

# CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

## MINUTES OF THE SEVENTH MEETING OF THE BOARD OF GOVERNORS HELD ON 5<sup>TH</sup> APRIL, 2014 AT CONFERENCE HALL, GUEST HOUSE, CIT KOKRAJHAR

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The 7<sup>th</sup> Meeting of Board of Governors of the Institute was held on 5<sup>th</sup> April, 2014 at Conference Hall, Guest House, CIT Kokrajhar and the following members were present:

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|-----|---|---------------------|
| 1.  | Prof. Gautam Barua<br>Director, IIIT Guwahati, Ambari, Gopinath Bordoloi Road, Guwahati-781001 and<br>Chairman of the Board of Governors, CIT, Kokrajhar. | Chairman            |
| 2.  | Sri Dalip Kapur<br>Deputy Secretary (T), Dept of Higher Education,<br>MHRD, "C" Wing, Shastri Bhawan,<br>New Delhi-110001                                 | Member              |
| 3.  | Shri P.K. Hajoari, ACS<br>Secretary, Dept. of Education, BTC<br>Kokrajhar, Assam-783370   | Member              |
| 4.  | Shri Carol Narzary, ACS<br>Secretary, IBA, BTC<br>Kokrajhar, Assam-783370   | Member              |
| 5.  | Prof. P.K. Bora<br>Dept. of Electronics & Electrical Engineering,<br>IIT, Guwahati-781039   | Member              |
| 6.  | Dr. L. Nath,<br>Chief Scientist, CSIR<br>North East Institute of Science & Technology, Jorhat, Assam-785006   | Member              |
| 7.  | Shri B.R. Medhi<br>Director, ETDC Guwahati, 1st & 2nd Floor, Central Block, HOUSEFED Complex,<br>Beltola-Basistha Road, Dispur, Guwahati:781006, Assam    | Member              |
| 8.  | Prof. R.H.D. Lyngdoh<br>Dept. of Chemistry, NEHU Campus, Shillong - 793022<br>Meghalaya   | Member              |
| 9.  | Shri Dahal Khungur Narzary<br>Associate Professor, Dept. of History<br>Janata College, Serfanguri, BTAD, Kokrajhar – 783346                               | Member              |
| 10. | Prof. Uday S. Dixit<br>Director, CIT, Kokrajhar, BTAD, Assam-783370   | Member              |
| 11. | Shri Bihung Brahma<br>Asstt. Professor, Humanities & Social Sciences<br>CIT, Kokrajhar, BTAD, Assam -783370   | Member              |
| 12. | Ms. Chaitali Brahma<br>Non-Member Secretary, BoG and Registrar, CIT, Kokrajhar.   | Non-Member<br>Secy. |

The other four members i.e. nominee of the MHRD (IFD), Commissioner & Secretary, Govt. of Assam, Prof. Arup Kr. Sharma, representative of AICTE, Prof. P. K. Das, representative of NERIST, Itanagar could not attend the meeting due to prior engagements is noted. However, IFD of the MHRD and AICTE representative has given written comments on the Agenda items which were taken into account during the course of the meeting.

The agenda for the day was taken up as below.

**Item No. 07.01: Confirmation of the Minutes of the 6<sup>th</sup> Meeting of the Board of Governors (BoG) of CIT Kokrajhar held on 7<sup>th</sup> October 2013 at Guest House, IITG.**

The Minutes of the 6<sup>th</sup> Meeting of the BoG held on 7<sup>th</sup> October 2013 at the Guest House IITG was circulated amongst the Members. The Members were requested to place comments if any for consideration. Since no comments were placed, the Board decided to confirm the Minutes as circulated.

**Resolution R 7.01:** The Board RESOLVED the Minutes of the Sixth Meeting of the Board of Governors of the Institute held on 7<sup>th</sup> October 2013 as circulated be CONFIRMED.

**Item No. 07.02: Action Taken Report (ATR) on the Resolutions of the 6<sup>th</sup> Meeting of the BoG.**

An ATR has been prepared by the Institute on the Resolutions of the 6<sup>th</sup> Meeting of the BoG. Members were requested to discuss the ATR and suggest further course of action, if any.

