



# 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

Ref. : CIT/KOK/BOG/937/2015/1677

Date: 04/03/2015

## SUB: MINUTES OF THE 8<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS (BoG) OF CIT, KOKRAJHAR

Please find herewith the Minutes of the 8<sup>th</sup> Meeting of the Board of Governors of Central Institute of Technology Kokrajhar held on 22<sup>nd</sup> February, 2015 at 10:00 a.m. in the Meeting Hall, Department of Mechanical Engineering, IIT Guwahati.

Your comments and suggestion if any would be appreciated.

With regards,

Yours faithfully,

  
(Chaitali Brahma)

Non-Member Secretary BoG and  
Registrar, CIT, Kokrajhar

To

1. Shri Kampa Borgayary  
Hon'ble Dy. Chief Executive Member, BTC and  
President CIT Society  
Kokrajhar-783370, Assam
2. Prof. Gautam Barua  
Director, IIT Guwahati, Ambari, Gopinath Bordoloi  
Road, Guwahati-781001 and Chairman of the Board  
of Governors, CIT, Kokrajhar
3. Shri Y. Tripathi (FA)  
IFD, Ministry of HRD, Govt. of India  
Shastri Bhawan  
New Delhi-110001
4. Shri S.P. Goyal  
Joint Secretary (TEL)  
Department of Higher Education,  
MHRD, Shastri Bhawan, New Delhi-110001
5. Shri Dalip Kapur  
Deputy Secretary (T), Dept of Higher Education  
MHRD, "C" Wing, Shastri Bhawan  
New Delhi-110001
6. Sri Satpal Sarma  
Under Secretary (F)  
MHRD, Govt of India, Shastri Bhawan,  
New Delhi-110001
7. Shri H.K. Sharma, IAS  
Commissioner & Secretary to the Govt. of Assam  
Dept. of Higher Education  
Dispur, Guwahati, Assam-781006
8. Shri Carol Narzary, ACS  
Secretary  
IBA, BTC  
Kokrajhar, Assam-783370
9. Shri Robinson Muchahari, ACS  
Secretary  
Dept. of Education, BTC  
Kokrajhar, Assam-783370
10. Prof. A.K. Sharma  
Dept. of Civil Engineering  
IIT, Guwahati,  
Assam-781039
11. Prof. P.K. Bora  
Dept. of Electronics & Electrical Engineering,  
IIT Guwahati  
Assam-781039
12. Dr. L. Nath  
Chief Scientist, CSIR  
North East Institute of Science & Technology  
Jorhat, Assam-785006
13. Prof. P.K. Das  
Dept. of Mathematics,  
NERIST, Nirjuli,  
Arunachal Pradesh-791109
14. Shri B.R. Medhi  
Director, ETDC Guwahati, 1st & 2nd Floor  
Central Block, HOUSEFED Complex, Beltola-  
Basistha Road Dispur, Guwahati-781006
15. Prof. R.H.D. Lyngdoh  
Dept. of Chemistry  
NEHU Campus, Shillong-793022  
Meghalaya
16. Shri Dahal Khungur Narzary  
Associate Professor, Dept. of History  
Janata College, Serfanguri  
BTAD, Kokrajhar-783346
17. Prof. Uday S Dixit  
Director,  
CIT Kokrajhar  
BTAD, Assam-783370
18. Shri Bihung Brahma  
Asstt. Professor, Humanities & Social Sciences  
CIT, Kokrajhar,  
BTAD, Assam -783370

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**MINUTES OF THE  
EIGHT MEETING OF THE BOARD OF GOVERNORS  
HELD ON 22<sup>nd</sup> FEBRUARY 2015**

**AT THE MEETING HALL, DEPARTMENT OF MECHANICAL ENGINEERING, IIT GUWAHATI.**

The 8<sup>th</sup> Meeting of the Board of Governors of the Institute was held on 22<sup>nd</sup> February, 2015 at the Meeting Hall, Mechanical Engineering Department, IIT Guwahati. The following members were present:

