Minutes of 2nd Academic Committee Meeting Held On 30th October 2015 in Conference Hall, CIT Guest House, Kokrajhar

The 2nd meeting of the Academic Committee of the institute was held on 30th October 2015 at the Conference Hall, CIT Guest House, and the following members were present.

The other three members namely, Prof. V K Jain, Emeritus Fellow, Deptt. Of Mechanical Engineering, IIT Kanpur, Prof. Munmun Hazarika, Deptt. Of Mathematical Sciences, Tezpur University, and Mr. S.E. Ahmed, Director, BoPT, Eastern Region, Kolkatta, could not attend the meeting due to prior engagements. However, a representative from BoPT, Eastern Region, Kolkatta has attended the meeting.

At the very onset, the Director, Prof. Debkumar Chakrabarti welcomed the members and proceeded for discussion on the agenda item-wise.

Item No. 02.01:   **Confirmation of the Minutes of the 1st Meeting of the Academic Committee held on 19th August 2014 at Conference Hall, CIT Guest House, Kokrajhar**

The minutes of the 1st meeting of the Academic Committee was circulated to the members for seeking comments if any. As no comments were received from the members, the minutes of the 1st Meeting of Academic Committee was confirmed by the members.

Resolution: The minutes of the 1st meeting of the Academic Committee is confirmed.

Item No. 02.02:   **Action Taken Report (ATR) on the resolutions of the 1st Meeting of the Academic Committee held on 19th August 2014**

An ATR has been prepared by the institute on the resolutions of the 1st Meeting of the Academic Committee. Members are requested to discuss the ATR and suggest further course of action if any. The members noted the action taken by the institute.

Resolution: The ATR is noted by the members.

Item No. 02.03:   **Proposal for approval of Revision of B. Tech Course Structure & syllabus change**

The member secretary, Internal Academic Committee, placed before the members the need to revise the B.Tech Course structure and syllabus as it has been six years since the introduction of Degree Programme in 2009 in CIT Kokrajhar and since then no revision of the syllabus was initiated. The revised course structure for various branches was placed before the members for approval.

After a thorough discussion on the Course Structure the members suggested that the total number of credits for all the branches should be at par.

Resolution: It is resolved that total number of credits should be at par in all the disciplines.

Item No. 02.04:   **Proposal for Introduction of new branches of ME & EE**

The institute proposed for introduction of the core branches of Mechanical Engineering and Electrical Engineering at both the Diploma and Degree level programmes in CIT Kokrajhar. The Diploma Programme would be affiliated to the State Council of Technical Education, Guwahati, and the Degree Programme would be to the Gauhati University as is with the other courses presently being run in the institute.

The members were requested to advice on this. After a thorough discussion, the members also felt the need to introduce ME and EE as core branch instead of remaining as an allied branch of engineering.

Resolution: The members approved the introduction of ME & EE and recommended for further course of action.

Item No. 02.05:	**Proposal for Renaming of Department of Animation and Multimedia Technology as Department of Multimedia Communication and Design**

It is proposed that the name of Department of Animation and Multimedia Technology which presently runs the Diploma module of Animation and Multimedia Technology be changed as Department of Multimedia Communication and Design.

The committee members were requested to accord approval.

Resolution: The members approved the proposal and recommended for further course of action.

Item No. 02.06:	**Proposal for Introduction of B.Des (B .Tech)**

It was proposed in the last Academic Committee for the introduction of Bachelor Degree in Animation. Now the Department feels that the nomenclature of the programme should be Bachelor of Design (B.Des) in Multimedia Communication. The Department has prepared the concept paper with detailed course structure in the model of IITG, IITB and NID, Ahmedabad, which was placed before the members for suggestions.

The committee members after going through the course structure came to a conclusion that Bachelor of Design (B.Des) can be introduced in the institute.

Resolution: The proposal was approved and recommended for further course of action.

Item No. 02.07:	**Proposal for Inviting Distinguished Professors/Visiting Faculty**

It was felt that to encourage growth of academic environment in the institute more Distinguished/Visiting Professors be invited to deliver lectures on some topics of the syllabus/workshops and recent researches. The committee members were requested for providing advice on this matter.

The committee members were requested to suggest on this matter.

The committee members suggested that while selecting Distinguished Professor/Visiting Faculty the needs of the Department should be taken care of.

Resolution: It was resolved that Distinguished Professors/Visiting Faculty can be invited by CIT depending on the needs of the Departments.

Item No. 02.08:	**Proposal for change in Grading System (10 point) from Absolute to Relative**

The existing grading system that is being followed by Gauhati University for CIT Kokrajhar is a 10 point Absolute Grading system. The Department of CSE proposes that a 10 point relative Grading system might be a better option as is being followed in many renowned technical institutes in the country

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