

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

MINUTES OF THE SIXTH MEETING OF THE BOARD OF GOVERNORS HELD ON 7TH OCTOBER 2013 AT CONFERENCE HALL, GUEST HOUSE, IIT GUWAHATI

The 6th Meeting of Board of Governors of the Institute was held on 7th October, 2013 at Conference Hall, Guest House, IIT Guwahati and the following members were present:

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|-----|---|----------|
| 1. | Prof. Gautam Barua
Dept. of Computer Science & Engineering, IIT Guwahati, Assam-781039 and
Chairman of the Board of Governors, CIT, Kokrajhar | Chairman |
| 2. | Mr. Dalip Kapur
Deputy Secretary, Department of Higher Education (T), MHRD
Shastri Bhawan, New Delhi-110001 | Member |
| 3. | Shri P. K. Hajoari, ACS
Secretary, Dept. of Education, BTC
Kokrajhar, Assam-783370 | Member |
| 4. | Shri Carol Narzary, ACS
Secretary, IBA, BTC
Kokrajhar, Assam-783370 | Member |
| 5. | Prof. A. K. Sharma
Dept. of Civil Engineering
IIT Guwahati, Assam-781039 | Member |
| 6. | Prof. P. K. Bora
Dept. of Electronics & Electrical Engineering
IIT Guwahati-781039 | Member |
| 7. | Dr. L. Nath
Chief Scientist, CSIR
North East Institute of Science & Technology Jorhat, Assam-785006 | Member |
| 8. | Shri B. R. Medhi
Director, ETDC Guwahati, 1st & 2nd Floor, Central Block, HOUSEFED Complex,
Beltola-Basistha Road, Dispur, Guwahati-781006, Assam | Member |
| 9. | Prof. M. Jawed
Director
CIT, Kokrajhar, BTAD, Assam-783370 | Member |
| 10. | Shri Jeevan Krishna Khaklary
Asstt. Professor, Mathematics
CIT, Kokrajhar, BTAD, Assam -783370 | Member |

The other five members i.e. nominee of the MHRD (IFD), Mr. H. K. Sharma, Commissioner & Secretary, Govt. of Assam; Prof. P. K. Das, representative of NERIST, Itanagar, Prof. R. H. D. Lyngdoh, Representative of NEHU, Shillong and Shri Dahal Khungur Narzary, nominee of President of CIT Society could not attend the meeting due to their prior engagements is noted. However, IFD of MHRD has given a written comments on the agenda items which were taken into consider during the course of the meeting.

The agenda for the day was taken up as below:

Item No.06.01: Confirmation of the Minutes of the 5th Meeting of the Board of Governors (BoG) of CIT, Kokrajhar held on 2nd June 2013.

The Minutes of the 5th Meeting of the BoG held on 2nd June 2013 at the Conference Hall of CIT Guest House was circulated amongst the members. No comments were received on the Minutes from the Members. The Members were requested to place comments if any for consideration. Since no comments were placed, the Board decided to confirm the Minutes as circulated.

Resolution R 06.01: The Board RESOLVED that the minutes of the Fifth Meeting of the Board of Governors of the Institute held on 2nd June 2013 as circulated be CONFIRMED.

Item No.06.02: Action Taken Report (ATR) on the Resolutions of the 5th Meeting of BoG.

An ATR has been prepared by the Institute on the Resolutions of the 5th Meeting of the BoG. Members were requested to discuss the ATR and suggest further course of action, if any, that may be considered necessary.

Resolution R 06.02: The Board RESOLVED that the action taken on the decisions of the Fifth Meeting of the Board of Governors of the Institute held on 2nd June 2013 be NOTED as reported.

Item No.06.03: Proposed amendments to the existing Rules of the Institute.

The CIT has been upgraded to offer Degree level courses since 2009 in addition to Diploma level courses. Also, an Officiating Director has joined the Institute. Hence, there was a need to amend the existing Rules of the Institute.

The members discussed the proposed amendments and suggested the following:

- a) A separate selection committee for the post of Professor which shall have a nominee of the Ministry of HRD. The presence of the nominee shall be a must.
- b) The position of Finance Officer be delinked from the position of the Registrar.

The Board accepted these suggestions and approved the amended Rules which is placed at Annexure – 1. Also the Institute was directed to place the amended Rules for the ratification of the Society.