- |     |  |     |                         |
|-----|--|-----|-------------------------|
| 1.  | Prof. Gautam Barua,<br>Director, IIIT Guwahati, Ambari, Guwahati-781001<br>and Chairman of the Board of Governors, CIT, Kokrajhar. | --- | Chairman                |
| 2.  | Shri Dalip Kapur<br>Deputy Secretary, Department of Higher Education (T),<br>MHRD, Shastri Bhawan, New Delhi-110001.               | --- | Member                  |
| 3.  | Shri Satpal Sarma<br>Under Secretary (F), MHRD, Govt. of India<br>Shastri Bhawan, New Delhi-110001.                                | --- | Member                  |
| 4.  | Shri Carol Narzary, ACS,<br>Secretary, IBA, BTC<br>Kokrajhar, Assam-783370   | --- | Member                  |
| 5.  | Shri Robinson Muchahari, ACS,<br>Secretary, Dept. of Education, BTC<br>Kokrajhar, Assam-783370.                                    | --- | Member                  |
| 6.  | Prof. P.K. Bora,<br>Dept. of Electronics & Electrical Engineering,<br>IIT, Guwahati-781039.  | --- | Member                  |
| 7.  | Shri B.R. Medhi,<br>Director, ETDC Guwahati, 1st & 2nd Floor,<br>Central Block, HOUSEFED Complex,<br>Guwahati: 781006, Assam.      | --- | Member                  |
| 8.  | Prof. R.H.D. Lyngdoh,<br>Dept. of Chemistry, NEHU Campus,<br>Shillong-793022, Meghalaya.   | --- | Member                  |
| 9.  | Prof. Uday S Dixit<br>Director, CIT, Kokrajhar,<br>BTAD, Assam-783370.   | --- | Member                  |
| 10. | Shri Bihung Brahma<br>Asstt. Professor, Humanities & Social Sciences<br>CIT, Kokrajhar, BTAD, Assam -783346.                       | --- | Member                  |
| 11. | Ms. Chaitali Brahma,<br>Registrar and Non-Member Secretary BoG,<br>CIT, Kokrajhar  | --- | Non-Member<br>Secretary |

The other five members i.e. Commissioner & Secretary, Govt. of Assam, Prof. Arup Sharma, representative of AICTE, Prof PK Das, representative of NERIST, Itanagar, Mr. Dahal Khungur Narzary, representative of President, CIT Society and Dr. L Nath from North East Institute of Science & Technology Jorhat could not attend the meeting due to prior engagements.

The Agenda for the day was taken up as follows:

**Item No.08.01: Confirmation of the Minutes of the 7<sup>th</sup> Meeting of the Board of Governors (BoG) of CIT held on 5<sup>th</sup> April 2014**

The Minutes of the 7<sup>th</sup> Meeting of the BoG held on 5<sup>th</sup> April 2015 at the Conference Hall of CIT Guest House was circulated amongst the Members. The Members were requested to place comments if any for consideration. Comments received from Gaj Mohan Meena, Section Officer vide letter F. No. 7-4/2014-TS.VII, MHRD, Dept. of Higher Education, Shashtri Bhavan, New Delhi, dt. July 3, 2014, seeking justification for change in some clauses in the LTC Rules of the Institute was discussed which is placed in separate agenda. Since no other comments were placed, the Board decided to confirm the Minutes as circulated.

**Resolution R 8.01: The Board RESOLVED the Minutes of the 7<sup>th</sup> Meeting of the Board of Governors of the Institute held on 5<sup>th</sup> April 2015 as circulated be CONFIRMED.**

**Item No.08.02: Action Taken Report (ATR) on the Resolutions of the 7<sup>th</sup> Meeting of the Board of Governors**

An ATR has been prepared by the Institute on the Resolutions of the 7<sup>th</sup> Meeting of the BOG. Members were requested to discuss the ATR and suggest further course of action, if any.

In regards to travel by AI Flights only, the board considered the travel by non - AI Flights as well, based on case to case basis.

**Resolution R 8.02: The Board Resolved that the action taken on the decisions of the 7<sup>th</sup> Meeting of the Board of Governors of the Institute held on 5<sup>th</sup> April 2015 is noted as reported as well as considered travel by non – AI Flights based on case to case basis.**

**Item No.08.03: Status of the Officiating Director of CIT Kokrajhar**

Initially, the term of the present officiating director, Prof. U S Dixit was for a period of 6 months w.e.f. 15<sup>th</sup> February 2014 which expired on 14<sup>th</sup> August 2014. The extension of the service rendered by Prof. Dixit as officiating director is not received from the Ministry of HRD till date. However based on the email received from Chairman BoG, Prof. U S Dixit is continuing in his post of Director with full powers already delegated.

The Board was requested to approve and accept his position as Director.

In the meantime, Prof. U.S. Dixit had written a letter to the Chairman, BOG, requesting his release from the duties of CIT, Kokrajhar and suggested the name of Prof. Deb Kumar Chakraborty of Design Department, IIT Guwahati as his replacement.

