



**Minutes of the 3rd Meeting of the
Board of Governors of CIT, Kokrajhar, held at
Hotel Brahmaputra Ashok, Guwahati on 10th June - 2011 at 11.00 A.M.**

At the outset Dr. Kulendu Pathak, Hon'ble Chairman, Board of Governors (BoG), CIT Kokrajhar called the meeting to order by inviting all the Members present for the 3rd meeting of BoG, CIT, Kokrajhar at the Conference Hall of Hotel Brahmaputra Ashoka in Guwahati, to take their seat. The Hon'ble Chairman acknowledged the request for leave of absence of the Hon'ble Members of the BoG, Prof. P.K.Das of NERIST, Nirjuli and Sri B.R.Medi, Director, of ETDC Guwahati, in view of their busy scheduled and prior engagements.

The Hon,ble Chairman and all Members of the BoG were felicitated by the Institute with traditional Bodo Aronai. The Hon'ble Chairman welcomed the new members nominated to the BoG, Dr. P. K. Bora from IIT Guwahati and Prof. S. Choudhury from NEHU and introduced them to the BoG of CIT. As requested by the Chairman, BoG the Pro-tem Principal of CIT, Kokrajhar Prof.D.S.Pegu introduced all the members of the BoG and then presented a brief account of the overall developments that have taken place in the Institute.

Agenda 3.01: Confirmation of the Minutes of the 2nd Meeting of the Board of Governors (BoG) of CIT Kokrajhar held on 20th February, 2010 at Hotel Landmark, Guwahati.

Note : The 2nd Meeting of the BoG of CIT Kokrajhar was held on 20th February, 2010 at Hotel Landmark, in Guwahati. The Minutes of that meeting was duly circulated among all Hon'ble Members of the BoG, inviting their comments and suggestions for necessary modification of the Minutes of that meeting, if necessary. However the Institute has not received any comments from the Hon'ble Members. The Minutes of the 2nd Meeting of the BoG of CIT is enclosed in **Annexure-1**.

Resolution: The Hon,ble Members of BoG, CIT, Kokrajhar approved the Minutes of the 2nd Meeting of BoG of CIT, Kokrajhar held on 20th Feb/2010 at Hotel Landmark, Guwahati.



Agenda 3.02: Confirmation of the Minutes of the 5th Finance Committee Meeting of CIT on 10th June, 2011 at Hotel Brahmaputra Ashok, Guwahati.

Note : The 5th Meeting of the Finance Committee of CIT Kokrajhar was held on 10th June, 2011 at Hotel Brahmaputra Ashok, Guwahati. The Agenda of the 5th Finance Committee meeting of CIT is enclosed in **Annexure-2**.

Resolution: The Hon'ble Members of the BoG discussed the recommendation of the 5th Finance Committee Meeting of CIT, Kokrajhar held on 10th June/2011 on the Hotel Brahmaputra Ashok, Guwahati at 10.A.M. and approved the minutes of the 5th Finance Committee Meeting.

Agenda 3.03: Report on the Degree Programme of CIT Kokrajhar.

Note : The Standing Finance Committee (SFC) Meeting for the Degree Programme in CIT was held on 25th of January at the office of the Union Secretary for Human Resource Development (HRD), Govt. of India, at Shastri Bhawan in New Delhi. The SFC has approved six B.Tech Courses in CIT, namely: a) Electronics and Communication Engineering (ECE), b) Computer Science and Engineering (CSE), c) Instrumentation Engineering, d) Food Processing Technology, e) Construction Technology (CT) and f) Information Technology (IT). The Institute is conducting the first four of the above mentioned Degree Courses, while the Institute plans to start the remaining two Degree Courses from the 2011-12 Academic Session on receipt of approval from the All India Council for Technical Education (AICTE). The Minutes of the SFC Meeting is enclosed in **Annexure-3**.

The SFC has approved a budget of Rs 99.01 crore for the period 1st April 2010 to 31st March 2013, based on the Detailed Project Report (DPR) for the Degree Programme in CIT. The Institute is however awaiting the Notification/Administrative Order from the Ministry of HRD for the Degree Programme.

