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CENTRAL INSTITUTE OF TECHNOLOGY
(Centrally Funded Institute under MHRD, Govt. of India)
Kokrajhar :: Assam :: 783370

MINUTES OF THE
1ST MEETING OF
BOARD OF GOVERNORS

DATE : MARCH 10, 2007

TIME : 11:30 A.M.

VENUE : CONFERENCE HALL
NIT Transit Guest House
A-1/267, Safderjung Enclave
New Delhi – 110 016

KOKRAJHAR :: ASSAM
PIN: 783370

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The following designated officials of the Board of Governors of C.I.T. were present:-

Sl. No.	Name and address	
1.	Prof. Kalyan Kumar, O.S.D, C.I.T & Chairman, BoG	In Chair
2	Shri Derhasat Basumatary, EM, PHE, etc BTC, Kokrajhar	Member (Representing BTC)
3	Shri Emmanuel Mushahary, EM, Education, etc BTC, Kokrajhar	Member (Representing BTC)
4	Shri P. D. Kashyap, Dean (P&D), NERIST Nirjull, Arunachal Pradesh - 791109	Member (Representing NERIST)
5	Prof. S. C. Mishra, Department of Mech. Engg., IIT, Guwahati - 781039 Assam	Member (Representing IIT/Guwahati)
6	Prof. K. Ismail, Dean, School of Physical Sciences, North Eastern Hill University, Shillong – 793 022	Member (Representing NEHU)
7	Shri Carol Narzary, Secretary, BTC, Kokrajhar, Assam - 783370	Member (Representing BTC)
8	Shri S. Maiti, Director, ETDC, Guwahati, Assam	Member (Representing ETDC)
9	Dr. L. Nath, Scientist 'F' & Head, HRD, Regional Research Laboratory, Jorhat - 785006	Member (Representing RRL, Jorhat)
10	Shri Vijay Bharat, Director (T), MHRD, New Delhi	Member
11	Shri B.K.Ray, AFA, IFD, MHRD, New Delhi	Member
12	Dr. Anil Kr. Kaushik, Ministry of Communications & IT, Dept. of IT, Electronics Niketan, 6, CGO Complex, New Delhi - 110003	Member (Nominee of President, CIT, Society)
13	Mrs. Chaitali Brahmo, Registrar, CIT	Non-Member Secretary

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At the outset the Chairman called the Meeting to order by welcoming the Members present in the 1st Meeting of Board of Governors (BoG).

The Chairman introduced himself and the Hon'ble Members; and presented a brief account of the overall developments that have taken place to establish the Central Institute of Technology (CIT) in 2006-07 in about three months duration under the guidance of Ministry of HRD (MHRD), Govt. of India. These include:

- Arranging office building by BTC at the Guwahati University Campus, Kokrajhar.
- Preparing MoA, Bye-laws and Rules by OSD, CIT and seeking approval from EC, BTC.
- Registration of CIT, society by BTC. Opening of Bank account with SBI, Kokrajhar.
- Holding admission tests on November 26, 2006 to start Diploma courses in (i) Computer Engineering, and (ii) Electronics & Communication Engineering.
- Starting 1st batch classes from December 7, 2006.
- Laying foundation stone by Hon'ble Chief Minister of Assam, shri Tarun Gogoi on December 19, 2006.
- Hiring the services of Guest Faculty from nearby colleges, and temporary appointment of Registrar and other staff members (on deputation, contract, etc.)
- Arranging Boys' Hostel and Girls' Hostel on rent.
- Seeking no objection from DTE (Assam) regarding building, infrastructure, syllabi and modalities to run the two Diploma courses from 2006-07 session.
- Initial release of grants-in-aid to the tune of Rupees Three Hundred Lakh only by MHRD.

After the brief background discussion as above, the Agenda items were taken up one-by-one for discussion. The gist of discussion held and the resolution passed are as follow:

Item No. BoG.01.1: Report on establishment of Central Institute of Technology (CIT), Kokrajhar, Assam from 2006-07 vis-à-vis Memorandum of Association, Rules and Bye-laws etc of the CIT

[As an outcome of the discussion held on August 4, 2006 in the Meeting under the Chairmanship of Joint Secretary (T), Ministry of HRD, Govt. of India, Director, NERIST was appointed as Officer on Special Duty (OSD) for CIT to initiate background preparation (mainly creation of infrastructure, setting up laboratories, etc.) until a regular Principal/ Head of the Institute is appointed. It was further decided that academic activities at CIT would start in 2006-07. OSD was also assigned with the task of draft MOA, Rules & Regulations of CIT – Society in consultation with BTC and DTE (Assam).

