

**Minutes of
the 19th Meeting of the Board of Governors (BoG) of
Central Institute of Technology (CIT) Kokrajhar held on
5th August, 2019 (Monday) at MHRD Office, Shastri Bhawan, New Delhi**

Item No. 19.01: **Confirmation of the Minutes of the 18th Meeting of the Board of Governors (BoG) of CIT held on 04th March, 2019 at Shastri Bhawan, New Delhi.**

The Minutes of the 18th Meeting of the BoG held on 04th March, 2019 at Shastri Bhawan, New Delhi was circulated amongst the members. The members were requested to place comments if any for consideration. Following comments were received on the minutes.

Comment 1:

The Members representing the MHRD commented that the discussions held during the meetings regarding some items were not reflected in the minutes and therefore needed to be amended. They therefore suggested the following amendments in respect of those agenda items.

Item No. 18.04: "Introduction of new programme is started, there will bear no extra financial liability on MHRD either for creation of additional infrastructure or for running cost (both maintenance and salary for additional faculty/non faculty) unless these are specifically cleared by MHRD".

Item No. 18.08: "As the proposal for the position for Institute Engineer is not yet cleared by MHRD, till such time recruitment need not be done by CIT".

Item No. 18.09: "The new courses proposed by CIT can run without any extra funding from MHRD".

Item No. 18.12: "The appointment of Prof. Debkumar Chakravarti as distinguished Professor was not agreed (As officiating Director). It was advised that he can still guide the PG/Ph.D students sans this title". Further, it needs to be seen by CIT whether the designation of distinguished Professor exists in AICTE/UGC framework, and if yes, what the qualifying requirements for the same are.

Members were requested to comment on these feedbacks.

Resolution: The members confirmed the minutes of the 18th BoG meeting with a modification of comments regarding item no. 18.04 and 18.09 as stated below.


Chaitali Brahma
Registrar

“The six De-novo PG programmes as the essential requirements of Deemed to be University would immediately be funded by MHRD in full and the other new PG programmes approved by AICTE under the Deemed to be University status would run with existing facilities available at CIT”.

Item No. 19.02: Action taken Report (ATR) on the Resolutions of the 18th Meeting of the BoG.

An ATR was prepared on the Resolutions of the 18th Meeting of the BoG. Members were requested to discuss the ATR and suggest further course of action if any, that may be considered necessary.

Resolution: The member noted the ATR as proposed by the institute.

Item No. 19.03: Observations related to the “Proposal for creation of teaching & non-teaching posts in Central Institute of Technology (CIT), Kokrajhar, Assam.

Vide Email dated March 13, 2019 from Section Officer, Technical Section-VII, D/o Higher Education, MHRD, New Delhi addressed to the Registrar, CIT, Kokrajhar attaching Sl. No. 5 of Note #67 dated March 11, 2019 from the Deputy Secretary (IFD(NE)), some observations were communicated to the institute. As desired, point-wise replies to the observations made through the email referred above were sent to the concerned section of the MHRD vide letter no. CITK/MHRD/Document/99/2018/29 dated 10/04/2019.

In view of the above observations, the institute was instructed by the MHRD to put all the processes of recruitment on hold. But in order to drive the academic and administrative activities for continuous development of the institute smoothly, specifically for facilitating its functioning under the newly acquired role as a Deemed to be University, teaching and non-teaching staff are required to be recruited urgently. A proposal in this regard was prepared by the institute to be submitted to the MHRD.

The members were requested to comment on the issue so that some favourable considerations can be formulated for greater benefit of the institute.

Resolution: The members representing the MHRD informed that the issue will be reviewed by an officer deputed by the ministry and recruitment of non-teaching staff may be done based on the report on the matter. The proposal for recruitment of faculty already sent to the MHRD is expedited for immediate consideration.


Chaitali Brabosa

Registrar
Central Institute of Technology
Kokrajhar

Item No. 19.04: Approval of amended Memorandum of Association (MoA) and rules of the institute.

The UGC vide letter No. F.1-1/2018 (CPP-I/DU) dated 21/05/2019 had instructed the institute to modify the existing MoA and rules as per the provisions of the UGC regulations, 2019 published in the gazette of India on 20th February, 2019. Accordingly, the MoA and rules have been amended keeping in view the Deemed to be University status of the institute.

Members were requested to accord approval.

Resolution: The draft MoA was approved. The members were further requested to convey their comments in this regard to the Director of the institute if any within a fortnight. Accordingly the comments would be incorporated and forwarded to MHRD and UGC for necessary action.

Item No. 19.05: proposal for formation of Intellectual Property Rights (IPR) Cell of CIT Kokrajhar.

