

Minutes of the 34th Board of Governors (BoG) Meeting of CIT, Kokrajhar (CITK) held on 9th September, 2024 (Monday) at 3:30 p.m. in DELNET, JNU Campus, New Delhi.

The 34th BoG Meeting of CITK was held on 9th September, 2024 (Monday) at 3:30 p.m. in DELNET, JNU Campus, New Delhi, under the Chairmanship of Prof. (Retd.) Nishikant V. Deshpande, Chairman, BoG, CITK. A list of BoG members who participated in the meeting is attached herewith.

The BoG meeting started immediately after the completion of the 30th Finance Committee (FC) meeting. The Director, CITK presented the agenda items for discussion by the members. Detailed discussion on each agenda item of BoG was held and the following decisions were taken:

Item No.34.01: Confirmation of the Minutes of 33rd BoG meeting held on 08.07.2024 at New Delhi.

The minutes of 33rd BoG meeting held on 08.07.2024 were circulated to all the members for their consideration and confirmation. Some of the members have conveyed their approval on the minutes. A copy of the final minutes was attached as **Annexure-I**.

Resolution:- The minutes were confirmed.

Item No.34.02: Action Taken Report (ATR) on the Minutes of 33rd BoG meeting held on 08.07.2024 at New Delhi.

The ATR is attached at **Annexure – II**.

Resolution:- The adoption of ATR was approved by BoG.

Item No.34.03: Minutes of the 30th Building and Works Committee (BWC) held on 02/07/2024 in CITK as approved by the FC.

The minutes of the 30th BWC meeting held on 02/07/2024 in CITK were attached at **Annexure-III**.

Resolution:- BoG approved the minutes of 30th BWC meeting as recommended by FC in its meeting held on 09/09/2024 at 2:30 p.m.

Item No. 34.04: Proposal for approval of the Minutes of the 31st BWC meeting held on 27th August, 2024 in CITK as approved by the FC.

The 31st Building & Works Committee (BWC) meeting was held on 27th August, 2024 in CITK. The deliberation held and the decisions taken were incorporated in the minutes and circulated amongst BWC members for their comments.

The minutes were placed at **Annexure - IV**. The civil projects placed before BWC are listed below:-

- i. Construction of two Boys' Hostels of 360 capacity each
- ii. Construction of two Girls' Hostels of 120 capacity each
- iii. Construction of 360 seating capacity dining hall for boys
- iv. Construction of 180 seating capacity dining hall for girls.

Handwritten signature and date: 31/10/2024

- v. Construction of one floor above the under-construction 90 seating capacity SC/ST Girls' Hostel
- vi. Construction of 24 nos. of staff quarters
- vii. Interior work of STI Hub Center
- viii. Installation of Street lights instead of five (05) nos. of 25 m New High Mast Lights
- ix. Car Parking Sheds for the Staff Quarters (C3, C4, C5 and C6)
- x. Installation of one (01) lift in Admin Building
- xi. Repair of reception area & repainting of staircase area of Admin Block
- xii. Beautification & Color washing of Gate No. 1
- xiii. Interior works of Auditorium

Resolution:- BoG approved the minutes of 31st BWC meeting as recommended by FC in its meeting held on 09/09/2024.

Item No.34.05: Minutes of the 17th Senate meeting of CITK held on 23/08/2024 in CITK including the list of students who have passed their Diploma/Degree/M.Tech/Ph.D.

The minutes of the 17th Senate meeting held on 23/08/2024 in CITK were attached at Annexure-V.

Resolution:- The minutes of the 17th Senate meeting are approved by the BoG.

Item No.34.06: Minutes of the 30th Finance Committee meeting held on 09/09/2024 at New Delhi.

The deliberations held during 30th FC meeting on 09/09/2024 at 2:30 p.m. in DELNET, New Delhi were considered by the BoG members.

Resolution:- Minutes of the 30th FC meeting held on 09/09/2024 are confirmed.

Item No.34.07: Re-distribution amongst sanctioned teaching posts of CITK.