A General Body Meeting (GBM) was convened on August 21, 2006 at Kokrajhar under the Chairmanship of Hon'ble Dy. Chief, BTC, to resolve all the pertinent issues

including MOA, Rules and Bye-laws, registration of CIT Society, etc. concerning establishment of CIT. Also, two major decisions were taken in the GBM as follows:-

- 1) The Diploma pass outs from the CIT would be provided with the opportunities to vertically move upward to the Degree Programme on the modular pattern being followed by NERIST and SLIET under Ministry of Human Resource Development, Govt. of India, New Delhi.
- 2) The reservation of seats for admission to Diploma streams is prescribed as :-
 - i) 60% from BTC (60% ST, 5% SC, 15% OBC and 20% General)
 - ii) 20% from the North Eastern Region excluding BTC
 - iii) 17% from All India excluding North Eastern Region
 - iv) 3% from physically handicapped

Serial No. ii, iii, & iv will follow Central Govt. reservation norms for ST, SC, OBC and General candidates.

If any seat remains vacant out of ii, iii, and iv, the seat will be filled up by a candidate from BTC from the same category.

The CIT Society got registered on September 4, 2006 under Societies Registration Act, 1860. Further, CIT Bank A/C (No. 01100051136; CBS A/C No. **11029621016**) was opened with the SBI, Kokrajhar on September 25, 2006. On October 23, 2006 a meeting was held at Guwahati in presence of representatives from BTC, IIT/G and DTE (Assam) to work out modalities for admission, curricula and essential laboratories as follows:

- CIT would initially start running only two Diploma Courses in (i) computer Engg. and (ii) Electronics & Communication Engg. in 2006-07 with the consent of DTE (Assam).
- Experts from DTE (Assam) would inspect Building and Infrastructure (to be provided by BTC to CIT) on November 1, 2006 for according approval for starting of Diploma Courses in 2006-07.
- Formalities for admission would be initiated after according approval of DTE (Assam).
- The tentative date for starting the Diploma was proposed to be either the last week of November '06 or the first week of December '06.
- Initially teachers from Kokrajhar College, IIT/G, institutions under the Director, Technical Education, Govt. of Assam and NERIST would be engaged on deputation. The recruitment process would be initiated in due course as per the guidelines of AICTE to appoint quality teachers. At lower level non-teaching posts, people of BTC would have preference but all India character would have to be identified.

While inspection of CIT was carried out on November 1, 2006 by the experts from DTE, Govt. of Assam, the following observations emerged :-

- i) NERIST syllabi for Diploma courses in the two Diploma streams would be followed by CIT, Kokrajhar. However, in due course of time syllabi may be reviewed following standard practice for upgradation of the curriculum keeping in view the employment prospects of the pass out students of CIT.
- ii) The Expert visiting team agreed in the background of the existing land, building and infrastructure being arranged by the BTC (in the Guwahati University Campus, Kokrajhar) to start the two Diploma courses in 2006-07.
- iii) All necessary procedures as laid down by DTE, Govt. of Assam and AICTE Guidelines would be observed by CIT.

The admission notification in Newspapers, and also on NERIST website (www.nerist.ac.in) was issued in the first week of November 2006; the admission test / interview was held on November 26, 2006 at CIT Kokrajhar (Guwahati University Campus); and the list of successful candidates was notified on November 26, 2006 (evening) suggesting admission by December 7, 2006. It was December 7, 2006 when the classes began for the first batch of students (52 Nos.) of the two Diploma Courses (CSE : 24 Nos. and ECE : 28 Nos.) at CIT. However, the foundation stone for CIT was laid by Shri Tarun Goggol, the Hon'ble Chief Minister of Assam, in presence of Shri Hagrama Mohilari, the Hon'ble Chief of BTC and many other dignitaries, on the auspicious day, i.e., December 19, 2006.

Copies of Minutes of the Meeting held on 04.08.06 and MHRD orders dt. 21.8.06 & 25.8.06; MoA; Rules and Byelaws; and CIT Society Registration were circulated vide Annexure - I.

The matter was placed before the Hon'ble Members of the Board of Governors for ratification/approval please.]

Resolution:

- a) The BoG ratified/approved the actions initiated by OSD, CIT.
- b) Although the Memorandum of Association (MoA), and Rules and Byelaws of CIT, Society were passed by the Executive Council of Bodo Land Territorial Council (BTC), this arrangement is interim in nature till the same is approved by the Ministry of HRD, Govt. of India. Thus, all the Committees such as CIT Society, Board of Governors, Finance Sub-committee etc are aimed at meeting the interim arrangements till their finalization by Ministry of HRD.
- c) The next batch of new entrants is to commence classes from the beginning of the Academic Session (2007-08) from July, 2007.

