

Minutes for the 30th Finance Committee(FC) Meeting of Central Institute of Technology (CIT), Kokrajhar held on 9th September, 2024 (Monday) at 2:30 p.m. in DELNET, J.N.U. Campus, New Delhi

The Minutes for the 30th FC Meeting of Central Institute of Technology, Kokrajhar (CITK) was held on 9th September, 2024 (Monday) at 2:30 p.m. in DELNET, J.N.U. Campus, New Delhi, under the Chairmanship of Prof. (Retd.) Nishikant V. Deshpande, Chairman, Board of Governors (BoG), CITK. A list of FC members who participated the meeting is attached herewith.

The meeting started with a welcome addressed by the Chairman, BoG, CITK. Thereafter, the Director CITK presented the agenda item one by one for discussion by the members. Detailed discussion on each agenda item of FC was conducted and the following resolutions were taken:

Item No. 30.01: Confirmation of the Minutes of the 29th meeting of the FC held on 08/07/2024.

The Minutes of the 29th meeting of the FC which was held on 08/07/2024 at DELNET, New Delhi were circulated amongst the FC members for their consideration & approval. No specific comments were received. A copy of the final minutes was placed at **Annexure-I**.

Resolution: - The minutes were confirmed.

Item No. 30.02: Action Taken Report (ATR) on Resolutions of 29th meeting of the FC.

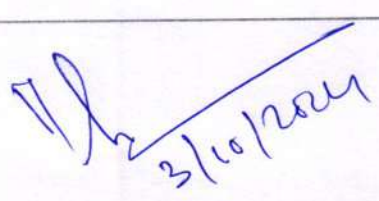
The ATR on the resolutions on various agenda items of the 29th FC has been prepared and was placed at **Annexure-II**.

The Chairman of the BoG drew the members' attention to item no. 29.12 of the ATR, which pertains to C&AG Audit Para 2.6 F.Y.-2022-23 (Annexure-VIII of the meeting). The members observed that the ATR item 29.12 (Annexure-II) presented to the Board deviates from the remarks made in C&AG Audit Para 2.6 for FY 2022-23. It was recommended to revise the ATR in alignment with the remarks from C&AG Audit Para 2.6 of F.Y.-2022-23. The members further suggested initiating actions in accordance with the audit remarks and the resolution adopted in the 33rd BoG under item no. 33.03(32.15).

Resolution:- The members resolved to initiate actions in accordance with the remarks of C&AG Audit Para 2.6 for F.Y.-2022-23, as decided in the 33rd BoG under item no. 33.03 (32.15).

Item No. 30.03: Proposal for approval of the Minutes of the 30th Building & Works Committee (BWC) meeting held on 2nd July, 2024 in CITK.

The Minutes of the 30th Building & Works Committee (BWC) meeting held on 2nd July, 2024 at CITK were circulated to the members for comments. Some specific comments were received and appropriate actions have been taken by the institute. A copy of the minutes are placed at **Annexure – III**.

A handwritten signature in blue ink, followed by the date '3/10/2024' written below it.

Resolution:-

Members approved the recommendation of the 30th BWC meeting and forwarded it to BoG.

Item No. 30.04:

Proposal for approval of the Minutes of the 31st Building & Works Committee (BWC) meeting held on 27th August, 2024 in CITK.

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.
- 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:-

Members approved the recommendations of the 31st BWC along with an advice to the institute to execute the civil works on priority basis depending on financial commitment by MoE. The recommendations are forwarded to BoG for approval.

Item No. 30.05:

Proposal for submission of Annual Accounts for the Financial Year- 2023-24 of CIT Kokrajhar to C&AG for deputing Audit Team.

The Annual Accounts for the Financial Year- 2023-24 of CIT Kokrajhar were considered and approved by the finance committee in each 29th meeting 08/07/2024. The Annual Accounts have now been submitted to C&AG for deputing Audit Team to undertake the audit of accounts (**Annexure - V**).

Resolution:-

Members noted the status.

Item No. 30.06:

Refund of interest amount accumulated from unspent balance.