CITK has got 106 sanctioned teaching posts which includes 1 post of Director. To meet the immediate requirement of faculty positions at the level of Assistant Professor in some departments, the institute is planning to redistribute the teaching posts in various cadres keeping the total no. of sanctioned posts the same and without altering much the cadre ratio as prescribed by AICTE. The cadre wise break up for sanctioned posts and proposed break up along with cadre ratio as per AICTE norms are presented in the table below:-

Sanctioned cadre wise break up				Proposed cadre wise break up				Cadre ratio as per AICTE Norms
Prof.	Asso. Prof.	Asst. Prof.	Cadre ratio	Prof.	Asso. Prof.	Asst. Prof.	Cadre ratio	
12	24	70	1 : 2 : 5.8	11	21	74	1 : 1.9 : 6.7	1 : 2 : 6

The proposed redistribution will provide CITK with 04 no. of Assistant Professors to place them in the departments where shortage of Assistant Professor Post is felt. It is proposed to augment 02 posts of Assistant Professor in MCD department and 01 each in Electrical Engineering and Mathematics departments. The BoG in its 33rd meeting held on 08/07/2024 had advised Director, CITK to discuss the re-distribution of teaching posts with the Head of the Department of CITK before seeking approval of BoG. The proposal was discussed with the HoDs, in the meeting held on 12/07/2024 and comes with their consent.

[Handwritten signature and date 21/10/2024]

The possible financial implication involved in creation of four (04) Assistant Professor posts and the expected saving in surrendering one (01) post of Professor and three (03) posts of Associate Professor are summarized below :-

Sl. No.	No. of Posts	Category	Amount	
1.	01	Professor	Rs. 2,27,860 x 1 x 12 months	Rs. 27,34,320/-
2.	03	Associate Professor	Rs. 2,08,148 x 3 x 12 months	Rs. 74,93,328/-
3.	Total (Sl. No.1+ Sl. No.2)			Rs. 1,02,27,648/-
4.	04	Assistant Professor	Rs. 94,650 x 4 x 12 months	Rs. 45,43,200/-
5.	Redistribution of sanctioned teaching posts would save (Sl. No.3 – Sl. No.4)			Rs. 56,84,448/- p.a.

This matter was placed in the FC meeting scheduled on 09/09/2024 and their recommendation was further put up before BoG.

Resolution:- As recommended by FC in its meeting held on 09/09/2024, the proposal may be sent to MoE for its consideration and approval.

Item No.34.08: Proposal for creation of some additional new teaching posts based on enhanced student strength of CITK.

At present CITK has a total 106 nos. of teaching posts at Professor, Associate Professor, and Assistant Professor level including 1 post of Director. These posts were sanctioned on 23-04-2023 against the then-intake student capacity. Now the intake capacity of students in CITK has increased to 2293 due to the opening of PG and PhD degree programs in various departments. As a result, the sanctioned faculty strength should be $\frac{2293}{20} = 114.7 \approx 115$ as per AICTE norms. So, the additional 09 posts are now sought so that the Institute can function smoothly. The distribution of the 09 posts is given below:-

Cadre	Existing	Proposed	Additional requirement
Professor	12	13	01
Associate Professor	24	24	--
Assistant Professor	70	78	08
Total	106	115	09

The cadre ratio is 1: 1.8: 6 against the AICTE norm of 1: 2: 6. If BoG members approve the proposal, CITK will initiate a further course of action in this regard.

The BoG in its 33rd meeting held on 08/07/2024 had advised Director, CITK to discuss the re-distribution of teaching posts with the Head of the Department of CITK before seeking approval of BoG. The proposal was discussed with the HoDs in the meeting held on 12/07/2024 and comes with their consent.

The annual financial implication involved in creation of one (01) Professor post and eight (08) Assistant Professors is Rs. 1,18,20,720/- [01 Professor- Rs.2,27,860/- p.m. x 12

[Handwritten signature]
21/10/2024

months = 27,34,320/- + 08 Assistant Professors – Rs. 94,650/- p.m. x 8 x 12 months = Rs. 90,86,400/-].

This matter was placed in the FC meeting scheduled on 09/09/2024 and their recommendation was further put up before BoG.

Resolution:- As recommended by FC in its meeting held on 09/09/2024, the proposal may be sent to MoE for its consideration and approval.

Item No.34.09: Proposal to validate the pay fixed in respect of 14 faculty members as a line of action for C&AG Audit Para- 2.6 F.Y- 2022-23.

