of the Degree Programme remain vacant. The qualifying marks for Vertical Entry is 65% for General and 60% for ST and SC students in the Diploma Module. This has been the trend in the previous years as well and shall continue with the current batches of students.

The Institute has also given 27 seats of the Diploma Programme to the Directorate of Technical Education (DTE), Assam for admission through PAT (Polytechnic Admission Test) in lieu of the demand from DTE to conduct the admission to the Diploma Programme in CIT through PAT, for the reason that the Diploma Programme in CIT is affiliated to the State Council for Technical Education, Assam (SCTEA). However the admission through PAT in the last two years for the allocated 27 seats have been abysmally low. Hon'ble



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Members are requested to deliberate on the fact that the Institute has been losing valuable seats every year.

The qualify marks for admission into the Degree Programme through CITDEE is 45% in Physics, Chemistry and Maths Class XII, while there is no cutoff percentage in the aggregate score in Class XII. Similarly this has led to candidates with the qualifying 45% in Physics, Chemistry and Maths, but with low aggregate percentage getting admitted. The impact of this has been lots of back papers, especially in Basic Sciences in the 1st year of the Degree Programme

Hon'ble Members may discuss the matters raised above. The issue of multiple back papers has been adding to the burden of the Examination Branch of the Institute. Hon'ble Members may permit the Institute to constitute a full-fledged department of the Examination Branch headed by a senior faculty or Deputy Registrar (Academics) in the future with the requisite manpower and necessary infrastructure.

Resolution: Members approved the proposal that the minimum aggregate percentage to qualify for admission in to the Diploma Programme shall be 45% in Class X and for admission in to Degree Programme shall be 45% in Class XII.

Members recommended that the issue of multiple back papers and lesser number of students qualifying for the Vertical Entry programme may be tackled by the Institute by augmenting the Teaching Staff with more teachers and by recruitment of senior teachers for creating a healthy faculty-student ratio.

Members agreed to the proposal for the constitution of the Examination Branch headed by a Deputy Registrar in future with the requisite manpower and necessary infrastructure.

Item No. 12: Discussion on the acute shortage of time for completion of academic session/curriculum.

The academic session is usually for ten months. Every Semester gets about five months to conduct the academic curriculum. It is the endeavor of the academic calendar to ensure 90 days of class in a Semester besides the Mid Semester and End Semester Exams with a minimum of 45 theory classes for a subject in a Semester. However the Institute is very constrained in maintaining the academic curriculum every Semester because of rampant bandhs beside the usual list of holidays in the calendar. This year in the month of February alone witnessed 2 days of bandh in every week. The problem is aggravated because the Institute follows a 5 working days a week schedule, 20 hostels are situated in Kokrajhar town and most of the faculty and other staff resides in Kokrajhar town which is 10 Kms from the Institute. The Institute has to cancel classes if buses cannot ply during bandhs as a precautionary measure.



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Hon'ble Members may discuss and recommend any changes in the academic schedule if necessary to ensure the implementation of the academic calendar. Hon'ble Members may also help the Institute in expediting the construction works to make the Institute a fully residential Institute so that the academic calendar can be implemented without being constrained by local disruptions.

Resolution: Members suggested that to make up for the loss of classes during frequent bandhs, the Institute should arrange for extra classes and working hours on Saturdays and Sundays. The Institute may take the necessary steps for arranging the support system for conducting extra classes.

Members recommended that the Institute take up necessary initiatives like timely allocation of sites for construction of buildings, completion of constructions in time, preparation of Plan and Estimates, timely availability of Detail Drawings and Diagrams, etc., for the speedy construction of all residential buildings in the campus.

Item No. 13 : Appraisal of the Hon'ble Members on the construction works in the campus.

Construction works of the Institute are executed by the PWD of BTC. The Institute had always stressed that the desired level of standard of construction works and the quality of raw materials used in construction works must be maintained. The Institute pays an agency charge of 7 percent on the total cost of the civil works outsourced to PWD. However with this arrangement the Institute has no control on the pace of work, the timeline of the completion of works, standard and quality of works done. There is a huge gap between the progress of actual works and the priorities of requirements of the Institute.