Resolution: (a) The Hon'ble Members of BoG has discussed major highlights of the DPR for Degree programme of the Institute and approved the same.

(b) Hon'ble Members deliberated on the Minutes of the SFC Meeting for the Degree Module held on 25th January - 2011 in the office of the Union Secretary for Human Resource Development (HRD), Govt. of India, at Shastri Bhawan in New Delhi and accepted the minutes of the SFC for the Degree Programme of CIT, Kokrajhar.



Agenda 3.04: Report on the Manpower Requirements of the Institute.

Note : The Institute is in dire need of manpower in both teaching and non-teaching departments for the smooth conduct of the academic and administrative works. The Expenditure Finance Committee (EFC) for the establishment of CIT, enclosed in **Annexure-4**, has sanctioned 37 posts for teaching and 59 posts for non-teaching staff. The SFC for the Degree Programme has a proposed a manpower of 74 posts for teaching and 115 in non-teaching.

The Institute at present has 703 students in 6 Diploma Courses and 4 Degree courses. While the number of students is projected to increase to 1000 plus in the 2011-12, academic session, there are only 39 faculties in the teaching staff, out of which 13 are regular appointments and 25 are on contract appointment. The non-teaching staff has a total of 35 employees, out of which 13 are regular appointments and 22 are on contract appointment.

The paucity of faculty is severely hampering the normal academic activities of the Institute. With a much skewed student to teacher ratio of 20:1 the teachers are overloaded and students are deprived from a proper learning environment. Administrative works have also been suffering for the dearth for requisite manpower with the right kind of background for different types of work.

Resolution: The Hon'ble Members of the BoG noted that the appraisal of the Principal regarding the urgency in the need for additional manpower to run the Institute in the likelihood of the total strength of the students becoming more than 1000 from the July-August 2011 academic session onwards needed to be addressed immediately. That the Institute shall not be able to function properly without recruitment of additional manpower in teaching and non-teaching departments was seriously noted by the Hon'ble Members.

The Hon'ble Members of the BoG agreed that the requirement of additional manpower may be taken up in a pragmatic way by considering the proposal of the Principal to;

1. Regularize the services of the employees working on contract for more than one year and;
2. By following the proposed phase wise recruitment plan drawn for three years from 2011 to 2013 in the DPR for the Degree Programme in CIT.

The proposal for the regularization of service of 13 teaching and 14 non-teaching Staffs working for more than 1 (one) year in various sanctioned posts



of the EFC shall be examined by a three member subcommittee of the BoG constituting of the following members;

1. Prof. B.K.Bora, IIT, Guwahati.
2. Sri P.K.Hazawary, ACS, Secretary, Education Department, BTC, Kokrajhar.
3. Smt. Chaitali Brahma, Registrar, CIT, Kokrajhar.

The scope of the subcommittee shall be limited only to the matter of recommending on the regularization and confirmation of services of employees in the list proposed in the BoG Meeting. The subcommittee shall complete this work within 2 (two) months and the criteria for regularization shall be eligibility, performance and service record.

The Hon'ble Members of BoG recommended that the recruitment of additional manpower in teaching and non-teaching departments may be taken up by the Institute immediately by advertisement in newspapers against clear vacancies in posts sanctioned in the Administrative Order for the Establishment of CIT, No. F. 1-1/2001 TS IV Govt. of India, Ministry of Human Resources Development, Department of Higher Education, Shastri Bhawan, New Delhi, dated October 25, 2007 and the Administrative Order for the Degree Programme in CIT.

Agenda 3.05: Regularization of Service and Confirmation of Service of Teaching Staff who are on Probation.

The Institute has 25 employees in the teaching staff and 22 employees in the non-teaching staff who have been appointed on an annual contract from time to time in order to meet the unavoidable manpower requirements of the Institute. The Diplomas Module has a clear vacancy of 24 posts in the teaching staff and 36 posts in the non-teaching staff. In view of the services that they have been offering for the smooth functioning of the Institute and keeping in view their commitment towards building this Institute it is timely that all employees who have worked for more than one year on a contract appointment should be considered for regularization of their services against the post that they hold after duly considering the eligibility of the candidates for regularization of their services.

