



CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(Centrally Funded Institute under MHRD, Govt. of India & Approved by AICTE)

BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370

Website: www.cit.kokrajhar.in, www.cit.ac.in

Minutes of the 4th Meeting of the Board of Governors of CIT, Kokrajhar held on 15th June, 2012 at the Conference Hall of Hotel Athithi, Paltan Bazar, Guwahati, Assam.

At the outset Prof. Kulendu Pathak, Hon'ble Chairman, Board of Governors (BoG), CIT, Kokrajhar called the meeting to order by inviting all the Members present for the 4th Meeting of the Board of Governors (BoG) of Central Institute of Technology (CIT), Kokrajhar at the Conference Hall of Hotel Athithi, Paltan Bazar, 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 in view of his pre-occupied schedule of work.

The Hon'ble Chairman and all Members of the BoG were felicitated by the Institute with traditional Bodo Aronai. As requested by the Chairman, BoG the Pro-tem Principal of CIT, Kokrajhar 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.

Item No.4.01: Confirmation of the Minutes of 3rd Meeting of the BoG meeting of CIT, Kokrajhar

Note: The Minutes of the 3rd Meeting of the Board of Governors, held on 10th of June 2011 in Guwahati was circulated to all Hon'ble Members of the BoG and any changes suggested has been included in the final draft of the Minutes of the 3rd Meeting of the BoG. Hon'ble Members may discuss and confirm the Minutes in **Annexure-I**.

Resolution: Hon'ble Members of the BoG, CIT, Kokrajhar discussed and approved the Minutes of the 3rd Meeting of the BoG, CIT, Kokrajhar held on 10th June, 2011 at Hotel Brahmaputra Ashok, Guwahati. Hon'ble Members also directed the Institute to submit an Action Taken Report (ATR) on the resolutions of the 3rd Meeting of the BoG.

Item No.4.02: Presentation of the Block Model of the Master Plan of CIT, Kokrajhar, to the Hon'ble Members of the BoG by the Architect Consultant of the Institute.

Note: The Architect Consultant of CIT, has prepared the Block Model of the Master Plan of the Institute campus based on the land allocated by the Bodoland Territorial Council (BTC). The Block Model includes all major components of the facilities, amenities and infrastructure of a complete, residential, standalone and integrated educational campus. Hon'ble



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Members may discuss the Master Plan and make suggestions for implementing all the components of the Master Plan over a certain period of time.

Resolution: RanjibBaruah of Designer's Plenum and the Architect Consultant of CIT presented the Hon'ble Members the Block Model of the Master Plan of the Institute.

Hon'ble Members discussed at length on the various aspects of the Master Plan with regards to future facilities, scopes for expansion, the need for building new hostels for accommodating the projected strength of the students in the next five years, residences for faculty and staff, power backup, sports facilities, boundary wall, proper drainage, water harvesting, central water supply, sewerage disposal, internal roads, etc.

The BoG approved the Master Plan of the Institute. Hon'ble Members resolved that the budget proposal for the next five years for completing the Master Plan may be submitted to the Ministry of HRD for consideration in the 12th Plan.

The Hon'ble Chairman advised the Board that whatever sports facilities the Institute should build these facilities should be of world class standards and he stressed upon the need for a multipurpose indoor sports facility. He also suggested that the present area of land measuring 239 Bighas allotted to CIT by the Bodoland Territorial Council (BTC) may not be sufficient for future expansion plans of the Institute. Hon'ble Members from BTC assured the BoG that additional land situated in the western side of the present CIT campus shall be allotted to CIT for its future expansion plans.

Item No.4.03 : Report of the Sub-Committee of the BoG for Regularization & Confirmation of services of the employees of CIT Kokrajhar.

Following the proposal for the Manpower Requirements of the Institute in Agenda 3.04 and the proposal for the Regularization of Service and Confirmation of Service of Teaching Staff and Non-Teaching Staff who are on Probation in Agenda 3.05 of the 3rd Meeting of the BoG, the Hon'ble Members had recommended the formation of a three member subcommittee of the BoG constituting of the following members;

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



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to examine and recommend appropriate action to be taken for the regularization and confirmation of service of employees to the BoG.

