

Minutes of the 30th Board of Governors (BoG) Meeting of Central Institute of Technology (CIT), Kokrajhar, Assam held on 09/01/2024

The 30th Board of Governors (BoG) Meeting of Central Institute of Technology Kokrajhar (CIT), Assam, was held under the Chairmanship of **Prof. (Retd.) Nishikant V. Deshpande**, Chairman, BoG, CIT on 09/01/2024 at 12.15 p.m. in the Conference Hall of CIT Guest House. A list of the BoG members who participated in the meeting is attached.

2. The Chairman, BoG, CIT, welcomed all the BoG members who were physically present in the meeting and those who attended through online mode. The members thereafter held discussion on each of the agenda items of the BoG meeting and recommended the following:

Item No.30.01: Confirmation of the Minutes of the 28th meeting of the BOG held on 06/06/2023.

The Minutes of the 28th meeting of the Board of Governors held on 06/06/2023 were circulated to all BoG members for their comments, if any. No comments were received from the members. The Minutes were placed before BoG Members for their consideration.

Resolution : The BoG members considered the Minutes of the 28th meeting of the Board of Governors held on 06/06/2023 and approved the same.

Item No.30.02: Confirmation of the Minutes of the 29th Meeting of the BoG of CIT regarding circulation of agenda items of recruitment rules (RR) for Teaching posts and age relaxation for ST candidates in the Un-reserved category of Non-teaching posts.

The Minutes of the 29th Meeting of the BoG was circulated amongst the members. The members were requested to offer their comments, if any, for consideration. The RR for Teaching posts was approved by the BoG. Whereas, the proposal for age relaxation for ST candidates in the Un-reserved category of Non-teaching posts advertised for making recruitments under Mission Mode Recruitment was submitted to MoE for guidance. It has been learnt that the matter has further been referred to DoPT by MoE. The response of DoPT in the matter is awaited by MoE. The Minutes were placed before the members for their kind consideration.

Resolution: The BoG members opined that MoE may again be requested to expedite the matter with DoPT.

Item No. 30.03: Action Taken Report (ATR) on the Minutes of the 28th Meeting of the BoG of CIT Kokrajhar held on 06th of June 2023 at 11:30 hrs in AICTE, HQ, New Delhi.

Item No.	Agenda	Action Taken/ Under Process
28.06	Permission for Departmental Promotions and Financial Upgradations for non-teaching staff.	Implemented. DPC is being conducted as per RR of the Institute.
28.07	Permission for promotion for eligible teaching employees of CIT Kokrajhar.	Implemented. Promotions are being implemented as per rule.
28.08	Proposal for extension of contractual teaching employees of CIT Kokrajhar till July 2023 or until the process of	Implemented.

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	advertisement is over whichever is earlier.	Contract extended up to 3 rd March 2024 by Chairman BoG.
28.09	Proposal for extension of contractual teaching employees of CIT Kokrajhar till July 2023 or until the process of advertisement is over whichever is earlier.	Implemented. Contract extended until 3 rd March 2024 by Chairman BoG
28.10	Proposal for creation of additional new posts against sanctioned strength for the non-teaching staff according to the ratio of "Faculty to Staff".	Proposal submitted to the MoE for concurrence. Approval awaited.
28.18	Proposal for opening a (two) years Post-Graduate program i) M.Sc. in Data Science and ii) M.Sc. in Material Science.	Under Process.

The members of the Board were requested to offer their comments on the course of action, if any, that may be considered for inclusion.

Resolution : The BoG members considered the ATR and commented that the course of action in Item No. 28.18 may be kept on hold until and unless all the running courses are established strongly. Rest of the ATR was approved by the members.

Item No.30.04: Approval on the Minutes of the 29th Building & Works Committee meeting held on 30/11/2023.

Item No.29.03: Report of the Committee constituted to verify the execution and progress of all Civil projects undertaken by CIT, Kokrajhar, for release of payments from the available fund under OH-35.