**Resolution R 7.02:** The Board RESOLVED that the action taken on the decisions of the Sixth Meeting of the Board of Governors of the Institute held on 7<sup>th</sup> October, 2013 be NOTED as reported.

**Item No.07.03: Further amendments to the MoA.**

The Institute received the revised MoA as approved by the Ministry of HRD vide its letter F.No.24-2/2009-T.S.VII, dt. February 21, 2014, but the clauses of the Composition of the Selection Committee for the appointment of the Professors/Associate Professors/Assistant Professors and Composition of the Building and Works Committee remained unchanged.

Therefore, the Institute proposed for further changes in the clauses of the MoA. The justifications for the changes were also noted:



Current Clause	Proposed Clause	Justification for the change
<b>Composition of the BWC:</b> Chairman: Director Members: - Nominee of Chairman, BOG - Nominee of Director - Engineer-in-charge(s) of Construction Agencies (BTC-PWD, Assam-PWD, CPWD & Arunachal Pradesh-PWD) - Architect Consultant	<b>Composition of the BWC:</b> Chairman: Director Members: - Nominee of President of the Society - Nominee of Chairman BoG - Two Faculty / Engineer-in-charge(s) of Govt. Technical Institutes located in North East region nominated by the Director. One Faculty of the Institute, to be nominated by the Director.	As some important decisions are taken in BWC, it is essential that there should not be any clash of interest. As PWD and architect consultant are service providers, having them or their representative in the decision making body is not proper. The composition of BWC should be as per the present proposal. If necessary, architect consultant and PWD experts can join the meeting as invitee as per requirements.
Composition of the Selection Committee for the appointment of teaching / scientific staff: Chairman - Chairman (BoG) - A person nominated by the Chairman Board of Governors - Director - Head of the Department for the posts of Associate Professor/Assistant Professor Three outside experts nominated by the Chairman, Board of Governors from a panel of not less than six names recommended by the Academic Committee and approved by the Board of Governors.	Composition of the Selection Committee for the appointment of Professor / Associate Professor / Assistant Professor: Chairman - Director - A person nominated by the Chairman BoG - Nominee of the Ministry of HRD Three outside experts from the panel of names recommended by the Senate and approved by the BoG to be nominated by the Director.	As per the existing practice in IITs and NITs, Director should be the chairman of the committee. Having Chairman (BoG) is not feasible. There will be several selection committee meetings in a year and BoG Chairman will find it difficult to attend each time. Moreover, Chairman, BoG is approving authority for faculty selection; therefore he himself should not be chairing the selection committee.

The Board accepted these suggestions/justification. Also the Institute was directed to place the amended clause to the Ministry for their approval.

**Resolution R 7.03:** The Board APPROVED for further amendments to the MoA and directed the Institute to send the corresponding amendments to be made in the MoA along with justification to the Ministry for their concurrence.

**Item No.07.04: Information regarding the Notification of the Advertisement as well as of the Recruitment Rules (RRs) in respect of the post of Director, CIT Kokrajhar.**

The Ministry of HRD vide its letter no. F.No. 24-7/2013-TS.VII, dt. February 21, 2014, had notified for the Advertisement for the position of the post of Director CIT Kokrajhar and also notified the Recruitment Rules (RRs) in respect of Director, CIT Kokrajhar.

The Board was requested to note the Notification for Advertisement as well as the RR for the position of the Director.

The Board observed that CIT should have a full-fledged Director for smooth functioning of the Institute.

**Resolution R 7.04:** The Board NOTED and APPROVED the Notification of the Recruitment Rules (RRs) in respect of the post of Director, CIT Kokrajhar. The Board also approved and considered the advertisement for the position of the Director.

**Item No.07.05: Discussion on the petition/memorandum submitted by the Faculty for regularization of their services.**

The Institute placed before the Board the petitions/memorandum submitted by the Faculty and Lab Technicians who are serving the Institute on contract.