Hon'ble Members may discuss the recommendations of the Sub-Committee and approve the recommendations of the Sub-Committee in **Annexure-II**.

Resolution: Hon'ble Members discussed the report of the Sub-Committee of the BoG constituted for the Regularization of Service and Confirmation of Service of Teaching Staff and Non-Teaching Staff of the Institute. A detailed deliberation was made on the criteria for appointments for both teaching and non-teaching staffs recommended by the Sub-Committee.

The Hon'ble Members resolved that all appointments for teaching and non-teaching requirements shall be henceforth made according to the Recruitment Rules (RR) of the Institute.

The BoG approved the proposal for the regularization and of services of the non-teaching staffs whose names have been recommended for Regularization of Services by the Sub-Committee of the BoG.

The BoG approved the proposal for the confirmation of services of the non-teaching staffs whose names have been recommended for Confirmation of Services by the Sub-Committee of the BoG.

The Hon'ble Members also approved the recommendations of the Sub-Committee for the absorption of services of two employees one from BTC in the post Office Superintendent and one from NERIST in the post of Multifunctional Assistant.

The BoG approved the proposal for the Regularization and Confirmation of Services of teaching staffs who fulfill the criteria as per norms of AICTE/UGC/6th CPC from the names recommended for Regularization and Confirmation of Services by the sub-committee of the BoG.

In regards to the services of the teaching staffs who do not fulfill the criteria as per norms of AICTE/UGC/6th CPC, the BoG decided to send the list of names to the sub-committee for review and recommendation of the eligibility criteria for their Regularization and Confirmation of Services.



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Item No.4.04: Appraisal of the acute shortage of manpower in the next academic session 2012-13 to the Hon'ble Members of the BoG.

Note: The Institute is struggling with acute shortage of manpower in teaching and non-teaching departments since the last two years. The present faculty strength is 40 in six Degree and six Diploma courses while the total number of students is 907 (502 in Degree and 405 in Diploma), which gives a student teacher ratio of 22 : 1. The Institute is going to add another 396 students this July for the 2012-13 academic session and the projected number of total students by 2014 is to be 1900. At the same time the Institute also needs to strengthen all areas necessary to support its academic activities like the Examination Branch, Library, Sports facilities, Hostel, Campus maintenance, Security, Transportation, Power etc. All of these activities require sufficient manpower.

The need for manpower is dictated not only by the increasing number of students, infrastructure or facilities but the Institute needs to maintain a healthy student to teacher ratio for the mandatory approvals by the AICTE and the affiliating University.

The Institute has been patiently waiting for the Administrative Order on the Standing Finance Committee (SFC) for the Degree Programme held in 25th January 2011, which should have given the necessary sanction of the posts for the manpower needed by the Institute. The Minutes of the SFC is in **Annexure-III**. Without the Administrative Order the Institute has not been able to make the regular appointments.

Hon'ble Members are requested to study the present strength of the teaching staff in all the Departments of the Institute in **Annexure-IV**.

As the new academic session begins from July-August 2012, the Institute will not only find it impossible to make any progress academically but it will not be able to consolidate on the gains it has made during the last four years if nothing is being done to address the legitimate need for manpower at this point of time. The Institute cannot move forward from here without any addition in manpower.

Hon'ble Members are requested to discuss the requirement of manpower and suggest a solution to meet the requirement of manpower. If the Administrative Order is going to be delayed further than Hon'ble Members may allow the Institute to recruit manpower on three years contract to mitigate the urgent requirement of manpower and to maintain a decent student to teacher ratio.



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Resolution: While discussing the acute shortage of manpower that the Institute has been facing for the last two years, Hon'ble Members reiterated the fact that CIT was established as an outcome of the Bodoland Accord signed in 2003, wherein it was laid down that CIT shall upgrade into an University in due course of time. Hon'ble Members resolved that the Institute can move forward and upgrade to become an University in the future only if it had a mature and well equipped Degree Programme in terms of manpower, infrastructure, facilities and courses conducted. It was keeping in line with this roadmap that the Degree Programme was introduced in 2010.