Subsequent to the 'Deemed to be University' status granted to CIT Kokrajhar (CITK), the Institute was advised and insisted upon quite a few times by AICTE and D/o Higher Education, MHRD for the formation of an Intellectual Property Rights Cell at the Institute.

In this connection, a Handbook on IPR Cell containing necessary information pertaining to the above matter was prepared. With reference to the above, the formation of two Committees for IPR Cell was also been proposed in the Handbook, as below:

I. Institute Apex Committee for IPR. *Chaired by the Director with three (3) experienced members having knowledge in IP domain and related matters from Faculty and Staff, viz. Registrar, Dean (Faculty Affairs) and Research Establishment Officer.* The Apex committee shall be the authority to oversee the IP efforts.

II. IP Evaluation and Facilitation Committee. CITK shall set up an IP evaluation committee in IPR Cell for assessing the innovations and filing, commercializing and related matters of IP. This committee shall comprise different members with experience in the field of IP and industry. The committee, *chaired by Director / Registrar* should have *four members* in the committee including *two (2) Deans* (viz. R&D and Academic Affairs), *one Officer from Finance & Accounts* of the Institute and *one member nominated from the industry with knowledge in IPR.* The *Research*



Chaitali Brahm
Registrar

Central Institute of Technology
Kokrajhar

Establishment Officer may function as the Member Secretary of this Committee. The committee will also take part in the proceedings of conflict of interest, revenue sharing, ownership, dispute resolution and any other IPR allied means. Further, it would monitor the IPR activities and guide them accordingly. The IP Evaluation and Facilitation committee shall make decisions relating to the filing of IP and its rights. If a person on this committee does not belong to the institute, it would be prudent to get a Non-Disclosure Agreement (NDA) signed with such a person. Innovators and creators could appeal to the Institute Apex Committee against the decision of the IP Evaluation and Facilitation committee.

Members were requested to approve the same.

Resolution: The proposal was approved. Periodic review of the same would be carried out.

Item No. 19.06: Proposal for providing honorarium to faculty members for additional administrative duties.

The institute proposed to pay honorarium to the faculty members engaged in additional administrative duties as Deans in addition to their regular academic responsibilities. The proposal was prepared in line with the notification issued to the Directors of IITs vide No. 1-1/2010-TS.1 dated 23/09/2010.

Members were requested to comment on the proposal.

Resolution: The members suggested adopting the practices followed by the technical institutions under MHRD.

Item No. 19.7: To consider the Minutes of the 7th Senate meeting held on 04th June, 2019 at the Director's conference room of CIT Kokrajhar.

The Minutes of the 7th Senate meeting held on 04th January, 2019 is appended. The same was recommended for approval /ratification.

Resolution: The members approved the minutes of the 7th Senate meeting.

Item No. 19.8: To consider the Minutes of the 18th Finance Committee Meeting held on 5th August, 2019 at the office of the MHRD, Shastri Bhawan, New Delhi.

The Minutes of the 18th Finance Committee Meeting held on 5th August, 2019 is appended. The same was recommended for approval /ratification.

Resolution: The members approved the minutes of the 18th FC meeting.

Item No. 19.9: Reporting on some significant activities of the institute.

1. Reservation Roster and Reservation Roster Register.

Objective of providing reservations to the Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs) in services is not only to give jobs to some persons belonging to these communities. It basically aims at empowering them and ensuring their participation in the decision making process of the State. Keeping the broader concept of equality in view, *Clauses (4) and (4A) of Article 16 of the Constitution* declare that nothing in the said Article shall prevent the State from making any provision for reservation of appointments or posts in favour of backward class of citizens which in the opinion of the State is not adequately represented in the services under the State. *Article 16 of the Constitution* and also *Article 335* have direct bearing on reservation in services. As the Reservation Roster and Reservation Roster Register are mandatory requirements for the Central Government Organizations, CIT Kokrajhar is maintaining the Roster and Register for Reservation as per GoI Rules.

2. Entering of CIT Kokrajhar into the NIRF Ranking Process from 2019-20.

The National Institutional Ranking Framework (NIRF) was approved by the MHRD and launched by Honourable Minister of Human Resource Development on 29th September, 2015. This framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations and broad understandings arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover “Teaching, Learning and Resources”, “Research and Professional Practices”, “Graduation Outcomes”, “Outreach and Inclusivity” and “Perception”. The 1st Edition of India Rankings – 2016 based on this framework were released on 4th April, 2016.

As per directives from Dept of Higher Education, and prominence from the Ministry of HRD as well, it has been emphasized for CIT Kokrajhar to participate in the National Institutional Ranking Framework (NIRF) exercise from the ensuing session (AS 2019–20) onwards.