The BWC of CIT Kokrajhar perused the "Process Verification Committee Report" in its meeting held on 30/11/2023. After detailed discussion, BWC recommended the following:

1. Director, CIT to constitute a committee to verify the execution and progress of all civil works.
2. Auditing of the financial part of all the works for further course of action.
3. To place the "Process Verification Committee Report" on the Infrastructure Works executed by the Engineering Cell of CIT Kokrajhar to BoG for further deliberation/action.

In compliance to the deliberations held and decisions taken in the BWC meeting, the Director CIT constituted a committee comprising of following three (03) members to verify the execution and progress of all Civil works undertaken by CIT Kokrajhar to enable the Institute to process the release of the payments from the available fund under OH-35:

The report of the Committee was placed before the FC members for their consideration which further recommended for approval of BoG.

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Resolution: The BoG members discussed the recommendation of FC on the Report of the Committee constituted to verify the execution and progress of all Civil projects undertaken by CIT, Kokrajhar and took the following decisions:

- i. The report of the Verification Committee and report on the liabilities against the ongoing works and completed works executed by the Institute are approved.
- ii. The Committee report and BWC recommendations for all the projects with financial implications of Rs. 44.00 crore are approved.
- iii. The liability of the Institute for the above works may be disposed off after scrutiny of work bills in conformity of the provisions laid down under GFR 2017 and with the sanction of the competent authority.
- iv. As a one-time measure, ex-post facto approval is accorded for the ongoing and completed works.
- v. The progress of projects may be reported from time to time to the competent authority.
- vi. The Director, CIT is authorized to fix up the responsibility for the lapses occurred and take disciplinary action as per CCS Rules.

Item No.29.04: Proposal to consider and approve the budgetary estimate prepared by PWD, BTC, Kokrajhar for Repair & Maintenance works at CIT Kokrajhar.

A list of repair and maintenance works was sent to the PWD, BTC Kokrajhar for preparation of detailed plan and estimate. In response, PWD, BTC Kokrajhar submitted the detailed estimates which was placed before the members for consideration and recommend for approval in FC/ BoG.

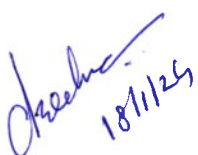
Members discussed the estimates submitted by PWD, BTC Kokrajhar for a total of 10 Nos. of projects amounting to **Rs.2,71,83,634/-** (*Rupees Two Crore Seventy-One Lakh Eighty-Three Thousand Six Hundred and Thirty-Four only*). After discussions the members opined that the estimate submitted by PWD, BTC Kokrajhar against 'Repair, Maintenance of 25 kWh Roof top On-Grid Solar Power Plant amounting to **Rs.14,19,982/-** (*Rupees Fourteen Lakh Nineteen Thousand Nine Hundred and Eighty-Two only*) was on the higher side.

Therefore PWD, BTC Kokrajhar should submit the detailed analysis of the rates and report consisting of all the damaged items of the power plant. The matter was placed before the members of BoG for their consideration. The FC members had considered the proposal and recommended the same for approval of BoG.

Resolution: The members of BoG reviewed the status of 09 projects initiated through PWD, BTC, Kokrajhar and approved the Budgetary estimates submitted by PWD, BTC worth Rs. 2,71,83,634/- for Repair & Maintenance works.

Item No.29.05: Proposal to consider the Agreement with APDCL and to recommend the procedure to follow for operation, maintenance of 33 KV dedicated feeder line and Sub-Station by CIT Kokrajhar.

The 33 KV feeder line and the 33/11 KV, 2x2.5 MVA sub-station work under execution by APDCL was completed and was test charged accordingly. The APDCL submitted a draft agreement copy to CIT Kokrajhar regarding



handing over of the 33 KV Dedicated Line and Sub-Station to CIT Kokrajhar. The same was placed before the members for consideration and to recommend for approval in FC/ BoG.

Upon discussion on the draft agreement copy received from the APDCL, the members directed CIT Kokrajhar to prepare an outsourced team for operation and maintenance work as mentioned in the agreement copy. The proposal was considered by FC and recommended for approval of BoG.