Resolution R 06.03: The Board APPROVED the amended Rules as placed at Annexure-1 and directed to place the same to the meeting of the Society for ratification.

Item No.06.04: Recruitment Rules (RRs) for the post of the Director.

The Board considered the proposed RR and approved the same for placing before the meeting of the Society.

Resolution R 06.04: The Board APPROVED the RR for the post of the Director, CIT Kokrajhar as placed at Annexure-2 and directed to place the same to the meeting of the Society for consideration.

Item No.06.05: Sanction of Faculty positions as per sanctioned student strength

Presently, the Institute is managing with the help of 63 full time faculty and 2 part time faculty. The teaching load on each faculty is very high. The sustained high teaching load is likely to affect the quality of instruction and laboratory exercises which is a matter of serious concern.

The sanctioned intake and registered number of students as of September 2013 is presented below. As per MHRD norms, the student to faculty ratio is 12:1. Hence, the Institute needed additional number of sanctioned position of faculty. The requirement is shown below:

	Sanctioned@	Registered
Student strength	1908	1055
Faculty position required (12:1 ratio)	159	88
Faculty position already sanctioned (#)	36	36
Sanction of additional faculty position required	123	52

@: Students have progressed upto 3rd year in Civil & Information Technology,
#: Sanctioned for Diploma modules

The Board observed very high teaching load for the faculty members. After discussion, the Board approved the creation of 123 additional post of faculty members as requested and advised the Institute to seek concurrence of the Ministry before initiating the process of recruitment.

Resolution R 06.05: The Board APPROVED the creation of 123 additional post of faculty members as requested and directed the Institute to seek concurrence of the Ministry of HRD before initiating the process of recruitment.

Item No.06.06: Recruitment Rules (RRs) for Faculty positions

The RRs for faculty positions have been prepared as per guidelines of AICTE. The Board discussed the RRs and provide their valuable inputs. The following suggestions were received on the floor of the meeting:

- a) The RRs should include pay band and academic grade pay for the post of Assistant Professor, Associate Professor and Professor as indicated in MHRD letter No. 1-32/2006-U.II/U.I(1) dated 31 December 2008.
- b) "BE/B Tech" qualification may be omitted from the RRs.
- c) The alternative educational qualifications suggested for Assistant Professor in the area of Animation and Multimedia Technology may be dropped.

With inclusion of these suggestions, the Board decided to approve the RRs for the faculty positions.

Resolution R 06.06: The Board APPROVED the RRs for Faculty Positions as placed at Annexure-3 (with three enclosures).

Item No. 06.07: Enhancement of fixed remuneration of contractual and guest faculty

There are 16 contractual faculty working in the Institute for the last one year on a fixed salary of Rs. 44000/- pm. Similarly, there are 3 full time guest faculty who have been hired on urgent requirement basis to tide over the shortage of faculty. The guest faculty are being paid at the rate of Rs. 1000/- per lecture with an upper ceiling of Rs. 25000/- pm. All the hired guest faculty possess masters degree in the relevant field.

The difference in monthly salary of regular/contract faculty on scale, contract faculty on fixed pay and guest faculty is shown below while the teaching load is similar for each category of faculty.

Particulars	Regular/Contract with scale (with 2 increments at entry level) (in Rs)	Contract on fixed pay (in Rs)	Full time Guest Faculty (in Rs)
Pay Band (15600-39100)	16900	44000	1000 per lecture (upper ceiling 25000)
AGP	6000		
DA (80%)	18320		
HRA (10%)	2290		
SCA	500		
SDA (12.5%)	2863		
TA	2880		
NPS (10% of Basic & DA)	4122	44000	25000
Total	53875		

Till the Institute is sanctioned the required faculty positions and completes the process of hiring of regular faculty, it was proposed to enhance the remuneration as indicated below:

For contract faculty on fixed pay to be enhanced to Rs. 50000/- pm from Rs. 44000/- pm.

For guest faculty to be paid Rs. 1000/- per theory lecture and Rs. 500/- per laboratory hours without any upper ceiling.