There are 13 employees in the teaching staffs who were appointed as Lecturer in various departments after being selected in an interview conducted by the Institute in 2008. They were appointed on probation for a period of two years subject to the



approval of the BoG. And there are 13 Non-Teaching staffs that were also regularized. They have completed their probation period and are awaiting confirmation of their services.

Resolution: Hon'ble Members of BoG discussed the matter regarding the confirmation of services of the employees, both teaching and non-teaching, who are on probation for the last three years. The Hon'ble Chairman suggested that the proposal of the Principal for the confirmation of services of 13 employees of teaching and 13 employees of non-teaching staff may be examined by the same Subcommittee of the BoG constituted in the resolution of Agenda No. 3.04 of the BoG Meeting and recommendations may be made to the BoG.

Agenda 3.06: Proposal for Merger of Posts Sanctioned in the EFC and SFC into a Single Cadre.

The total strength of the manpower sanctioned in the EFC consists of 37 posts for teaching staff and 59 posts for the non-teaching staff for Diploma courses. The SFC for the Degree Programme has 74 post for teaching staff and 115 in the non-teaching staff for six Degree courses.

The teaching posts sanctioned in the EFC are only for the six engineering disciplines and the total 37 posts in the EFC does not account for teachers in Basic Sciences, Mathematics and Humanities. However the DPR for the Degree Programme has taken into account manpower requirements in Mathematics, Basic Sciences and Humanities.

In order to mitigate the need for sanctioned posts for teaching staff in Basic Sciences, Mathematics and Humanities, and to address the possibility of difficulties arising in future from having two cadre of employees in the Diploma and Degree Module of this Institute, it may be proposed that the manpower sanctioned in the EFC and SFC should be merged into a single cadre. All the teaching posts in the EFC should be converted into posts of entry level in teaching staff of the single cadre. A break of the posts in the EFC and SFC before merger and the total number of posts for teaching and non-teaching staff after merger into a single cadre is presented in detail in Annexure-7.

Resolution: The Hon'ble Members discussed the proposal for the merger of the manpower sanctioned in the EFC and SFC in to a single cadre. The Hon'ble Members approved that the teaching posts sanctioned in the EFC shall be merged with the manpower sanctioned for the Degree level to form a



consolidated cadre of manpower for the Diploma and Degree programme of the Institute.

Agenda 3.07: Proposal for Inducting New Members into the Board of Governors.

The Degree Programme of CIT is affiliated to Gauhati University (GU) and the Diploma Programme is affiliated to the State Council for Technical Education Assam (SCTEA) under the Directorate Technical Education. The Institute has to work with both GU and SCTEA for conduct of Semester exams, declaration of results and in other curriculum related matters

Resolution: The Hon'ble Members of the BoG acknowledge the need for inducting new members in to the BoG of the Institute. The Institute may include the name of members belonging to organizations concerned with academic issues and official works of the Institut in order to ensure the smooth conduct of official matters of the Institute. Hon'ble Members of the BoG approved the proposal for inducting;

1. The Director of Technical Education (DTE), Assam, since the Diploma Programme of the Institute is affiliated to the State Council for Technical Education Assam.
2. One Member from Gauhati University, since the Degree Programme of the Institute is affiliated to Gauhati University.
3. One Member from Bodoland University, since the Degree Programme of the Institute is to be affiliated to Bodoland University when it becomes functional.

The Institute may send a proposal to the HRD Ministry for amending the Memorandum of Association (MoA) for inducting the new members in the BoG of the Institute.

Agenda 3.08: Approval of Academic Regulation, Hostel Rules, Purchase, Leave, Study, Medical, Travel, etc.

The Institute has prepared it's Academic Regulations, Purchase, Hostel Rules, Leave, Study, Medical, Travel, etc. The proposals for the approval of these rules are presented in Annexure-8.



Resolution: Hon'ble Members discussed the proposals on the Academic, Regulation, Hostel Rules, Medical Rules, Study Rules, Travel Rules etc and advised that these proposals and if any other may be finalized in consultations with IIT, Guwahati with the help of Dr. P. K. Bora, Professor IIT Guwahati. The Hon'ble Members also advised the Principal, CIT, Kokrajhar to frame the Institutional Rules and to place the same in the next BoG Meeting.