The Board in this regard was requested to discuss and suggest policy guidelines so as to absorb the Contract Faculty and Technical Staff who are serving in the Institute. Every details were discussed minutely and after thread bare discussion, it was decided that all in-house faculty and technical staff should appear before a Selection Committee for regularizing their services. Director, Registrar and BOG faculty representative highlighted the urgent need of regularizing the faculty member for the sake of academic growth of CIT. However, the Board suggested that all contractual faculty members should appear before selection committee for the selection of faculty members through open advertisement. Of course, the relevant experience can be taken into account during selection and pay fixation. The institute should target to hold the interviews before 15th June 2014. In view of the code of conduct of Election Commission, CIT can write to MHRD for taking prior permission for completing the selection process.

With inclusion of these suggestions, the Board directed the Institute to initiate process of Advertisement.

**Resolution R 07.05:** The Board APPROVED the decision and directed the Institute to initiate process for Advertisement for the Faculty Recruitment.



**Item No.07.06: Delegation of Financial Powers of the Board to Director and other Functionaries of the Institute.**

**Director**

As per the existing practice in other Centrally Funded Technical Institutions under MHRD, it was proposed to consider the delegation of powers to Director, CIT, Kokrajhar to approve purchase of capital items up to a limit of ₹ 50.00 lakh at a time and approve consumable items up to ₹ 10.00 lakh at a time. In all cases expenditure would be as per the approved budget.

**Registrar**

In all the Centrally Funded Institutions, the post of Registrar plays a very vital role in maintaining day to day administration of the Institute. The Registrar is the custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Governors may commit to his charge. It is essential that Registrar is delegated with certain financial power to manage the Institute. As such, it is proposed that as per the practice available in other Centrally Funded Institutions, Registrar may be authorized to sanction TA/DA, Medical, LTC, Bills, etc. in respect of all staff members. Besides this, he/she may also be authorized to approve Electricity, Telephone, Postage and other miscellaneous expenditure which are required to be met for day to day functioning of the Institute. It was noted that the Registrar would be allowed to sanction Imprest amount upto ₹ 5,000/- and advances upto ₹ 25000/- to other Officers of the Institute other than Deans/HoDs.

**HoDs**

For meeting recurring expenditure on consumables required for Laboratory/Workshop besides other expenditure, HoD's would be authorized to sanction advances upto ₹ 15000/-. HoD should be allowed to approve the indents for laboratory equipment up to ₹ 2.00 lakhs provided that in both cases, budget provisions exist.

The Board in this regard was requested to consider the proposal and to grant its approval.

**Resolution R 07.06:**The Board considered the proposal and APPROVED the same.

**Item No.07.07: Implementation of Leave Travel Concession (LTC) to the employees of Institute.**

As per rules, the employees are entitled to avail Leave Travel Concession (LTC) within the country. In this regard, the Institute

had formulated the rules and regulations for availing LTC by employees. In the last meeting, the Board advised the Institute to propose LTC rules similar to that of the Central Government. The Institute had prepared LTC Rules similar to that of the Central Government and was placed before the Board for consideration. The LTC Rules are placed in **Annexure-1**(page 14 to 19)

**Resolution R 07.07:** The Members of the Board approved the LTC Rules in principle. However, as per comments received from the IFD, the draft rules may be sent to the Technical Bureau in the MHRD for examination and approval.

**Item No.07.08:** Contribution of NPS for contractual non-teaching staff.

The Institute has hired 14 lab technicians on contract since 2012. Some of them are drawing their monthly remuneration on scale and some are on fixed pay. Their petitions were placed before the Board for consideration.

The Board suggested that all Non-Teaching staff on contract may be allowed to contribute their share of NPS.

