

**Minutes**  
**of the 15<sup>th</sup> Senate meeting of Central Institute of Technology (CIT) Kokrajhar held on**  
**04<sup>th</sup> January, 2024 in the conference hall of the institute's Guest house at 11 AM**

The Chairman, Senate welcomed all the members of the Senate and introduced the members nominated afresh for the Senate. With the permission of the Chairman, Senate Dean (Academic Affairs) initiated the agenda items of the meeting.

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

**Item No. 15.01:** Confirmation of the Minutes of the 14<sup>th</sup> Meeting of the Senate of CIT Kokrajhar held on 18<sup>th</sup> April, 2023 through online mode.

The Minutes of the 14<sup>th</sup> Meeting of the Senate held on 18<sup>th</sup> April, 2023 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 14<sup>th</sup> Senate meeting.**

**Item No. 15.02:** Action taken Report (ATR) on the Resolutions of the 14<sup>th</sup> Senate Meeting.

An ATR was prepared and placed at the table shown below on the resolutions of the 14<sup>th</sup> Meeting of the Senate of the institute.

Item No.	Details of Item	Actions taken
14.03	Proposal for opening a two (2) years Post-Graduate programme 'M. Sc. In Material Science' from the academic session 2023-24	The syllabus of the programme is under revision as per the resolution of the referred agenda item.
14.04	Proposal for approval of the revised admission regulation of the institute.	The decision has been implemented.
14.05	Proposal for revision of the curriculum (course structure and syllabus) of the Diploma, UG and PG programmes of the institutes	The Process of revision of the curriculum is under process and shall be completed before starting of the next academic session. In this regard, the Board of Studies of the departments have been reconstituted as per the revised guidelines.
14.06	Proposal for review of the PhD regulation of the institute in line with the published UGC Regulation 2022.	The decision has been implemented. Revised regulation proposed by the concerned committee has been placed as a separate agenda item.
14.09	Proposal for conducting Convocation 2023 during July-August, 2023	The 2 <sup>nd</sup> convocation has been scheduled on 10 <sup>th</sup> January, 2024.

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

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

Regarding the ATR of agenda item no. 14.03, the members suggested to prioritise starting new programmes in the engineering domain. Starting Diploma programmes in core engineering streams like Electrical Engineering and Mechanical engineering was suggested to be given more priority.

Regarding the ATR of agenda item no. 14.05, it was commented that the first-year courses of the programmes should not be common for all the departments, rather these courses should be branch specific. Moreover, the members suggested to design the courses to make the students market ready. It was also suggested that the need and the role of the BoSs need to be revisited.

**Section B: Items requiring approval of the Senate**

**Item No. 15.03:** Proposal for awarding Diplomas and Degrees to the 2022 and 2023 passed out batches of students in the 2<sup>nd</sup> convocation of the institutes.

The institute is going to convene its 2<sup>nd</sup> convocation on 10<sup>th</sup> January, 2024. The table below shows the details of students to whom Diplomas and Degrees are going to be conferred.

Year of graduation	Nos. of students (Programme wise)				
	Diploma	UG (B.Tech & B. Des)	PG (M.Tech & M. Des)	PhD	Total
2022	71	-	54	5	130
2023	85	244	36	6	371
<b>Total</b>	<b>156</b>	<b>244</b>	<b>90</b>	<b>11</b>	<b>501</b>

NB: The nos. of students are calculated based on the status of submission of final clearances.

The lists of students found eligible to be awarded the Diplomas and Degrees were placed in the meeting.

The members were requested to approve the proposal.

**Resolution:**

**Item No. 15.04:** Proposal for approval of the revised PhD regulation of the institute in line with the published UGC Regulation 2022.

With reference to the resolution no. 14.06 of the Minutes of the 14<sup>th</sup> Senate meeting of the institute held on 18<sup>th</sup> April, 2023, the draft of the amended PhD regulations of the institute was prepared in line with the UGC regulation (Minimum-Standards-and-Procedure-for-Award-of-PhD-Degree) 2022. The same was placed in the meeting.

