

**Minutes of
the 17th Senate meeting of Central Institute of Technology (CIT) Kokrajhar held on
23rd August, 2024 at 11 AM in the Conference hall of the institute's Guest house**

Section A: Confirmation of Minutes and Action Taken Report (ATR)

Item No. 17.01: Confirmation of the Minutes of the 16th Meeting of the Senate of CIT Kokrajhar held on 2nd July, 2024.

The Minutes of the 17th Meeting of the Senate held on 23rd August, 2024 was circulated amongst the members. The members were requested to place comments if any for consideration. After incorporating the comments received from some of the members, the minutes were revised and recirculated. A copy of the revised minute is placed before the members.

The members were requested to approve the minutes.

Resolution: The members confirmed the minutes.

Item No. 17.02: Action taken Report (ATR) on the Resolutions of the 16th Senate Meeting.

An ATR was prepared and placed at the table shown below on the resolutions of the 16th Meeting of the Senate of the institute.

Item No.	Details of Item	Actions taken
16.01	Confirmation of the Minutes of the 15th Meeting of the Senate of CIT Kokrajhar held on 4th January, 2024.	Confirmed
16.02	Action taken Report (ATR) on the Resolutions of the 15th Senate Meeting. 15.04 Proposal for approval of the revised PhD regulation of the institute in line with the published UGC Regulation 2022.	Based on the comments received from the members, the draft of the PhD regulation has been reviewed at the Institute PhD Programme Committee (IPPC), The amendments proposed by the IPPC on the draft of the said regulation is placed before the Senate as a separate agenda item (17.06) for approval.
16.03	Proposal for approval of the revised curriculum and syllabi for the 1st year courses of all the Under Graduate programmes of the institute.	The curriculum has been implemented from the July, 2024 session.
16.04	Proposal for amendment in the clause no. 17.1 of the PhD Academic Regulation (RA 4) of the institute.	Implemented
16.05	Proposal for approval of the syllabus of two-credit course to be adopted in the PhD course work of all the PhD programmes of the institute from the current session onwards.	The course has been included in the 1 st semester curriculum of the PhD course works of all the departments as decided by the IPPC from the current session.

16.06	Proposal for approval of the revised Board of Studies (BoSs) of various academic departments.	Implemented
16.07	Proposal for approval for special admission into the PhD programmes of the institute in January, 2025 only for the GATE/NET qualified candidates.	Implemented
16.08	Approval of the proposal for reforms in examination system of the institute.	Proposal for modification of the existing grading system has been prepared and placed as a separate agenda item (17.07) for approval of the Senate.
16.09	Approval of the draft modalities for admission of international students in various programmes of the institute.	Necessary processes for admission of international students from the academic session 2025-2026 shall be followed as per AICTE.
16.10	Approval of draft of the ordinance on Students' event management proposed by the the office of the Dean (Student Affairs).	Implemented.
16.11	Approval for creation of Faculty Coordinator posts for smooth conduct of students' activities.	Implemented.
16.12	Approval of draft of the ordinance on "Code and conduct of students" proposed by the the office of the Dean (Student Affairs).	Implemented.
16.13	Approval of draft of the ordinance on "Hostel Rules" proposed by the the office of the Dean (Student Affairs).	Implemented.
16.14	Approval of the draft proformas of the transcripts of Diploma, UG and PG programmes of the institute.	The proforma were revised as per the suggestions of the Senate members and the same was approved by the Senate through circulation.
16.15	Proposal for allowing one PhD scholar of the institute who failed to register for the same from January, 2022 onwards.	Implemented.
16.16	Proposal for ratification of the resolution of urgent senate agenda items approved through circulation.	NA
16.17	Any other item with the permission of the Chair. 1. The institute proposed to update the Academic Calendar of the institute already published for the session July-December, 2024. The updated version of the Academic Calendar was placed in the meeting.	The academic calendar and the updated time table (including all semesters classes) have been published.

	2. The institute prepared the class time table for all the programmes for the odd semester session (excluding 1 st semester) to be started from 8 th July, 2024. First semester course slots shall be announced soon. The same was placed in the meeting.	
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Members were requested to note the ATR and suggest further course of action if any, that may be considered necessary.

Resolution: The members confirmed the ATR.