Resolution: The Agreement with APDCL and the procedure to be followed for operation, maintenance of 33 KV dedicated feeder line and Sub-Station by CIT Kokrajhar was considered and approved by the BoG members.

Item No.29.06: Proposal to consider and approve additional demand by APDCL for the work of 33KV dedicated feeder line and 33/11KV Sub-Station at CIT Kokrajhar.

The Utilization Certificate (UC) for the deposited amount of **Rs.4,68,60,974/-** (*Rupees Four Crore Sixty-Eight Lakh Sixty Thousand Nine Hundred and Seventy-Four only*) by CIT Kokrajhar vide letter No. CGM(D)/ APDCL/ LAR/ CIT/ DEPOSIT/ 2017-18/ 201 dated 22.09.2023 against the 33 kV dedicated feeder line and 33/11 kV sub-station work at CIT Kokrajhar was submitted. Along with the UC, APDCL also raised bills for the additional fund requirement amounting to **Rs.3,90,52,280/-** (*Rupees Three Crore Ninety Lakhs Fifty-Two Thousand Two Hundred Eighty Only*) due to the increase in distance of the 33 KV dedicated line from 13.5 km to 17 km and the additional work carried out for completion of 33/11 kV sub-station. The detailed item wise breakup submitted by APDCL was placed before the members for consideration and recommendation.

Details of the break-up for the additional demand: -

Sl. No.	Details	Amount (Rs.)	Remarks
1	Original Estimate submitted by APDCL on 29.04.2017.	4,68,60,974.00	Deposited to APDCL on August'2017
2	Load Security submitted by APDCL on 27.02.2023.	48,56,630.00	Approved in 26th FC and 28th BoG meeting dtd. 06.06.2023.
3	Additional Amount demand by APDCL. (re-casted including of GST and civil works which were not included in original estimate). Received from APDCL on August'2018.	1,03,36,351.00	Placed on 26th B&WC and 24th FC, 25th BoG meeting. It was resolved that the amount may be released to APDCL after submission of UC by APDCL.
4	Additional Amount demand by APDCL	2,38,59,299.00	Due to increase in length of feeder line from 13.5

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	Received from APDCL on 10.10.2023 along with UC.		KM to 17 KM, additional work at sub-station and railway track crossing.
Total Demanded Amount by APDCL		3,41,95,650.00	(Sl. No.3 + Sl. No. 4)

(Rupees Three Crore Forty-One Lakh Ninety-Five Thousand Six Hundred and Fifty Only)

The members discussed the matter and found that the additional demand raised by the APDCL as per the detailed UC is legitimate and hence considered for payment.

The decision taken in the B&WC meeting was submitted for consideration & approval of FC members. After consideration, the same was recommended for approval of BoG.

Resolution: The additional fund demand worth Rs. 3,90,52,280/- by APDCL for the work of 33KV dedicated feeder line and 33/11KV Sub-Station at CIT, Kokrajhar was discussed in length by the BoG members and was approved.

Item No.29.08: Proposal to consider and approve the Annual Maintenance Contract for Cummins make Diesel Generators at CIT, Kokrajhar.

The AMC contract awarded to M/s Cummins India Limited for an amount of Rs.

8,42,808.52/- (Rupees Eight Lakhs Forty-Two Lakhs Eight Hundred Eight Point Fifty-Two Only) had expired on 30.06.2023. CIT Kokrajhar has 03 Nos. of 320 kVA and 01 nos. of 125 kVA CUMMINS make

Diesel Generators as a power backup.

Therefore, the proposal for new AMC contract has been initiated as per quotation received from the OEM M/s Cummins India Limited dated 14.08.2023

amounting to **Rs. 7,17,002.61 (Rupees Seven Lakh Seventeen Thousand Two and Sixty-One Paisa only)**. The detailed breakup of the estimate is as follows:

Table – A

Sl. No	Particulars	Qty.	Rate (Rs.) i/c of GST	Amount (Rs.) i/c of GST
1	Repair & Maintenance Services of 320 KVA DG (Model No - QSL9)	2	1,32,412.63	2,64,825.25
2	Repair & Maintenance Services of 320 KVA DG (Model No - NTA855 G2-I)	1	1,45,514.56	1,45,514.56
3	Repair & Maintenance Services of 125 KVA DG (Model No - 6BTAA5.9)	1	1,00,035.30	1,00,035.30
Total				5,10,375.11

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(Rupees Five Lakhs Ten Thousand Three Hundred Seventy-Five Point Eleven Only)

(Billing Cycle for Table-A is 04 Nos. invoices in one year with 04 nos. Maintenance Service).

