



**MINUTES OF THE 26<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS (BOG) OF CENTRAL INSTITUTE OF TECHNOLOGY (CIT) KOKRAJHAR HELD ON 29<sup>TH</sup> JUNE 2022 IN INDIAN INSTITUTE OF TECHNOLOGY (IIT) GUWAHATI (DIRECTOR'S BOARD ROOM) THROUGH ONLINE/ OFFLINE MODE.**

Professor (Dr.) T G Sitharam, Director (Additional Charge) CITK acted as the Chairman of today's BoG. He welcomed all the members.

- Professor Chandan Mahanta, Professor, Dept. of Civil Engineering, IIT Guwahati,
- Shri M.S. Manivannan (IAS), Commissioner & Secretary to the Govt. of Assam, Dept. of Higher Education, Dispur, Guwahati, Assam,
- Shri Amarjyoti Barman (ACS), Secretary, Education, BTC, Kokrajhar, Assam and
- Shri Anurag Goel (IAS), Principal Secretary, BTC, Kokrajhar, Assam

were granted leave of absence in the meeting. Representation from the Integrated Finance Division (IFD) of the Ministry of Education (MoE), Govt. of India (GoI), was not present, however comments were received, which is incorporated in the Minutes. Members present is attached. After a threadbare discussion, the following Minutes were created.

**Item No. 26.01: Confirmation of the Minutes of the 25<sup>th</sup> Meeting of the Board of Governors (BoG) of CIT Kokrajhar held on 17<sup>th</sup> of March, 2022 through online mode.**

The Minutes of the 25<sup>th</sup> Meeting of the BoG held through online mode was circulated amongst the members. The members were requested to place comments if any for consideration. Comments received are incorporated in the Minutes.

The Board suggested to prepare a detailed reply with proper justification of the Item No. 25.13 regarding TA to the then Director, Prof. Debkumar Chakrabarti during his tenure and submit the same to the C&AG audit team during their visit.

**Comments of the Integrated Finance Division (IFD) of the Ministry of Education (MoE):**

May be confirmed as per rules.

**RESOLUTION:** The members of the BoG confirmed the Minutes.

**Item No. 26.02: Action Taken Report (ATR) on the Minutes of the 25<sup>th</sup> Meeting of the Board of Governors (BoG) of CIT Kokrajhar held through online mode.**

Sl.	Agenda Item	Agenda Matter	Action Initiated/ Pending
1.	25.03	Promotion of the contractual faculty members who joined in the year 2012 considering the AICTE notifications 2012.	• In process.
2.	25.04	Extension of ten (10) number of contractual faculty members for 1 (one) year period.	• Extension implemented.
3.	25.05	Extension of 09 (nine) number of contractual non-teaching staff for 1 (one) year period.	• Extension implemented.
4.	25.06	Report of the Committee formed by the Director to look into the grievances of the	• In process.



		outsourcing staff/daily wage workers in CITK as per Reference Agenda item No. 9 of the 5th CIT Society meeting.	
5.	25.07	Proposal for nomination of members for the Finance Committee (FC), CITK.	• Implemented.
6.	25.08	An additional list of subject experts for direct recruitment and promotion at CITK.	• Implemented.
7.	25.09	Revised PDA rules 2021 for implementation in CITK w.e.f. 01.04.2022	• Implemented.
8.	25.13	Proposal for seeking consent for issuance of No-Dues Certificate for Ex Director Prof. Debkumar Chakrabarti.	• Implemented, certificate issued.
9.	25.14	Proposal for retaining hired 03 (three) nos. of hostels outside CITK campus for students.	• Implemented, extension order issued for a period of one year.

**Comments of the IFD, MoE GoI:**

May be noted, if ATR is as per recommendations.

Esteemed members of the Board noted the ATR.

**RESOLUTION:** The members of the BoG noted the ATR.

**Item No. 26.03: Adoption of Annual Accounts of CIT Kokrajhar for the Financial Year (FY) 2021-22.**

The members discussed the matter in detail and were informed that;

- An interest of over ₹1.5/- crore only was accrued as interest over the grants released which shall be remitted back to the Government.
- The reasons for the significant hike in Establishment Expenses was explained stating that the hike was multifaceted and was mainly due to hikes under various categories of the Establishment Expenses, more significantly due to hike in OH-36 pertaining to PDA.

The Board suggested to prepare a comparative statement of the Schedule – 15 Establishment Expenses for the current financial year compared to earlier FY.

IFD considered the adoption of the Annual Accounts of CIT Kokrajhar for the FY 2021-22 with the following 2 (two) nos. of points to be incorporated.

- Interest accrued over the grants released during the reported year forms part of Current Liability (Schedule – 3). According it should be shown under Schedule-3 and remitted back to the Government after finalization of accounts.
- Significant hike in Establishment Expenses (Schedule - 15) for current year was noticed against previous year. The matter was to be discussed and reasons recorded.