Section B: Items requiring approval of the Senate

Item No. 17.03: Proposal for approval of the revised curricula and syllabi for the 2nd semester (1st year) courses of the Diploma, UG and PG programmes of the institute.

The institute is in a process of revision of the curricula and the syllabi of all the programmes of the institute in line with the National Educational Policy 2020 (NEP 2020). The revision of the curriculum for the 1st semesters of all the programmes has already been completed. Presently the revised drafts of the course structure and detailed syllabi of the 2nd semester (1st year) courses of the Diploma, UG and PG programmes have been prepared by the concerned departments and placed in the meeting.

The members were requested to comment and approve the same.

Resolution: The course structure and syllabi of the 2nd semester courses of the Diploma, UG and PG programmes were approved in principle with the mentioned modification.

Proposed		Approved	
Course title	Course Code	Course title	Course Code
Engineering Mechanics Lab	DME272	Engineering Mechanics Lab	DME271

The members also resolved the following.

1. The course structure and syllabi of all the courses shall be vetted by the Board of Studies of the respective departments.
2. Course files for each of the courses shall be maintained by the course instructors/faculty members.
3. Heads of the academic departments are to ensure the practice of maintaining course files by all the faculty members of the respective departments.
4. Dean of Academic Affairs was asked to send a common guideline about the components of the Course Files.

Item No. 17.04: Proposal for approval of the revised PhD course works of the PhD programmes of all the departments.

The curriculum of the PhD course works of the PhD programmes of all the departments of the institute was revised. The drafts of the same were placed before the members.

The members were requested to comment and approve the same.

Resolution: The revised course structure and syllabi of the PhD course works were approved in principle with the following suggestions.

- 1. The course structure and syllabi shall be vetted by the Board of Studies of the respective departments.**
- 2. The credit for the course “Research Methodology” of all the departments shall be 4 (L-T-P:3-1-0).**

Item No. 17.05: Proposal for inclusion of five new courses in the groups of elective courses in the 8th semester curriculum of the existing B. Tech programme in Instrumentation Engineering.

The department of Instrumentation Engineering of the institute proposed to introduce five new elective courses under the groups Elective I and Elective II in the 8th semester curriculum of its existing B. Tech programme. The detailed syllabi of the courses were placed before the members.

Members were requested to approve the same.

Resolution: The proposal for inclusion of the new elective courses was approved in principle with the following suggestions.

- 1. The syllabi of the courses shall be vetted by the Board of Studies of the concerned department.**
- 2. The total contact hours of the referred courses shall be 36.**
- 3. The unit wise distribution of contact hours is not necessary. Flexibility should be given to the course instructor to fix that distribution.**

Item No. 17.06: Proposal for amendment of the PhD regulations of the institute.

With reference to the resolution no. 16.02 of the Minutes of the 16th Senate meeting of the institute held on 2nd July, 2024, the draft of the amended PhD regulations of the institute was reviewed by the Institute PhD programme Committee (IPPC) considering the comments received from the members of the Senate and the academic departments of the institute. The clause wise amendments proposed by the IPPC on the amended draft of the PhD regulations were placed before the members.

Members were requested to comment and approve the amendments so that the draft of the revised PhD regulations could be finalised.

Resolution: the proposed amendments were approved by the members with the following observations.

1. The revised regulation shall be applicable with effect from the date of the Senate meeting in which it is approved.
2. The regulations shall be applicable to all the scholars who have not yet submitted the PhD synopsis.
3. Content of the publications of any PhD scholar should be a part of his/her thesis.
4. Issues related to the acceptance of research publications of any PhD scholar shall be resolved with the approval of the Chairman, Senate on a case-to-case basis.

Item No. 17.07: Proposal for approval of the revised grading system of the institute.

With reference to the resolution no. 16.08 of the Minutes of the 16th Senate meeting of the institute held on 2nd July, 2024, the institute proposed to modify the existing grading system of the institute. The draft of the revised grading system applicable for all the programmes was placed before the members. The said modifications shall be incorporated by amending the clause no. 7 of the Academic ordinance of the institute.

Members were requested to comment and approve the same.

Resolution: The proposal for the revised grading system was approved by the members with the following suggestions.