Agenda 3.09: Proposal for ensuring the Academic Autonomy of the Institute.

The Diploma Programme of the Institute is affiliated to the State Council for Technical Education Assam (SCTEA) under the Directorate Technical Education (DTE) for its academic activities. Recently there has been a directive from the DTE, Assam to admit students in CIT from the Polytechnic Admission Test (PAT) conducted by DTE for admission into all Polytechnics of Assam. Till now CIT has been conducting its own admission test namely CITEE. There is a lot of confusion on the nature of the autonomous status of the Institute.

An emergency meeting was convened on 4th May, 2011 at Bodoland Guest House, Guwahati between BTC, DTE and Members of BoG to find an amicable solution in the matter of admission to the Diploma courses in CIT. A seat sharing arrangement between CIT and DTE has been agreed upon for the time being and it is presented in detail in Annexure-9.

Resolution: Hon'ble Members ratified the decision taken on seat sharing for Diploma Admission during the emergency meeting held on 4th May/2011 at Bodoland Guest House, Khanapara, Guwahati between BTC, DTE and Members of the BoG. The Hon'ble Members acknowledged the difficulties faced by the Institute in various academic matters because of the status of being an Autonomous Institute with partial autonomy and that steps towards ensuring the total academic autonomy of the Institute may be taken up in future by the BoG in consultation with the Bodoland Territorial Council and the Ministry of HRD.

Agenda 3.10: Designation of the Teaching Staff in Accordance with the 6th Central Pay Commission Recommendations for Centrally Funded Technical Institutes.

The 6th Central Pay Commission Recommendations (CPCR) for Centrally Funded Technical Institutes has been in effect in CIT since July 2009. The entry level for teaching staff in the Centrally Funded Technical Institutes earlier to the 6th CPCR



had been Lecturer which has now re-designated to Assistant Professor. Similar the Head of the Institute has been elevated to Director from Principal for CIT.

Resolution: Hon'ble Members discussed the matter of re-designation of the teaching staff of CIT in view of the 6th Central Pay Commission Recommendations (CPCR). Hon'ble Members agreed that CIT is in the category of the Centrally Funded Technical Institutions (CFTIs) under the Ministry of HRD, and shall follow the 6th CPCR of the HRD Ministry, No. 1-32/2006-U.II/U.I(i), Govt. of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi, dated 31st December 2008. The designations of the teaching staff of CIT may be done according to the 6th CPCR wherein CIT has been placed in the same category as NITs, IITs, ISMU, NIFT, SLIET, SPAs, NERIST and NITTRs. The Hon'ble Members suggested that since CIT has already implemented the recommendations of the 6th CPCR, the designations of all employees of the teaching staff may be structured according to the recommendations of the 6th Central Pay Commission Recommendations only.

Agenda 3.11: Action Plan for the Next Three Years.

In order to make a roadmap for the growth of the Institute in the next 3 years and in order to address all the crucial elements for the growth of the Institute, an action plan is presented in Annexure-11.

Resolution: Hon'ble Members of the BoG discussed the action plan proposed by the Principal in order to address the crucial issues that needs to be considered for the growth of the Institute in the next 3 years. The Hon'ble Members acknowledged the need for an action plan to absorb the growth in the number of students, which is projected to become 2000, and staff, which is projected to be more than 280, in the coming years.

1. The Hon'ble Members approved the need for engaging professional organizations for training the students of the Institute for enhancing their employability skills.
2. In order to develop and train the teachers of the Institute in effective teaching skills Dr. P. K. Bora suggested that the Institute engage a pedagogy expert.
3. In order to minimize disruptions in the academic schedule of the Institute, the Hon'ble Members approved the need to develop the infrastructure and facilities of the institute to make it a 100% residential Institute so that it



becomes a standalone campus and can carry on its academics activities by being immune to outside situations. The Hon'ble Members agreed on the need to build more hostels and other facilities and Ms. P Sexena, US, Ministry of HRD, suggested that the Institute make a proposal for funds for building additional infrastructure to the Ministry. Mr. Carol Narzary, Secretary BTC, suggested that BTC can propose to the DONER Ministry for funds for building new hostels in the Institute.