**RESOLUTION:** The members adopted/ approved the Annual Accounts of FY 2021-22 for placing the same to the C&AG.



**Item No. 26.04: Revised Amended Memorandum of Association (MoA) for approval by BoG.**

The members of the Board had a thorough discussion on the “**Revised Amended MoA of CITK 2022**” and “**Amended Rules of CITK 2022**” that were prepared by a **16-member MoA Review Committee** were placed before the members of the Board. The also studied the “**comparison sheet**”.

The Board advised the institute to further review the amended drafts by the Committee by incorporating the following;

- Matter and means of increasing student admissions especially foreign students, initially from neighbouring countries of India (भारत).
- Collaboration with foreign universities/ institutes.
- Broad power, functions, tenure, duties and responsibilities of the deans.

**Comments of the IFD, MoE GoI:**

May be considered.

**RESOLUTION:** The Board **approved** the MoA in **principle** and **suggested** changes to be incorporated.

**Item No. 26.05: Draft of the 5<sup>th</sup> (Fifth) Memorandum of Understanding (MoU) between Central Institute of Technology (CIT) Kokrajhar and the Ministry of Education (MoE), Department of Higher Education (HE), Govt. of India for the Financial Year (FY) 2022-23 for ratification/ approval by BoG.**

The MoU between the MoE and CITK was placed before the members.

**Comments of the IFD, MoE GoI:**

May be considered.

The members of the BoG discussed the 5<sup>th</sup> (Fifth) MoU between CIT Kokrajhar and MoE, Dept. of HE, GoI for the FY 2022-23 and considered for approval.

**RESOLUTION:** The Board **approved** the MoU.

**Item No. 26.06: Approval of extension of 6 (six) nos. of non-teaching contractual employees for 01 (one) year period.**

Extension for the 6 (six) numbers of non- teaching contractual employees for a period of one year was proposed to the Board. The names are as follows:

1. Dr. Jadav Chandra Baro (Medical Officer)
2. Mr. Pungkha Muchahary (Security Officer)
3. Mr. Amar Singh Basumatary (Jr. Engineer-Electrical)
4. Mr. Nityananda Paul (Jr. Engineer-Civil)
5. Mr. Rhitupon Bora (JTS-MCD)
6. Mr. Hemanta Brahma (JTS-Electrical)



**Comments of the IFD, MoE GoI:**

May be considered, with break in service, as per existing terms & conditions.

The Board considered the extension with due regard to the comments by the IFD and break in service.

**RESOLUTION:** The extension of 6 (six) nos. of non-teaching contractual employees for 01 (one) year period was **approved** by the **BoG**.

**Item No. 26.07: Minutes of the 27<sup>th</sup> Building and Works Committee (B&WC) for approval/ ratification.**

The Minutes of the Meeting of the 27<sup>th</sup> meeting of the B&WC of CIT Kokrajhar held in IIT Guwahati on 26<sup>th</sup> April, 2022 was placed before the members of the BoG for approval/ ratification. The members of the B&WC also recommended some agendas for the approval of the Board, that were placed as separate agendas.

**The Comments of the IFD was NOTED and considered.**

“May be considered and items having additional financial implication need approval of FC before taking up by BOG.”

**RESOLUTION:** The Minutes were noted. Some agenda items of the B&WC which require post-facto approval of the FC & BoG are placed for subsequent approvals.

**Item No. 26.08: ATR on the Resolution of the 26<sup>th</sup> B&WC Meeting of CIT, Kokrajhar through circulation. Seeking approval of additional requirement of fund amounting to ₹1,03,36,351/- (Rupees One Crore Three Lakhs Thirty Thousand Three Hundred Fifty-One Only) as has been demanded by APDCL for completing works of dedicated feeder line and sub-station for CIT Kokrajhar.**

The members of the Board held a thorough discussion for the additional demand/ requirement of fund amounting to ₹1,03,36,351/- (Rupees One Crore Three Lakh Thirty Thousand Three Hundred Fifty-One Only) by APDCL for completing the work of dedicated feeder line and sub-station work for CIT Kokrajhar.

The Institute was advised by the BoG to send reminder letters to the APDCL asking for the UC and the estimate stating that the additional amount would be released soon after the receipt of the UC and the estimate. Further for laying UG cable for connection to the distribution transformers insider the campus, it was resolved to engage PWD (Electrical Division) based on their submission of estimate that would have to be placed before the BWC on receipt from the PWD, Assam for further processing.

**Comments of the IFD, MoE GoI:**

“May be noted. However, UC for the amount already released and estimates for the additional amount sought may be demanded from APDCL before consideration of release of additional funds.”