The Institute has already allocated Work Orders and funds to PWD for the construction of one 672 capacity New Boys' Hostel, Boundary Wall, Internal Roads and Drains, Director's Bungalow, Security Barrack, Health Center, Type II and Type III Quarters. Even funds amounting 10% of the cost estimates of these works also has been released to the PWD to expedite the construction works.

Plan and Estimates of buildings and civil structures are made by the Institute's Architect Consultant. However there is a need for all the financial estimates to be properly vetted by appropriate technical expertise. The PWD apparently is more active in matters of cost escalations and revised estimates rather than engaging necessary technical personnel and time to detail works and daily monitoring at construction sites. Water logging in the external roads and buildings are visible signs about the lack of final details in civil works.

The Institute had published an Expression of Interest for engaging the services of a Chief Project Engineer on 21-10-2012 in Annexure-XII (not enclosed), to help the Institute supervise and monitor all constructions in the campus. He will be in charge of the Civil Works Cell to be constituted to ensure that all construction works are completed exactly to meet the standards and measurements specified in the work orders and in time. The Civil Works Cell will have two junior engineers and two assistants.



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(A Centrally Funded Institute under Ministry of HRD, Govt. of India)
BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370
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Hon'ble Members may discuss the matter of delay in starting the construction works by PWD for the new works allocated to them. The delay in execution of works and the selection of professional and reputed contractors may be discussed by the Hon'ble Members. A monthly joint meeting of CIT, PWD and Architect Consultant in the Institute may be made mandatory and a Monthly Progress Report may be prepared to ensure that all construction works are completed in time, effective supervision and monitoring of the standard of construction works and the quality of materials used in construction works are ensured.

Resolution: Members discussed on the issue of the construction works in the Institute and resolved that;

- A joint monthly meeting of CIT, PWD and Architect Consultant in the Institute is mandatory.
- BTC PWD shall submit a Monthly Progress Report of civil works to ensure that all construction works are completed in time,
- Effective supervision and monitoring of the standard of construction works is done and the quality of materials used in construction is maintained.
- The Institute shall constitute a high level committee to look into the matter of selection and appointment of the Chief Project Engineer for the Institute.

Item No. 14 : Approval of the Plan and Estimate of Civil Works started in 2012-13.

The Hon'ble Members had approved the construction of proposed buildings and amenities according to the Master Plan of the Institute in the last meeting of the BoG in 2012. Accordingly the Architect Consultant of the Institute had prepared the Plan and Estimate in Annexure-XIII (not enclosed), of the following construction works;

- a) Boundary wall
- b) Internal Roads and Footpath
- c) Drain and Culverts
- d) New Boys
- e) Director's Bungalow
- f) Auditorium
- g) Type I, Type II and Type III Quarters
- h) Health Center
- i) Security Barrack
- j) Faculty Transit Hostel for Woman

The Plan and Estimate were placed in the 10th Meeting of Building and Works Committee held on 8th March, 2013, in Guwahati. The Work Orders for these construction works have been handed over to PWD BTC.



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

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The Institute needs these infrastructures immediately. All of them are of the highest priority in view of the increasing number of students, staff and facilities in the Institute. The Institute shall grow only with the timely development of these infrastructure and facilities.

Hon'ble Members may discuss and approve the Plan and Estimate of the above mentioned construction works.

Resolution: Members approved the Plan and Estimate of Civil Works as recommended for the second phase of construction commenced during 2012-13.

Item No. 15: Approval of Annual Report for the Year 2011-2012.

The Annual Report of CIT Kokrajhar for the Year 2011-2012 is place before the BoG in Annexure-XIV (not enclosed) Teaching staff and Lab Technicians on contract.

Hon'ble Members may approve the Annual Report for the year 2011-2012.

Resolution: Members accorded Post Facto approval of the Annual Report of CIT Kokrajhar for the Year 2011-2012.

Item No.16 : To consider the Minutes of the 7TH Meeting of the Finance Committee of CIT scheduled on 2nd June 2013.

The recommendation of the 7th Meeting of Finance Committee was tabled in the form of Minutes during the Meeting for appreciation and approval of the Hon'ble Members of the Board of Governors.