Hon'ble Members expressed their deep concern in the undue delay of the Administrative Order for the sanction of the manpower for the Degree Programme till now. Hon'ble Member S. Sharma, Under Secretary, IFD, Ministry of HRD, suggested that to meet the urgent requirement of manpower, the Institute may recruit manpower on contract as there is no restraint from the Ministry in doing that.

Hon'ble Members resolved that the Institute may not be able to function properly in the next academic session i.e July-August 2012-13, with the present strength of manpower which is highly skewed with a student-to-teacher of 25:1 and that the Ministry should expedite the process for the sanction of the requisite manpower for the Institute.

The BoG resolved that the Institute should not compromise on its fundamental academic objectives and directed the Institute to meet the extremely necessary manpower, till the Administrative Order is ready, by;

- i. Recruiting manpower for teaching on contract basis at the entry level, i.e. Assistant Professor, so that an appropriate student-to-teacher ratio can be achieved. The number of faculty to be recruited shall not be more than 50% of the proposed requirement of manpower in the SFC for the Degree Programme.
- ii. Recruiting the non-teaching manpower requirement of the Institute by advertising the clearvacancies in the EFC for the Diploma Programme.

Item No.4.05 : Report on the appointments made by the Institute and placed for the approval of the Hon'ble Members of the BoG.

Note: Based on the requirements from time to time the Institute had made appointments from the posts sanctioned in the EFC for the Diploma



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Programme. These appointments were made for absolutely necessary requirements to run the Institute. The appointments were made with the consultations with the Hon'ble Chairman and with his approval. The list of appointments made is in **Annexure-V**.

Hon'ble Members may discuss and approve the appointments made.

Resolution: The Hon'ble Members approved all the appointments made by the Institute from time to time with the due approval of the Hon'ble Chairman of the BoG. Hon'ble Members were apprised that regular appointments of teaching staff were made against the sanctioned posts in the EFC for the Diploma Programme and contract appointments of were made to meet the extremely necessary requirements of staff by the Institute.

Item No.4.06: Appraisal to the BoG on the transfer of Affiliation of the Degree Programme from Gauhati University to Bodoland University as per provision of the Bodoland University act.

Note: The B.Tech courses of CIT are affiliated to Gauhati University at present. However the Bodoland University Act which came into effect in 2010 clearly states that the jurisdiction of all colleges and institutes located in the Bodoland Territorial Administered Districts (BTAD) shall transfer from Gauhati University to Bodoland University.

Hon'ble Members may discuss the matter of affiliation of the Institute and may approve the transfer of affiliation from Gauhati University to Bodoland University.

Resolution: Hon'ble Members discussed the matter regarding the transfer of affiliation from Gauhati University to Bodoland University and suggested the Institute study the present status of Bodoland University and if the University is ready for affiliating the Institute.

The Hon'ble Members resolved that the BoG has no objection in the transfer of affiliation of the Degree Courses to Bodoland University from Gauhati University.

Item No.4.07 : Appraisal to the BoG on the implementation of the recommendation of the 6th CPC and fixation of salary of the employees of the CIT.

Note: CIT is a Centrally Funded Technical Institute (CFTI) and the recommendations of the 6th Central Pay Commission (6th CPC) were implemented for all employees of CIT on the basis of the Letter No.F.No. 23-112008-TS.11, Government of India, Ministry of Human Resources



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Development, Department of Higher Education, Technical Section-II, Shastri Bhawan, New Delhi, Dated: 18th August, 2009, Sub: Revision of pay of teaching and other Staff in CFTIs following the pay revision of the Central Government employees on the recommendation of 6th CPC.

CIT has been placed in category 4 (b), same as NITS, IITs, ISMU, Dhanbad, NIFFT, Ranchi, SPAS, SLIET, NERIST, NITTTRs and the scale has been notified for the Director as the Head of the Institute. There is no reference on the scale of CFTIs where the Principal is the Head of the Institute. The Administrative Order from the Ministry pertaining to the Degree Programme of CIT, may clarify the fixation of the salary of the incumbent Head of the Institute who was initially appointed as the Pro-tem Principal.

