

**Final Minutes of the emergent 35<sup>th</sup> Board of Governors (BoG) Meeting of CIT, Kokrajhar (CITK) held on 17<sup>th</sup> October, 2024 (Thursday) at 11.00 a.m. in CIT, Kokrajhar through hybrid mode.**

The 35<sup>th</sup> Board of Governors (BoG) Meeting of CITK was held on 17<sup>th</sup> October, 2024 (Thursday) at 11.00 a.m. in CIT, Kokrajhar through hybrid mode under the chairmanship of Prof. (Retd.) N. V. Deshpande, Chairman, BoG, CITK. The following members and non-member attended the meeting:

1. Shri Govind Jaiswal (Joint Secretary, Dept. of HE, MoE, Govt. Of India) (Member)
2. Shri Akash Deep, (Principal Secretary, BTC) (Member)
3. Shri Uday Kiran (U/S and Nominee of IFD, MoE) (Member)
4. Prof. Mihir Kumar Purkait (Professor, IITG, AICTE Nominee) (Member)
5. Prof. A. Srinivasan (Director, CITK) (Member)
6. Dr. Pranav Kumar Singh (Nominee of President CITK Society) (Member)
7. Dr. Anjalu Albis Basumatary (Faculty Representative, CITK) (Member)
8. Prof. Bichitra Nanda Parida (OSD, CITK) (non-Member Secretary)

After detailed discussion, BoG took the following decisions on each agenda item mentioned below:

**Item No.35.01: Confirmation of the Minutes of 34<sup>th</sup> BoG meeting held on 09.09.2024 at New Delhi.**

The minutes of 34<sup>th</sup> BoG meeting held on 09.09.2024 were circulated to all the members for their consideration and confirmation. MoE has given specific comments against few agenda items. The same have been noted for taking immediate necessary action. The other members have conveyed their approval on the minutes with minor comments. A copy of the final minutes was attached as **Annexure-I**.

**Resolution:** The members agreed to confirm the minutes.

**Item No.35.02: Action Taken Report (ATR) on the Minutes of 34<sup>th</sup> BoG meeting held on 09.09.2024 at New Delhi.**

The Action Taken Report (ATR) was attached at **Annexure – II**.

**Resolution:** The BoG members deliberated on the ATR and observed that due to paucity of time, the members are not in a position to discuss the same. Hence, it has been decided that the ATR of 34<sup>th</sup> BoG be placed in the next BoG meeting for discussion by its members.

**Item No.35.03: Update on the progress made on 32<sup>nd</sup> BoG resolution as approved under agenda item no. 32.09 on the investigation of the lapses in the process of issue and execution of infrastructure works of CITK and direction for further action.**

Based on the resolution of the 32<sup>nd</sup> BoG meeting on the matter, the institute had issued show-cause notices dated 10/05/2024 to 12 individuals. The responses received from 11 individuals except from Shri Praveen Kumar, Ex – CPE (contractual) were compiled and examined. The same were placed before the BoG members in the 33<sup>rd</sup> BoG meeting. The BoG deliberated on the same and told Director, CITK to complete the inquiry as per CCS rules



and place the final report before BoG when it is completed. As per CCS Rules, the next step is to serve charge-sheet to all 12 individuals. Of the 12 individuals issued show-cause notices, two are contractual employees who do not come under CCS Rules. After considering the replies of another 05 individuals and the contents of the three investigative reports, it was found that no substantive case is evident and hence, no charge-sheet is prepared for these 05 individuals. These 5 individuals may be issued warning letters not to repeat such acts in future. The charge-sheets prepared for the 05 identified individuals out of the 12 individuals were placed before the BoG for consideration and approval for serving the same.