Table – B

Radiator Cleaning/ Coolant Refilling and Diesel Tank Cleaning – (Conditioned Based)				
Sl.No	Particulars	Qty.	i/c of GST Rate (Rs.)	Amount (Rs.) i/c of GST
1	Repair & Maintenance Services of 320 kVA DG (Model No - QSL9)	2	53,542.50	1,07,085.00
2	Repair & Maintenance Services of 320 kVA DG (Model No - NTA855 G2-I)	1	53,542.50	53,542.50
3	Repair & Maintenance Services of 125 kVA DG (Model No - 6BTAA5.9)	1	46,000.00	46,000.00
Total				2,06,627.50

(Rupees Two Lakhs Six Thousand Six Hundred Twenty-Seven Point Fifty Only)

(Billing Cycle for Table-B as when as required (on account) based on supply of spares and execution).

BWC advised CIT to negotiate further with the vendor and submit the negotiated AMC amount. Accordingly, negotiation was done for Rs. 7,10,903/- and presented to FC for approval. The above proposal was recommended by the FC.

Resolution: The members of BoG considered and approved the Annual Maintenance Contract for Cummins make Diesel Generators at CIT Kokrajhar worth Rs. 7,10,903/-.

Item No.29.09: Proposal to consider and approve the Annual Maintenance Contract for Water Cooler cum Purifiers at CIT Kokrajhar.

The AMC contract awarded to OEM of Water Cooler cum Purifier M/s Eureka Forbes for **Rs.7,34,985/-** (Rupees Seven Lakh Thirty-Four Thousand Nine Hundred and Eighty-Five only) expired on 13.07.2023.

At present, CIT Kokrajhar has 47 No's of Water Cooler cum Purifier of make "AQUAGUARD" and 04 No's of Water Cooler of make "BLUE STAR".

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In view of the above, M/s Eureka Forbes submitted the proposal for new AMC contract dated 09.11.2023 amounting to **Rs.7,88,935/-** (Rupees Seven Lakh Eighty Eight Thousand Nine Hundred and Thirty-Five only) considering 47 Nos. of "AQUAGUARD" and 04 Nos. of "BLUE STAR" water cooler.

The breakup of the budgetary estimate for AMC is as follows: -

Sl. No.	Model No.	Qty	Rate (Rs.)	Amount (Rs.)
1	AG FSS 80 UV	30	14,875.00	4,46,250.00
2	AG GREEN PURE CHILL 80 SS UV	11	16,770.00	1,84,470.00
3	AG PC 80 RO	2	26,975.00	53,950.00
4	AG REVIVA RO+UV+MTDS	1	9,770.00	9,770.00
5	Dr. AG Classic (RO+UV+UF)	1	3,795.00	3,795.00
6	Aquasure Crystal	2	3,795.00	7,590.00
7	Blue Star SDLX100)	2	14,580.00	29,160.00
8	Blue Star (120 UV)	2	26,975.00	53,950.00
Total =		51		7,88,935.00

(Rupees Seven Lakh Eighty-Eight Thousand Nine Hundred and Thirty-Five only).

The BWC and FC Members considered the detailed estimate and recommended that the work for execution through open tendering process. However, the members approved the estimate in principle which may be submitted for further consideration and approval of BoG.

Resolution: The proposal for Annual Maintenance Contract for Water Cooler cum Purifiers at CIT Kokrajhar worth Rs. 7,88,935/- forwarded by FC was considered and approved by the members of BoG.

Item No. 30.05: Proposal for Introduction of Gratuity for employees of CIT Kokrajhar.