Hon'ble Members may discuss and approve the fixation of salary on the basis of the 6th CPC. The fixation of salary in the Administrative Order may ensure that the level of CIT is not lowered from what has been envisaged in category 4 (b) of the Letter No. F.No. 23-112008-TS.11, Government of India, Ministry of Human Resources Development, Department of Higher Education, Technical Section-II, Shastri Bhawan, New Delhi, Dated: 18th August, 2009.

Resolution: Hon'ble Members discussed the fixation of salary of the employees of the Institute on the basis of the 6th CPC recommendations. The BoG resolved that CIT is a Centrally Funded Technical Institute (CFTI) and hence approved the fixation of salary on the basis of the 6th CPC recommendations vide Letter No. F.No. 23-112008-TS.11, Government of India, Ministry of Human Resources Development, Department of Higher Education, Technical Section-II, Shastri Bhawan, New Delhi, Dated: 18th August, 2009.

The Hon'ble Members resolved that the Administrative Order for the Degree Programme may ensure that the level of CIT is not lowered from that in category 4 (b) of the Letter No. F.No. 23-112008-TS.11.

Regarding the fixation of the salary of the incumbent Head of the Institute who was initially appointed as the Pro-tem Principal, the BoG resolved that the Institute may write to the Ministry for clarity on the scale of salary of the incumbent head of the Institute in reference to the Letter No. F.No. 23-112008-TS.11, by the Ministry.

Item No.4.08: Seeking the approval of the Hon'ble Members of the BoG for the formation a Civil Works Cell for supervision and monitoring of the standard of construction works and the quality of materials used in construction.



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The Institute needs its own Civil Works Cell or Department in order to look after the construction works going on in the Institute campus. This is very essential for ensuring supervision and monitoring mechanism so that the Institute can maintain the desired level of standard of construction works and enforce the maintenance of quality of raw materials used in construction works. At present the construction works have been outsourced to the PWD which is executing it on a turnkey basis. The Institute pays an agency charge of 7 percent on the total cost of the civil works outsourced to PWD. However with this arrangement the Institute has no control on the pace of work, the timeline of the completion of works, standard and quality of works done. There is a huge gap between the progress of actual works and the priorities of requirements of the Institute.

The Institute proposes to start its Civil Works Cell for monitoring and supervision of ongoing construction works. It will ensure that all construction works are completed exactly to meet the standards and measurements specified in the work orders. The Civil Works Cell will be headed by an experienced civil engineer not lower than the rank of an executive engineer, two junior engineers and two assistants. The salary expenses and other costs of maintaining the Civil Works Cell shall be made from the savings of the agency charges of outsourcing the civil works. The Civil Works Cell will eventually execute the civil works of the Institute.

Hon'ble Members may discuss the proposal for the formation of the Civil Works Cell and may approve the formation of the Civil Works Cell for ensuring effective supervision and monitoring of the standard of construction works and the quality of materials used in construction works.

Resolution: Hon'ble Members discussed the need for a supervision and monitoring mechanism of all construction works and the need to ensure the desired level of standard of construction works and the maintenance of quality of raw materials used in all construction works. Hon'ble Members also noted that a Civil Works Division is needed in the Institute to control the pace of works, timely completion of works, ensure standard and quality of works.

The BoG approved the formation a Civil Works Division for supervision and monitoring of the standard of construction works and the quality of materials used in construction works. The Civil Works Division will be headed by an engineer not below the rank of an Executive Engineer who shall be appointed on contract. He will be assisted by 2 (two) Junior Engineers (one civil and one electrical) and 2 (two) field attendants who shall be appointed on contract. The Civil Works Division will also execute the civil works of the Institute in due course of time.



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Item No. 4.09: Seeking the approval of the Hon'ble Members of the BoG for outsourcing of certain services like gardening and plantation, cleaning, housekeeping, catering, maintenance of electrical fitting, etc.

Note: The Institute would like to outsource services like gardening and plantation, health services, transportation, security, cleaning, housekeeping, catering, maintenance of electrical fitting, etc. so that the Institute can better manage these activities and concentrate better on areas of core competence.

Hon'ble Members may discuss and approve the proposal for outsourcing of the above mentioned services to qualified and registered agencies.

Resolution: The Hon'ble Members approved the outsourcing of various services as proposed by the Institute and directed the Institute to propose for necessary funds that shall be required for outsourcing of various services in the next Finance Committee meeting.