An amount of Rs. 1,20,34,048/- (*Rupees One Crore Twenty Lakh Thirty-Four Thousand and Forty-Eight*) only accumulated as interest from Government grants and Term Deposits made out in the F.Y- 2023-24. The Finance Committee in its 29th meeting had approved the refund of interest


31/10/2024

amount to the Ministry of Education. The same has now been refunded to the Ministry of Education (MoE) through Bharat Kosh Portal (**Annexure – VI**).

Resolution:-

Members noted the status.

Item No. 30.07:

Proposal for Delegation of Financial Power for the Officers of CIT, Kokrajhar.

The FC in its 29th meeting held on 08/07/2024 had advised the institute to place the proposal for consideration after ensuring that delegation of financial powers are as per DFPR-2024 of Ministry of Finance. A copy of the proposal was attached as **Annexure –VII**.

The members deliberated in detail on the contents mentioned in the document and recommended the following:-

- i. The OSD looking after the financial and administrative charges of Registrar, CITK, will have all the delegated powers of the Registrar till further notice.
- ii. All Assistant Deans & Associate Deans appointed as Dean (i/c) will have the delegated powers of the concerned Dean.
- iii. HoSs who have been given imprest fund @Rs.5000/- should be employees with pay level -8 and above.

Resolution:- The FC approved the proposal with the suggested recommendations. The members also recommended forming a committee to review and propose amendments for improving the financial and administrative delegations in alignment with CFTIs and NITs to ensure the smooth functioning of the Institute, and to seek approval of any required amendments in the upcoming FC and BoG meetings.

Item No. 30.08:

Visit of C&AG Team to CIT Kokrajhar from 24-26 July, 2024 to discuss various pending Audit Paras.

On the request of the institute, a team from C&AG had visited CIT Kokrajhar from 24-26 July, 2024 to discuss the pending audit paras. The suggestions and remedial measures as suggested by the Audit Team have been adopted by the institute for finalising reply of each individual audit para. The guidance of Audit Team will enable CIT to get a number of audit paras dropped. Minutes of the meeting held with C&AG Team is attached as **Annexure – VIII**.

Resolution:-

Members noted the visit of C&AG Team and appreciated the efforts of the institute for bringing down the numbers of pending audit paras from 36 to 13.

Item No.30.09:

Re-distribution amongst sanctioned teaching posts of CITK.

CIT 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


3/10/2024

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 CIT 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.

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.

Resolution:- The proposal on redistribution of sanctioned teaching posts may be sent to BoG/MoE for consideration & approval.

Item No.30.10: 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 of CITK has increased to 2293 due to the opening of PG and PhD degree programs in various departments.

[Handwritten signature]
3/10/2024

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.

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

Resolution:-

The proposal on creation of new additional teaching posts may be sent to BoG/MoE for consideration & approval.

Item No.30.11:

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:-

The proposed contractual appointment against one (01) sanctioned post of Assistant Engineer (Electrical) is recommended by the FC for placing in BoG.

Item No.30.12:

Status of pending audit paras of CITK.

In the 29th Finance Committee (FC) meeting held on 08/07/2024, the institute informed about 36 pending C&AG audit paras. Subsequently, the institute held discussion on these pending paras with C&AG Audit team during 25-26th July 2024 in the institute. After detailed discussion and submission of relevant documents/records, the Audit team in their minutes has

[Handwritten signature and date 21/10/2024]

recommended settlement of 23 outstanding paras. In case of remaining 13 pending paras, the audit has requested the institute to obtain approval of MoE / submit additional inputs. The required actions are being initiated.

Resolution:

Members noted the status.

Item No.30.13:

Annual Maintenance Contract (AMC) for online UPS facility in CITK.

At present CIT has assigned Annual Maintenance Contract (AMC) for online UPS facility in the institute to M/s DS System Pvt. Ltd., Odalbakra, Guwahati. The said AMC will expire on 30/11/2024. Since, frequent power failure in the area is a serious concern for the institute as it hampers not only the academic activities performed in the various labs of the institute but also daily official work as well. As such, the online UPS facility in the campus is a must component and to have smooth UPS functioning it is essential to have an AMC for the same from a good recognised agency.