Members were requested to approve the draft.

**Resolution:** During deliberation the following comments were raised by the members.

1. Institutional fellowship should be provided to the eligible students. Proposal in this regard may be placed in the BoG through Senate.
2. Students should be allowed to opt for online courses offered through platforms like Swayam/MOOC in the PhD course work. Proposal in this regard may be placed in the next Senate.
3. Choice based interdisciplinary courses for the students should be offered in the PhD course work curriculum.
4. Students should also be given the opportunity to raise request for changing their research supervisors.

The members were further requested to provide their comments regarding the referred regulations if any which shall be considered for incorporating in the amended draft. The revised draft shall be placed in the next Senate for discussion and approval.

**Item No. 15.05:** Proposal for permitting external members of Viva Voce Board (VVB) to attend PhD viva voce examination through online mode.

One of the external members of the Viva Voce Board (VVB) constituted for conducting viva voce examination of one PhD scholar had requested to attend the same through online mode due to some unavoidable personal reasons. As per the current PhD regulation of the institute, provisions for considering such requests are not there.

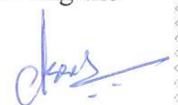
In view of the above, the institute proposed to empower the Director of the institute to approve such requests of the external members of the VVB raised by citing academic preoccupations and any unavoidable personal reasons on case to case basis.

Members were requested to approve the same.

**Resolution:** It was resolved that such request of the external members of the VVB shall be approved on case to case basis by the Chairman, Senate.

**Item No. 15.06:** Proposal for adoption of a two-credit course in the PhD course works of all the PhD programmes of the institute.

University Grants Commission vide its letter no. D.O.No.F.1-1/2018 (Journal/CARE) of December, 2019 had suggested the universities to adopt a two-credit course entitled "Research & Publication Ethics (RPE)" for creating awareness about publication misconducts in the course works of all the Ph.D programmes. The referred notification of the UGC containing the structure and syllabus of the course was placed at the meeting.



In line with the said notification, the institute proposed to adopt the course in the even (2<sup>nd</sup>) semester curriculum of the PhD course works from the next academic session (July 2024).

Members were requested to approve the same.

**Resolution: The meeting approved to adopt the course in principle.**

**The Humanities and Social Science department of the institute was suggested to chalk out a plan for adopting the course. Based on their recommendations the syllabus of the course shall be reframed in line with the suggested syllabus of the UGC and shall be placed in the Senate for approval.**

**Item No. 15.07:**

**Proposal for approval of the revised Board of Studies (BoSs) of various departments.**

The BoSs of various departments of the institute were revised as per the amended clause no. 10 of the Academic Ordinance of the institute approved vide resolution no. 12.02 of the 12th Senate meeting of the institute.

The draft of the revised BoSs proposed by the respective departments was placed at the meeting.

Members were requested to approve the same.

**Resolution: The members suggested to present the BoSs in a common standard template before the Senate for its review.**

**Item No. 15.08:**

**Proposal for correction/addition of significant components in the curriculum of the Existing programmes proposed by some academic departments.**

**A. Department of Civil Engineering (CE)**

The department of Civil Engineering of the institute proposed for revision/correction of the course codes for its PG 3<sup>rd</sup> and 4<sup>th</sup> semester project courses as per the guidelines of the academic ordinance (OA) of the institute. The course codes to be revised/corrected are mentioned below:

<b>Programme: M. Tech in Water Resources and Hydraulic Engineering</b>			
<b>Subject Name</b>	<b>Existing Subject Code</b>	<b>Proposed Subject code</b>	<b>Reference</b>
Project-I	PCEW371	PCEW391	Clause No. 6.2(iv) (page 6/12) of the 'Academic Ordinance' of CIT Kokrajhar
Project-II	PCEW471	PCEW491	

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

Department of Multimedia Communication and Design proposed the following modifications in the 8<sup>th</sup> semester curriculum of their ongoing B. Des programme:

i. 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 syllabi 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.

**Item No. 15.09:** Proposal for formation of a committee for providing recommendations for reforms in examination system of the institute.