1. Make-up examination before the supplementary examinations shall be conducted for students absent in an examination due to genuine reasons as certified by the Course instructor and the respective Head of the department.
2. In case of courses with less than 10 students, Head of the concerned department is expected to monitor the grading process before finalisation of the grades.

Item No. 17.08: Proposal for amendment of the Academic Ordinance (OA) of the institute.

The institute proposed to amend some of the clauses of the Academic Ordinance of the institute. The proposed amendments are tabulated below.

Clause No.	Original clause	Proposed amendment
6.1	Credit Teaching of a particular course in a program shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:	Credit Teaching of a particular course in a program shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:
	1 h Lecture (L) per week	2 credit
	1 h Tutorial (T) per week	2 credit
	1 h Studio Project	2 credit
	1 h Practical (P) per week	1 credit
	1 h Project Work	1 credit
	1 h Seminar / Training / Industrial Training	1 credit

6.2

Course Description

Each of the courses to be taught in a program shall have a course name (to be named by the Departmental BoS) and a distinct course code, as per the following structure.

G	HH or HHH	I	J	K
↓	↓	↓	↓	↓
Part 1	Part 2	Part 3	Part 4	Part 5

(i) Part 1

It represents the program (following table), in which the course is taught

Program	Code
Diploma	D
Undergraduate	U
Postgraduate (including Ph.D)	P

(ii) Part 2

It represents the code for the relevant offering Branch / Department (following table) e.g. “IE” for Instrumentation Engineering or “CSE” for Computer Science and Engineering.

Name of the department	Code
Civil Engineering	CE
Computer Science Engineering	CSE
Electronics and Communication Engineering	ECE
Electrical Engineering	EE
Food Engineering and Technology	FET
Instrumentation Engineering	IE
Mechanical Engineering	ME
Multimedia Communication and Design	MCD
Chemistry	CH
Humanities and Social Sciences	HSS
Mathematics	MA
Physics	PH

Course Description

Each of the courses to be taught in a program shall have a course name (to be named by the Departmental BoS) and a distinct course code, as per the following structure.

G	HH	I	J	K
↓	↓	↓	↓	↓
Part 1	Part 2	Part 3	Part 4	Part 5

(i) Part 1

It represents the program (following table), in which the course is taught

Program	Code
Diploma	D
Undergraduate	U
Postgraduate	M
PhD	P

(ii) Part 2

It represents the code for the relevant offering Branch /Department (following table) e.g. “IE” for Instrumentation Engineering or “CS” for Computer Science and Engineering.

Name of the department	Code
Civil Engineering	CE
Computer Science Engineering	CS
Electronics and Communication Engineering	EC
Electrical Engineering	EE
Food Engineering and Technology	FE
Instrumentation Engineering	IE
Mechanical Engineering	ME
Multimedia Communication and Design	MD
Chemistry	CH
Humanities and Social Sciences	HS
Mathematics	MA
Physics	PH

The members were requested to comment and approve the same.

Resolution: The members approved the amendments as proposed.

Item No. 17.09: Proposal for amendment of the Hostel Regulation.

The office of the Dean (Students Affairs) proposed some amendments in the Hostel regulations of the institute. The details of the amendments proposed are tabulated below:

Clause no.	Original clause	Proposed amendment
3.01(e)	The Chief Warden shall be given an honorarium of ₹3,500/- per month and his/her license fee shall be waived if residing in the Institute's staff quarter. The honorarium and other facilities to the Chief Warden shall be approved by the Board of Governors and may be reviewed from time to time.	"The Chief Warden shall be given an honorarium per month as per approved Institute rate and his/her license fee shall be waived if residing in the Institute's staff quarter. The honorarium and other facilities to the Chief Warden shall be approved by the Board of Governors and may be reviewed from time to time."
3.02(m)	The Warden shall be given an honorarium of ₹3,500/- per month and his/her license fee shall be waived if residing in the Institute's staff quarter. The honorarium and other facilities to the Warden shall be approved by the Board of Governors and may be reviewed from time to time.	"The Warden shall be given an honorarium per month as per approved Institute rate and his/her license fee shall be waived if residing in the Institute's staff quarter. The honorarium and other facilities to the Warden shall be approved by the Board of Governors and may be reviewed from time to time."

Members were requested to approve the same.

Resolution: The members approved the amendments as proposed.