**RESOLUTION:** The members noted the ATR.

**Item No. 26.09:** Proposal to consider and approve the procedure followed by CIT Kokrajhar for execution of infrastructural activity.

The members of the BoG held threadbare discussions and resolved to approve the execution of the projects by CIT Kokrajhar that are in various stages of completion with a clear instruction to the Institute that the provisions of the GFR 2017 would have to be strictly followed for all future execution of works, and that no deviation would henceforth be allowed. Accordingly, the Board also approved the release of payments that are due to the contractors for completion of all works that are being executed by the Institute through its Engineering cell.

Further, it was also resolved to appraise this to the President of the CIT society during a proposed review/ appraisal meeting on 2<sup>nd</sup> July, 2022 for fund requirements from the MoE so as to close the ongoing/ pending projects by releasing the balance payments to the Contractors.

**Comments of the Finance Division of the Ministry of Education:**

“It should be as per GFR-2017 and guidelines issued by Department of Expenditure, Ministry of Finance only.”

**RESOLUTION:** The members of the Board approved the execution of the projects by CIT Kokrajhar and the release of payments to the contractors for these projects after verifying the quality of works. However, members advised to strictly follow the provisions of the GFR 2017 for all future projects.

**Item No. 26.10:** Proposal to consider and approve the limit of the estimated cost for construction and repair works to be executed by Engineering Cell of CIT Kokrajhar.

After a thorough discussion, it was resolved that the Engineering Cell of the Institute may execute ‘Original works’ up to a work value of ₹5.0 Lakh and ‘Repair works’ also up to a work value of ₹5.0 Lakh by fulfilling the requirements of the GFR-2017, Works Manual, etc., ₹5.0 Lakh being the threshold for executing works through limited tender as per Rule 139 of the GFR 2017.

**Comments of the Finance Division of the Ministry of Education:**

“May be considered, subject to fulfilment of all requirements of GoI, GFR, etc.”

**RESOLUTION:** The Board approved the limit for construction and repair works.

**Item No. 26.11:** Proposal for approval of Empaneled Architects for Construction Works of CIT Kokrajhar.

The Board noted that the empanelment of the three listed architecture firms was done in 2019 by following the standard procedures (through all-India invitation of bids) and considered to approve them. Since this empanelment was done three years earlier, it



was suggested that the Institute proceed immediately for fresh empanelment as per the applicable procedure.

Further, as some time would be required to complete the process of fresh empanelment, it was resolved to allow the existing panel of architects to be engaged until the fresh empanelment is completed.

**Comments of the Finance Division of the Ministry of Education:**

“May be considered, if empanelled as per the process in GFR-2017.”

**RESOLUTION:** The Board **considered** the 3 nos. of empaneled architecture firms and advised the institute to go for **fresh empanelment**.

**Item No. 26.12:**

**Proposal for approval of Repair/ Renovation of Lighting Arrester Earthing System of Type – I & Type – II Quarters at CIT Kokrajhar, essential repairs of damaged doors, windows and cupboards of rooms, and damaged tiles and floors in different hostels buildings.**

Noting the urgent requirement of repair of lightning arrester earthing system was an absolute necessity to avoid accidents and injuries and for protection of electrical equipment/ appliances for the residents, the members resolved to approve the estimated amount of ₹4,62,511.00 for immediate execution of the works.

**Comments of the Finance Division of the Ministry of Education:**

“May be considered as per the recommendations of the B&WC.”

**RESOLUTION:** The BoG **approved** the estimated amount and execution of works.

**Item No. 26.13:**

**Proposal for approval of estimated amount of ₹2,89,500.00 (Rupees Two Lakh Eighty-Nine Thousand Five Hundred only) for the essential repairs of damaged doors, windows and cupboards of rooms, and damaged tiles and floors in different hostels buildings.**

Noting the urgent requirement of repair of works for hostels was absolutely necessary for the boarders/ hostellers, the members resolved to approve the estimated amount of ₹2,89,500.00 for immediate execution of the works.

**Comments of the Finance Division of the Ministry of Education:**

“May be considered as per the recommendations of the B&WC.”

**RESOLUTION:** The BoG **approved** the estimated amount and execution of works.



**Item No. 26.14: Proposal for Delegation of Financial Power pertaining to Capital works.**

The matter was discussed in detail by the members of the Board. Prof. T.G. Sitharam, Director & Chairman of the Board of Governors deliberated that the Financial Powers be reduced to ₹5.00/- lakh (Rupees five lakh only) from the current value of ₹50/- lakh (Rupees fifty lakh only) only for all capital works.

**Comments of the Finance Division of the Ministry of Education:**

“Reducing the Director’s power from ₹50 Lakh to ₹25 Lakh may be considered.”

**RESOLUTION:** The members approved the **Delegation of Director’s Financial Power** for approving capital works to **₹5.0 Lakh (Rupees five lakh only)**.