**Resolution:** The Director, CITK briefed the BoG members about the actions initiated by the Institute with regard to the inquiry as per CCS rules. The members were informed that the Institute has sought the support of Shri K.S. Mahajan, Ex-Under Secretary, Vigilance Section, MoE, to draft the Charge-sheets based on the replies submitted by 11 individuals against Show-cause notice dated 10/05/2024 served to them. While examining the replies and the three reports, it was found that there is a strong case against 05 individuals for initiation of disciplinary proceedings for major penalty under Rule 14 of CCS (CCA) Rules, 1965 with which they are governed. Accordingly, Major penalty charge sheets in respect of the following 05 employees have been drafted after considering their replies against show-cause notice:

- i. Dr Chaitali Brahma, Registrar, CITK
- ii. Sri Dwithun Mohilary, Assistant Engineer (Civil) , CITK
- iii. Sri Achinta Brahma, Junior Engineer (Civil), CITK
- iv. Shri Derhasad Brahma, Section officer, CITK
- v. Shri Ranjay Das. Assistant Professor (EE), CITK

The members have noted the status and unanimously decided that

- I. for further course of action as per CCS Rules, one Inquiry Officer (IO) and one Presenting Officer (PO) may be appointed. The Chairman, BoG has been entrusted to identify and approve the IO and PO for initiation of disciplinary proceedings by the Institute,
- II. the Institute should go ahead and serve the charge-sheets approved by the BoG to the 05 identified individuals, namely,
  - i. Dr Chaitali Brahma, Registrar, CITK
  - ii. Sri Dwithun Mohilary, Assistant Engineer (Civil) , CITK
  - iii. Sri Achinta Brahma, Junior Engineer (Civil), CITK
  - iv. Shri Derhasad Brahma, Section officer, CITK
  - v. Shri Ranjay Das. Assistant Professor (EE), CITK,
- III. the Institute should go ahead and serve warning letters to remaining 05 employees who are not to be charge sheet, namely,
  - i. Prof. Monomoy Goswami, Professor (CE), CITK
  - ii. Prof. Hemanta Kalita, Professor (CSE), CITK
  - iii. Shri Jackie Brahma, Assistant Professor (CE), CITK



- iv. Dr. Sanjay Karmakar, Ex-Assistant Registrar, CITK
- v. Shri Geremcha Brahma, Senior Accountant, CITK

IV, the Institute should take action as per rule against the two contractual individuals, namely,

- I. Shri Praveen Kumar Ex-CPE (Contractual), CITK
- II. Sri Nityananda Paul, Assistant Engineer (Contractual) , CITK.

**Item No.35.04: Notice from National Commission for Scheduled Tribes**

The National Commission for Scheduled Tribes (NCST) has served a sitting Notice dated 26/09/2024 to MoE and the Institute on the representation submitted by Dr. Chaitali Brahma, Registrar, CITK quoting discrimination and unjust treatment towards her. The sitting took place on 3<sup>rd</sup> October, 2024 before Hon'ble Member, NCST Shri Nirupam Chakma in which representatives of Secretary, D/o HE and Director, IITG alongwith Director, CITK and Chairman, BoG, CITK participated. In the detailed discussion, the Commission recommended the following and suggested to submit the Action Taken Report within 30 days:

- i. IIT, Guwahati may initiate the process to postpone the recruitment process for the post of Registrar scheduled for 04/10/2004 for Two (02) months;
- ii. IIT, Guwahati may revoke the letter cancelling offer of appointment to the petitioner as the post of Registrar; &
- iii. Director, CIT, Kokrajhar may initiate the process for relieving petitioner, so that she can join the post of Registrar at IIT, Guwahati.

**Resolution:** The BoG has noted the status of disciplinary proceedings against 12 individuals to whom the Institute had served the show-cause notice dated 10/05/2024 and its resolution to serve charge-sheets to 05 identified individuals, namely,

- i. Dr Chaitali Brahma, Registrar, CITK
- ii. Sri Dwithun Mohilary, Assistant Engineer (Civil) , CITK
- iii. Sri Achinta Brahma, Junior Engineer (Civil), CITK
- iv. Shri Derhasad Brahma, Section officer, CITK
- v. Shri Ranjay Das. Assistant Professor (EE), CITK