Resolution:-

The proposal is recommended by the FC for placing in BoG.

Item No.30.14:

Purchase of new Ambulance for CIT Health Centre

The Institute is a residential campus for students, faculty members and staff. To meet emergent/ essential medical requirement, one (01) Health Centre was established in the year 2017. To support medical requirement for both student and staff one (01) Ambulance was also purchased by the institute. The said Ambulance has become quite old and requires frequent maintenance. Keeping in view the medical requirement for large number of students & staff in the campus, the institute is intending to purchase one new Ambulance after condemning the old Ambulance. The process to condemn the old Ambulance with the help of State Transport Department is under process.

Resolution:-

Recommended to BoG, subject to availability of funds in the relevant Object Head (OH) in the current financial year 2024-25.

Item No.30.15:

Proposal for purchase of 160 KVA Diesel Generator (DG) for Guest House.

The issue of frequent power failure for long hours in Kokrajhar is a major issue. Though, the Institute has now got 33 KV dedicated power supply line in the campus but some time due to bad weather condition and load shedding in Kokrajhar, power failure becomes a major issue. The Institute has therefore decided to have power backups in few main buildings. The instant proposal is for purchase of 160 KV Diesel Generator (DG) for Guest House.

Resolution:-

Recommended to BoG, subject to availability of funds in the relevant Object Head (OH) in the current financial year 2024-25.

[Handwritten signature]
31/10/2024

Item No.30.16: Recruitment of two (02) part-time Gym Instructors (Male & Female).

The Institute has recently established a Gymnasium (Gym) for the students, faculty members and staff of CITK. To supervise & guide the gym users, two gym instructors for both Male & Female members are required. The Institute is intending to hire two part-time Gym Instructors (01 Male & 01 Female) initially for 11 months with following qualification/experience & monthly salary:-

- i. Minimum academic qualification – 10+2
- ii. Professional qualification – Diploma in fitness training or gym training from any recognized institute with minimum 3 years of experience
- iii. Salary – Male Instructor –(4 working hours per day) –
Rs. 10,000/- p.m.
Female Instructor –(3 working hours per day) –
Rs. 7,500/- p.m.
- iv. Process of selection – Walk in interview

Resolution:- FC approved the proposal subject to incurring of salary expenditure from institute's IRG funds.

Item No.30.17: Recruitment of one (01) Part-time Yoga instructor in CIT Kokrajhar.


The Institute is intending to recruit one (01) part-time Yoga Instructor in CIT for a period of 11 months. The services of Yoga instructor is required for conducting classes for the Diploma and UG students of the Institute as per new NEP-2020 course curriculum and also for Yoga sessions for CIT, Kokrajhar as part of their well-being. The details of qualification/experience & monthly salary proposed are as under:-

- i. Minimum academic qualification – Bachelor's Degree
- ii. Professional qualification – Diploma in Yoga from any recognized institute with minimum 2 years of experience
- iii. Salary –Rs. 15,000/- p.m.
- iv. Process of selection – Walk in interview

Resolution:- FC approved the proposal for placing before BoG.

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

-.*

 21/10/2024



कन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India

Kokrajhar, Assam 783370

www.cit.ac.in

MEMBERS PRESENT IN THE 30TH MEETING OF THE FINANCE COMMITTEE (FC) OF
CIT KOKRAJHAR HELD ON 09.09.2024 (Monday) AT 2:30 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	Mr. Ashok Kumar US/TE-7
4.	Prof. Sashindra Kumar Kakoty, Professor, Department of Mechanical Engineering, IIT Guwahati, Assam	Member	
5.	Prof. A. Srinivasan Director, CIT Kokrajhar, Assam	Member	
6.	Dr. Gunajit Sarma, Associate Prof., Dept. of HSS (Economics) CIT Kokrajhar, Assam	Member	 09/09/24
7.	Dr. Pranav Kr. Singh, Associate Prof., Dept. of CSE, CIT Kokrajhar, Assam Dean Alumni & External Relations	Member	
8.	Prof. B.N. Parida OSD & Professor, Dept. of Physics CIT Kokrajhar, Assam	Non-Member Secretary (I/c)	

21/9/2024