

**Minutes of the
12th Senate meeting of Central Institute of Technology (CIT) Kokrajhar held on
24th February, 2022 through online mode**

Section A: Confirmation of Minutes

Item No. 12.01: Confirmation of the Minutes of the 11th Meeting of the Senate of CIT Kokrajhar held on 18th August, 2021 through online mode.

The Minutes of the 11th Meeting of the Senate held on 18th August, 2021 was circulated amongst the members. The members were requested to place comments if any for consideration.

Members were requested to approve the minutes.

Resolution: The members confirmed the minutes.

Section B: Items requiring approval of the Senate

Item No. 12.02: Amendment in the Academic ordinance of the institute.

Amendments in some clauses of the academic ordinance of the institute were proposed as shown below.

Clause No.	Original clause (extract)	Proposed amendment																				
5.1 (iv)	Part 4 This part represents a single digit – “1” for Direct or “2” for Lateral and Vertical entry students.	Part 4 This part represents a single digit – “1” for Direct entry students or “2” for Lateral and Vertical entry students or “0” for the students of PG (M. Tech & M. Des) and PhD programmes.																				
7.5	Final CGPA for Diploma, UG, and PG programs shall be calculated as the weighted averages (the following formula) of the Yearly CGPAs (Y_i for i -th year), as detailed in the following table. $CGPA = \frac{\sum_{i=1}^n W_i Y_i}{\sum_{i=1}^n W_i}$ $W_i \rightarrow$ Weightage for yearly CGPA for the i -th year (Y_i)	To be removed. And accordingly the nomenclatures (Sl. Nos.) of the subsequent paras shall be updated.																				
	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>4-Year UG</th> <th>3-Year UG: Lateral Entry</th> <th>3-Year Diploma</th> <th>2-Year PG</th> </tr> </thead> <tbody> <tr> <td>$W_1 = 0.4$</td> <td>$W_1 = 0$</td> <td>$W_1 = 0.4$</td> <td>$W_1 = 1.0$</td> </tr> <tr> <td>$W_2 = 0.6$</td> <td>$W_2 = 1.0$</td> <td>$W_2 = 0.6$</td> <td>$W_2 = 1.0$</td> </tr> <tr> <td>$W_3 = 1.0$</td> <td>$W_3 = 1.0$</td> <td>$W_3 = 1.0$</td> <td></td> </tr> <tr> <td>$W_4 = 1.0$</td> <td>$W_4 = 1.0$</td> <td></td> <td></td> </tr> </tbody> </table>	4-Year UG	3-Year UG: Lateral Entry	3-Year Diploma	2-Year PG	$W_1 = 0.4$	$W_1 = 0$	$W_1 = 0.4$	$W_1 = 1.0$	$W_2 = 0.6$	$W_2 = 1.0$	$W_2 = 0.6$	$W_2 = 1.0$	$W_3 = 1.0$	$W_3 = 1.0$	$W_3 = 1.0$		$W_4 = 1.0$	$W_4 = 1.0$			
4-Year UG	3-Year UG: Lateral Entry	3-Year Diploma	2-Year PG																			
$W_1 = 0.4$	$W_1 = 0$	$W_1 = 0.4$	$W_1 = 1.0$																			
$W_2 = 0.6$	$W_2 = 1.0$	$W_2 = 0.6$	$W_2 = 1.0$																			
$W_3 = 1.0$	$W_3 = 1.0$	$W_3 = 1.0$																				
$W_4 = 1.0$	$W_4 = 1.0$																					
7.8	Not present	The classifications based on CGPA are as follows:																				

		CGPA 8.5 and above : First Class with distinction CGPA 6.5 and above, but below 8.5: First Class CGPA 5.5 and above, but below 6.5 : Second Class
10	Not present	To be added afresh against Appendix A
10	BoS is composed of all the Secretaries of DPCs, all Professors in the Department; one other-Dept. Faculty nominated by the HoD.	BoS is composed of all the Secretaries of DPCs, all Professors in the Department; one Faculty from other department of the institute nominated by the HoD and an external member (from outside the institute) to be nominated by the competent authority. <i>(Proposed by the meeting of the IPPC)</i>

The members were requested to comment on the same so that the referred clauses can be amended/added in the Academic ordinance.