Appropriate action as per rule against the two contractual individuals namely,

- I, Shri Praveen Kumar Ex-CPE, CITK
- ii. Sri Nityananda Paul, Assistant Engineer (Contractual) , CITK

and warning letters to the following 5 individuals:

- i. Prof. Monomoy Goswami, Professor (CE), CITK
- ii. Prof. Hemanta Kalita, Professor (CSE), CITK
- iii. Shri Jackie Brahma, Assistant Professor (CE), CITK
- iv. Dr. Sanjay Karmakar, Ex-Assistant Registrar, CITK
- v. Shri Geremcha Brahma, Senior Accountant, CITK

Considering the charges on Dr. Chaitali Brahma, Registrar, CITK, and the decision to issue her with a charge-sheet amounting to major penalty, for her



involvement in financial mismanagement of public fund, the recommendation of NCST to relieve her to join the post of Registrar at IITG is not permissible. Hence, BoG decided that Director, CITK, may convey the same to MoE for submission of appropriate ATR to NCST. Members of BoG also suggested to lodge FIR against seven (07) identified individuals, if necessary.

**Item No.35.05: Departmental Promotion Committee (DPC) meeting for Non-teaching staff**

The Institute conducted Departmental Promotion Committee (DPC) meeting for Non-teaching staff on 08/10/2024. The result of DPC is attached at Annexure-III for consideration and approval of BoG.

**Resolution:** The BoG has approved the recommendations of DPC. BoG has further advised the Director, CITK to hold back the recommendations in respect of all those employees who were served with show-cause notices till such time they are exonerated from the charges.

**Item No.35.06: Walk-in interview conducted for contractual appointment by CITK**

The Institute conducted walk-in interviews for contractual appointments for the following positions on 07/10/2024 for which approval had already been taken from BoG:-

- i. Medical Officer
- ii. Assistant Engineer (Electrical)
- iii. Gym Instructor (Male)
- iv. Gym Instructor (Female)
- v. Yoga Instructor

**Resolution:** The BoG has approved the contractual appointments made by the Institute through walk-in-interview on 07/10/2024. However, it has been informed to the Institute that henceforth, contractual appointments may be made through out-sourced agency.

**Any other Item:**

**Item No.35.07: Proposal to utilize the services of Advocate empanelled by CITK with the approval of BoG.**

The BoG is hereby informed that multiple Court cases against CITK have been filed in Gauhati High Court. Some of these cases have been filed directly in the name of Institute authorities. To defend such cases lodged on functionaries on individual capacity, the Institute requires an advocate. It is proposed to hire the services of Shri Sabyasachi Paul Chaudhury, Advocate, Gauhati HC who has been empanelled for legal support with the approval of 34<sup>th</sup> BoG.

The BoG is requested to consider the matter of hiring of Shri Sabyasachi Paul Chaudhury, Advocate for Institute's court cases and payment of remuneration as per government norms.

**Resolution:** The BoG approved utilization of services of Shri Sabyasachi Paul Chaudhury, Advocate, Gauhati High Court as proposed.

The meeting ended with thanks to the **Chair**.

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

The 34<sup>th</sup> BoG Meeting of CITK was held on 9<sup>th</sup> 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 30<sup>th</sup> 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 33<sup>rd</sup> BoG meeting held on 08.07.2024 at New Delhi.**

The minutes of 33<sup>rd</sup> 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 33<sup>rd</sup> 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 30<sup>th</sup> Building and Works Committee (BWC) held on 02/07/2024 in CITK as approved by the FC.**

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

**Resolution:-** BoG approved the minutes of 30<sup>th</sup> 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 31<sup>st</sup> BWC meeting held on 27<sup>th</sup> August, 2024 in CITK as approved by the FC.**

The 31<sup>st</sup> Building & Works Committee (BWC) meeting was held on 27<sup>th</sup> 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.

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- 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 31<sup>st</sup> BWC meeting as recommended by FC in its meeting held on 09/09/2024.

**Item No.34.05: Minutes of the 17<sup>th</sup> 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 17<sup>th</sup> Senate meeting held on 23/08/2024 in CITK were attached at Annexure-V.