The Board on this issue requested Prof. Dixit to continue for another six months till 1<sup>st</sup> August 2015 or till a regular Director joins, whichever is earlier.

**Resolution R 8.03: The Board RESOLVED that Prof. Dixit should continue for six months till 1<sup>st</sup> August 2015 or till a regular Director joins, whichever is earlier.**

**Item No.08.04: Information regarding the Notification of the Re-Advertisement in respect of the post of Director CIT Kokrajhar**

The Ministry of HRD vide its letter no. F. No.24-7/2013-TS VII dated 15<sup>th</sup> Dec 2014 had notified for re-advertisement of the post of Director, CIT Kokrajhar.

The Board was requested to note the Notification for Re-Advertisement.

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

**Resolution R 8.04:** The Board NOTED and APPROVED the Notification for Re - Advertisement of the Recruitment in respect of post of the Director, CIT Kokrajhar. The Board also approved and considered the Advertisement for the position of the Director.

**Item No.08.05: Ratification/Items for Approval of Recruitment of Faculty against Advertisement No. 11/2014 Dated 23/01/12**

In pursuance to the resolution taken in the meeting of the 6<sup>th</sup> BoG, Advertisement was published in the national dailies for the recruitment of faculty positions. The Institute has initiated the process and based on the decision of the Selection Committee recruitment of faculty was done. The names of the candidates appointed were placed before the Board for ratification.

In the mean time Selection Committee for the Departments of Humanities & Social Sciences (Economics), Basic Sciences (Chemistry) and Allied Engineering (Electrical Engineering) were held on 6<sup>th</sup>, 13<sup>th</sup> & 19<sup>th</sup> February, 2015 respectively and on the basis of the recommendation of the Selection Committee the following candidates were selected.

Sl. No.	Name of the Candidates	Department	Designation	
1.	Dr. Pradip Brahmachary (GEN)	Economics	Associate Professor	
2.	Mr. Kaushik Barman (OBC)	Economics	Assistant Professor	
3.	Mr. Devi Narzary (ST)	Economics	Assistant Professor	Wait-listed
4.	Dr. Gunajyoti Das (OBC)	Chemistry	Assistant Professor	
5.	Dr. Apurba Kr. Barman (GEN)	Chemistry	Assistant Professor	
6.	Ms. Anamika Kalita Deka (GEN)	Chemistry	Assistant Professor	
7.	Mr. Sudip Kumar Ghosh (GEN)	Chemistry	Assistant Professor	Wait-listed
8.	Dr. Bishwajit Saikia (GEN)	Chemistry	Assistant Professor	Wait-listed
9.	Ms. Pratika Basumatary (ST)	Chemistry	Assistant Professor	Wait-listed
10.	Ms. Debadyuti Banerjee (GEN)	Electrical Engineering	Assistant Professor	
11.	Mr. Sourav Deka (GEN)	Electrical Engineering	Assistant Professor	Wait-listed
12.	Mr. Soumya Samanata (GEN)	Electrical Engineering	Assistant Professor	Wait-listed



The names of the recommended candidate were placed before the Board for seeking approval. However, the Board suggested that time limit for a maximum period of three months be given for a candidate to join. If a candidate fails to join within this stimulated period, then the wait list candidate be activated.

With inclusion of the suggestion, the Board approved the recommendations of the Selection Committee.

**Resolution R 8.05: The Board APPROVED the recommendations of the Selection Committee.**

**Item No.08.06: Finalization of the Selection Committee Members for holding Interview for Technical and non-technical staff.**

The Institute vide advertisement No .11/2014 dated 29/05/2014 received applications wherein filling up the post for various non teaching positions was advertised. The process of short listing of candidates is over and as such selection committee needed to be formed. The Institute has proposed panel of names of some experts before the Board for approval for formation of Selection Committee. However, based on the clause mention in the MoA, the Board suggested that the HoDs should not be a part of the panel of names of experts. The Board also suggested for inclusion of the Director Health Superintendent from BTC and Secretary, WBPT in the panel of experts

With this suggestion, the Board approved to co-opt names from the panel of experts as and when required.

**Resolution R8.06: The Board APPROVED the panel of names as proposed.**

**Item No.08.07: Implementation of Leave Travel Concession (LTC) to the employees of the Institute.**

As per rule, the employees are entitled to avail Leave Travel Concession (LTC) within the country. In this regard, in the last meeting the Institute had formulated the rules and regulations for availing LTC similar to that of the Central Government. However a comment was received from the Ministry of HRD seeking justification.

