

**Minutes**  
**of the 14<sup>th</sup> Senate meeting of Central Institute of Technology (CIT) Kokrajhar held on**  
**18<sup>th</sup> April, 2023 through online mode**

**Section A: Confirmation of Minutes and ATR**

**Item No. 14.01: Confirmation of the Minutes of the 13<sup>th</sup> Meeting of the Senate of CIT Kokrajhar held on 12<sup>th</sup> October, 2022 through online mode.**

The Minutes of the 13<sup>th</sup> Meeting of the Senate held on 12<sup>th</sup> October, 2022 was circulated amongst the members. The members were requested to place comments if any for consideration. A copy of the Minute was placed at the meeting. The members were requested to approve the minutes.

**Resolution: As no comments were received in response of the minutes circulated, the members confirmed the minutes of the 13<sup>th</sup> Senate meeting.**

**Item No. 14.02: Action taken Report (ATR) on the Resolutions of the 13<sup>th</sup> Meeting of the Senate.**

An ATR was prepared and placed at the table shown below on the resolutions of the 13<sup>th</sup> Meeting of the Senate of the institute.

Item No.	Details of Item	Actions taken
13.02	Proposal for awarding Diploma and PG Degrees to graduating students of various batches.	<b>Provisional pass certificates have been issued to the students. Original certificates shall be issued in the Convocation.</b>
13.03	Proposal for awarding Degree of Doctor of Philosophy in various disciplines to the qualified students admitted in the January 2019 session.	<b>A proforma of the provisional certificate were prepared with due approval of the competent authority and the same were issued to the students concerned.</b>
13.07	Proposal for changing the nomenclature of the programme "Diploma in Animation and Multimedia Technology (AMT)" to "Diploma in Design".	<b>The decision has been implemented.</b>
13.10 (1)	Proposal for reforms in examination related processes.	<b>The decision has been implemented.</b>

Members were requested to discuss the ATR and to suggest further course of action if any, that may be considered necessary.

**Resolution: The ATR was confirmed by the members.**



## Section B: Items requiring approval of the Senate

### Item No. 14.03: **Proposal for opening a two (2) years Post-Graduate programme 'M. Sc. In Material Science' from the academic session 2023-24.**

Department of Physics of the institute proposed to start a two (2) years PG program 'M.Sc. in Material Science' in alignment with NEP-2020 from the academic session 2023-24. This program aims at fulfilling the following aspects of the NEP-2020.

(a) NEP-2020 encourages a holistic and multidisciplinary education in the Universities as per the clauses 11.4, 11.6 and 11.10 of the NEP 2020 documents. The programme M.Sc in Material Science at CITK shall be an example of multidisciplinary approach where students from various backgrounds such as physics, materials science, electronics, electrical, instrumentation and other related fields can be enrolled.

(b) The main focus of the program will be to expose the students with advanced knowledge of materials inculcating aptitude for research so as to meet the current challenges in the field of material science and applications. In this concern, an industrial based training shall also be facilitated to the students at least for three months of duration during the programme. (Clause 11.12)

The program is targeted to fulfil the aspirations of the young graduates from the backgrounds of Science and engineering such as Physics, Engineering Physics, Materials Science, Nano-science, Nanotechnology, Electronics, Electrical, Instrumentation, Mechanical, Civil, Metallurgy and Ceramic Engg etc. All the passing out students of the Program will get an opportunity to pursue their higher study in courses like Materials science, Engineering, Nanotechnology and green technology etc. Moreover, they are likely to get an opportunity in organizations like DRDO, HAL, BARC, ISRO and, R&D lab of various industries related to the development of new storage devices, sensors, car industry etc. This program shall be mostly a fulfilling opportunity for the young graduates of the BTR region.

The detail proposal including the course structure and detail syllabi was placed before the members which was moderated and appreciated by the professors of IITs, NITs and some other reputed state universities.

Members were requested to approve the same.

**Resolution: The members approved the proposal and the syllabus of 1<sup>st</sup> and 2<sup>nd</sup> semesters. However, it was suggested to review the course structure of the 3<sup>rd</sup> and 4<sup>th</sup> semesters by giving more importance on practical courses and/or projects. The revised syllabus may be submitted in coming Senate for approval.**

**Item No. 14.04: Proposal for approval of the revised admission regulation of the institute.**

The admission regulations combining the guidelines for the entrance examinations conducted for admission of students into various programmes of the institute and the admission process were reviewed by the admission committee of the institute. The draft of the revised admission regulation was placed at the meeting. Once approved the same were proposed to be placed before the Board of Governors (BoG) of the institute for approval.

Members were requested to approve the same.