**Resolution:-** The minutes of the 17<sup>th</sup> Senate meeting are approved by the BoG.

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

The deliberations held during 30<sup>th</sup> 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 30<sup>th</sup> 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 33<sup>rd</sup> 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.

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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 33<sup>rd</sup> 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

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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.

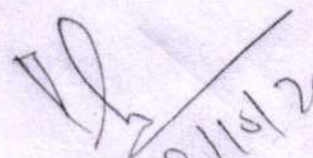
**Item No.34.09: Proposal to validate the pay fixed in respect of 14 faculty members as a line of action for C&AG Audit Para- 2.6 F.Y- 2022-23.**

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

  
3/11/2024



**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 28<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> December 2024 to allow additional eligible candidates to apply under CAS.

The meeting ended with thanks to the Chair.

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 31/10/2024.





# CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India

Kokrajhar, Assam 783370

[www.cit.ac.in](http://www.cit.ac.in)

MEMBERS PRESENT IN THE 34<sup>th</sup> 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



## Annexure-II

### The Action Taken Report (ATR) on Resolutions of 34<sup>th</sup> BoG Meeting.

Sl.No.	Item No.	Resolution	Proposed action taken
1	Item No.34.01: Confirmation of the Minutes of 33 <sup>rd</sup> BoG meeting held on 08.07.2024 at New Delhi	The minutes were confirmed.	No action is pending.
2	Item No.34.02: Action Taken Report (ATR) on the Minutes of 33 <sup>rd</sup> BoG meeting held on 08.07.2024 at New Delhi.	The adoption of ATR was approved by BoG	33.03[32.15-28.02]-Pending Audit Paras : Proposal to re-validate the pay fixed in respect of 14 faculty members will be submitted to MoE.
3	Item No.34.03: Minutes of the 30 <sup>th</sup> Building and Works Committee (BWC) held on 02/07/2024 in CITK as approved by the FC.	BoG approved the minutes of 30 <sup>th</sup> BWC meeting as recommended by FC in its meeting held on 09/09/2024 at 2:30 p.m.	Required actions are being initiated.
4	Item No. 34.04: Proposal for approval of the Minutes of the 31 <sup>st</sup> BWC meeting held on 27 <sup>th</sup> August, 2024 in CITK as approved by the FC.	BoG approved the minutes of 31 <sup>st</sup> BWC meeting as recommended by FC in its meeting held on 09/09/2024.	-do-
5	Item No.34.05: Minutes of the 17 <sup>th</sup> 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 17 <sup>th</sup> Senate meeting are approved by the BoG.	No action required.
6	Item No.34.06: Minutes of the 30 <sup>th</sup> Finance Committee meeting held on 09/09/2024 at New Delhi.	Minutes of the 30 <sup>th</sup> FC meeting held on 09/09/2024 are confirmed	Required actions have been initiated.
7	Item No.34.07: Re-distribution amongst sanctioned teaching posts of CITK.	As recommended by FC in its meeting held on 09/09/2024, the proposal may be sent to MoE for its consideration and approval.	Proposal is being prepared for submission to MoE.
8	Item No.34.08: Proposal for creation of some additional new teaching posts based on enhanced student strength of CITK.	As recommended by FC in its meeting held on 09/09/2024, the proposal may be sent to MoE for its consideration and approval.	Proposal is being prepared for submission to MoE.
9	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 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 consideration and approval, in accordance with the remarks of C&AG Audit Para 2.6 for FY 2022-23 and IFD.	Proposal to re-validate the pay fixed in respect of 14 faculty members will be submitted to MoE.
10	Item No.34.10:	BoG approved the proposal	Action completed. Approval of



