

**Minutes of the 31<sup>st</sup> meeting of Finance Committee of Central Institute of Technology (CIT) Kokrajhar held on 30<sup>th</sup> April, 2025 (Wednesday) at 11:00 AM in DELNET, J.N.U., New Delhi**

The following agenda items of Central Institute of Technology Kokrajhar (CITK) were discussed in the 31<sup>st</sup> Finance Committee (FC) meeting which was convened on 30<sup>th</sup> April, 2025 at 11:00 AM in DELNET, J.N.U., New Delhi under the chairmanship of Prof. (Retired) Nishikant V Deshpande in the presence of the following Members:-

1. Prof. A. Srinivasan
2. Mr. Ashok Kumar Singh (MoE representative)
3. Prof. Sashindra Kumar Kakoty

**Item No. 31.01: Confirmation of the Minutes of the 30<sup>th</sup> meeting of the FC held on 09/09/2024.**

The Minutes of the 30<sup>th</sup> meeting of the FC which was held on 09/09/2024 in the Conference Hall, DELNET, J.N.U., New Delhi were circulated amongst the FC members for their consideration & approval. No specific comments were received. A copy of the minutes is placed at **Annexure-I.**

The FC members were requested to kindly confirm the minutes.

**Resolution:** The minutes of the 30<sup>th</sup> meeting of the FC were confirmed by the members.

**Item No. 31.02: Action Taken Report (ATR) on Resolutions of 30<sup>th</sup> meeting of the FC.**

The ATR on the resolutions on various agenda items of the 30<sup>th</sup> FC Meeting has been prepared and is placed at **Annexure-II.**

The members were requested to kindly discuss the ATR and offer their item wise comments, if any, for further course of action by CITK.

**Resolution:** The ATR of the 30<sup>th</sup> FC meeting minutes was approved by FC members.

**Item No. 31.03: Confirmation of Minutes of the Finance Committee (FC) conducted through circulation**

The agenda of the FC meeting conducted through circulation have been approved by the FC members. The minutes of the meeting is placed at **Annexure-III.**

The FC members were requested to kindly confirm the minutes.

**Resolution:** The minutes of the FC meeting conducted through circulation were confirmed.

**Item No. 31.04: Confirmation of the Minutes of the 32<sup>nd</sup> BWC meeting through circulation on 21<sup>st</sup> April, 2025.**





The Minutes of the 32<sup>nd</sup> BWC meeting through circulation on 21.04.2025 have been approved by the BWC members. The comments of the members were also incorporated with the Minutes of the meeting. A copy of the minutes is placed at Annexure-IV.

The FC members were requested to kindly confirm the minutes.

**Resolution:**

Members approved the recommendations of the 32<sup>nd</sup> BWC held through circulation. The recommendations are forwarded to BoG for consideration and approval.

**Item No. 31.05: Proposal for procurement of “Plaxis 3D Work Suite Academic Software” for the Department of Civil Engineering.**

A proposal for procurement of **Plaxis 3D Work Suite Academic Software** comprising of 1) PLAXIS 3 D Work Suite Classroom Perpetual License and 2) PLAXIS 3D Work Suite Classroom SELECT subscription (01 year) with 15 numbers quantity in each is received from Dr. Abhijit Deka, Asstt. Professor, Dept. of Civil Engineering, CITK. The Plaxis-3D software is widely used geotechnical software for research and development worldwide. Plaxis 3D offers essential functionality for everyday deformation and safety analysis of soil and rock. This comprehensive software simplifies the modelling of soils, rocks and associated structures in full 3D. It is particularly useful for faculty, PhD Research Scholars and undergraduate students carrying out project works in finite element analysis. This software is widely utilized in prestigious institutes such as IITs, NITs and other reputed technical Institutes.

The estimated budget of the said software for 15 licenses per annum is Rs. 14,33,689/- (inclusive of GST@18%)

The members of Finance Committee were requested to kindly consider the proposal for procurement of Plaxis 3D Work Suite Academic Software of the Institute as per Govt. norms subject to availability of funds.

**Resolution:**

The members held a detailed discussion and decided that the proposal should be sent to a Professor from the Civil Engineering Department at IIT Guwahati, whose area of expertise aligns with the software being proposed for procurement. He/She will assess the software's effectiveness for the proposed work and its pricing and also recommend the appropriate number of licenses. His/Her recommendations will be presented in the next FC meeting for consideration.

**Item No. 31.06: Approval of the tender bid proposal for L1 bidder M/s DS System Pvt. Ltd., Udalbakra, Guwahati towards the comprehensive annual maintenance contract (CAMC) of online UPS at CIT Kokrajhar.**

The proposal for comprehensive annual maintenance contract (CAMC) for online UPS was approved in the 30<sup>th</sup> FC meeting held on 09-09-2024 (Item no. 30.13) for smooth functioning of the UPS and power backup. Accordingly, tender was invited through GeM portal in 2 bid system. The technical bid was opened on 18-12-2024 in presence of tender opening



and evaluation committee members. The evaluation report of the technical bid is enclosed at **ANNEXURE-V.**

The price bid of the technically qualified bidders was opened on 10-01-2025. The price bid evaluation report is enclosed at **ANNEXURE-VI.** The L1 bidder M/s DS System Pvt. Ltd. had quoted Rs.17,10,410.00 (Rupees Seventeen Lakh Ten Thousand Four Hundred and Ten only) against the estimated amount of Rs. 17,12,180.00 (Rupees Seventeen Lakh Twelve Thousand One Hundred and Eighty only). The FC is requested to accord approval for the amount quoted by L1 bidder M/s DS System Pvt. Ltd. for awarding the comprehensive annual maintenance contract (CAMC) of online UPS at CIT Kokrajhar.