Resolution: The members approved the proposed amendments in the clauses 5.1 (iv), 7.5 and 10 of the Academic ordinance. Regarding the clauses 7.8 and 10, the members resolved the following.

- i. The clause 7.8 needs further review with proper clarification of the existing formula of CGPA to percentage conversion. The members suggested preparing a revised proposal to be placed in the next Senate meeting.
- ii. The clause 10 was approved with modification as stated below in underlined.

“BoS is composed of all the Secretaries of DPCs, all Professors in the Department; one Faculty from other department of the institute nominated by the HoD and two external member (one from academic institutions and other from industry) to be nominated by the competent authority.”

Item No. 12.03: Amendment in the Academic regulation for UG programmes (RA-2) of the institute.

An amendment in the clause no. 5.3 of the UG academic regulation of the institute was proposed as represented in the table shown below.

Clause No.	Original clause	Proposed amendment
5.3	(ii) All 1st Semester courses must be cleared before getting promoted to the 5 th Semester and all 2 nd Semester subjects must be cleared before getting promoted to 6 th Semester.	To be removed

The said agenda item was proposed in the 11th Senate meeting as also in which the Senate decided to have status quo as some of the hon’ble members were worried about the ‘pre-requisites’ of the syllabus of a

programme that are required to be fulfilled by a student to be promoted to higher semester.

Thereafter, 14 nos. of students of UG programmes (B. Tech and B. Des) of 2019 admitted batch were debarred from promoting to the 5th semester. The said 14 students were given an opportunity to apply for re-evaluation for the 1st semester courses having compartmental. After processing of the re-evaluation requests submitted by the students, the debarred list was modified and accordingly the nos. of debarred students were updated to 12.

Subsequent to this, office of the Dean (Academic Affairs) received a Minutes of a meeting dated 25.10.2021 from the department of CSE, wherein para no. 6.i. of the Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown of UGC issued in April 2020 was referred. The referred clause is quoted below for reference.

“6.i. The scheme of “Carry forward” (for the subjects in which the student has failed) will be allowed for the current academic year in the universities and every student will be promoted to next semester/year. However, such students may clear the examination for the course in which he/ she has failed/ remained absent, whenever the examination is held next.”

Referring to these guidelines, the department recommended that the student should be promoted to the third year.

Based on this departmental representation it was resolved in a meeting to overrule Clause 5.3 (ii) of RA-2 as mentioned for the 2019 batch as per guidelines of relevant bodies of the Govt of India applicable to CITK during Covid-19 pandemic. Accordingly the debarred students were promoted to 5th / 6th Semesters.

As the academic departments are in support of the referred amendment, the Members were requested to approve the same.

Resolution: The proposal was not approved by the members. Regarding the agenda item, it was suggested by the members that supplementary compartmental examinations may be conducted immediately after the regular examinations to provide students with more numbers of opportunities to clear their backlogs.

Item No. 12.04: Amendment in the Academic regulation for PhD programmes of the institute.

Based on some observations made by the competent authority, a three member committee was constituted to look into the existing PhD Academic Regulations related issues and drafting its amendments in compliances with the latest UGC / AICTE guidelines. The said committee had prepared the amended regulation after reviewing. The draft of the amended regulation was placed in the Institutional PhD Programme Committee (IPPC) meeting

held in 08-10-2021. The said draft, after incorporating the comments of the members of the IPPC was placed before the meeting.

Further, keeping in view the current regulations and ordinances of the institute, various forms related to the PhD programmes were drafted for their smooth conduction and appropriate maintenance of records.

Members were requested to approve the drafts as mentioned above.

Resolution: The meeting resolved that the proposed draft of the PhD regulations should be reviewed again by a committee and accordingly a fresh amended draft of the same complete in all aspects may be prepared to be placed in the next Senate meeting.