**Resolution R 07.08:** The Board APPROVED for contribution of NPS share for all contractual employees.

**Item No.07.09:** To consider and approve the TA/DA for Officials and Faculty.

The upper ceiling for Hotel Accommodation and Food Bill for TA/DA in respect of CIT Employees has been fixed as

RATES				
Reimbursement for				
Grade Pay	Hotel Accommodation per day	Charges for travel within the city	Food Bill per day not exceeding	Upper Ceiling for Hotel Accommodation and Food Bill for T.A./D.A.
₹ 10,000 and above and those in pay scales of HAG + and above.	₹ 6,250/-	A.C. taxi charges up to 50 kms.	₹ 625/-	₹ 6875/-
₹ 7,600 to 8,900.	₹ 3,750/-	Non-A.C. taxi charges up to 50 kms.	₹ 375/-	₹ 4125/-
₹ 5,400 to 6,600.	₹ 1,875/-	Taxi charges up to ₹ 188/- per day.	₹ 250/-	₹ 2125/-
₹ 4200 to 4800	₹ 625/-	Up to ₹ 125/- per day.	₹ 188/-	₹ 813/-
Below ₹ 4200	₹ 375/-	Up to ₹ 63/- per day.	₹ 125/-	₹ 500/-

These rates were prepared in lines with the Central Government norms of TA/DA and considering the local conditions.

It was informed to the Board that TA/DA for category of Grade Pay ₹ 4200/- to ₹ 4800/- and below is very meager as per Central Government norms and that the staff are reluctant to move to Guwahati University or DTEA for exam or other office related work.

As such we proposed to enhance the Food Bill for those Grade Pay to ₹ 250/- per day instead of ₹ 188/- and ₹ 125/- respectively.

The Board in this regard pointed out that the upper ceiling in case of TA/DA for all categories are mandated to follow the Central Govt. norms.

However, it is justified to mention that Gauhati University is 260 km from Kokrajhar or even more if one has to travel to the city, the upper limit is too meager for expenditure on travel and food.

After discussion the Board decided to pay additional contingency of ₹ 250/- if any office bearer of grade pay ₹ 4200/- to ₹ 4800/- & below ₹ 4200/- is asked to perform office work out station.

**Resolution R 07.09:** The Members of the Board APPROVED the upper ceiling for TA/DA for officials and staffs as per Govt. of India rules and also agreed to pay additional contingency of ₹ 250/- for staffs with Grade Pay ₹ 4200/- to ₹ 4800/- and below if they are to move to Guwahati on official work.

**Item No.07.10:** Proposal for changing of name from Civil Engineering (Construction Technology) to Civil Engineering.

- There was a proposal to rename Civil Engineering (Construction Technology) to Civil Engineering. The arguments in favor of this were as follows:
- Construction Technology is a sub-discipline of Civil Engineering, therefore it is better to have engineering undergraduate degree in the core discipline, which will allow wide job prospect to our students.
- Although the degree has been offered with the nomenclature as "Civil Engineering (Construction Technology)", the syllabus taught is identical with Civil Engineering undergraduate courses as found in any premier Institution.
- Moreover PSU's like IOCL have asked Civil Engineering graduates as Graduate Engineer Trainee (GET) mentioning clearly that Construction Technology students are not eligible to apply.
- Therefore it is fully justified to change the nomenclature from "Civil Engineering (Construction Technology)" to "Civil Engineering".

**Resolution R 07.10:** The Board APPROVED the change of nomenclature from 'Civil Engineering (Construction Technology)' to "Civil Engineering" and also directed the Institute to inform the change to the Affiliating bodies.

**Item No.07.11: Adoption of MHRD Notification regarding upgradation of AGP for the Regular Faculty in CIT.**

The first batch of faculty members recruited in 2008 has completed 5 years of service in July 2013. These members were recruited in the pay scales of ₹ 8000.00 under the 5<sup>th</sup> pay scale. Their scales were mapped to that of ₹ 15,600 – 39100 with AGP of ₹ 6000 under the 6<sup>th</sup> Pay scale. The MHRD letter No. F.No.23-1/2008-TS.II, dated 18<sup>th</sup> August, 2009, placed at **Annexure-2** (page 20 to 24) refers for the pay structure and designations in other Centrally Funded Technical Institutions to the MHRD notification No. 1-32/2006-U.II/U.I(i) dated 31<sup>st</sup> December 2008, placed at **Annexure-3** (page 25 to 40). As per this notification, the upgradation of the pay scales of the faculty members, who have completed 5 years of service, from AGP of ₹ 6000 to AGP ₹ 7000 is due.