The revised LTC Rules was placed before the Board for approval. However, the Board suggested that Govt. of India Rules be followed by CIT.

**Resolution R 8.07: The Board DIRECTED the Institute to adopt the LTC Rules as prescribed by the 6<sup>th</sup> Pay Commission Govt. of India norms.**

**Item No.08.08: Proposal for revision of Grade Pay**

Sri Subash Rai Asst. Professor in the Dept of Animation and Multimedia (AMT) was appointed in a regular position in October 2011 to teach Diploma level classes. Initially he was placed in a scale of pay of Rs. 15,600 – 30,100/- with AGP of Rs. 6,000 /-. However in the year 2013 his AGP was fixed to Rs. 5,400/- meant for Diploma Level Teachers (As per Gazette Notification for Diploma level Institutions). Now since CIT is merged into a single cadre and now that the newly appointed teachers are being offered AGP of Rs. 6000/-, Sri Subash Rai had submitted a prayer petition to the Director for revision of his grade pay. It is also pertinent to mention that the contract staffs who were regularized against advertisement no.10/2014, dt. 08/05/2014 are placed at AGP of Rs. 6,000/-. Hence, it was placed before the Board to grant AGP of Rs. 6,000/- for Sri Subash Rai.

The members of the Board were of the view that since CIT is merged into a single cadre Sri Subash Rai be placed at AGP of Rs. 6,000/-.

**Resolution R 8.08: The Board APPROVED the revise of Scale of Pay of Sri Subash Rai at an AGP of Rs. 6,000/- with effect from 18/11/2014.**

**Item No.08.09: Prayer petition requesting Reimbursement of medical bill**

Chief Project Engineer, Sri Hrishikesh Choudhury have made a representation for considering Reimbursement of his medical bills amounting to Rs. 2,15,781/- (Two Lakhs Fifteen Thousand Seven Hundred Eighty one only). It was informed to the Board that Sri Hrishikesh Choudhary is an employee deputed on contract. Further the terms and conditions offered mentions that he will not be entitled for medical claims.

However, considering the services and dedication of Sri Hrishikesh Choudhury, it was proposed that reimburse the medical expenses as per norms of medical rules of the Institute be granted to him..

In this regards it was resolved that he will not be granted medical claims as it was not under preview of his service terms and conditions.

**Resolution R 8.09: The Board did not agree to grant medical claims to Sri Hrishikesh Choudhury.**

**Item No.08.10: Approval of proposal of drawing/laying of dedicated 11 KVA Feeder line for CIT Kokrajhar**

For ensuring stable and uninterrupted power supply and with an aim to fulfill the requirement of balance power 3.70 MW (5.00-1.30), proposal of 11KV dedicated electrical feeder line from Samthaibari (Champabati) 33 KV substations was placed in the last 14<sup>th</sup> BWC Meeting held on 18<sup>th</sup> October 2014. Minutes of the meeting was enclosed for reference. Considering the present scenario of CIT, the members accepted the proposal in principle and directed to prepare concept paper covering all detail technical specification with estimate. Accordingly the concept paper with cost estimate amounting to Rs. 400, 180, 55.00/- (Rs. Four crore Eighteen thousand fifty five) only based on the rates of ASEB for year 2013-14 with probable escalation of 15% is prepared for approval of the proposal. The concept paper was placed before the members for their consent.

The Board was requested to feel the urgency of the need of the feeder line and accord approval.

**Resolution R 8.10: The Board APPROVED the proposal in principle and suggested that the work should be initiated through the Government of Assam. In this regard the Institute should approach the power secretary for necessary action.**

**Item No.08.11: Approval of the Annual Report for the Year 2013-14**

The Annual Report as well the Audited Report for the Financial Year 2013-14 is completed and the same was sent to the MHRD for placing it in both the Houses of the Parliament. Copy of Annual Report was placed for seeking consent of the members.

The same was placed before the Board for ratification. The members raised objections regarding the Inspection report and suggested that adequacies indicated in the Inspection Report be rectified for future compliance.

**Resolution R 8.11: The Board APPROVED the Annual Report as well as the Audited Report for the Financial Year 2013-14.**

**Item No.08.12: Proposal for revision of Fee Structure for admission to Diploma and B.Tech Programme**

Admission Committee proposed to revise the Fee Structure for admission to Diploma and B.Tech Programme since the same was not done for consecutive 3 years. In an admission committee meeting held on 27/01/2015, a draft copy of proposed fee structure had also been prepared comparing the fee structures of other institutes such as NITs, SLIET, NERIST, etc. The matter was placed before the Board for consideration.

