

**Minutes of the
11th Meeting of the Board of Governors of CIT held on 8th April, 2016 (Friday)
at 11.00 A.M. at Conference Hall, Guest House, CIT Kokrajhar**

Members Present:

1. Professor Gautam Barua,
Director, IIT, Guwahati, Ambari, Guwahati-781001 and
Chairman, Board of Governors, CIT, Kokrajhar.
2. Sri Achinta Kumar,
Under Secretary to the Govt. of India,
Dept. of Higher Education, MHRD,
Shastri Bhawan, New Delhi-110001.
3. Professor Mohanlal Brahma,
Former VC, Bodoland University,
Kokrajhar, BTAD, Assam - 783370.
4. Sri Carol Narzary,
Secretary, IBA, BTC,
Kokrajhar, Assam-783370.
5. Sri Arun Kumar Basumatary,
Secretary, Dept. of Education,
Kokrajhar, BTC, Assam - 783370.
6. Professor Somanath Majhi,
Dept. of Electronics and Electrical Engineering,
IIT, Guwahati-781039.
7. Professor P.K.Das,
Director, NERIST, Nirjuli,
Arunachal Pradesh-791109.
8. Professor R.H.D.Lyngdoh,
Dept. of Chemistry, NEHU Campus,
Shillong – 793022, Meghalaya.
9. Mr. Bihung Brahma,
Assistant Professor, Humanities and Social Sciences,
CIT, Kokrajhar, BTAD, Assam.
10. Professor Debkumar Chakrabarti,
Director (Officiating),
CIT, Kokrajhar, BTAD, Assam.

Three members of BoG i.e., one representative from Integrated Finance Division, MHRD, New Delhi; Commissioner & Secretary, Govt. of Assam and Professor A.K.Sharma, Dept. of Civil Engineering, IIT Guwahati representing AICTE could not attend the meeting due to their prior engagements is noted. However, IFD, MHRD had given a written comments on the agenda items which were taken into consideration during the course of the meeting.

Item No. 11.01: Confirmation of the Minutes of the 10th Meeting of the Board of Governors (BoG) of CIT held on 2nd December, 2015.

The Minutes of the 10th Meeting of the BoG held on 2nd December 2015 at the Conference Hall, India Gandhi Open University, New Delhi was circulated amongst the members. Members were requested to place comments if any for consideration. As no comments were received, the Board was requested to consider the Minutes confirmed.

Resolution R 11.01: The minutes was Confirmed.



Item No. 11.02:

Action taken Report (ATR) on the Resolutions of the 10th Meeting of the BoG.

An ATR has been prepared on the Resolutions of the 10th Meeting of the BoG. Members were requested to discuss the ATR and suggest further course of action, if any that may be considered necessary. It also discussed on setting up a Kendriya Vidyalaya on Campus.

Resolution R 11.02: The Board RESOLVED that the action taken on the decisions of the 10th Meeting of the BoG be noted as reported.

Further, it was resolved that the process of establishing Kendriya Vidyalaya (KVS, New Delhi) in campus needs to be initiated through MHRD. It should have phase wise implementation; at the beginning it may start with few lower level classes and thereafter can be expanded till class 12th. A proposal may accordingly be made to MHRD.

Item No. 11.03:

Proposal for waiver of license fee from hostel wardens and employees holding additional official duty portfolio.

Institute has only two boys' hostels in campus and 16 hostels are running on hired premises outside campus. It was decided that all wardens of hostels will be provided licence fee free accommodation, either on campus (for on campus hostels) or the Institute will hire accommodation for wardens of hostels located outside and not charge any licence fee to the wardens.

Resolution R 11.03: It was RESOLVED to wave the licence fee for wardens staying on campus. It was also resolved that wardens of hostels located outside the campus will be provided rented accommodation leased by the Institute near the hostels, and no licence fee will be charged from them. Wardens will not be entitled to HRA. If any warden wishes to avail HRA and not to have rent free accommodation, this will be allowed only if the wardens stay near the hostel he or she is a warden. The Director will take a decision on each such case.

Item No. 11.04:

MoA for the proposed Deemed to be university along with the Bye-Laws (submitted to MHRD) for ratification.

MoA of CIT has been prepared and included in the proposal for Deemed to be University application. The same was submitted to the Ministry for forwarding it to the UGC along with Bye-Laws of CIT as per Rule 27 of MoA and Rules with the approval of President, CIT Society and Chairman, BoG.

Resolution R 11.04: The Board ratified the decision to apply for deemed to be University status.

Item No. 11.05:

Issues of tender process for the construction work.

The 10th BoG has decided that CIT should work on its own and would handle the remaining portion of 2nd phase work of the construction of the campus. However, in response to its tender for 10 units of residential blocks, insufficient number of quotations was received from the firms inspite of 2 (two) extensions of dates.

It was decided that in the interest of speedy completion of the remaining 2nd phase of project of CIT, PWD BTC may be requested to complete the remaining work, especially for the 10 units of residential blocks.

Resolution R 11.05: It was RESOLVED that CIT may entrust the PWD the work for 10 units of residential blocks and cancel the previous process of tendering by CIT.