Item No.4.10 : Discussion of the timely release of funds and progress of works initiated by the Institute.

Note; The Institute has been spending less money in comparison to the projected outlay of funds for the three years from April 2010 to March 2013. This has actually slowed the growth of the Institute in terms infrastructure and facilities that the Institute should have created by now. This has happened because of the lack of manpower at our end to process the requirements of the various departments of the Institute and due to the delay in the release of quarterly funds to make the necessary procurements in time. Sometimes it is also due to lack of manpower in our end to process the queries on time.

Sl.No	Financial Year	Fund Outlay Rs. In Crore	Funds Received Rs. In Crore
1	2010-11	31.26	24.99
2	2011-12	28.09	20.00
3	2011-13	26.33	Nil

Hon'ble Members may discuss and suggest measures to provide the need for manpower for speeding up the process of developing the over infrastructure and facilities of the Institute and to mitigate the apparent delay in the release of funds for the timely execution of development works by the Institute so that the pace of growth may be accelerated.

Resolution: The Hon'ble Members were appraised about the release of funds from the Ministry and progress of works in the Institute. Regarding the timely release of funds, Hon'ble Member S. Sharma, Under Secretary, IFD, Ministry of HRD, suggested that the Institute should process all



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queries from the Ministry in time and provide necessary information and demands for RE (Revised Estimates) in time.

Hon'ble Members resolved that the Institute should build up the necessary manpower for processing financial works. In order to augment the finance department of the Institute the BoG approved the appointment of an experienced Finance Officer on contract/deputation through proper advertisement.

- Item No. 11: Seeking the approval of the Hon'ble Members of the BoG for construction of
- Boundary wall and internal roads
 - Central Water supply facility
 - Auditorium
 - Boys Hostel
 - Residential Buildings

The items proposed above are some of the infrastructures that the Institute needs immediately. All of them are of the highest priority in view of the increasing number of students, staff and facilities in the Institute. The Institute shall grow only with the timely development of these infrastructure and facilities. The Architect Consultant has made an estimate of these items.

Hon'ble Members may discuss and approve the construction of the above mentioned items.

Resolution: The Hon'ble Members approved the construction of the proposed buildings and amenities according to the Master Plan of the Institute. In view of securing the land allocated for the Institute and to protect the campus from encroachment and infiltration, Hon'ble Members directed the Institute to take up the construction of the boundary wall, gates and internal roads immediately.

Hon'ble Members from BTC suggested that the Institute make proposals through BTC for the construction of one Boys Hostel to DONER and one Girls Hostel to the Ministry of Tribal Affairs.

- Item No. 4.12: Seeking the approval of the Hon'ble members of the BoG for:
- Recruitment Rule
 - Medical Rule
 - Leave Rule
 - Academic Rule
 - Hostel Rule.

The Institute has prepared the Rules mentioned above for making all activities systematic, transparent and to make the process of decision



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making at all levels strictly according to rules and regulations of the Institute. The rules are provided in **Annexure-VI to X**.

- Recruitment Rule - Annexure-VI
- Medical Rule - Annexure-VII
- Leave Rule - Annexure-VIII
- Academic Rule - Annexure-IX
- Hostel Rule. - Annexure-X

Hon'ble Members may discuss and approve the rules placed before the BoG.

Resolution: The Hon'ble Members discussed and approved the rules proposed by the Institute. Hon'ble Members suggested that the Recruitment Rules, the Medical Rules and the Leave Rules may be placed for the approval of the Ministry of HRD, Govt. of India.

Item No. 4.13: Appraisal to the BoG on the Future Plan of the Institute for the next 5 year – 12thPlan.

Note: The Institute has prepared a Future Plan for the next 5 years which also coincides with the 12th Plan. The Future Plan has been prepared in consultations with various stake holders and it is an integral part of the planning process to take the Institute forward into the next level. It includes the plans for the overall growth and development of the Institute in academics, manpower, infrastructure, facilities, quality of living, campus environment, placement, health and overall student personality development, faculty training and quality improvement programmers, pedagogy, etc. The plan for the initiatives for the next 5 years is given in **Annexure-XI**.