Item No. 12.05: Proposal for Approval of the 6th, 7th and 8th semester's syllabus of the UG programmes of the institute.

In line with the model curriculums of AICTE, Central Institute of Technology Kokrajhar has finalised the curriculum of the 1st, 2nd, 3rd, 4th and 5th semesters of all the Degree programmes of the institute. In a similar way, the drafts of the curriculum for the remaining semesters (6th, 7th and 8th) of these programmes have also been prepared to be implemented from the ensuing even semester session. Drafts of these curriculums of the departments of CE, IE, FET, CSE and ECE were placed before the meeting.

Members were requested to comment on these.

Resolution: The members approved the proposed syllabus.

Item No. 12.06: Proposal for Approval of the 6th semester syllabus of the Diploma programmes of the institute.

Central Institute of Technology Kokrajhar has finalised the curriculum of the 1st, 2nd, 3rd, 4th and 5th semesters of all the Diploma programmes of the institute. In a similar way, the drafts of the curriculum for the 6th semester of these programmes have also been prepared to be implemented from the ensuing even semester session. Drafts of these curriculums of the departments of CE, IE, FET, CSE and ECE were placed before the meeting.

Members were requested to comment on these.

Resolution: The members approved the proposed syllabus.

Item No. 12.07: Review of supervisors for one PhD scholars of the department of MCD of the institute.

Ms. Sushmita Roy, a PhD Scholar was admitted in the department of Multimedia Communication and Design (MCD) in the session January, 2019 under part-time category. She has been working as a contractual faculty in the same department in the institute from 2015. Dr. Pankaj Pratap Singh, Assistant Professor, Department of Computer Science and Engineering were appointed as her supervisor as no eligible PhD supervisor was there in the department of MCD at that time. As per the clause no. 6.2

of the PhD regulations, 2016 of the UGC, no external supervisor should be allotted to a PhD scholar. The said clause is quoted here for reference.

“6.2 Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.”

It is also worth mentioning here that currently the department of MCD has two eligible PhD supervisors. Hence, in order to comply with the guidelines of the UGC, a supervisor from the parent department may be allotted to the scholar afresh keeping Dr. P. P. Singh as Co- supervisor.

The members were requested to comment on this.

Resolution: The members authorized the Director and the Dean of Academic Affairs to take a decision on the referred agenda item.

Item No. 12.08: Proposal for approval of the revised fee structures of all the programmes of the institute.

As per the Resolution no 11.04 of the 11th Senate meeting, a 5-member committee was constituted to review the existing fee structure of all the programmes of the institute. The committee after reviewing the fee structures in line with the fee structures of other similar level institutes has prepared a draft of the revised structure of fee. The same was placed before the meeting.

Members were requested to comment on the same.

Resolution: The members approved the proposed fee structure with modifications in terms of removal of the below mentioned proposal for providing tuition fee waiver for the poor and meritorious students other than SC/ST.

“Maximum 10% of the total existing students (other than SC/ST) in each department may be granted for full free tuition fee, maximum 10% of the total existing students (other than SC/ST) in each department may be granted for 50% waiver in tuition fee and maximum 10% of the total existing students (other than SC/ST) in each department may be granted for 25% waiver in tuition fee. The criteria of getting this special fee waiver scheme will be decided by the respective committee constituted by the institute.”

The same was suggested to be sent to the FC and BoG meeting of the institute for concurrence.

Item No. 12.09: Proposal for approval of the draft regulation for admission of foreign

students against the supernumerary seats.

As per the Resolution no 11.13 of the 11th Senate meeting, the proposal for introduction of 10% supernumerary seats for admission of foreign students was approved. Accordingly a three-member equivalence committee was formed to frame the rules and regulations of admission of foreign students in the institute. The committee prepared a draft of the same and placed before the meeting.

Members were requested to comment on the same.

Resolution: The proposal was approved by the Members.

Item No. 12.10: Proposals for Start-up Research Grant and Institutional PhD Scholarship.