	Proposal for recruitment of one (01) Assistant Engineer (Electrical) on contract/deputation.	as recommended by FC in its meeting held on 09/09/2024.	BoG is being sought in its next meeting.
11	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.	BoG decided to drop the proposed agenda item. Such matters can be decided by the Director, CITK in consultation with Chairman, BoG.	No action is pending.
12	Item No. 34.12: Fixation of responsibility for concealment of information in the Audit Para B/2.7 F.Y.-2021-22.	The matter under the item was noted by the BoG.	No action required, as matter is already in progress.
13	Item No. 34.13: Advertisement of four (04) vacant posts of Junior Technical Superintendent (JTS).	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.	Proposal is being prepared for submission to MoE.
14	Item No. 34.14: Empanelment of Experts	BoG agreed to the empanel experts for use by CITK as and when the need arises with the approval of the Chairman, BoG.	No action is pending.
15	Additional Agenda under Misc.: Promotion of non-teaching and teaching employees of CITK	The members proposed extending the CAS application deadline to 31 <sup>st</sup> December 2024 to allow additional eligible candidates to apply under CAS.	Required action is being initiated.





Recommendation of the Departmental Promotion Committee (DPC) meeting held on 08-10-2024 for promotion of the non-teaching staff at the Director's conference hall of CIT Kokrajhar from 10 AM onwards

## List of Non-Teaching staff for Promotion

Sr. No.	Name of Applicant	Present Designation	Date of Joining in present cadre	Date of last Promotion	Due date for next Promotion	Present Pay Level	Pay Level after promotion	Effective date of promotion	Designation after Promotion	Number of vacancy	Recommendation of the for promotion
1	Mr. Rajmal Basumatary	Multitasking Staff	01-07-2012	NA	01-07-2020	2	3	08-10-2024	Jr. Assistant	2	Based on the date of attaining minimum eligible educational qualification, Mr. Rajmal Basumatary is senior to Mr. Pilot Borgoyary and Mr. Niran Kumar Brahma. Hence, Mr. Rajmal Basumatary is recommended for promotion.
2	Mr. Pilot Borgoyary	Multitasking Staff	03-01-2007	NA	03-01-2022	3	3	08-10-2024	Jr. Assistant		Mr. Pilot Borgoyary is recommended for promotion subject to submission of proof of equivalence of the BPP certificate to the 10+2 certificate from the competent authority by 5 pm of 29/10/2024, failing which Mr. Niran Kumar Brahma is recommended for promotion.
3	Mr. Niran Kumar Brahma	Multitasking Staff	07-12-2006	NA	07-12-2021	3	3	08-10-2024	Jr. Assistant		
4	Mr. Hatharkhi Basumatary	Junior Assistant	16-12-2016	16-12-2021	16-12-2021	4	4	08-10-2024	Sr. Assistant	2	Recommended for promotion.
5	Ms. Pronita Basumatary	Junior Assistant	16-12-2016	16-12-2016	16-12-2021	4	4	08-10-2024	Sr. Assistant		Recommended for promotion.
6	Mr. Sushanta Narzary	Junior Superintendent	27-03-2017	NA	27-03-2022	7	7	08-10-2024	Section Officer	1	Based on the merit list prepared by the selection committee meeting held on 06-03-2017, Mr. Sushanta Narzary is senior to Mr. Santosh Kumar Singh and hence recommended for promotion.
7	Mr. Santosh Kumar Singh	Junior Superintendent	27-03-2017	NA	27-03-2022	7	7	08-10-2024	Section Officer		Not recommended

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08/10/2024

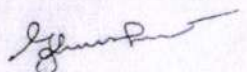
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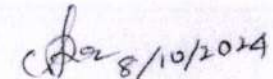
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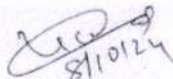