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- a) The two Diploma courses such as Diploma in (i) Computer Engineering; and (ii) in Electronics and Communication Engineering are recognized by DTE (Assam)

Item No. BoG 01.2: Appointment of Registrar and Other Staff

[Mrs. Chaitali Brahma, Lecturer on Geography at Kokrajhar Govt. College, has been appointed on the recommendation of the BTC as Registrar cum Finance Officer at Central Institute of Technology with effect from December 8, 2006. The other positions which are filled-in include crucial posts of Senior Storekeeper cum Accountant (1), Multifunction Assistant (1), Computer Programmer cum Examination Controller (1), Assistant Librarian (1), LDC (1), Chowkidar (1), Peon (1) and Sweeper (1).

Since regular appointment of teachers would have been a time consuming process, to avoid delay in recruitment process, the Guest Faculty Members have been drawn from nearby colleges at Kokrajhar temporarily. The practical classes in science subjects are being held in a local college.

The matter was placed before the Hon'ble Members of the Board of Governors for ratification/approval please.]

Resolution:

- a) The Board of Governors ratified/approved the actions initiated by CIT.
- b) The Board of Governors approved the appointments on purely temporary basis until the posts earmarked for CIT are approved by the Ministry of HRD.

Item No. BoG 01.3 : About the new programmes and developments

[The Govt. of India has approved six Diploma level courses (each of three years duration) with an intake capacity of 30 students in each course as follows :-

- 1) Electronics and Communication Engineering
- 2) Computer Engineering
- 3) Instrumentation and controlling
- 4) Horticulture/Fashion Technology
- 5) Food Processing Technology/I.T.
- 6) Bio-technology/Bamboo Technology

In the year 2006-07, only two Diploma Courses could be started because of so many constraints and delay in administrative procedures, and release of grants to CIT. Also, hiring of buildings for boys' and girls' hostels, offices, residential quarters, etc in the Kokrajhar town where there is lack of infrastructure proved to be quite difficult.

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In the background of the locational constraints, the matter is brought to the notice of the Hon'ble Members of the Board of Governors for discussion so that a consensus can emerge regarding new Diploma courses from 2007-08 session. Accordingly, the admission process would be notified and initiated for 2007-08.

The matter was placed before the Board of Governors for direction please.]

Resolutions:-

- a) The BoG resolves that from July 2007, i.e. the start of the new Academic Session (2007-08) two additional Diploma courses in (i) Instrumentation and Control; and (ii) Food Processing Technology be started.
- b) On the proposal of BTC regarding introduction Diploma course in Bamboo Technology from the new academic session (2007-08), the BoG resolves that in the absence of curriculum in the country for running Diploma in Bamboo Technology, and also, in view of obtaining recognition by DTE (Assam), the OSD, CIT in consultation with the Secretary, BTC would explore the feasibility of running such Diploma Programme in 2008-09 session.

Item No. BoG 01.04: Admission Guidelines

[The admission and other fees structure as proposed on NERIST pattern and implemented for 2006-07 was appended at Annexure - II. It was proposed that the same structure for admission and other fees and honorarium etc. be followed in the year 2007-08. Also, the reservation norms for distribution of seats as decided in the GBM meeting held on 21.8.2006 be approved. The academic guidelines, fees and honorarium etc. may be followed in line with those of NERIST till such time C.I.T. has its own academic norms/guidelines.

The matter was placed before the Board of Governors for ratification/approval please.]

Resolution:

- a) The BoG ratified/approved the proposal.
- b) The BoG ratified/approved the admission of students in 2006-07 based on NERIST fees structure, academic guidelines and norms, honorarium etc. till such time CIT has its own academic norms/guidelines.

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Item No. BoG 01.05 : To consider the Minutes of 1st Finance Sub-committee Meeting of CIT scheduled to be held on March 10, 2007 at 10.00 A.M.


[The recommendation of the 1st Finance Sub-committee Meeting was tabled in the form of Minutes of the 1st Finance Sub-committee (p 8) during the Meeting for appreciation and approval of the Hon'ble Members of Board of Governors.]

Resolution:

a) The BoG ratified/approved the recommendation of the Finance Sub-committee with the following observations:

- i. The Master plan for CIT campus development activities be prepared by April 30, 2007 and circulated to Hon'ble Members of the BoG.
- ii. The Action Plan for various activities (construction of buildings and infrastructure development, etc) be prepared by CIT on quarterly basis and these would be circulated to the Hon'ble Members of the BoG.
- iii. The Memorandum of Association would be suitably modified to have three to four meetings in a year of Finance Sub-committee, and Board of Governors in stead of two to three meetings in a year as proposed in the existing Memorandum of Association.

The Meeting ended with Vote of Thanks to Chair.


(Chaitali Brahma)
Registrar-cum-Finance Officer
CIT, Kokrajhar