**Resolution: The members approved the academic part of the regulations proposed and suggested to place the financial sections to be placed in the Finance Committee meeting of the institute.**

**Item No. 14.05: Proposal for revision of the curriculum (course structure and syllabus) of the Diploma, UG and PG programmes of the institutes.**

Under the status of Deemed to be University, CIT Kokrajhar has been offering 17 programmes (all full time) since the academic year (AY) 2019-20 at the Diploma, UG and PG level. The curriculum for all the said programmes were prepared afresh and brought into effect from the academic session 2019-20 onwards. As the institute is completing 4 years of its existence as Deemed to be University, there is a need of reviewing the curriculum of all these programmes. The review of the curriculum would be in line with NEP 2020 and incorporating all the relevant guidelines of the regulatory bodies (UGC and/or AICTE).

In addition, the proposed revision would formulate the modalities for adoption of online learning programme like SWAYAM initiated by the Government of India in the revised curriculum. These online platforms provide an affordable and flexible way to learn new skills and deliver quality educational experiences at scale.

Members were requested to approve the proposal.

**Resolution: The members approved the proposal. During the deliberation it was suggested that while incorporating SWAYAM courses in the curriculum, some level of ceiling/capping should be fixed so as to retain adequate numbers of courses for teaching through offline classes.**

**Item No. 14.06: Proposal for review of the PhD regulation of the institute in line with the published UGC Regulation 2022.**

With reference to the resolution no. 13.04 of the Minutes of the 13<sup>th</sup> Senate meeting of the institute held on 27<sup>th</sup> October 2022, the amended PhD regulations of the institute was approved. Thereafter on 7<sup>th</sup> November, 2022, the UGC had published the UGC regulation (Minimum-Standards-and-Procedure-for-Award-of-PhD-Degree) 2022 and instructed the

institutes concerned to take initiatives for implementing the same. In view of this, the institute is proposing to review the approved PhD regulation for any further amendments required in line with the published UGC Regulation 2022.

Members were requested to approve the proposal.

**Resolution: The proposal was approved by the members. It was resolved that the same 3-member committee constituted for preparing the earlier version of the amended PhD regulations of the institute shall be entrusted to do the said review of the regulation.**

**Item No. 14.07: Proposal for corrections/addition of significant components of the curriculum proposed by some academic departments.**

**A. Department of Instrumentation Engineering (IE)**

Department of Instrumentation Engineering proposed to update the 8<sup>th</sup> semester curriculum of their ongoing B. Tech programme by addition of one new subject as shown below:

Course code	Name of the course	L	T	P	Contact hours	Credit points
UIE892	Comprehensive Viva-Voce	0	0	6	6	6

Addition of this new course will increase the total credit of the 8<sup>th</sup> semester to 36 while increasing the overall credit of the B. Tech programme to 324. The revised course structure of the 8<sup>th</sup> semester of the referred programme was placed at the meeting.

The department also proposed to introduce five new elective courses as mentioned below in the course works of its PhD programme.

1. PIE 129: Signal Processing and Analysis in Biomedical Engineering
2. PIE130: Introduction to Machine Learning
3. PIE131: Solar Energy Utilization, and
4. PIE132: Renewable Power Generation Technologies
5. PIE 133: Advanced Process Control

The updated version of the complete PhD course works was placed at the meeting.

**B. Multimedia Communication and Design (MCD)**

Department of Multimedia Communication and Design proposed the following modifications in the curriculum of their ongoing B. Des programme:

- i. The course content (syllabus) of the 4<sup>th</sup> semester course titled "Rigging for 3D Animation" bearing code UMCD 402 was proposed to be updated.
- ii. Two new elective courses titled "Hair and Fur" with code UMCD 813 and "Industry based elective subject" with code UMCD 814 were proposed

to be introduced in the 8<sup>th</sup> semester curriculum under Elective V. Details syllabus of the courses were placed at the meeting.

Members were requested to approve the proposed modifications/additions.

**Resolution:** The members approved the proposal placed in item A. However, regarding the proposal placed in item B it was suggested to go for further review as per resolution no. 14.05 of this minutes.

**Item No. 14.08:** Proposal for opening an educational multimedia research, Design and innovation centre in the Department of Multimedia Communication and Design (MCD).

The department of MCD of the institute proposed to establish a Centre for Educational Multimedia Research, Design & Innovation within the Department of MCD. This centre would serve as a hub for educational multimedia research, design, and innovation, focused on the educational need of the vernacular medium schools of BTR by providing multimedia teaching learning content for the schools and enhance the quality of education in these schools.