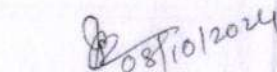
8	Mr. Meghraj asumatary	Sr. Assistant	14-07-2015	NA	14-07-2020	5	5	08-10-2024	Store Keeper	1	Not recommended
9	Mr. Denjil Basumatary	Sr. Assistant	15-07-2015	NA	15-07-2020	5	5	08-10-2024	Store Keeper		Based on the merit list prepared by the selection committee meeting held on 22-05-2015, Mr. Denjil Basumatary is senior to Mr. Meghraj Basumatary and hence recommended for promotion.
10	Ms. Gita Muchahary	Junior Accountant	30-03-2017	NA	30-03-2022	6	6	08-10-2024	Accountant	1	Based on the merit list prepared by the selection committee meeting held on 06-03-2017, Ms. Gita Muchahary is senior to Mr. Sushil Boro and hence recommended for promotion.
11	Mr. Sushil Boro	Junior Accountant	30-03-2017	NA	30-03-2022	6	6	08-10-2024	Junior Superintendent	3	Recommended for promotion


Fixation of pay of the recommended candidates shall be done as per applicable rules.

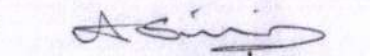
  
Prof. G. Krishnamoorthy  
IIT Guwahati

  
Prof. Anoop Kr. Das  
IIT Guwahati

  
Mr. U.C. Das  
IIT Guwahati

  
Prof. Indira Boro  
Bodoland University

  
Prof. B.N. Parida,  
OSD, CITK

  
Prof. A. Srinivasan,  
Director, CITK & Chairman






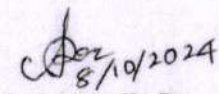
**Recommendation of the Departmental Promotion Committee (DPC) meeting held on 08-10-2024 for financial upgradation of the non-teaching staff at the Director's conference hall of CIT Kokrajhar from 10 AM onwards**

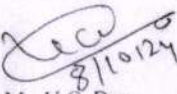
**List of Non-Teaching staff for financial upgradation**

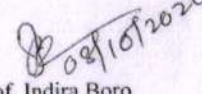
Sr. No.	Name of Applicant	Designation	Initial date of Joining in present cadre	Due date for next financial upgradation	Present Pay Level	pay level after financial upgradation	Effective date of financial upgradation	Designation after financial upgradation	Recommendation for financial upgradation
1	Mr. Geremcha Brahma	Sr. Accountant	05-02-2018	05-02-2023	7	8	08-10-2024	Sr. Accountant	Recommended for financial upgradation.
2	Mr. Derhasad Brahma	Section Officer	11-02-2018	11-02-2023	7	8	08-10-2024	Section Officer	Recommended for financial upgradation.
3	Mr. Harendra Basumatary	Store Keeper	05-03-2018	05-02-2023	5	6	08-10-2024	Store Keeper	Recommended for financial upgradation.
4	Mr. Subhankar Saha	Workshop Superintendent	11-04-2017	11-04-2022	10	11	08-10-2024	Workshop Superintendent	Recommended for financial upgradation.
5	Mr. Dwithun Mahilary	Assistant Engineer (Civil)	06-08-2015	06-08-2020	10	11	08-10-2024	Assistant Engineer (Civil)	Recommended for financial upgradation.
6	Mr. Nayan Mani Talukdar	Assistant Engineer (Electrical)	10-04-2017	10-04-2022	10	11	08-10-2024	Assistant Engineer (Electrical)	Not Recommended for financial upgradation as Mr. Nayan Mani Talukdar is currently not in service of the institute.

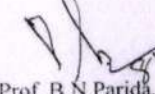
Fixation of pay of the recommended candidates shall be done as per applicable rules.

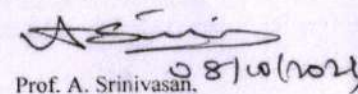
  
Prof. G. Krishnamoorthy  
IIT Guwahati

  
Prof. Anoop Kr. Das  
IIT Guwahati

  
Mr. U.C. Das  
IIT Guwahati

  
Prof. Indira Boro  
Bodoland University

  
Prof. B.N. Parida  
OSD, CITK

  
Prof. A. Srinivasan  
Director, CITK & Chairman



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CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Annexure-IV

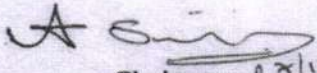
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Kokrajhar, BTAD, Assam 783370

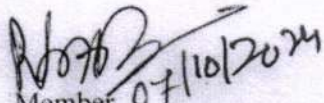
www.cit.ac.in

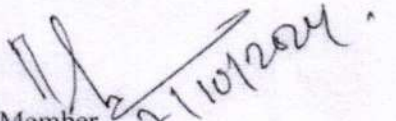
The committee recommends the selection of the following candidate for appointment to the post of Medical Officer (on contract).