Resolution: Members of the BoG ratified / approved the recommendation of the Finance Committee with the following observations:

- i. Acknowledged the support from the Ministry for receipt of funds and suggested for proper utilization of funds by the Institute.
- ii. Members noted the physical and financial progress of the construction works in the campus and advised for timely implementation of work by PWD. Modification of agreement with PWD for ensuring quality control of raw materials used in construction and that the Institute should have full monitoring powers should be ascertained.
- iii. Members approved the Annual / Audited Reports of the C&AG for the Financial Year 2011-12.
- iv. The Members of the BoG approved the expenditures incurred by the Institute.
- v. The Members of the board approved the Plan and Estimate for the new Civil Works to be undertaken by the Institute in 2012-13.
- vi. Members of the BoG approved in Principle the proposal for new works as recommended by the FC which are as follows:



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

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Website: www.cit.ac.in

- the construction of a Water Fountain in front of the Administrative Building. Members acknowledged the suggestion for the preparation of the DPR by the Civil Engineering Cell of the Institute and thereafter be placed in the Building Works Committee (BWC).
 - for setting up of 100 KWp Solar PV Power Plant .
 - to resurface the concrete Lawn Tennis court, Volley Ball court, Basket Ball court and Badminton court with multiple layers of synthetic (Acrylic) over-lay system and the same is to be examined by a technical committee of the BWC depending on the cost involved.
 - installation of a 125 KVA DG Set .
 - setting up commercial kitchens in the existing two hostels inside the campus, guest house and canteen by following cordial formalities.
 - installation of an IP PBX system.
 - building of Virtual Class Rooms (VCR).
- vii. Members approved the recommendation of the FC on the proposal for building Barrier Free Structures in the existing buildings.
- viii. Members of the BoG approved the expenditures incurred during the Financial Year 2013-14 with a closing balance for Rs. 9,18,62,726/- as on 31st March, 2013.
- ix. Members approved the recommendation on the proposal for hiring of new vehicle by following cordial formalities.
- x. Members of the BoG approved the recommendations made by the Chairman on the delegation of Financial powers to the Head of the Institute for undertaking minor construction works which are as follows:
- a. For works less than Rs. 25.00 lakhs the Head of the Institute shall be the approving authority.
 - b. For works more than Rs. 25.00 lakhs but less than Rs. 1.00 Cr the BWC shall be the approving authority.
 - c. For works above Rs. 1.00 Cr the Board shall be the approving authority.
- xi. Members of the BoG approved the decision of the Chairman for allowing every Faculty to spend upto Rs. 15,000/- in cash for purchasing of books, Lab components, spot purchase, and repairs for Departmental requirements etc. at a time.
- xii. Members of the BoG approved the recommendation of the FC to enhance the ceiling limits Rs. 2.00 Lakhs from Rs. 1.00 Lakh only for one time for a major/ life threatening disease.



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
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- xiv. Members of the BoG approved the budgetary proposal for Rs. 4230.00 Lakhs for the Financial Year 2013-2014.

The meeting ended with Vote of Thanks to the Chair.

(Chaitali Brahma)
Registrar & ex-officio Secretary
BoG, CIT Kokrajhar
E-mail: registrar@cit.ac.in

Copy to:

1. Shri Kampa Borgayari, Dy Chief of BTC & President, CIT Society, Kokrajhar for favour of information.
2. Prof. Gautam Barua, Director, IIT, Guwahati-781039, INDIA and Chairman, BoG, CIT, Kokrajhar for favour of information & necessary action.
3. Shri Y. Tripathi (FA), IFD, MHRD, Govt. of India, Shastri Bhawan, New Delhi-110001 for favour of information & necessary action.
4. Ms. Amita Sharma, Additional Secretary (T), MHRD, Govt. of India, Shastri Bhawan, New Delhi-110001 for favour of information & necessary action.
5. The Commissioner and Secretary to the Govt. of Assam, Dept. of Higher Education, Dispur, Guwahati-781006, Assam for favour of information & necessary action.
6. Sri P.K. Hajoari, ACS, Secretary, Dept. of Education, BTC, Kokrajhar for favour of information & necessary action.
7. Shri Carol Narzary, Secretary IBA, BTC, Kokrajhar for favour of information & necessary action.
8. The Member Secretary, All India Council for Technical Education, 7th Floor, Chanderlok Building, Janpath, New Delhi-110001 for favour of information & necessary action.
9. Prof. P.K. Bora, Dept. of Electronics & Electrical Engineering, IIT, Guwahati-781039 for favour of information & necessary action.
10. Prof. Sushabhan Choudhury, Dept. of Electronics & Communication Engineering and Dean (SOT), NEHU, Shillong-793022, Meghalaya for favour of information & necessary action.
11. Prof. P.K. Das, Dept. of Mathematics, NERIST, Nirjuli-791109, Arunachal Pradesh for favour of information & necessary action.
12. Dr. L. Nath, Chief Scientist, CSIR, North East Institute of Science and Technology, Jorhat-785006, Assam for favour of information & necessary action.
13. Sri B.R. Medhi, Director, ETDC Guwahati, 1st & 2nd Floor, Central Block, HOUSEFED Complex, Beltola-Basistha Road, Dispur, Guwahati: 781006 for favour of information & necessary action.
14. Sri Dahal Khungur Narzary, Associate Professor, Dept. of History, Janata College, Serfanguri, BTAD, Kokrajhar-783346 for favour of information & necessary action.
15. Pro-tem Principal, CIT, Kokrajhar, BTAD, Assam for favour of information.
16. Director, CIT, Kokrajhar, BTAD, Assam for favour of information & necessary action.
17. Sri J.D.H. Basumatary, Asstt. Professor, Sociology, CIT, Kokrajhar, BTAD, Assam -783346 for favour of information & necessary action.

(Chaitali Brahma)
Registrar & ex-officio Secretary
BoG, CIT Kokrajhar



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**Members present in the 5th Meeting of Board of Governor's,
 CIT, Kokrajhar held on 2nd June/2013 at 12-00 Noon in CIT Guest House, Kokrajhar**

Sl. No.	Name and Address	Signature
1.	Sri Kampa Borgoyari, Hon'ble Deputy Chief of BTC & President, CIT Society, Kokrajhar	
2.	Prof. Gautam Barua, Director, IIT Guwahati & Chairman, BoG, CIT, Kokrajhar	
3.	Sri Y. Tripathi (FA), IFD, MHRD, Govt. of India, Shastri Bhawan, New Delhi	
4.	Sri Dalip Kapur, Deputy Secretary (T), Department of Higher Education, MHRD, "C" Wing, Shastri Bhawan, New Delhi	
5.	The Commissioner and Secretary to the Govt. of Assam, Dept. of Higher Education, Dispur, Guwahati	
6.	Sri Carol Narzary, ACS, Secretary, IBA, BTC, Kokrajhar	
7.	Sri P.K. Hajoari, ACS, Secretary, Dept. of Education, BTC, Kokrajhar	
8.	The Member Secretary, All India Council for Technical Education, 7th Floor, Chanderlok Building, Janpath, New Delhi	
9.	Prof. P.K. Bora, Dept. of Electronics & Electrical Engineering, IIT, Guwahati	
10.	Prof. Sushabhan Choudhury, Dept. of Electronics & Communication Engineering and Dean (SOT), NEHU, Shillong	
11.	Prof. P.K. Das, Dept. of Mathematics, NERIST, Nirjuli	
12.	Dr. L. Nath, Chief Scientist, CSIR, North East Institute of Science and Technology, Jorhat	
13.	Sri B.R. Medhi, Director, ETDC, Guwahati	
14.	Sri Dahal Khungur Narzary, Associate Professor, Dept. of History, Janata College, Serfanguri, BTAD, Kokrajhar	
15.	Sri D.S. Pegu, Principal, CIT, Kokrajhar	
16.	Sri J.D.H. Basumatary, Asstt. Prof., Humanities & Social Science, CIT, Kokrajhar	
17.	Sri Ranjib Barua, Architect Consultant, Guwahati	
18.	Smt. Chaitali Brahma, Registrar, CIT, Kokrajhar	