The services of 14 contractual faculty members were regularized in the interviews held on 28/10/2014, 11/11/2014, 18/11/2014, 10/01/2015, 19/01/2015, 23/01/2015, 30/01/2015 & 13/02/2015 While recommending the pay scale, the Selection Committee had mentioned “as per pay protection” for those candidates. C&AG has taken objection to this phrase and has sought BoG’s approval for the actual pay scale fixed and approved earlier by the then BoG. Hence, the pay fixation scheme adopted for each of these faculty members is placed in this meeting for ratification so that the same could be conveyed to C&AG. The details are as under:-

Sl. No.	Faculty name	No. of years' of service	Scale of pay at joining time	Pay fixed after regularisation	*Actual no. of increments given
1	Gautam Ch. Roy	4 Y 7 M	15600-39100	22130	9
2	Anuck Islary	4 Y 11 M	15600-39100	20570	7
3	Mithun karmakar	5 Y 4 M	15600-39100	21370	8
4	Haradip Kr. Mahilary	4 Y 3 M	15600-39100	19780	6
5	Prasanta Baruah	4 Y 10 M	15600-39100	20550	7
6	Rajib Chetia	4 Y 10 M	15600-39100	20550	7
7	Shayaram Basumatary	3 Y 7 M	15600-39100	19030	5
8	Kaushik C.D. Sarma	3 Y 11 M	15600-39100	19030	5
9	Rajesh Kondareddy	3 Y 11 M	15600-39100	19780	5
10	Debarshi Kr. Brahma	4 Y 8 M	15600-39100	18240	4
11	Bhaskar Saha	3 Y 6 M	15600-39100	18240	4
12	Dipen Deka	5 Y 3 M	15600-39100	18320	4
13	Bornali B. Patowari	6 Y 5 M	15600-39100	18320	4
14	Anamika kalita	5 Y 5 M	15600-39100	16920	2

*Actual pay fixed upon regularisation including the extra increments given. These includes increments due as per no. of years of service, incentives for M. Tech, M. Phil & Ph.D degree obtained during service as per UGC guidelines.

Resolution:- The members resolved that the FC/BoG cannot revalidate the matter, and CITK should refer the issue of pay protection for contractual faculty to the MoE for its



Item No.34.10: Proposal for recruitment of one (01) Assistant Engineer (Electrical) on contract/ deputation.

The institute has one (01) sanctioned post of Assistant Engineer (Electrical). The incumbent appointed against said post has resigned. At present he is serving notice period which will be over by 20/09/2024. Since, number of civil construction activities in CIT campus are in progress, it is essential that an experienced Electrical Engineer is engaged on contract (@ Rs. 75,000/- p.m.)/deputation before the present Assistant Engineer (Electrical) is released.

Resolution:- BoG approved the proposal as recommended by FC in its meeting held on 09/09/2024.

Item No.34.11: Engagement of one Under Secretary level Officer from MoE or some other Ministry for completion of ongoing inquiry under CCS (Conduct) Rules for the lapses occurred in the process of issue and execution of infrastructure works of CITK.

The BoG in its 32nd Meeting held on 22/04/2024 had considered the report of Three Members Committee and recommended inquiry under CCS (Conduct) Rules for the lapses occurred in the process of issue and execution of infrastructure works of CITK. The Institute has initiated the process and issued Show-cause notices to all the concerned involved in the lapses. However, to proceed further, one Under Secretary level Officer from MoE / some other Ministry has been engaged for completion of ongoing inquiry.

Resolution:- BoG decided to drop the proposed agenda item. Such matters can be decided by the Director, CITK in consultation with Chairman, BoG.

Item No. 34.12: Fixation of responsibility for concealment of information in the Audit Para B/2.7 F.Y.-2021-22.

The Finance Committee in its 28th meeting held on 22/04/2024 directed the institute to submit replies against each C&AG Audit Para immediately. It was observed that in the Audit Para B/2.7 F.Y.-2021-22, complete information were not shared with the competent authority. Accordingly, the institute vide letter dated 10/05/2024 had asked Registrar, CITK as to why the information that the Ex-Director, CITK had approved on file the recovery of the excess payment made to two Professors on 08/04/2022. The response received from Registrar, CITK were shared with Director, CITK and Chairman, BoG.

The response of Registrar, CITK submitted in the matter was not satisfactory. The Chairman, BoG advised the institute to get a report on C&AG Audit Para B/2.7 F.Y.-2021-22 from Internal Audit Officer (IAO), CITK. In the report IAO has also observed that the Ex-Director-cum-Chairman, BoG, CITK had approved the recovery in April 2022 but till date no recovery is made and the matter was unnecessarily placed in the subsequent FC/ BoG. A copy of the report of IAO was attached as Annexure-VI.