4. The Hon'ble Members approved the proposal to build the IT infrastructure of the Institute with campus LAN, Intranet, Institute Management System, Students' Life Cycle Management System and Library Management System with proper backup and suggested that funds may be contributed from all departments of the Institute for building these common infrastructure facilities.
5. The Hon'ble Members also acknowledge the need for building a Virtual Learning Environment in order to meet the deficiency of the learning requirements of the students by facilitating easy access to digital learning resources like ebooks and content from NPTEL and to explore the possibility of connecting the Institute to the National Knowledge Network.
6. The Hon'ble Members approved the proposal to engage professional catering and housekeeping agencies in the hostels for improving the standard of living of the students residing in the hostels.

Agenda 3.12: Release of the Incumbent Head of the Institute and Appointment of a Regular Head of the Institute.

The Incumbent Head of the Institute D S Pegu, has made a request to the Hon'ble Chairman of the BoG for his release from CIT so that he may be allowed to join its original place of work. He was appointed as the Pro-tem Principal in April 2008 and has been serving as the Head of the Institute since then. He has addressed the initial difficulties in the establishment of this Institute and has provided the momentum for the growth of the Institute. He is of the opinion that the Institute needs a regular Director for the next phase of growth and an adhoc head of the Institute for a long duration may not be good for the health of the Institute.

Resolution: The Hon'ble Members acknowledged the request of the Pro-tem Principal for his release and agreed that the Institute needs a regular Head of the Institute in order to sustain the momentum of growth initiated by the incumbent in the



last three years. The Hon'ble Chairman asked D S Pegu to continue with his responsibilities till the appointment of a regular Head of the Institute. The Hon'ble Members agreed that the process for the appointment of a regular Director may be started immediately so that the incumbent may be allowed to rejoin his parent work place. Mr. Carol Narzary informed that BTC would write to the Ministry of HRD and the Govt. of Assam to extend the deputation of D S Pegu till the appointment of a regular Director so that the continuity of the works done in the last three years is not disrupted.


Agenda 3.12: Any other Business.

Note : Hon'ble Members of the BoG may raise any other issue with the permission of the Chair.

Resolution: Hon'ble Member, Prof. S. Choudhury, Dean, School of Technology, NEHU, Shillong, suggested that the recruitment of faculty should be taken up in a phase wise manner in view of the difficulty in getting good candidates for faculty in the NE region.

Hon'ble Members agreed that the Institute may go ahead with the proposal for getting a dedicated power supply connection from the Electricity Board to mitigate the severe power crisis faced by the Institute.

The Hon'ble Chairman suggested that the Institute should explore the possibility of making offer for faculty position to senior teachers by negotiating on their terms for working in the Institute.


(D. S. Pegu)
Principal
CIT Kokrajhar

Copy to:

1. Sri Khampa Borgary, Hon'ble Deputy Chief, Bodoland Territorial Council, Kokrajhar, and Hon'ble President, CIT Society.
2. Dr. K Pathak, Hon'ble Chairman, BoG CIT Kokrajhar, B. K. Kakati Road, Ulubari, Guwahati-781007.



CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

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8. Sri Carol Narzary, Secretary, IBA Department, Bodoland Territorial Council, BTC Secretariat, Kokrajhar-783370.
9. Dr. P K Bora, Professor, Department of Electrical and Electronics Engineer and Dean of Faculty Affairs, IIT Guwahati, Amingaon, Guwahat-781039.
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12. Director, NERIST, Nirjuli, Papumpare, Arunachal Pradesh-791109.
13. Sri. Daha Kumar Narzary, Janata College, Serfanguri, Kokrajhar-783346.
14. Principal, CIT Kokrajhar, Balagaon, Kokrajhar – 7833370.
15. Sri J K Khaklari, Assistant Professor, Department of Mathematics, CIT Kokrajhar, Balagaon, Kokrajhar – 7833370.

(C. Brahma)
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CIT Kokrajhar