Additionally it was proposed up gradation of scale for a senior faculty member who had been taken on deputation and subsequently absorbed as a regular faculty has already completed 3 years of service at the AGP of ₹ 8000 and to the Associate Professor scale of ₹ 37400 – 67000 with AGP of ₹ 9000 under the Career Advancement Scheme of MHRD notification.

The members of the Board considered and had no objection for adopting the MHRD NOTIFICATION for implementation with immediate effect.

**Resolution R 07.11: The Board AGREED to adopt the MHRD Notification regarding upgradation of AGP for the Regular Faculty in CIT.**

**Item No.07.12: Change of Pattern of Intake in B. Tech courses**

The DPR for the Degree module provided for reservation of 30 seats in each of the 6 branches of B. Tech for the Diploma passed students of CIT under Vertical Entry Scheme (into third semester). However it has been observed that due to number of reasons like non-fulfilment of eligibility percentage, non-progression of students due to back papers, migration to other institutes and vacant seats right at the Diploma admission there has been a steep rise over the years in the number of seats remaining vacant in the Degree admission under the Vertical Entry Scheme.

In this scenario it was proposed that the number of 30 seats reserved for each branch at the Degree Admission under the Vertical Entry Scheme (into third semester) be reduced from 30 to 20 and the remaining 10 seats be converted into a Direct Entry seat of first year Degree admission. The revised schemes for admissions are as shown:



Present			Proposed		
Year	Intake	Remark	Year	Intake	Remark
First Year	30	Direct Entry (after class XII).	First Year	$30 + 10 = 40$	Direct Entry (after class XII).
Second Year	30	Direct Entry Students promoted from 1 <sup>st</sup> year to 2 <sup>nd</sup> year.	Second Year	30	Direct Entry Students promoted from 1 <sup>st</sup> year to 2 <sup>nd</sup> year.
	30	Vertical Entry – Diploma Pass CIT students.		$30 - 10 = 20$	Vertical Entry – Diploma Pass CIT students.
	06	Lateral Entry – Diploma passed students.		06	Lateral Entry – Diploma passed students.
	Total = 66	66 is the total student strength in 2 <sup>nd</sup> year.		Total = 66	66 is the total student strength in 2 <sup>nd</sup> year.
Third Year	66	Promoted from 2 <sup>nd</sup> year.	Third Year	66	Promoted from 2 <sup>nd</sup> year.
Fourth Year	66	Promoted from 3 <sup>rd</sup> year.	Fourth Year	66	Promoted from 3 <sup>rd</sup> year.

After discussion it was decided that the matter should be kept pending until the next Academic Session seeing the lack of space for setting up labs and insufficient no. of classrooms, non-availability of sufficient hostels in campus and shortage of faculty. The members also decided to fill upto 10 additional seats in each degree module by direct entry if there are vacant seats in vertical entry. However, this will be implemented from academic year 2015-16.

**Resolution R 07.12:** It was resolved that the reservation of seats for Degree module under the Vertical Entry scheme be kept as it is till the next academic session. From 2015-16 session, upto 10 additional seats can be filled up by direct entry if the same are vacant in vertical entry scheme.

**Item No.07.13: Proposal for the formation of the Academic Council.**

The Institute proposes to form an Academic Council as per rules of the Institutes. At present the Institute has an Internal Academic Committee consisting only of the HoD's as members, with no involvement of any external members, and headed by the Principal/Director which has been taking care of the academic needs of the institute. However, it was proposed that the Academic

Council as per the institute rules, be formed for better functioning and formulation of policies.

The members discussed and decided the Academic Council be formed as per the Composition laid down in the Rules of CIT.

**Resolution No.07.13:** The Board APPROVED the formation of the Academic Council as per the composition laid down in the Rules of the Institute.