Item No. 17.10: Proposal for approval of requests of two PhD scholars for exemption of PhD Course works.

Two applications were received from the following students taking admission into the PhD programmes under the department of Chemistry and Civil Engineering of the institute in the current session (July, 2024) requesting for exemption of the Course works. The applications were forwarded by the Heads of the concerned departments. Both of them had successfully completed the course works of the PhD programmes earlier under the same departments of the institute. It is to be noted here that the students have taken admission afresh by withdrawing their earlier admission.

Name of the student	Department	Session of re-admission	Session of earlier admission	session of course works completion
Jakie Brahma	Civil Engineering	July, 2024	July, 2019	2019-2020
Phulung Basumatary	Chemistry	July, 2024	July, 2022	2022-2023

In view of the above, the students had requested to consider their earlier course works and to exempt them from doing the course works afresh.

The agenda item was discussed in the IPPC meeting held on 06-08-2024. The members of the IPPC approved the proposal in principle and recommended the same to be placed in the Senate meeting for approval of their request and to consider their completed course works in lieu of the Course works of their current PhD programmes. However, they will complete the 2-credit mandatory course “Research and Publication Ethics (PHS101)” that has been introduced from the current session as per the guidelines of UGC.

Members were requested to approve the proposal.

Resolution: After threadbare discussions, the members approved the request of Jackie Brahma to exempt from doing the course work again. However, the request of Phulung Brahma was not approved. Moreover, the exempt student has to complete the 2-credit mandatory course “Research and Publication Ethics (PHS101)”.

Item No. 17.11: Proposal for approval of the disciplinary actions recommended on a student by the student’s disciplinary committee (SDC) of the institute.

The matter was also brought to the information of the Dean, Students’ Affairs and upon investigation following things were found-

Complaints were received from some of the 1st semester students by the office of the Dean (Students affairs), wherein their personal information including photographs were sought by one Diploma 1st semester student of Civil Engineering department by the name of an employee of the Central Library of the Institute.

The matter was investigated by the office of the Dean (Students affairs) and finally and brought to the student’s disciplinary committee (SDC) of the institute. In a meeting of the SDC, the members unanimously took some resolutions after in-depth investigation of the matter and following due procedure. The minutes of the meeting containing details of the incident and the resolutions taken thereof by the SDC was placed before the members.

The resolutions were approved by the competent authority of the institute and recommended to be placed before the Senate for its execution as per the clause no. 4.3.3 of the “Regulation on code of conduct of students” of the institute.

Members were requested to comment and approve the same.

Resolution: The members approved the resolutions suggested by the SDC in principle except resolution no. 4. It was also suggested to explore the relevant legal aspects of the matter with appropriate authorities before executing the resolutions.

Item No. 17.12: Proposal for awarding Diplomas and Degrees to the 2024 passed out batches of students in the 3rd convocation of the institute.

The institute prepared the list of students graduating in 2024 from the Diploma, UG, PG and PhD programmes of the institute. Diplomas and Degrees to these students shall be conferred in the 3rd convocation of the institute after the approval of the Board of Governors (BoG). The said list along with the summary statement was placed in the meeting.

Members were requested to approve the proposal.

Resolution: The proposal was approved by the members for placing before the BoG for approval. It was suggested to include the data of all the departments in the summary statement even if no students passed out from that department.

Item No. 17.13: Approval of the proposal of granting one year leave to a student for joining Job in Government of Bihar during the period of his ongoing B. Tech programme.

Sri Sachin Kumar, a 7th semester B. Tech student of Civil Engineering department bearing Roll no 202102012075 has got an opportunity to join against the post of Special Survey Admin (SSA) in the Directorate of Land Records and Survey, Patna under the Government of Bihar as a Diploma candidate. The student had completed Diploma programme under the same department of the institute in 2019. After completion of 1 year of service, he is willing to re-join college again after one year by availing appropriate No objection certificate from the employer to complete the remaining years of his programme. In this regard, the student has applied for allowing him to join the referred service.

Considering the referred situation, the institute proposes that leave of one year (and extendable up to two years if required) may be granted to the student.

Members were requested to approve the proposal.

Resolution: The members approved the Proposal for granting 1-year leave (Two semesters) to the student under the condition that the student shall join in the regular service of government of Bihar. However, to continue the studentship, he shall have to pay appropriate semester registration fee during his period of leave as fixed by the competent authority.