In order to decentralise the process of conduction of examinations of the institute for its smooth control, the institute was willing to adopt some reforms in the examination system. In this regard it was proposed to form a committee to provide recommendations for these reforms.

Members were requested to approve the same.

**Resolution:** A two-member committee with the following members was formed for providing recommendations for the proposed reforms which shall be placed in the Senate meeting for further discussion and approval.

1. Dr. Gautam Chandra Ray, Assistant Dean (Academic Affairs) & Assistant Professor, Department of Mathematics
2. Prof. M. Guru Prem Prasad, Professor, Department of Mathematics, Indian Institute of Technology Guwahati

## **Section C: Items for ratification of the Senate**

**Item No. 15.10:** Proposal for ratification of the results of the PhD course work examinations of the scholars admitted in July 2022.

The results of the Course work examinations of PhD programmes of various departments held during July, 2022 to June 2023 (July 2022 admitted batch) was prepared and declared as per the regulations of the institute based on the marks submitted by the academic departments. The same was placed at the meeting.

Members were requested to ratify the same.

**Resolution:** The meeting ratified the agenda item.

**Item No. 15.11:** Academic calendar for the year 2024 of the institute.

The academic calendar of the institute for the year 2024 was prepared by the institute and the same was placed at **the meeting**. Members were requested to ratify the same.

**Resolution: The meeting ratified the agenda item.**

**Item No. 15.12:** Any other item with the permission of the Chair.

A. Preparing modalities for admission of international students in various programmes of the institute

**Resolution: The meeting suggested to devise mechanism for admission of international students in various programmes of the institute. In this regard a two-member committee with the following faculty members was formed to prepare the recommendations.**

**1. Prof. Arunendu Mandal, Dean (Student Affairs) & Professor, Department of Chemistry.**

**2. Dr. Pranav Kumar Singh, Dean (Alumni and External Relations) & Associate Professor, Department of Computer Science and Engineering.**

B. A member pointed out that offering medals to the toppers of the courses of studies may be initiated in the institute. Discussions in this regard may be initiated in due course.

The meeting ended with a vote of thanks from the chair.



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



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार  
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India

Kokrajhar, BTR, Assam 783370

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ATTENDANCE SHEET

Members Present in the 15<sup>th</sup> (Fifteenth) Senate Meeting of Central Institute of Technology Kokrajhar convened on the 04<sup>th</sup> of January 2024 at 11:00 AM in the conference hall of the institute's guest house.

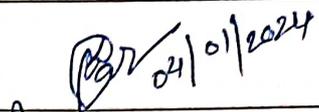
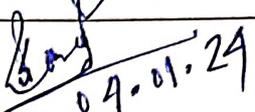
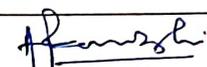
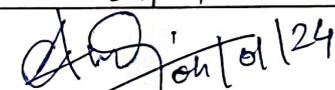
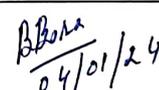
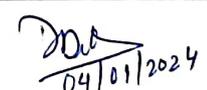
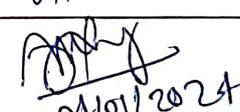
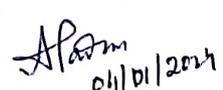
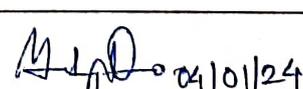
Sl. No.	Name and affiliation of the Member	Designation	Signature
1.	Prof. A. Srinivasan, Director, Central Institute of Technology Kokrajhar	Chairman	 04/01/2024
2.	Dr. Mokaddes Ali Ahmed, Professor, Department of Civil Engineering, National Institute of Technology Silchar	Member	Absent
3.	Dr. Samarendra Dandapat, Professor, Department of Electronics and Electrical Engineering, Indian Institute of Technology Guwahati	Member	 04/01/24
4.	Dr. Maushumi Barooah, Professor, Department of Computer Applications, Assam Engineering College, Guwahati	Member	Maushumi Barooah 4/1/24
5.	Dr. Kamal Kr. Brahma, Principal, Bineswar Brahma Engineering College, Kokrajhar	Member	 4.1.23.
6.	Dr. M. Guru Prem Prasad, Professor, Department of Mathematics, Indian Institute of Technology Guwahati	Member	M. Guru Prem Prasad 04/01/2024
7.	Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College, Guwahati	Member	 04/01/2024
8.	Dr. Tapan Kr. Maiti, Professor, Instrumentation Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/2024
9.	Dr. Monomoy Goswami, Professor, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/2024
10.	Dr. Hemanta Kr. Kalita, Professor, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/24
11.	Dr. Amitava Nag, Professor, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/24
12.	Dr. Arunendu Mondal, Professor, Chemistry Department, Central Institute of Technology Kokrajhar	Member	A. Mondal 04/01/2024
13.	Dr. Rajiba Lochan Hota, Professor, Physics Department, Central Institute of Technology Kokrajhar	Member	 04/01/24
14.	Dr. Bichitra Nanda Parida, Professor, Physics Department, Central Institute of Technology Kokrajhar	Member	 4/01/2023