The Board considered the proposal and accorded its approval for payment of enhanced remuneration of Rs. 50000/- pm to contract faculty on fixed pay while guest faculty already hired be paid Rs. 1000/- per theory lecture and Rs. 500/- per laboratory hours without upper ceiling. However, the upper ceiling of Rs. 25000/- shall continue for any guest faculty hired in future.

Resolution R 06.07: The Board APPROVED payment of enhanced remuneration of Rs. 50000/- pm to contract faculty on fixed pay while guest faculty already hired be paid Rs. 1000/- per theory lecture and Rs. 500/- per laboratory hours without upper ceiling. However, the upper ceiling of Rs. 25000/- shall continue for any guest faculty hired in future.

Item No. 06.08
and Additional
Item No. 06.19:

Sanction of Non-Faculty positions according to sanction strengths of Faculty to Student ratio

The Institute was sanctioned 59 posts of non-teaching staffs under diploma module. After upgradation to degree module and following

the ratio of students-faculty-non-teaching staffs as 12:1.0:1.1 as per AICTE/MHRD norms, the total sanctioned position of non-teaching staffs worked out to be 175. The Board advised to hire Junior Technical Superintendents in place of Laboratory Technician.

The Board was requested to approve creation of 33 additional non-teaching positions as placed at Annexure-4 and approve the proposed RRs as placed at Annexure-5 to 12. The Board approved the creation of 33 additional non-teaching positions over and above 59 non-teaching positions already sanctioned under diploma modules. The Board also approved the RRs for the posts. However, the Board advised to seek prior concurrence of the Ministry of HRD before starting the process of recruitment.

Resolution R 06.08: The Board APPROVED the creation of 33 additional posts of non-teaching positions as placed at Annexure-4 and RRs for each of the posts as placed at Annexure-5 to 12. The Board also DIRECTED the Institute to seek concurrence of the Ministry of HRD before initiating the process of recruitment.

Item No. 06.09: Annual audit report for 2012-13.

The Institute has received the final audit report for 2012-13 from the Office of CAG. The Board discussed and adopted the same for inclusion in the annual report. The Board advised the Institute to attend to audit para and note the comments for future compliance.

Resolution R 06.09: The Board ADOPTED the final audit report for FY 2012-13.

Item No.06.10: Medical Rules for employee and students of the Institute

The proposed Medical Rules for the employees and students of the Institute was considered. The Board approved the proposed Medical Rules and advised the Institute to propose the names for constitution of the Medical Board. The Institute may consider Chief Medical Officer or Superintendent of District Hospital or Joint Director of Health Services as members.

Resolution R 06.10: The Board APPROVED the Medical Rules as placed at Annexure-13 and advised to propose names for constitution of Medical Board.

Item No. 06.11: HRA related issues

The Institute received an audit objection/observation on the payment of HRA to faculty/staffs occupying Institute accommodation and recommended recovery of HRA already paid. The Director also informed receipt of appeals from affected faculty/staffs for non-recovery of already paid HRA.

The Board consider the matter and directed the Institute to stop payment of HRA from the month of October 2013 to faculty/staffs occupying Institute quarters. The Board also directed the Institute to consider the appeals of the affected faculty/staffs.

Resolution R 06.11: The Board DIRECTED the Institute to stop payment of HRA from the month of October 2013 to faculty/staffs occupying Institute quarters. The Board also directed the Institute to consider the appeals of the affected faculty/staffs.

Item No. 06.12: License fee for Institute accommodation

The Institute had decided to charge a flat rent of Rs. 1200/- pm for the Institute accommodation allotted to faculty/staffs without taking into consideration floor area of the allotted accommodation. However, the Central Government charges license fee according to the floor area of the accommodation provided. It was proposed to charge license fee as per Govt. of India guidelines. The Board considered the proposal and granted its approval.

Resolution R 06.12: The Board accorded its APPROVAL for adoption of license fee for Institute accommodation as per Central Government Office Memorandum as placed at Annexure-14 and revised from time to time.

Item No. 06.13: Enhancement of honorarium for Hostel Wardens, etc.

Presently, CIT is having 13 (thirteen) number of hostels. The hostels are managed through a Hostel Management Committee comprising of Registrar as Chief Warden, a Member Secretary and Wardens for each of the hostels. The Institute is paying an honorarium of Rs. 1,000/- pm to Member Secretary and Wardens which appears to be meager considering their involvement and commitments. The MHRD has revised the honorarium for wardens as Rs. 2,500/- per month vide their letter no. F. No. 1-1/2010-TS.I dated 23/9/2010. Hence, the Institute proposed to enhance the honorarium as given below.