The Registrar has been relieved of financial and important admin roles w.e.f. 12/07/2024 and these responsibilities have been endorsed on OSD (Prof. B. N. Parida). BoG members may kindly note this and suggest if further action is required in the matter.



Resolution:- The matter under the item was noted by the BoG.

Item No. 34.13: Advertisement of four (04) vacant posts of Junior Technical Superintendent (JTS).

The institute is facing shortage of technical staff in labs available in the institute. To overcome the shortage in few departmental labs, the institute is intending to make appointment against four (04) vacant posts of Junior Technical Superintendent (JTS).

Resolution:- BoG noted that out of four (04) vacant posts of Junior Technical Superintendent (JTS), three(03) are promotional posts as indicated in the non-teaching staff roster. Institute has been advised to submit a proposal to MoE for converting these three (03) promotional posts to direct recruitment posts and then proceed with the recruitment.

Item No. 34.14: Empanelment of Experts

The Institute at present does not have a list of experts or a panel of advocates whose services could be utilized for various administrative and legal issues. A list of following experts were proposed:

Mr. Anand Parchure (Senior Counsel, Bombay HC), Mr. Sabyasachi Paul Chaudhury (Advocate, Gauhati HC), Mr. Anil Virodkar IA&AS (Retd, Sr. Dy. AG), Mr. Navin Soi (Ex. J/S, GoI), Dr. K.S. Mahajan (Ex.U/S Vigil.), Mr. Pulak Nath (A/R, NIT Silchar), Mr. Dhrubajyoti Chakravorty (AE Civil, NIT Silchar) and Mr. Sukumar Chauhan (AE Electrical NIT Silchar).

Resolution:- BoG agreed to the empanel experts for use by CITK as and when the need arises with the approval of the Chairman, BoG.

Additional Agenda under Misc.: Promotion of non-teaching and teaching employees of CITK

The members discussed the matter and proposed initiating the promotion process for non-teaching staff through the DPC. The members also deliberated on the CAS promotion of faculty. The Director of CITK provided a briefing on the current notice and the shortlisting of eligible faculty members. Following the discussion, the members proposed extending the application deadline to 31st December 2024 to allow additional eligible candidates to apply under CAS, in addition to those already shortlisted. The Chairman of the BoG also endorsed the proposal, agreeing to provide time until 31st December 2024 for the current round of CAS selections and allowing all eligible faculty members to apply.

Resolution: The members proposed extending the CAS application deadline to 31st December 2024 to allow additional eligible candidates to apply under CAS.

The meeting ended with thanks to the Chair.

*_*_*

Handwritten signature and date 31/10/2024.



केन्द्रीय प्राध्यापक संस्थान काकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India
Kokrajhar, Assam 783370

www.cit.ac.in

MEMBERS PRESENT IN THE 34th MEETING OF THE BOARD OF GOVERNORS (BoG) OF CIT KOKRAJHAR HELD ON 09.09.2024 (Monday) at 3:30 P.M. IN DELNET, JNU CAMPUS, NEW DELHI

SL No.	Name	Designation	Signature
1.	Prof. Nishikant V. Deshpande Former Director, NIT Silchar	Chairman	
2.	Sh. Sajong Kapoor Joint Secretary & Financial Advisor Department of Higher Education, MoE, Govt. of India	Member	Comments provided
3.	Sh. Govind Jaiswal Joint Secretary (TEL) Department of Higher Education, MoE, Govt. of India	Member	N.A.
4.	Sh. Akash Deep Principal Secretary BTC, Kokrajhar, Assam	Member	
5.	Sh. Amarjyoti Barman Secretary, Dept. Education BTC, Kokrajhar, Assam	Member	
6.	Dr. Mihir Kumar Purkait Professor, Department of Chemical Engineering Indian Institute of Technology Guwahati Guwahati, Assam	Member	
7.	Prof. A. Srinivasan Director, CIT Kokrajhar, Assam	Member	
8.	Dr. Anjalu Albis Basumatary, Associate Prof., Dept. of Mathematics CIT Kokrajhar, Assam	Member	
9.	Dr. Pranav Kr. Singh, Associate Prof., Dept. of CSE, CIT Kokrajhar, Assam Dean Alumni & External Relations	Member	
10.	Prof. B.N. Parida OSD & Professor, Dept. of Physics CIT Kokrajhar, Assam	Non-Member Secretary (I/c)	

31/09/2024