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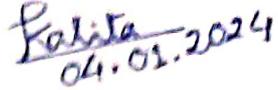
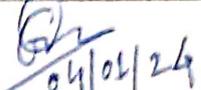
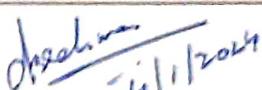
Sl. No.	Name and affiliation of the Member	Designation	Signature
15.	Dr. Neelu Das, Associate Professor, Department of Civil Engineering, Central Institute of Technology Kokrajhar	Member	Absent
16.	Dr. Biswajit Kar, Associate Professor, Department of Instrumentation Engineering, Central Institute of Technology Kokrajhar	Member	 04/01/2024
17.	Dr. Subhajit Ray, Associate Professor, Department of Food Engineering and Technology, Central Institute of Technology Kokrajhar	Member	 04.01.24
18.	Dr. Pankaj Pratap Singh, Assistant Professor, Department of Computer Science and Engineering, Central Institute of Technology Kokrajhar	Member	Absent
19.	Mr. Antaryami Panigrahi, Assistant Professor, Department of Electronics and Communication Engineering, Central Institute of Technology Kokrajhar	Member	 4th Dec 2023
20.	Mr. Shayaram Basumatary, Assistant Professor, Department of Mechanical Engineering, Central Institute of Technology Kokrajhar	Member	 04/01/24
21.	Dr. Amitava Nag, Professor & HoD, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/24
22.	Dr. Santosh Kumar, Assistant Professor & HoD, Food Engineering and Technology Department, Central Institute of Technology Kokrajhar	Member	 04-01-24
23.	Dr. Bornali Bora Patowary, Assistant Professor & HoD, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/24
24.	Dr. Dipen Deka, Assistant Professor & HoD, Instrumentation Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/2024
25.	Dr. Amit Kumar Dey, Assistant Professor & HoD, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/2024
26.	Dr. Abhijit Padun, Assistant Professor & HoD, Multimedia Communication and Design Department, Central Institute of Technology Kokrajhar	Member	 04/01/2024
27.	Dr. Ranjay Das, Assistant Professor & HoD, Electrical Engineering Department, Central Institute of Technology Kokrajhar	Member	Absent
28.	Dr. Yachang Omo, Assistant Professor & HoD (In-charge), Mechanical Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/01/24



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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	 04.01.2024
30.	Dr. Munshi Buzar Baruah, Assistant Professor & HoD, Physics Department, Central Institute of Technology Kokrajhar	Member	 04/01/2024
31.	Dr. Sahalad Borgoyary, Assistant Professor & HoD, Mathematics Department, Central Institute of Technology Kokrajhar	Member	 04/01/24
32.	Dr. Gunajit Sarma, Associate Professor & HoD, Humanities and Social Sciences Department, Central Institute of Technology Kokrajhar	Member	 04/01/24
33.	Ms. Chaitali Brahma, Registrar, Central Institute of Technology Kokrajhar	Ex-officio Non Member Secretary	 04/01/2024