	<u>Existing</u>	<u>Proposed revision</u>
Chief Warden	-	Rs. 2,500/- pm
Member Secretary	Rs. 1000/- pm	Rs. 2,500/- pm
Wardens	Rs. 1000/- pm	Rs. 2,500/- pm

After discussion, the Board decided to grant enhance honorarium to Member Secretary and Wardens as proposed.

Resolution R 06.13: The Board accorded its APPROVAL for payment of enhanced honorarium of Rs. 2500/ pm to Member Secretary and Wardens.

Item No. 06.14: Implementation of Leave Travel Concession (LTC) to the employees of Institute

As per rules, the employees are entitled to avail Leave Travel Concession (LTC) within the country. In this regard, the Institute had formulated the rules and regulations for availing LTC by employees. After discussion, the Board advised the Institute to propose LTC rules similar to Central Government which may help in attracting faculty and staffs to the Institute. Hence, the Board decided to defer the same.

Resolution R 06.14: The Board ADVISED the Institute to propose LTC rules similar to Central Government and DECIDED to defer the item.

Item No. 06.15: Implementation of Leave Rules to the employees of the Institute

The Institute had formulated the Leave Rules for the Employees and requested the Board to consider and approve the Leave Rules for implementation. The Board discussed the proposed rules and advised to add "for Academic Staffs" after Sabbatical Leave. Since the proposed study leave rule appears to have many issues involved such as leave duration, paid or unpaid leave, bond etc., hence the Board advised to drop the same from the proposed rules. The request for study leave may be placed before the Board for consideration on case to case basis.

Resolution R 06.15: The Board APPROVED the Leave Rules as placed at Annexure-15.

Item No: 06.16: Procurement of an Ambulance for the Institute

The Institute is having boarders of around 900 in and off-campus. The Health Centre is still under construction, which would take

couple of months to be completed. Recently on 4th September 2013, one of our student Ms. Nijwm Devi Narzary of B.Tech 7th semester met with a fatal accident on the way to college (approximately 1.5 km away from the Institute). She sustained serious injuries on head and spinal cord. She was shifted from the accident site to the Hospital in the town in an auto-rickshaw on a very road full of pot-holes. Possibly people attending to the injured could not reach to "108" ambulance service even after waiting for some time. In order to mitigate such problems in the future, the students have made a representation for having an Ambulance in the Institute. Also, on many an occasions, students residing on campus have required shifting to hospital in the middle of night during emergent medical need.

Considering the nature of injuries, present condition of road to the town and emergent medical cases of the past few months, procurement of an ambulance has now become essential. Hence, the Institute proposed to procure an ambulance.

The Board felt the need for procurement of a good quality ambulance and advised the Institute to seek prior approval of the Ministry of HRD.

Resolution R 06.16: The Board AGREED with the proposal for procurement of an ambulance and DIRECTED the Institute to seek the prior approval of the Ministry of HRD.

Item No. 06.17: Reportings from the Director

- a. Guest Faculty: The Institute had hired services of five guest faculty in different Departments/Subjects to meet the shortage on urgent basis. The details are placed at Annexure – 16.
- b. Extension of Contractual Faculty: The services of contractual faculties have been extended till June 2014. The details are placed at Annexure – 17 and 18.
- c. Extension of Contractual Technical Staff: The services of contractual technical staffs have been extended till June 2014. The details are placed at Annexure – 19.
- d. Sanction for painting/white washing/minor repair of Type-I quarter: Approximately 10 units of Type-I quarters have become available after shifting to on-campus hostel. These quarters are required to be painted/white washed/minor repair on urgent basis at an estimated cost of Rs. 6,11,100/- based on market survey. Sanction has been granted to undertake the work departmentally at the estimated cost.
- e. Appointment of Chief Project Engineer: The interview for the post of Chief Project Engineer was held on September 07,

2013. Based upon the recommendation of selection committee, Er. Hrishikesh Choudhury has been appointed as Chief Project Engineer initially for 6 months.