Further it was noted that as an immediate measure to strengthen its own Engineering Cell (in both the fields of Civil and Electrical Engineering) activities, CIT should go for contract appointment of competent persons up to the level of executive engineer, either on deputation or by inviting retired persons.

Item No.11.06:

Permission to procure a new vehicle on buy back basis.

It was proposed that a TATA Safari, purchased in the year 2008 for official work and used extensively, be replaced with a new vehicle. However, it was noted that due procedure needs to be followed.

Resolution R 11.06: It was RESOLVED that the procurement of a new vehicle should be taken up after obtaining a certificate of condemnation from a competent authority as per rules and this certificate is to be intimated to MHRD for their concurrence to proceed with a vehicle purchase.

Item No.11.07:

Proposal for approval for contract appointment through search cum selection process.

The Institute put up a proposal of hiring some persons on contract (as the process of creation of new posts was taking time and keeping in view of the urgency). After deliberations, it was decided to allow some hiring.

Resolution R 11.07: It was RESOLVED that Search cum Selection Committees should be formed for hiring the following:

Financial Advisor cum Finance Officer (1 no.) – to be hired on contract, honorarium for retired person would be fixed as per rule (last pay drawn minus pension).

Security Officer (preferably Ex-serviceman, 1 no.) – to hire persons at the level of Group B, purely on contract.

Medical Officer (2 Nos.) - Appointment on contract.

Student counsellor (1 nos.) - Appointment on contract.

Item No. 11.08:

Approval for placement of Registrar, CIT Kokrajhar in the Pay Band-IV i.e. Rs. 37400-67000/- with GP 8700/- on completion of minimum regular service of 5 years in Pay Band-III i.e. Rs.15600-39100, GP-7600/-, as applicable in other Technical Institutions under Ministry of HRD and decided in principal by earlier BoG resolution.

The Board of Governors (BoG), CIT, Kokrajhar in its 9th and 10th Meeting held on 26th June, 2015 and 2nd December 2015 respectively, had considered the Proposal for placement of Registrar, CIT, Kokrajhar in the Pay Band-IV i.e. Rs. 37400-67000/- with GP 8700/- on completion of minimum regular service of 5 years in Pay Band-III i.e. Rs.15600-39100, GP-7600/-, as applicable in other Technical Institutions under Ministry of HRD.

During both BoG deliberations, it was agreed upon in principle that the incumbent Registrar, CIT who had completed more than 5 years of regular service in Pay Band-III i.e. Rs.15600-39100, GP-7600/- is eligible for placement in the next higher scale of pay i.e. in the Pay Band-IV i.e. Rs.37400-67000/- with GP 8700/-. However, BoG desired that before the decision is implemented in CIT, views/concurrence of MHRD may also be sought in the matter.

Keeping in view the direction of BoG, a proposal was referred to Ministry of HRD for its consideration on 8th July, 2015; on these proposal, MHRD had sought certain clarifications which were duly replied to them on 24th August, 2015 and on 9th December, 2015 (copy enclosed) at **Annexure-IV**(page: 17 to 25). As there was

no further quarries in this issue from MHRD, a reminder was again sent by Director, CIT to MHRD on 28th September, 2015 and 16th December, 2015, for implementation. All communications are enclosed at **Annexure-V** (page: 26 to 34).

As no further clarification was sought from the Ministry, authority intends to implement to place the incumbent Registrar, CIT, Kokrajhar in the Pay Band-IV i.e. Rs.37400-67000/- with GP 8700/- on completion of minimum regular service of 5 years in Pay Band-III i.e. Rs.15600-39100, GP-7600/-, as applicable in other Technical Institutions under Ministry of HRD.

The same was placed for approval for implementation.

Resolution R 11.08: It was **RESOLVED** to drop the matter and to wait for MHRD's concurrence.

Item No .11.09: **Setting up of stalls/stores of various nature including books, stationeries, eateries, etc. other utilities in campus.**

As the institute is growing bigger, campus population is also increasing. There is need for stores /stalls for varied utilities in campus premises. In this regard, a tender was floated in the CIT website inviting interested people to open such shops in campus. On receipt of some proposals and after proper verifications (through a committee) work orders were issued to the successful bidders. Now it has been almost three months and no firms have started except one (i.e. laundry). In this context, the institute wishes to cancel the offers and would like to invite /call /search firms/persons/vendors for providing such utilities from the local service providers.

Resolution R 11.09: The Board **RESOLVED** to allow the Director to decide on cancellation of awards to set up shops and to invite appropriate parties as per requirements.

Item No.11.10: **Proposal for employees and students Medical Insurance.**

In today's context of providing medical facilities for employees and students, the institute proposes, like any other CFT's, CIT should also have provision for implementation of the employees and student Medical Insurance. In this regard, CIT would like float a tender.

Resolution R 11.10: The Board **RESOLVED** that the Institute should proceed to put in place Health Insurance Schemes for employees and for students.

Item No.11.11: **Reservation of Seats for State/Central Govt. Employee Admission in B.Tech courses in CIT.**

The Board did not agree to this proposal for the B.Tech programmes. The Board opined that once PG programmes start, then candidates sponsored by industry and Govt may be considered for the PG programmes.