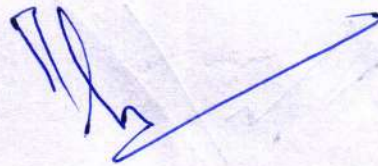
Sl. No.	Name	Recommended for	Remarks
1.	Dr. Luit Raj Choudhury	Medical Officer on contract.	Salary Rs 55000+ per month.

  
Chairman 07/10/2024  
Prof. A. Srinivasan  
Director,  
Central Institute of Technology Kokrajhar

  
Subject Expert  
Dr. Bhaskar Brahma, MD.  
Asso. Prof. and Dy Superintendent,  
Kokrajhar Medical College

  
Member 07/10/2024  
Prof. R.L. Hota  
Prof., Dept. of Physics  
Dean of Faculty Affairs, CITK

  
Member 07/10/2024  
Prof. B.N. Parida  
Prof., Dept. of Physics and  
And OSD, CITK







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Annexure-II


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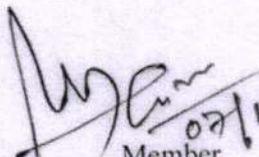
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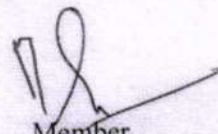
The committee recommends the selection of the following candidate for appointment to the post of Assistant Engineer (Electrical) on contract.

Sl. No.	Name	Recommended for	Remarks
1.	Md. Saniur Rahman	—	—
2.	Mr. Hem Chandra Nath	Assistant Engineer Electrical on contract	Salary Rs 75000/- & considering his service per month.

  
07/10/2024  
Chairman  
Prof. A. Srinivasan  
Director,  
Central Institute of Technology Kokrajhar

  
07/10/2024  
Subject Expert  
Dr. Dayal Ch. Shill, HoD.  
And Asst. Prof. Dept. of EE,  
BB Engineering College, Kokrajhar

  
07/10/24  
Member  
Dr. Biswarup Saikia,  
Assoc. Prof., Dept. of CE and  
Dean (P&D), CITK

  
Member  
Prof. B.N. Parida  
Prof., Dept. of Physics and  
And OSD, CITK





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CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Annexure-V

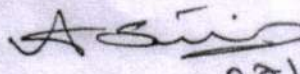
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Kokrajhar, BTAD, Assam 783370

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The committee recommends the selection of the following candidate for appointment to the post of Gym Instructor (on contract).

Sl. No.	Name	Recommended for	Remarks
1.	Miss Jeshmin Gayary	Yogo instructor on contract.	Salary Rs 15,000/- per month.

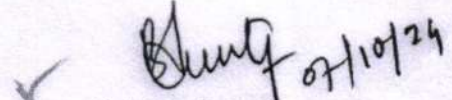
  
07/10/24

Chairman

Prof. A. Srinivasan

Director,

Central Institute of Technology Kokrajhar

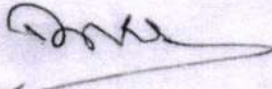
  
07/10/24

Subject Expert

Mr. Bhaskar Basumatary

PGT (Physical Education)

Delhi Public School, Dhaligaon

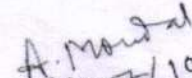


Subject Expert

Mr. Bikram Kr. Brahma

Physical Health & Education Teacher


Kokrajhar Kendriya Vidyalaya

  
10/10/24

Member

Prof. A. Mondal,

Prof. Dept. of Chemistry and  
Dean of Students Affairs, CITK

  
7/10/24

Member

Prof. B.N. Parida

Prof., Dept. of Physics and

And OSD, CITK





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