**REPORTING ITEMS**

**Reporting Item No. 26.15:**

- a. Hiring manpower for Electrical and Plumbing Maintenance Service at CIT Kokrajhar.

**Comments of the Finance Division of the Ministry of Education:**

“May be noted, if the process was according to GFRs-2017.”

**This item was deferred due to internal observations.**

- b. The matter related to the appointment of Executive Engineer at CIT Kokrajhar against sanctioned post.

**Comments of the Finance Division of the Ministry of Education:**

“May be noted against vacant post of sanctioned strength of the Institute.”

**Noting of the BoG Members:**

**The members noted the same.** The members were apprised that the remaining vacant sanctioned posts of non-teaching staff would be filled up subject to concurrence received for the roster.

- c. Repairs of some important structures, such as the creation of additional dining space for the borders the new boys’ hostels, arrangements for stopping rainwater ingress and seepages in the Central library and the guest house, repair works of guest house, creation of space for research scholars and book/ record storage space in the Central Library, meeting the requirements of providing access to PwD, etc. were discussed.

**Noting of the BoG Members:**

The members **noted** the proposal of taking up the construction of these structures and the description of related works which were placed in the 27<sup>th</sup> B&WC Meeting. Further, it was agreed to proceed with the preparations of plans, drawings and estimates of these works by engaging architects who are already empanelled.



### ADDITIONAL ITEMS

#### Additional Item No. 26.16:

##### **Broad power, functions, tenure, duties and responsibilities of deans.**

The broad power, functions, tenure, duties and responsibilities of deans were **noted** by the members. It was advised to incorporate the same in the Revised Amended MoA.

**RESOLUTION:** The members noted the proposal and **RESOLVED** to define and incorporate the above provisions in the “**Revised Amended MoA of CITK 2022**”.

### ANY OTHER ITEMS

#### Other Item No. 26.17:

##### **Roster of Non-Teaching Employees of CIT Kokrajhar.**

The roster for the non-teaching employees of the institute was presented to the members for their comments.

**RESOLUTION:** The Board suggested that the roster for the non-teaching employees of the institute be circulated amongst the members for their comments before submitting the same to the Ministry for concurrence.

- **With the permission of the Chair, the Minutes/ resolutions drawn in the 24<sup>th</sup> FC held prior to the BoG meeting was noted and considered for approval.**

*As no other agendas were discussed, the meeting ended with a vote of thanks to the all.*



(Smt. Chaitali Brahma)  
Registrar and Non-Member Secretary  
Board of Governors  
Central Institute of Technology  
Kokrajhar  
**Chaitali Brahma**  
Registrar  
Central Institute of Technology  
Kokrajhar






**Members Present in the 26<sup>th</sup> Board of Governors Meeting held on 29<sup>th</sup> June, 2022 in IIT Guwahati (through online/ offline mode) at 11:30 a.m.**

Sl. No.	Name	Designation	Remarks/ Sign
1.	Professor Sukumar Nandi, Department of Computer Science and Engineering, IIT Guwahati, Assam	Member	Present online
2.	Dr. S. K. Singh, Former Dean & Head, Professor, Department of Civil Engineering, North Eastern Regional Institute of Science and Technology, Nirjuli (Itanagar) - 791109, Arunachal Pradesh, India	Member	Present online
3.	Professor H.S. Yadav, Director, North Eastern Regional Institute of Science and Technology, Nirjuli (Itanagar) - 791109, Arunachal Pradesh, India	Member	Present online
4.	Professor (Dr.) T. G. Sitharam Director, IIT Guwahati & Director (Addl. Charge), CIT Kokrajhar	Member	Present
5.	Dr. Bihung Brahma, Dean (Student Affairs) & Asst. Professor, Dept. of Humanities & Social Sciences, Central Institute of Technology Kokrajhar, BTR, Assam	Member	Present online
6.	Dr. Pranav Kr. Singh, Dean (Alumni & External Relations) & Asst. Professor, Dept. of Computer Science & Engineering, Central Institute of Technology Kokrajhar, BTR, Assam	Member	Present online
7.	Ms. Chaitali Brahma, Registrar, Central Institute of Technology Kokrajhar, BTR, Kokrajhar, Assam	Non-Member Secretary	Present

**Invited attendees:**

Sl. No.	Name	Designation	Remarks/ Sign
1.	Dr. Biswarup Saikia Asst. Professor, Dept. of Civil Engineering, Central Institute of Technology Kokrajhar, BTR, Assam	Dean of Planning & Development, CIT Kokrajhar	Present
2.	Dr. Monomoy Goswami Professor, Dept. of Civil Engineering, Central Institute of Technology Kokrajhar, BTR, Assam	Faculty in-charge of Engineering Cell, CIT Kokrajhar	Present



  
(Smt. Chaitali Brahma)  
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