Resolution R 11.11: The board has opined that this may be looked into when PG Programmes are initiated at CIT.

Item No.11.12: **Proposal for construction of housing for specialised lab for Civil Engineering Department.**

A proposal was placed in the purchased committee meeting by the HoD, CE for construction of space for the Hydraulic Laboratory. The hydraulic equipment has already been indented and is expected to arrive shortly. At present there is no possibility for any further expansion within the existing lab space. So there is an urgent need for construction of an additional shed of 375.00 sqm. for installing the hydraulic tilting flume and other hydraulic instruments. The cost is estimated to Rs.47,10,400/-. As BWC meeting could not be convened, the matter is being placed in this meeting for an urgent Administrative Approval to carry out the work.



Resolution R 11.12: The Board granted administrative approval of Rs. 47,10,400/- for the construction of a Hydraulic Laboratory.

Item No.11.13:

Proposal for considering grant of In-situ promotion to Non-teaching staff members of CIT who have completed more than 5 years of regular service/Completed Promotional Service Period.

The Board opined that no special provisions can be made, and promotions will have to take place as per Rules.

Resolution R 11.13: It was RESOLVED that CIT should follow the rules as mandated by the MHRD and as followed in other CFTs.

Item No.11.14:

Proposal for inviting applications for filling up of positions that were not filled up through advertisement issued vide no.11/2014, dt. 29/05/2014.

Due to absence of suitable candidates some post laid vacant. As we require more man power, the Institute proposed to go for advertising for vacant positions.

Members are requested to consider and accord permission for re-advertisement of the unfilled positions.

Resolution R 11.14: The Board RESOLVED to approve the issue of new advertisements for posts not yet filled up.

Item No.11.15:

Discussion on pending issues of item No.10.14 of the 10th Meeting of the BoG.

The following items were deferred in the 10th meeting of the Board and were taken up for discussion again.

➤ **Faculty Scale/Grade Pay-regarding.**

- a. Some of the faculty members had submitted representation letters for upgrading of grade pay from Rs. 6000/- to Rs. 7000/- on completion of 5 years of service taking into account of their contract period in CIT. However, was pointed out that the services of these incumbents were regularised during June 2014 – August 2015. The appointment letters of those contract faculty members clearly state that their services are regularised from the date of interview. Under this clause they are not entitled to upgradation to Rs. 7,000/- at present. However, specific proposals may be placed before the Board of those who subsequently complete 5 years of service if the period of contract service is taken into account.
- b. Some Faculty members have submitted representations for granting 5 non – compound increments for those with Ph.D at the entry level as notified by the AICTE. Here, it is pertinent to mention that there was no such clause given in the pay scale as per advertisement. However, for greater interest of the Institute and to retain the faculty, the 10thBoG meeting has resolved that the matter should be sent to the MHRD for seeking guidance and accordingly clarifications was sent to the Ministry as per their queries. The Board advised the Institute to send a reminder to MHRD and to await their concurrence.
- c. For grade pay fixation it is proposed to count the post Ph.D. experience (the date of Ph.D. defence may be considered). This may be incorporated in the Recruitment Rules and placed before the Board.
- d. As per the leave rules of the Institute 15 days of Special Casual Leaves in a Calendar Year is approved. However, the Institute now proposes for extending to 20 working days in view of various academic matters. The Board agreed to this only for those faculty who are registered for a PhD in another Institute, and the leave is required to visit the supervisor in that Institute.



Resolution R 11.15: The Board Approved in Principle to the proposed pending issues subject to concurrence of the Ministry.

Item No.11.16:

Campus planning and Architectural issue.

An exercise (through an EOI) was made towards empanelment of Architects for planning various construction activities of the Institute. The committee, to evaluate the applications received, found applicants not suitable and the method used for selection had limitations also. The same was reported to the BWC (dt.23/11/2015) and consequently the whole exercise was cancelled.

Resolution R 11.16: The Board resolved that the process of Architect Empanelment be taken up again. In the meantime, the existing architect's services may be availed if found necessary.

Item No. 11.17:

Reporting from the Director.

- a. The additional land which CIT was supposed to get from BTC is still awaited. This delays the preparation of extended Master Plan of the Institute.
- b. The feeder power line from Salakati Power Plant to CIT has not yet been installed. Efforts are on to expedite the matter.
- c. CIT is going to upgrade the EPBX system for the entire campus and has initiated the process.

Additional Reporting items

- d. Based on CIT outreach activities, the students, faculty and staff along with members of the Women Cell of CIT visited the South Kunguri of Magurmari area on 8th March, 2016 to commemorate Women's day and interacted with local people. CIT intends to adopt the village as one of its outreach activities where various programmes can be initiated and tried out. The Board noted the matter and appreciated the initiative.

Resolution R 11.17: The matter was noted and appreciated.

As there were no other matters, the meeting ended with a vote of thanks to the Chair.



(Ms. Chaitali Brahma)
Non-Member Secretary, BoG
And Registrar, CIT Kokrajhar