**Item No.07.14:** To consider and approve the Estimate for setting up of Virtual Class Room (VCR).

With the ever increasing popularity and accessibility of the Internet there has been a significant change in educational models. VCR aims to provide a learning experience that is similar to a real class room. Moreover, it shall provide a high level interactive platform that will use Video Conferencing technology to stimulate a real classroom environment. With this vision, the Institute proposed for setting up Virtual Class Room in the Institute in its 5<sup>th</sup> Meeting of the Board. The Board in its 5<sup>th</sup> Meeting approved the proposal for setting up of a Virtual Class Room (VCR). The Technical Committee formed examined the estimate amounting to ₹ 1.2 Crore. The Committee Report as well as the Estimate is placed at **Annexure- 4** (page 41 to 41).

**Resolution R 07.14:**The Board resolved that the Estimate is to be vetted by an external committee before fulfilling cordial formalities.

**Item No.07.15:** Approval for travel by non-AI Flights.

Although it is mandated that all eligible Govt. employees should travel by AI Flights only, it is observed that officials and faculty travel by non - AI for official work/ attending seminars/conference out of city, mostly either due to non availability of Air tickets or non suitability of arrival and departure times. It was noted that the Institute is 250 km from the nearest airport at Guwahati.

The Board suggested the Institute to write to the Ministry along with justification to obtain the necessary permission and concurrence.

**Resolution R 07.15:**It was Resolved that the Institute should obtain concurrence from the Ministry.

**Item No.07.16:** Proposal for approval of work for Fabrication, supply and installation of Modular Furniture at Administrative Office.

An Open Tender was issued through News Papers inviting tenders for Fabrication, Supply and Installation of Modular Furniture at Administrative Office. After observing cordial formalities M/S Regalia Scientific Guwahati was accorded the work order amounting to ₹ 1,33,20,844/-.The contractor had completed the

work assigned to them vide order no. CIT-PUR-AO-01/2012/3618 dated 28/02/2013.

The Board was informed about the payment of two running bills already paid to the firm and the remaining final bill amounting to ₹ 26,49,917/- only needed to be released.

Keeping in view the points noted below, the Board approved and decided to release the final Bill.

- The work was completed with ordered items only i.e. all the items that were approved by the tendering process. No new items were included in the course of execution of work.
- The deviations were compensatory in the ordered quantities.
- The resultant deviations were incorporated in renovation to achieve certain aesthetical appeal in design and space constraints in situ.
- The deviation of ordered quantities did not result in cost escalation of values, viz., overall ordered value and the executed work value remained the same.
- The value of the executed work is justified as the items rates are from the order and the quantities mentioned are measured and certified by the concerned authorities.

**Resolution R 07.16:** The Board **APPROVED** the expenditure made for the work of supply and installation of Fabrication, supply and installation of Modular Furniture at the Administrative Office.

**Item No.07.17: Items of Reporting to the Board.**

**a. Appointments to the Board of Governors of CIT Kokrajhar:** Mr. Jeevan Krishna Khaklary, Asst.Prof. Mathematics had been teacher representative to the Board for the last two terms. As his term expired, the Institute approved the nomination of Mr. Bihung Brahma Asstt. Professor, Communication Skill, Dept. of HSS to represent the Faculty in the Board.

**b. Formation of "Internal Complaints Committee, CIT Kokrajhar":** An "Internal Complaints Committee" CIT Kokrajhar (Committee for Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace) has been constituted for a period of three years by the Institute with 4 (four) members, namely-

1. Ms. Monideepa Brahma, Assistant Professor, Dept. of HSS - Member cum presiding officer.
2. Ms. Elina Brahma Hazarika, Assistant Professor Dept. of FPT- Member.
3. Ms. Soma Paul, Lab – Technician, Dept. of CE – Member.
4. Ms. Lalita Narzary, Advocate, Civil Court Kokrajhar- External Member.