- f. Initiation of legal action against M/s. Rainbow Journal Service, Kolkata for recovery of outstanding amount of Rs. 8,85,747/- paid as advance for procurement of journals / periodicals / publications.

Resolution R 06.17: The Board NOTED the reportings made by the Director.

Item No. 06.18: Any other issues with the permission of the Chair

With the permission of the Chair, Mr. Jeevan Krishna Kakhary, representative of faculty raised the issue of upward movement in AGP of faculty and application of career advancement scheme in the Institute. The Chair advised the Institute to look into the matter.

ADDITIONAL

Item No. 06.20: Sitting Fees for External Members to attend meetings of Society, Board and other committees

As per Rules of the Institute, the external members are nominated to serve as members of Society, Board of Governors and other committees. The Institute pays a nominal amount of Rs. 1000/- as sitting fee to the external members (in addition to taking care of their boarding/lodging and travel) which needs upward revision. The Institute has made telephonic enquiry with other institutions in respect of sitting fee being paid by them. A comparison has been shown below:

Member-ship to	Sitting Fee (in Rs.) Paid to external members by						Sitting Fee Proposed for CIT
	IIT Guwahati	NERIST Itanagar	SLIET Longowal	NITTE Mumbai	NIT Meghalaya	NIT Nagaland	
Society	NA	3000/-	2000/-	2000/-	NA	NA	3000/-
BoG	5000/-	3000/-	2000/-	2000/-	3000/-	3500/-	3000/-
Finance Committee	5000/-	3000/-	2000/-	2000/-	3000/-	NA	3000/-
Building & Works Committee	5000/-	NA	NA	2000/-	3000/-	NA	3000/-
Senate	5000/-	NA	NA	NA	3000/-	NA	3000/-
Board of Studies	NA	NA	NA	NA	NA	NA	3000/-
Subject Experts for Faculty & Group A selection	5000/-	3000/-	5000/-	2000/-	3000/-	3000/-	3000/-
Experts for Group B & C selection	3000/-	NA	NA	2000/-	2000/-	NA	2000/-
Purchase Committee	NA	NA	2000/-	NA	NA	NA	2000/-

Based upon the comparison of the sitting fee being paid by other institutions, the proposed sitting fee for CIT is shown in the last column of the above table.

The Board considered and approved the same for implementation with immediate effect.

Resolution R 06.20: The Board APPROVED the sitting fee of Rs. 3000/- for external members serving on the Society, BoG, Finance Committee, BWC, Senate, Board of Studies, Subject Experts for Faculty & Group A selection and Rs. 2000/- for external members serving on Experts for Group B & C selection and Purchase Committee.

**ADDITIONAL
Item No. 06.21:**

Payment of enhanced DA of 90%

As per OM No. 1-8/2013-E-II (B) dated 25th September 2013, Ministry of Finance, Government of India, the DA has been raised to 90% from existing 80% with effect from 1st July 2013. The Board was request to adopt the said OM and approve release of enhanced DA to employees of the Institute including arrears. The Board considered and decided that the Institute should wait till the Ministry of HRD notifies the same. Upon receipt of notification from Ministry of HRD, the Director is authorized to release the enhanced DA with arrears.

Resolution R 06.21: The Board AUTHORIZED the Director to release payment of enhanced DA with arrear after receipt of notification from the Ministry of HRD.

**ADDITIONAL
Item No. 06.22:**

Grant of Non-Productivity Linked Bonus for 2012-13

As per OM No. 7/24/2007/E III (A) dated 27th September 2013, Ministry of Finance, Government of India, the non-productivity linked bonus (ad-hoc bonus) for 2012-13 has been sanctioned. The Board was request to adopt the said OM and approve release of non-productivity linked bonus (ad-hoc bonus) to eligible employees of the Institute. The Board considered and decided that the Institute should wait till the Ministry of HRD notifies the same. Upon receipt of notification from Ministry of HRD, the Director is authorized to release the non-productivity linked bonus for 2012-13 to eligible employees.

Resolution R 06.22: The Board AUTHORIZED the Director to release payment of non-productivity linked bonus for 2012-13 after receipt of notification from the Ministry of HRD.

As there were no other matters, the meeting ended with a vote of thanks to the Chair.



(Chaitali Brahma)
Non-Member Secretary BoG and
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