The four-member institutional Committee on Start-up Research Grant have prepared two proposals on providing Start-up Research Grant for new Assistant Professors, and Institutional Scholarship for PhD scholars. The drafts of the proposals were placed before the members.

Members were requested to comment and approve the same.

Resolution: The members suggested preparing proposal to be sent to the concerned body/authority for introducing provisions for providing fellowships to the PhD scholars as per the norms of UGC/AICTE/Government of India. A committee in this regard was proposed to be formed at the institute level.

Item No. 12.11: Proposals for providing special leave to students going for internship/ start-up incubation program in other institution/ organization/ industries.

Internships are now a day considered as educational and career development opportunities, providing practical experience in any field or discipline of interest. AICTE is also giving utmost importance on facilitating internship facilities to the students of higher educational institutes. Various initiatives have also been launch by AICTE in this regard in recent times. In order to avail such opportunities, students of CIT Kokrajhar are willing to drop college for the period of the internship programme. After completion of the program, they will rejoin college.

Members were requested to approve the same.

Resolution: The members approved the proposal. Leave for a period of one year (two semesters) only may be granted to the students for the referred purpose. It was also resolved that the concerned students shall have to complete all the requirements of the programme concerned after rejoining the institute.

Item No. 12.12: Proposals for approval of the Mechanisms for 360⁰ Feedback Score calculation with particular consideration to Students' Feedback for faculty promotion.

The Institute does not have a mechanism for 360⁰ Feedback score calculation as per clause no. 5.2 of the AICTE regulations (vide gazette notification no. F. No. 61-1/RIFD/7th CPC/2016-17 dated 01.03.2019). In view of this, the following mechanisms for 360⁰ Feedback Score calculation with particular consideration to Students' Feedback for faculty promotions are proposed:

a) Mechanism for 360⁰ Feedback Score calculation

For score calculation corresponding to each of the six (6) 360⁰ feedback components requiring the consideration of three (3) academic years (AYs) as per the Annexure IV of the aforesaid AICTE regulations, the best three (3) yearly (academic) scores will be considered.

b) Mechanism for Students' Feedback Score calculation

As per the aforesaid AICTE regulations, students' feedback score (important component of 360⁰ feedback score) will be calculated as per the given format.

Members were requested to approve the same.

Resolution: The members approved the proposal with modification in terms of removal of the terms "*for faculty promotions*" and suggested that the same should be placed in the next BoG meeting of the institute.

Item No. 12.13: Proposal for approval of the Academic Calendar for the year 2022.

The Academic Calendar for the year 2022 has been prepared and placed before the members. Members are requested to approve the same.

Resolution: The members proposed to further review the referred academic calendar for inclusion of some other parameters like date of declaration of results of the end term examinations, date of convocations, dates of annual festivals etc. The meeting also authorised the Chairman, Senate to approve the revised Academic calendar, 2022.

Section C: Items for ratification

Item No. 12.14: Urgent agenda items of Senate approved through e-mail circulation.

Some urgent agenda items were circulated through E-mail amongst the members of the Senate for taking approval on 5th October, 2021. The resolutions of the same were placed in the meeting for ratification.

Resolution: The members ratified the agenda item.

Section D: Items for reporting

Item No. 12.15: Reporting items.

1. **First convocation of the institute:**

Under the new status of Deemed to be University, CIT Kokrajhar has been offering 17 programmes (all full time) since the academic session 2019-20. These programmes are as follows.

Diploma Programmes are:

1. Electronics & Telecommunications Engineering,
2. Computer Science and Engineering,
3. Control and Instrumentation Engineering,
4. Food Processing Technology,
5. Civil Engineering and
6. Animation and Multimedia Technology.