The FC members were requested to kindly consider and accord approval for Comprehensive Annual Maintenance Contract.

**Resolution:**

The members approved the proposal and forwarded their recommendation to the BoG for final approval.

**Item No. 31.07: Approval of Annual Budget for Hiring o Hostels (Boys and Girls) on Rent for CIT Kokrajhar.**

Due to insufficient numbers of Hostels for Boys and Girls to accommodate the students inside the CITK Campus the institute has been hiring two hostels' buildings on rent - one for boys since 2021 and one for Girls Hostel since 2011 (100 students' each). In this regard, an Expression of Interest (EOI) was floated in the Institute website for wide circulation. Accordingly, as per procedure, the Institute had received the quoted rate of Rs. 82,600 (with GST) per month from Prince Philip Basumatary for Girls Hostel and Rs. 3,24,500/- (with GST) per month from Derhashrwn Hazoary for Boys' Hostel. However, it mentioned that the rate of Prince P. Basumatary, the existing Girls Hostel, is without furniture, Genset, Fans and Bulbs and then maintenance cost, etc. which are provided by CITK itself, whereas in case of Derhashrwn Basumatary the rate is inclusive of all furniture, DG Set, Fans, Bulbs, Kitchen Area, Water Filter, Play Ground spaces.

In case of Boy's Hostel, the offered rate is below (@8.4%) of the existing rate 3,54,000/- (incl-GST@18%) per month and in case of Girls' Hostel is higher (@7.7%) than the existing rate of Rs. 76,700 (incl-GST@18%) per month. Hence, as stated in the minutes of the meeting (**Annexure-VII**), to avoid re-tendering resulting in loss of time and cost escalation, it is found that the single bids values quoted by Prince Philip Basumatary and Derhashrwn Hazoary are reasonable and acceptable. The Annual Budget for both the Hostels is Rs. 48,85,200/- (Rs. 991200/- + Rs. 38,94,000/-) with GST when compared to previous rates.

The FC members were requested to kindly consider and accord their approval for the above proposal.

**Resolution:**

The members approved the proposal and forwarded their recommendation to the BoG for final approval.

**Additional Agenda Items:**

**Item No. 31: 08:** Proposal for Temporary Engagement of Faculty and Non-Faculty Staff through Walk-in Interview. In view of the continued freeze on faculty and non-faculty recruitment, the Institute has been regularly extending the tenure of existing contractual employees to meet operational needs.





However, as per the recent resolutions of the Board of Governors (BoG), no further extensions are to be granted, and all new appointments are to be made strictly through outsourcing. It is important to note that Kokrajhar, being a small town, faces significant challenges in appointing qualified faculty and non-faculty personnel through outsourcing agencies. Even in larger cities like Guwahati, sourcing suitable candidates via outsourcing has proven to be difficult. To address the immediate and critical shortage of staff, it is proposed that the Institute may be allowed to fill the following positions through walk-in interviews on a purely temporary basis:

Faculty members : 5 positions  
Non-Faculty members: 7 positions  
Internal Audit Officer: 1 position  
Medical Officer: 1 position  
Nurse: 1 position

This temporary arrangement will ensure continuity in essential academic and administrative functions until a more permanent staffing solution is implemented.

The Members of the Finance Committee were requested to consider and accord approval on the proposal.

**Resolution:**

The members thoroughly discussed the proposal and agreed to permit the recruitment of the above posts through a walk-in interview process and place the selected persons on 11 (eleven) months contract or till the regular post is advertised and filled, whichever is earlier. The recommendations were forwarded to the BoG for final approval.

**Item No. 31: 09: Request for Flexibility in Utilization of Budget under Object Head (OH)-35.**

The Institute has received budgetary allocation under Object Head (OH)-35 from the Ministry, with instructions to utilize the funds primarily for civil construction activities. However, this restriction has limited the Institute's ability to procure essential equipment and accessories, which also fall under the permissible scope of OH-35 expenditure.

In order to ensure optimal utilization of the funds and to meet critical institutional requirements, it is proposed that the Institute be allowed the flexibility to use the OH-35 budget allocation for all admissible purposes under this object head, including the procurement of essential equipment and accessories, in addition to civil works.

The Members of the FC were requested to consider and accord approval on the proposal to enable this broader utilization of funds under OH-35 in accordance with applicable norm

**Resolution:**

The Members recommended to refer the matter to the Ministry of Education for consideration and subsequently forwarded the same to BoG for approval.

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

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