The Centre would focus on producing multimedia materials that effectively support the teaching and learning process. It would be staffed with a team of experienced multimedia designers, developers, and educators who would work collaboratively to create educational multimedia that is visually appealing, interactive, and engaging. The department of MCD is confident that this centre would be an asset to our institution and the larger education community. The detail proposal submitted by the referred department was placed at the meeting.

Members were requested to comment on the same.

**Resolution:** The members suggested to carry out a survey of all the schemes offered by external funding agencies/organization like DST etc. for setting up centres of excellence in higher educational institutes and to prepare a detail report on the same for placing in the next senate meeting. The members also suggested to address all the queries raised during the meeting while preparing the report.

**Item No. 14.09:** Proposal for conducting Convocation 2023 during July-August, 2023. As per the academic calendar 2023 of the institute the proposed date for the 2<sup>nd</sup> convocation of the institute is 28<sup>th</sup> of July, 2023. However, based on the availability of the targeted chief guest and the Guest of honour of the event, the date may require to be changed by some extent. Therefore, the convening 2023 may be scheduled during July-August, 2023 tentatively.

Members were requested to approve the same.

**Resolution:** The proposal was approved.



## Section C: Agenda items for reporting

### Item No. 14.10: a. Report of the training and placement (T & P) Cell.

The activities performed by the T&P cell during the period January 2022 to March 2023 are enlisted and placed before the members.

### b. Report of the National Academic Depository (NAD) cell of the institute

The ABC is a (portal) bank of academic credits under the subset of National Academic Depository. While both of them are linked with DigiLocker to facilitate the acquisition of data of a student/candidate by other stakeholders for verification as the student ABC ID are provided and authorized by the Institute as well.

CITK is a registered member of Academic Bank of Credit (ABC) and National Academic Depository (NAD) with **NAD ID: NAD010226**. Till now, the NAD cell of the institute have registered around 1000 students into the DigiLocker and ABC portals. Since, this platform gives a facility to digital acquisition of the academic records (marksheets, certificates) from the DigiLocker accounts and also to allow the multiple entry and exists of the students from and to the Institutes, the maintenance of the data is one uphill task. To this end, CITK has already acquired all the basic personal details of the ABC registered students and recorded it for any further requirements. Besides, in coordination with the examination cell, we have entered the academic credit data (marks, certification data) in the prescribed format of the ABC. Till now, we have also verified and uploaded the data of all the ABC registered Diploma, B.Tech., and M.Tech. students for the examinations held in June, 2022.

### c. Report of the Research and Development (R&D) Cell activities

A report on the activities of the R&D section of the institute was prepared by the cell and was placed at the meeting.

### d. Report of the Examination cell

The examination cell of the institute has recently declared the results of the odd semester end term examinations of Diploma, UG and PG programmes of the institute. A summary of the said results was placed at the meeting. The cell has also initiated the task of preparing the grade sheets to be issued to the students by printing in the institute level itself from this session. The mid term examinations for the ongoing even semesters for all the programmes have also been conducted.

### e. Admission committee report

For smooth conduction of the admission related activities of the institute for the academic session 2023-24, the admission committee has been reconstituted. The reconstituted committee has already started its activities as per their action plan. Some of these are as follows:

- Online Application process has already been started from 20<sup>th</sup> March 2023.

- Advertisement for publicity of the admission related activities through News-channel, newspapers, and Social Media platforms are already being initiated.
- Dates for the Entrance Examination for admission into the Diploma, UG and PG programmes are scheduled on 18<sup>th</sup> June 2023 and for the PhD programmes the scheduled date is 25<sup>th</sup> June 2023.
- Setting up of Question Papers, designing of OMR answer sheets and other associated preparations are in process.
- Circulations of admission brochures and other relevant information amongst the nearby schools and colleges have also been initiated.

**f. Participation of CIT Kokrajhar in the NIRF Ranking Process 2023.**

As per the directives and prominence from the Dept of Higher Education, Ministry of Education, the institute has been participating in the National Institutional Ranking Framework (NIRF) from the session 2020 onwards. This framework outlines a methodology to rank institutions across the country. Accordingly, CIT Kokrajhar has participated in NIRF India Ranking 2023. All the Primary Data in this regard have already been submitted within the timeline.

**g. Report of the central Library of the institute:**

A summary of the activities of the central library of the institute was prepared by the section concerned and placed at the meeting.

**Resolution: The members noted the reports.**

  
28/4/2023

(Ms. Chaitali Brahma)

Registrar cum Ex-officio Non-Member Secretary

Senate, CIT Kokrajhar

**Chaitali Brahma**

**Registrar -**

**Central Institute of Technology  
Kokrajhar**



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CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India

Kokrajhar, Assam 783370

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**THE SENATE**

The details of the members present in the 14<sup>th</sup> Meeting of the Senate of CIT Kokrajhar convened on 18<sup>th</sup> April 2023 through online mode.