- c. **Extension of Contractual Technical Staff:** The services of the contractual technical staffs have been extended till June 2014. The details were placed at **Annexure-6 (not enclosed)**.
- d. **Sanctioning for Expansion joints for functional building under CIT Campus:** The Academic Bldg Pt-I, II & III and Administrative Building and Guest House of CIT are functioning though the expansion joint of the same are not yet filled up with required expansion joint filler treatment. During the rainy season it becomes inconvenient due to seeping. In view of this three quotations were collected from firms for sealing expansion joints with Sikadur combiflex system. Matter was placed for discussion in the BWC and the lowest bidder M/s Madona & Co. of Guwahati was approved with an estimated amount of ₹ 18,51,000/-.
- e. **Sanctioning of the R.C.C drain cover:** In compliance to the Minutes of the Meeting of the BWC an amount of ₹ 23,18,000/- has been approved for the construction of the R.C.C drain cover. Sanction has been granted to **undertake** the work departmentally at the estimated cost.
- f. **Sanctioning of Additional work of the Guest House:** In compliance of the BWC's decision an amount of ₹ 24,67,000/- has been sanctioned for additional work of Fitting/Fixing of sanitary items of the Guest House.
- g. **Sanctioning of Brick wall staging with R.C.C slab for 3nos. of water tank at the Guest House:** The VIP rooms in the Guest House is not able to get warm water through geyser on the first floor. Hence, there is a need to raise the water storage tank by providing staging of 1.83m. Hence, sanction has been granted to undertake the work departmentally at the estimated cost of ₹ 2,84,000/-.
- h. **Sanctioning of Concrete Base at Electrical Department:** An amount of ₹ 20,000/- was sanctioned for the construction of concrete base at the lab block of the Electrical Department of the Institute.

**Resolution R 07.17 (a – h):** The Board NOTED and APPROVED the reporting made by the Registrar.

The Board advised that matters related to minor Construction Works should be reported to the Building and Works Committee and that of major Construction Works be brought up to the Board.

The Board also noted the report on student-training/project-guide under CIT Kokrajhar by the Dept. of FPT for two students under Mr.

Santosh Singh, Asst. Prof. and Mr. Prakash Kr. Nayak, Asst. Prof.  
Both the faculty members will act as co-supervisor.

**Agenda Item No. 07.18: Any other issues with the permission of the chair.**

**Resolution R 07.18:** With the permission of the Chair, Sri Bihung Brahma, representative of faculty raised an issue regarding granting approval to the Formation of an Association namely, CIT Employees Welfare Association (CITEWA). The Board suggested that a formal application should be made through proper channel for approval of the Association along with rules & regulations.

**The meeting ended with vote of thanks to the Chair.**



(Chaitali Brahma)

Non-Member Secretary BoG and  
Registrar, CIT, Kokrajhar

**Leave Travel Concession Rules for the Institute****Salient Features of Govt. of India Rules relating to Leave Travel Concession:**

1. Eligibility
2. 'Family' for this purpose shall mean
3. Salient Points
4. Entitlements
5. Restrictions in respect of road journey
6. Reimbursement
7. Advance
8. Claim
9. LTC to Home Town
10. LTC to any place in India
11. Misuse of LTC
12. Encashment of EL during LTC

**1. Eligibility:**

- (a) All staffs of CIT, Kokrajhar with five years of continuous service are eligible to avail LTC.
- (b) If an official is under suspension, the concession is admissible only to his family members.
- (c) When both the husband and wife are Central Government servants:
  - i. they can declare separate Home Towns independently;
  - ii. they can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;
  - iii. either of the parents can claim the concession for the children in a particular block;
  - iv. the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.
- (d) CIT staffs whose spouses are working in Indian Railways/National Airlines are not eligible for LTC

**2. 'Family' for this purpose shall mean:**

- (a) The Government servant's wife or husband, as the case may be, and two surviving unmarried children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
- (b) Married daughter(s) who have been divorced abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant;
- (c) Parents and/or step-parents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the Government servant or not;
- (d) Unmarried minor brother(s) as well as unmarried, divorced, abandoned, separated from their husbands or widowed sister(s) residing with and wholly dependent on the