U.G. (B. Tech. & B. Des.) Programmes are:

1. B. Tech. in Electronics & Communications Engineering,
2. B. Tech. in Computer Science & Engineering,
3. B. Tech. in Instrumentation Engineering,
4. B. Tech. in Food Engineering and Technology,
5. B. Tech. in Civil Engineering and
6. B. Design (Specialisation in Multimedia Communication and Design)

P.G programmes are:

1. M. Tech in Food Engineering and Technology,
2. M. Tech in Water Resources and Hydraulic Engineering,
3. M. Tech in Green Energy Technology,
4. M. Des (Specialized in Multimedia Communication and Design),
5. M. Tech in Computer Science and Engineering.

The institute convened its 1st convocation on 8th November, 2021 to confer degrees to the 1st batches of graduating students in the session 2021-22 from the PG programmes of the institute. Mr. Pramod Boro, Chief Executive Member, BTC was present in the occasion as the Chief Guest. Prof. A. D. Sahasrabudhe, Chairman, AICTE and Dr. Prahlada Ramarao, Pro-chancellor & Director, Centre for Energy Research were present in the ceremony as the guests of honour. A total of 28 students received their degrees in the event.

2. Report on Examination:

The end semester examinations of the programmes under DTE, GU, ASTU and CITK (Deemed to be University) were scheduled to be conducted in the month of January 2022. But in view of the unprecedented circumstances caused due to COVID-19 pandemic, all the examinations were postponed till 21st of February, 2022 tentatively by the competent authority of the institute. Later on after reviewing the circumstances, it was again decided to start the End semester examinations from 21st February, 2022 onwards. The minutes of the meetings held in this regard were placed before the meeting.

3. Admission committee report:

The admission committee of the institute has conducted the process of admission of students into its Diploma, UG, PG and PhD programmes for the session 2021-22. Status of Admission into various programmes of the institute for this session are as follows.

Module/Branch	ET/ECE	CO/CSE	CAI/IE	FP/FPT	CE	AM	TOTAL
Diploma 1 st sem	29	30	25	20	27	8	139
B.Tech 1 st sem	46	68	39	41	47	-	241
B.Tech ,Lateral/ Vertical (3 rd sem)	23	42	31	18	32	-	146
B.Des 1 st sem	20						20
B.DesLatera/ Vertical (3 rd sem)	03						03
M.Tech	GET-07	CSE-09	FET-07	WR & HE-14			37
M.Des	10						10
Ph.D	25						25
TOTAL							621

Resolution: The members noted the reporting items.

Item No. 12.16: Any other item with the permission of the Chair.

- A. Reporting of the minutes of the Institutional PhD programme Committee (IPPC) meeting held on 18-02-2022 through online mode.

Important agendas from the minutes:

Regarding the source/head of TA/DA to be paid to the external invited examiner of the PhD viva-voce examination, the meeting suggested to refer the matter to the Senate.

Resolution: The agenda item was dropped as similar matters related to the PhD programmes including this have already been referred to a committee in the resolution 12.04.

- B. Regarding the formation of Doctoral committee to evaluate the progress of the scholars under the department, the department of Electrical Engineering proposed to engage faculty members from other departments of the institute since the electrical engineering department has only one regular faculty member.

Resolution: The members approved the proposal.

- C. Subject following subject code change request was submitted by the department of IE.

Semester: B. Tech 5th semester, Department of IE
Subject name- DIGITAL SIGNAL PROCESSING
Subject code- UIE511
Practical paper- UIE574 (wrong code)
As per the institute rules, the correct code for the Practical paper should be UIE581.

Resolution: The members approved the proposal.

D. Subject code change request submitted by the department of CE.

By reviewing the nature of the subject, the department of Civil Engineering of the institute proposed for revision of the course structure of its Diploma programme. There revision of the course structure was in the code of a subject as shown below.

Programme: Diploma in Civil Engineering				
Subject Name	Existing Subject Code	Proposed Subject code	Credit	Semester
Professional Practice-II	DCE605	DCE671	02	6 th



Resolution: The members approved the proposal.

A handwritten signature in blue ink, appearing to read "Chaitali Brahma".

(Ms. Chaitali Brahma)
Registrar cum Ex-officio Non-Member Secretary
Senate, CIT Kokrajhar