Sl. No.	Name and affiliation of the Member	Designation
1.	Prof. Hemanta Kumar Kalita, Director (In-charge), Central Institute of Technology Kokrajhar	Chairman
2.	Prof. (Dr.) Chitralekha Mahanta, Electronics and Electrical Engineering Department & Dean of Academic affairs, Indian Institute of Technology Guwahati, Assam, Guwahati - 781039	Member
3.	Prof. (Dr.) USN Murty, Director, NIPER Guwahati, SilaKatamur (Halugurisuk), Changsari, Kamrup, Assam - 781101	Member
4.	Prof. (Dr.) Tapan Kr. Maiti, Professor, Instrumentation Engineering Department & Dean of Faculty Affairs, Central Institute of Technology Kokrajhar	Member
5.	Prof. (Dr.) Monomoy Goswami, Professor, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member
6.	Prof. (Dr.) Hemanta Kr. Kalita, Computer Science and Engineering Department & Dean of Academic Affairs, Central Institute of Technology Kokrajhar	Member
7.	Dr. Amitava Nag, Professor & HoD, Computer Science & Engineering Department, Central Institute of Technology Kokrajhar	Member
8.	Dr. Arunendu Mondal, Professor, Chemistry Department, Central Institute of Technology Kokrajhar	Member
9.	Dr. Rajib Lochan Hota, Professor, Physics Department, Central Institute of Technology Kokrajhar	Member
10.	Dr. B. N. Parida, Professor & HoD, Physics Department, Central Institute of Technology Kokrajhar	Member
11.	Dr. Pradip Brahmachary, Associate Professor, Humanities & Social Sciences Department, Central Institute of Technology Kokrajhar	Member
12.	Dr. Sandeep Kr. Srivastava, Associate Professor, Physics Department, Central Institute of Technology Kokrajhar	Member



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Sl. No.	Name and affiliation of the Member	Designation
13.	Dr. Sunandan Bhunia, Associate Professor, Electronics & Communication Engineering Department, Central Institute of Technology Kokrajhar	Member
14.	Dr. Pranav Kr. Singh, Associate Professor, Computer Science and Engineering Department & Dean of Alumni and External Relations, Central Institute of Technology Kokrajhar	Member
15.	Ms. Monideepa Brahma, Assistant Professor, Humanities & Social Sciences Department, Central Institute of Technology Kokrajhar	Member
16.	Ms. Namita Das, Assistant Professor, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Member
17.	Dr. Amit Kumar Dey, Assistant Professor & HoD, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member
18.	Dr. Santosh Kumar, Assistant Professor & HoD, Food Engineering and Technology Department, Central Institute of Technology Kokrajhar	Member
19.	Dr. Dipen Deka, Assistant Professor & HoD, Instrumentation Engineering Department, Central Institute of Technology Kokrajhar	Member
20.	Dr. Pranjal Kalita, Associate Professor & HoD, Chemistry Department, Central Institute of Technology Kokrajhar	Member
21.	Dr. Samiran Das, Associate Professor & HoD, Mathematics Department, Central Institute of Technology Kokrajhar	Member
22.	Dr. Ranjay Das, Assistant Professor & HoD, Electrical Engineering Department, Central Institute of Technology Kokrajhar	Member
23.	Dr. Yachang Omo, Assistant Professor & HoD (i/c), Mechanical Engineering Department, Central Institute of Technology Kokrajhar	Member
24.	Dr. Gunajit Sarma, Associate Professor & HoD, Humanities and Social Sciences Department, Central Institute of Technology Kokrajhar	Member



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Sl. No.	Name and affiliation of the Member	Designation
25.	Mr. Haradhan Chel, Assistant Professor & HoD, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Member
26.	Mr. Abhijit Padun, Assistant Professor & HoD, Multimedia Communication & Design Department, Central Institute of Technology Kokrajhar	Member
27.	Mr. Mahananda Brahma, Asst. Professor (Physics) & Member Secretary, Admission Committee, Central Institute of Technology Kokrajhar	Invitee
28.	Dr. Avik Mukherjee, Dean of Research and Development & Associate Professor, Food Engineering Department, Central Institute of Technology Kokrajhar	Invitee
29.	Dr. Agile Mathew, Training and Placement Officer & Assistant Professor, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Invitee
30.	Ms. Chaitali Brahma, Registrar, Central Institute of Technology Kokrajhar, Balagaon, Kokrajhar (BTAD), Assam – 783370	<b>Ex-officio Non-Member Secretary</b>



Registrar

Central Institute of Technology Kokrajhar