Section C: Items for ratification of the Senate

Item No. 17.14: Proposal for ratification of the results of the PhD course works examinations held during 2023-2024.

The results of the Course work examinations of PhD programmes of various departments held during July, 2023 to June 2024 were declared with the approval of the competent authority of the institute. Copies of these results were placed in the meeting.

Members were requested to ratify the same.

Resolution: The members ratified the proposal.

Item No. 17.15: Proposal for ratification of the resolution of urgent senate agenda items approved through circulation.

Two urgent agenda items as detailed below were circulated amongst the members of the Senate through e-mail for comments and approval on 19-07-2024.

1. Proposal for approval of the revised curriculum and syllabi for the 1st year courses of all the Diploma and Post Graduate programmes of the institute.
2. Proposal for ratification of the class time table of 1st semester Diploma, UG and PG programmes.

The resolutions of the same were placed before the members.
Members were requested to ratify the same.

Resolution: The members ratified the proposal.

Additional Agenda items for ratification:

Item No. 17.16: Proposal for ratification of the time tables of Mid term and End term examinations of the current session.

The tentative time tables of Midterm and End term examinations of the current session for Diploma, UG and PG programmes of the institute were prepared and placed before the members.

Members were requested to ratify the same.

Resolution: The members ratified the proposal. The chairman, Senate was authorized to approve any modifications to be incorporated in the same as deemed necessary in due course.



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CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

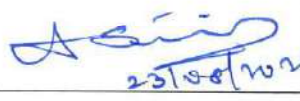
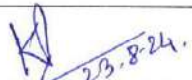

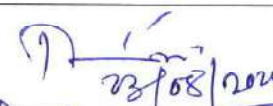
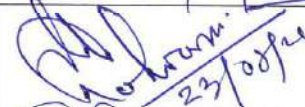

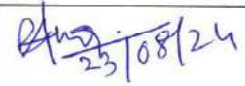


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ATTENDANCE SHEET

Members Present in the 17th (Seventeenth) Senate Meeting of Central Institute of Technology Kokrajhar convened on the 23rd of August 2024 at 11:00 AM in the Conference Hall of the Institute's Guest House.

Sl. No.	Name and affiliation of the Member	Designation	Signature
1.	Prof. A. Srinivasan, Director, Central Institute of Technology Kokrajhar	Chairman	
2.	Dr. Mokaddes Ali Ahmed, Professor, Department of Civil Engineering, National Institute of Technology Silchar	Member	Absent
3.	Dr. Samarendra Dandapat, Professor, Department of Electronics and Electrical Engineering, Indian Institute of Technology Guwahati	Member	Absent
4.	Dr. Maushumi Barooah, Professor, Department of Computer Applications, Assam Engineering College, Guwahati	Member	Absent
5.	Dr. Kamal Kr. Brahma, Principal, Bineswar Brahma Engineering College, Kokrajhar	Member	
6.	Dr. M. Guru Prem Prasad, Professor, Department of Mathematics, Indian Institute of Technology Guwahati	Member	
7.	Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College, Guwahati	Member	Absent
8.	Dr. Tapan Kr. Maiti, Professor, Instrumentation Engineering Department, Central Institute of Technology Kokrajhar	Member	
9.	Dr. Monomoy Goswami, Professor, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member	
10.	Dr. Hemanta Kr. Kalita, Professor, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	
11.	Dr. Amitava Nag, Professor, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	
12.	Dr. Arunendu Mondal, Professor, Chemistry Department, Central Institute of Technology Kokrajhar	Member	A. Mondal
13.	Dr. Rajiba Lochan Hota, Professor, Physics Department, Central Institute of Technology Kokrajhar	Member	
14.	Dr. Bichitra Nanda Parida, Professor, Physics Department, Central Institute of Technology Kokrajhar	Member	



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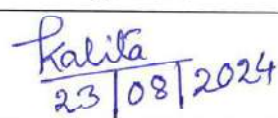
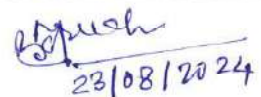