The Members discussed the Fee structure in details as proposed and found that the revision was fully justified.

**Resolution R 8.12: The Board considered the proposal for revision of Fee structure of the Institute and APPROVED the same.**

**Item No.08.13: Proposal for inviting Distinguished Professor**

The HoD in charge Dept. of IT had submitted a proposal to the Director stating that the Department is keen to invite Prof. Krishnamachar Sreenivasanas as a Distinguished Professor for their Dept. The Institute also feels that his presence will motivate both faculty and students. The terms and conditions of his appointment are as follows:

- The period of appointment as distinguished professor will be for a period of two years.
- The Institute shall provide fixed honorarium of Rs. 2,500/- per lecture subject to a maximum of Rs.7,5000/- per month.
- TA/DA for two visits per semester from hometown to CIT shall be provided by the Institute.
- The Institute shall provide free hospitality.

The Board was requested to consider the proposal and agree upon the terms and conditions.

**Resolution R 8.13: The Board considered the proposal and APPROVED the same.**

**Item No.08.14: Proposal to consider the increase of Special Compensatory (Remote Locality) Allowance for employees**

The employees of central govt. are authorized to draw SCA as per 6<sup>th</sup> CPC as shown below.

Category of Staff	Part A w.e.f. 1.9.08/1.1.11/ 1.1.14	Part B w.e.f. 1.9.08/1.1.11/ 1.1.14	Part C w.e.f. 1.9.08/1.1.11/ 1.1.14	Part D w.e.f. 1.9.08/1.1.11/ 1.1.14 (Assam and Meghalaya)
For Post in the Grade Pay of Rs.5,400.00 and above and pay scale of HAG + and above	2600/3250/ 3900	2100/2625/ 3150	1500/1875/ 2250	400/500/ 600
For Post in the Grade Pay less than Rs.5,400.00	2000/2500/ 3000	1600/2000/ 2400	1200/1500/ 1800	320/400/ 480



However, through oversight, the circular stating enhancement was not followed by the institute during the year 1.1.2014 to 31.12.2014. Hence it was proposed to the board that arrear amounting to Rs. 87,551/- only may be approved to be released to the employees.

The Board was requested consider for releasing the arrear.

**Resolution R 8.14: The Board considered the proposal and APPROVED to release the same.**

**Item No.08.15: Discussion on the recommendations of the Selection Committee of Humanities and Social Sciences (HSS)**

In pursuance to the intimation received from Chairman BoG, regarding the letter received from the President, CIT Society Sri Kampa Borgoyari, about the non-selection of an internal candidate was placed for discussion.

**Resolution R 8.15: The Members of the Board NOTED the recommendation of the selection committee and were of the view that the decision of the selection committee is final. Moreover as no suitable candidate was recommended by the Selection Committee, the Board decided for Re-Advertisement for the position of Asstt .Prof. in Communication Skill (English)**

**Item No.08.16: Reporting from the Director**

- a. Extension of services of contract Technical Staff: The services of the contract Technical staff have been extended up to 31/12/2015.
- b. Sanctioned status of the work: The Institute had implemented the work as per need of the campus after following cordial formalities.
- c. White Paper Report.
- d. Engaging a Nodal Officer – The Institute feels that a nodal officer needs to be appointed on contract to deal with matters related to litigation matters, public grievances and RTI's. The Institute shall advertise the post and appoint the person after maintaining cordial formalities.
- e. Academic Committee minutes.
- f. Minutes of the 8<sup>th</sup> Finance Committee of CIT Kokrajhar.

**Resolution R 8.16: The Board NOTED and APPROVED the reporting made by the Registrar.**

**Item No.08.17: Any other issues with the permission of the Chair.**

**Resolution R 8.17: With permission of the Chair, the Registrar raised a proposal for setting up of Modular Desk cum Seat Furniture for the four numbers of Galleries (100 seat capacity in each of the Galleries) in the Academic Block which is completed and is ready for use. As per specification, the cost for setting up of the galleries would be approx. Rs. 1,40,00,000/- (Rs. One Crore Forty Lacs.)**

The Board NOTED the proposal and approved the same. Further was advised to make any purchase under the purview of the Delegation of Power of the Director.

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



(Chaitali Brahma)  
Non-Member Secretary BoG and  
Registrar, CIT, Kokrajhar