Accordingly CIT Kokrajhar will participate in NIRF Ranking Process in 2019–20.

3. Drafting handbook on R & D guidelines:



Chaitali Brahma
Registrar

Central Institute of Technology
Kokrajhar

Preparation of a handbook on the guidelines for handling of R& D activities and Consultancy projects in the institute, which would eventually serve the purpose of a R&D section handbook for the institute, was perceived as the pivotal need-of-the-hour. Accordingly, a draft has been prepared by the R&D section of the institute covering major aspects like financial implications, institutional responsibilities, norms and regulations for associated human resources for handling such activities.

4. Submission of DPR for funding under HEFA

A DPR was submitted to the MHRD for funding under HEFA for increased enrollment of students under EWS. Summary sheets of all the works which were being considered in the DPR were circulated to the member of the FC and BoG of the institute as an agenda item. Considering the urgency of submission of the DPR at the MHRD, approval of the members was taken through circulation.

5. Confirmation of services of the Non-teaching staff as mentioned below.

Sl. No.	Name	Designation
1.	Mr. Phwjakhang Basumatary	Assistant Registrar
2.	Mr. Rupjyoti Haloi	Assistant Registrar
3.	Mr. Sanjay Karmakar	Assistant Registrar
4.	Mr. Nayan Mani Talukdar	Assistant Engineer, Electrical
5.	Mr. Subhankar Saha	Workshop Superintendent
6.	Mr. Santosh Kumar Singh	Superintendent
7.	Mr. Sushanta Nazary	Superintendent
8.	Mr. Sushil Boro	Jr. Accountant
9.	Ms. Gita Muchahary	Jr. Accountant

6. Upgradation of academic grade pay of teaching staff under CAS.

Sr. No.	Name	Designation	Department	Old AGP	New AGP
1.	Mr. Bihung Brahma	Assistant Prof.	English	7000	8000
2.	Mr. Jeevan Krshna Khaklary	Assistant Prof.	Mathematics	7000	8000
3.	Mr. Dipankar Sutradhar	Assistant Prof.	Instrumentation Engineering	7000	8000
4.	Dr. Samiran Das	Assistant Prof.	Mathematics	7000	8000

5.	Mr. JDH Basumatary	Assistant Prof.	Sociology	7000	8000
6.	Mr. Mahananda Brahma	Assistant Prof.	Physics	7000	8000
7.	Mr. Gunajit Sarma	Assistant Prof.	Economics	7000	8000
8.	Mr. Pranav Kumar Singh	Assistant Prof.	Computer Science and Engineering	7000	8000
9.	Dr. Neelu Das	Assistant Prof.	Civil Engineering	7000	8000
10.	Dr. Radha Krishnan K.	Assistant Prof.	Food Engineering and Technology	6000	7000
11.	Dr. Abhijit Deka	Assistant Prof.	Civil Engineering	6000	7000
12.	Dr. Soumen Maji	Assistant Prof.	Civil Engineering	6000	7000
13.	Dr. Sangrang Brahma	Librarian	Central Library	7000	8000
14.	Dr. Gunajyoti Das	Assistant Prof.	Chemistry	6000	7000
15.	Dr. Sahalad Borgoyary	Assistant Prof.	Mathematics	6000	7000
16.	Dr. Gautum Chandra Roy	Assistant Prof.	Mathematics	7000	8000
17.	Dr. Manasi Buzar Baruah	Assistant Prof.	Physics	6000	7000
18.	Dr. Pankaj Pratap Singh	Assistant Prof.	Computer Science and Engineering	6000	7000
19.	Dr. Apurbalal Senapati	Assistant Prof.	Computer Science and Engineering	6000	7000
20.	Dr. Susmitha Wils K	Assistant Prof.	Instrumentation Engineering	6000	7000

Resolution: The members noted the reporting items. Regarding item no. 5 of the reports, it was suggested that, the confirmation of services of those non-teaching staff which are under review of MHRD has been deferred.

Item No. 19.10: Any other item with the permission of the Chair.

Resolution 1: Members discussed and decided that, as the institutional De-novo PG programmes are interdisciplinary and inter departmental in nature, the programme of Green Energy Technology would be mentored by Civil Engineering Department. The decision was taken depending on the available number of faculty members in the Electrical and Mechanical Engineering department, as an interim arrangement. The programme would be coordinated by the Head of the department of Electrical Engineering.



(Chaitali Brahma)
Registrar cum Non-Member Secretary
BoG, CIT Kokrajhar
Email- registrar@cit.ac.in
Chaitali Brahma