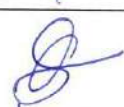
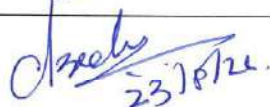
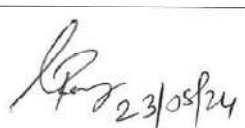
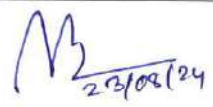
Sl. No.	Name and affiliation of the Member	Designation	Signature
15.	Dr. Neelu Das, Associate Professor, Department of Civil Engineering, Central Institute of Technology Kokrajhar	Member	<i>Neelu Das</i> 23/08/24
16.	Dr. Biswajit Kar, Associate Professor, Department of Instrumentation Engineering, Central Institute of Technology Kokrajhar	Member	<i>Biswajit Kar</i> 23/08/24
17.	Dr. Subhajit Ray, Associate Professor, Department of Food Engineering and Technology, Central Institute of Technology Kokrajhar	Member	<i>Subhajit Ray</i> 23.08.24
18.	Dr. Pankaj Pratap Singh, Assistant Professor, Department of Computer Science and Engineering, Central Institute of Technology Kokrajhar	Member	<i>Pankaj Singh</i> 23/08/24
19.	Mr. Antaryami Panigrahi, Assistant Professor, Department of Electronics and Communication Engineering, Central Institute of Technology Kokrajhar	Member	<i>Antaryami Panigrahi</i> 23rd Aug 24
20.	Mr. Shayaram Basumatary, Assistant Professor, Department of Mechanical Engineering, Central Institute of Technology Kokrajhar	Member	<i>Shayaram Basumatary</i> 23/08/24
21.	Dr. Apurbalal Senapati, Assistant Professor & HoD, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	<i>Apurbalal Senapati</i> 23-08-24
22.	Dr. Santosh Kumar, Assistant Professor & HoD, Food Engineering and Technology Department, Central Institute of Technology Kokrajhar	Member	<i>Santosh Kumar</i> 23/08/24
23.	Dr. Bornali Bora Patowary, Assistant Professor & HoD, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Member	<i>Bornali Bora</i> 23/08/24
24.	Dr. Dipen Deka, Assistant Professor & HoD, Instrumentation Engineering Department, Central Institute of Technology Kokrajhar	Member	<i>Dipen Deka</i> 23/08/2024
25.	Dr. Amit Kumar Dey, Assistant Professor & HoD, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member	<i>Amit Kumar Dey</i> 23/08/24
26.	Mr. Debarshi KumarBrahma, Assistant Professor & HoD, Multimedia Communication and Design Department, Central Institute of Technology Kokrajhar	Member	<i>Debarshi KumarBrahma</i>
27.	Dr. Ranjay Das, Assistant Professor & HoD, Electrical Engineering Department, Central Institute of Technology Kokrajhar	Member	<i>Ranjay Das</i> 23/08/2024
28.	Dr. Yachang Omo, Assistant Professor & HoD (In- charge), Mechanical Engineering Department, Central Institute of Technology Kokrajhar	Member	<i>Yachang Omo</i> 23/08/2024



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Sl. No.	Name and affiliation of the Member	Designation	Signature
29.	Dr. Pranjal Kalita, Associate Professor & HoD, Chemistry Department, Central Institute of Technology Kokrajhar	Member	 23/08/2024
30.	Dr. Manasi Buzar Baruah, Assistant Professor & HoD, Physics Department, Central Institute of Technology Kokrajhar	Member	 23/08/2024
31.	Dr. Sahalad Borgoyary, Assistant Professor & HoD, Mathematics Department, Central Institute of Technology Kokrajhar	Member	 23/08/2024
32.	Dr. Gunajit Sarma, Assistant Professor & HoD, Humanities and Social Sciences Department, Central Institute of Technology Kokrajhar	Member	
33.	Dr. Ms. Chaitali Brahma, Registrar, Central Institute of Technology Kokrajhar	Ex-officio Non Member Secretary	 23/08/24
Invited Members			
34.	Dr. Gautam Chandra Roy, Assistant Dean (Academic Affairs) & Assistant Professor, Mathematics Department, Central Institute of Technology Kokrajhar	Invitee	 23/08/24
35.	Dr. Anup Kumar Barman, Assistant Dean Academic Affairs (Examination) & Assistant Professor, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Invitee	 23/08/24