Hon'ble Members may discuss and suggest appropriate measures for adopting and implementing the Future Plan for the next 5 years placed before the BoG.

Resolution: The Hon'ble Members discussed the proposals made by the Institute for strengthening the academic environment, infrastructure and facilities in the Institute in its Future Plan for the next five years. The Hon'ble Members suggested that the proposals in the Future Plan may be implemented in a phase wise manner during the 12thFive Year Plan.

Hon'ble Member, Dr. P. K. Bora from IIT Guwahati, suggested that emphasis should be given to diversify and augment the academic targets in the next five years by introduction of new courses, by recruitment of good teaching staff, securing projects from different



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Ministries, building infrastructure and facilities to encourage research activities and update laboratory facilities and the syllabi regularly.

The Hon'ble Chairman suggested that the Institute should propose such courses which are relevant to the regional development of the BTC area that may benefit the local people.

Item No. 4.14: Approval of Annual Report for the Year 2010-2011

Note: The Annual Report of CIT Kokrajhar for the Year 2010-2011 is place before the BoG. Hon'ble Members may approve the Annual Report for the year 2010-2011.

Resolution: The Hon'ble Members approved the Annual Report/Audited Report for the Financial Year 2010-11.

Item No. 4.15: Any Other Business with the permission of the Hon'ble Chairman.

Hon'ble Members may bring in any other matter for discussion of the BoG with the permission of the Hon'ble Chairman.

Resolution: The Hon'ble Member S. Sharma, Under Secretary, IFD, Ministry of HRD, informed the all CFTIs are entitled for a Central School in the institute campus as such CIT can also make a proposal to the Ministry for building a Central School in its campus.

Hon'ble Members suggested that the venue for the next BoG Meeting should be at CIT and then the next should be in New Delhi.

The 4th Meeting of the Board of Governors of CIT, Kokrajhar was concluded with a Vote of Thanks given by the Registrar of CIT, Chaitali Brahma.

Date: 21-06-2012


Registrar,
CIT Kokrajhar



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Copy to:

1. Shri Kampa Borgoyari, Hon'ble Dy Chief of BTC and President, CIT Society for favour of information.
2. Prof. Kulendu Pathak, Chairman, BoG, CIT, Kokrajhar and Former Vice Chancellor, Dibrugarh University for favour of information.
3. Sri N. Mohan Das, Director (Technical) Dept. of Higher Education, MHRD, Govt. of India, New Delhi-110001 for favour information.
4. Sri Navin Soi, Director (F), MHRD, Govt. of India, New Delhi-110001 for favour of information.
5. Prof. P.K. Bora, Dept. of Electronics & Electrical Engineering, IIT, Guwahati-781039 for favour of information.
6. Prof. Sushabhan Choudhary, Dept. of Electronics & Communication Engineering and Dean (SOT) for favour of information.
7. Prof. P.K. Das, Dept. of Mathematics, NERIST, Nirjuli-791109, Arunachal Pradesh for favour of information.
8. The Commissioner and Secretary, Higher Education (Technical) Education, Govt. of Assam, Assam Secretariat, Dispur, Guwahati-781006 for favour of information.
9. Shri P.K. Hajoari, Secretary, Dept. of Education, BTC, Kokrajhar for favour of information and necessary action.
10. Shri Carol Narzary, Secretary, IBA, BTC, Kokrajhar for favour of information and necessary action.
11. The Member Secretary, AICTE, 7th Floor, Chanderlok Building, Janpath, New Delhi-110001 for favour of information.
12. Smt. Padmaja Saxena, Under Secretary, Ministry of HRD, Govt. of India, Shastri Bhawan, New Delhi – 110001 for favour of information.
13. Shri Satpal Sharma, Under Secretary (F), MHRD, Govt. of India, New Delhi-110001 for favour of information and necessary action.
14. Shri Dahal Khungur Narzary, Associate Professor, Janata College, Serfanguri, BTAD, Kokrajhar for favour of information and necessary action.
15. The Principal, CIT Kokrajhar for favour of information and necessary action
16. Shri Jeevan Krishna Khaklary, Asstt. Professor, CIT, Kokrajhar for information and necessary action.


Registrar,
CIT Kokrajhar