As per the University Grants Commission (UGC), Ministry of Education, Govt. of India notification vide no. F. No. 3-1/2018(Admn.I/A&B) dated 10th January 2023 regarding "***Applicability of Payment of Gratuity Act 1972 to Educational Institutions under the Ministry of Education***", the gratuity benefit may be introduced in CIT Kokrajhar. The matter was discussed in length and recommended for adoption of the notification for the employees of CIT.

Resolution: The Board Members considered and approved the introduction of Gratuity for the employees of CIT Kokrajhar as per the notification of MoE.

Item No. 30.06: Proposal to consider the amended Memorandum of Association (MoA) of the institute as per UGC Regulations, 2023.

The University Grants Commission (UGC) has issued its revised UGC Regulations in April, 2023. Since, CIT Kokrajhar was accorded Deemed to be University Status in December, 2018, the Institute requires to follow these regulations. Accordingly, the proposal to revise the existing Memorandum of Association (MoA) of CIT Kokrajhar as per new guidelines of UGC is under

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preparation and would be submitted soon. This would enable the Institute to go ahead with revision of all relevant clauses of MoA as per UGC Regulations, 2023.

Resolution: The matter was deferred.

Item No. 30.07: Minutes of the Senate meeting held on 04th January 2024 (Thursday) in CIT Kokrajhar.

The 15th Meeting of the Senate of CIT Kokrajhar was held on the 04th January 2024 (Thursday) in CIT Kokrajhar. The Minutes of the 15th Senate Meeting was placed for ratification by the BoG.

Resolution : The Members of BoG considered and ratified the same.

Item No. 30.08: To ratify award of Degree to CIT students for the years 2021-22 & 2022-23 in the Institute's Convocation to be held on 10th January, 2024.

The Board members were requested to consider & approve ratification of Degree being awarded to successful students of CIT for the years 2021-22 & 2022-23 in the proposed Convocation being held on 10th January, 2024.

Resolution : The Members of BoG considered and ratified the same.

Item No. 30.09: Revision under Recruitment Rules (RRs) of Non-teaching staff of CIT.

With the permission of the Chair, the revision made under Recruitment Rules (RRs) of Non-teaching staff was placed before by the BoG members. The representative of MoE referred that the existing RR are in force from 2022 and no modification or revision is possible at this stage. It was mentioned that the only existing approved RR are to be followed.

Item No. 30.10: Minutes of the 27th Finance Committee meeting held on 09/01/2024.

The members of BoG considered the Minutes of 27th Finance Committee meeting held on 09/01/2024 and approved the same.

The members expressed that the frequency of the meetings should be held quarterly. The agenda notes of the meeting are to be circulated two-weeks in advance before the meeting.

The meeting ended with Vote of thanks to the Chair.




(Ms Chaitali Brahma)
Non-Member Secretary & Registrar
Central Institute of Technology, Kokrajhar
Chaitali Brahma
Registrar
Central Institute of Technology
Kokrajhar

List of Board of Governors(BoG) participants

- | | | | |
|----|---|---|----------------------|
| 1. | Prof. Nishikant V. Deshpande
Former Director NIT Silchar | - | Chairman |
| 2. | Shri M.M. Singh
Director(T), D/oHE, MoE
(Representative of Joint Secretary(TEL) | - | Member |
| 3. | Shri Uday Kiran
Under Secretary(IFD), D/oHE, MoE
(Representative of Financial Adviser) | - | Member |
| 4. | Shri Amarjyoti Barman, ACS
Secretary(Edn.), BTC | - | Member |
| 5. | Prof. A. Srinivasan
Director, CITK | - | Member |
| 6. | Prof. Anjalu Albis Basumatary
Associate Professor
Deptt. of Physics, CITK | - | Member |
| 7. | Dr. Pranav Kumar Singh
Dean(Alumni & External Affairs) and
Associate Professor
Deptt. of CSE, CITK | - | Member |
| 8. | Smt. Chaitali Brahma
Registrar, CITK | - | Non-Member Secretary |

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