

**Minutes of the
10th Meeting of the Board of Governors held
At Conference Hall, Indira Gandhi Open University, Maidan Garhi, New Delhi
On 2nd December, 2015 (Wednesday) at 11.00 A M.**

Members Present in the Meeting:

1. Mr. Kampa Bargayari
Hon'ble Dy Chief of BTC and
President, CIT Society, Kokrajhar
2. Mr. S.P. Goyal
Joint Secretary (TEL), Dept. of Higher Education, MHRD,
Shastri Bhawan, New Delhi-110001
3. Mr. Satpal Sarma
Under Secretary (F), MHRD, Govt. of India
Shastri Bhawan, New Delhi-110001
4. Mr. Carol Narzary, ACS
Secretary, IBA, BTC
Kokrajhar, Assam-783370
5. Mr. Dinesh Boro, ACS
Secretary, Dept. of Education, BTC
Kokrajhar, Assam-783370
6. Prof. A.K. Sharma
Dept. of Civil Engineering
IIT Guwahati, Assam-781039
7. Prof. Somanath Majhi
Dept. of Electronics & Electrical Engineering,
IIT Guwahati-781039
8. Prof. R.H.D. Lyngdoh
Dept. of Chemistry, NEHU Campus, Shillong-793022
Meghalaya
9. Prof. Deb Kumar Chakrabarti
Director
CIT, Kokrajhar, BTAD, Assam-783370
10. Mr. Bihung Brahma
Asstt. Professor, Humanities & Social Sciences
CIT, Kokrajhar, BTAD, Assam -783346

The meeting was chaired by Shri Kampa Bargayari, Hon'ble Deputy Chief of BTC and President, CIT Society as Prof. Gautam Barua, Chairman of the Board of Governors could not attend the meeting due to unavoidable circumstances and requested Shri K. Bargayari to chair the meeting. On the very onset all the members were welcomed with traditional Aronai.

The Board discussed with below mentioned observations against the agenda items:

Item No. 10.01: Confirmation of the Minutes of the 9th Meeting of the Board of Governors (BoG) of CIT held on 26th June 2015.

The Minutes of the 9th Meeting of the BoG was held on 26th June, 2015 at the Conference Hall, IIIT Guwahati and was circulated amongst the members). The members were requested to place comments if any for consideration. We have received comments from the Under Secretary, Govt. of India, Dept. of Higher Education on some of the issue asking some additional information which was forwarded accordingly. As no other comments were received, the Board was requested to confirm the Minutes.

Resolution The minutes of the 9th meeting of the BoG are confirmed. However, with regard to item no 09.13, the Board requested the Director to take up the matter with the 'Publishing Houses' and in case any reluctance from their side regarding publishing advertisements at the DAVP rates is observed, the matter may be referred to MHRD for taking this up with the Ministry of Information and Broadcasting.

Item No. 10.02: Action taken Report (ATR) on the Resolutions of the 8th Meeting of the BoG.

An ATR has been prepared and was placed on the Resolutions of the 9th Meeting of the BoG. Members were requested to discuss the ATR and suggest further course of action if any, that might be considered necessary.

Resolution: The Board noted the ATR and requested the Director to advertise the vacant posts with respect to item 9.12 at the earliest as per the sanctioned posts and without any conversion.

Item No. 10.03: Proposal for Adoption to discontinue Interviews for recruitment to Junior Level Post.

The Ministry of HRD vide No. M 11015/02/2915- CDM, Dept. of Higher Education has intimated to discontinue interviews for recruitment in respect of Group B and C posts. The members of the Board in this regard were requested to suggest/approve the same for adoption by the Institute.

Resolution: It was resolved that the Institute should adopt the directions of the DOPT as conveyed by the MHRD.

Item No. 10.04: Proposal for placement of Registrar, CIT, Kokrajhar in the Pay Band-IV i.e. Rs. 37400-67000/- with GP 8700/- on completion of minimum regular service of 5 years in Pay Band-III i.e. Rs.15600-39100, GP-7600/-, as applicable in other Technical Institutions under Ministry of HRD.

The Board of Governors (BoG), CIT, Kokrajhar in its 9th Meeting held on 26th June, 2015 at IIIT, Guwahati had considered the Proposal for placement of Registrar, CIT, Kokrajhar in the Pay Band-IV i.e. Rs. 37400-67000/- with GP 8700/- on completion of minimum regular service of 5 years in Pay Band-III i.e. Rs.15600-39100, GP-7600/-, as applicable in other Technical Institutions under Ministry of HRD.

While during deliberation, BoG had agreed in principle that the incumbent Registrar, CIT who had completed more than 5 years of regular service in Pay Band-III i.e. Rs.15600-39100, GP-7600/- is eligible for placement in the next higher scale of pay i.e. in the Pay Band-IV i.e. Rs. 37400-67000/- with GP 8700/-. However, BoG desired that before the decision is implemented in CIT, views/concurrence of MHRD may also be sought in the matter.

Keeping in view the direction of BoG, a proposal was referred to Ministry of HRD for its consideration on 8th July, 2015. On this proposal, MHRD had sought certain clarifications which were duly replied to them on 24th August, 2015. As there was no response on this issue from MHRD, a reminder was again sent by Director, CIT to MHRD on 28th September, 2015

As the proposal to place incumbent Registrar, CIT, Kokrajhar in the Pay Band-IV i.e. Rs. 37400-67000/- with GP 8700/- on completion of minimum regular service of 5 years in Pay Band-III i.e. Rs.15600-39100, GP-7600/-, as applicable in other Technical Institutions under Ministry of HRD is technically justified as the other

Institutions under MHRD are already following this promotional procedure for the post of Registrar.

In the meantime a mail was received from the Section Officer TS -VII stating that the IFD had examined the matter and have desired that the case may be linked with the provisions of the MoA and as well as the decisions of the BoG.

In this regard, BoG Members were once again requested to confirm this proposal and allow CIT to place incumbent Registrar, CIT, Kokrajhar in the Pay Band-IV i.e. Rs. 37400-67000/- with GP 8700/-.

Resolution: The matter was discussed in the absence (requested to leave the meeting during discussion) of the present incumbent. After detailed discussions, the Board requested the Director to send a reminder to the MHRD on the issue requesting for an early decision in the matter.

Item No.10.05: Proposal for approval for the Revised Staff structure for Non-Teaching positions.

The Institute was sanctioned 59 posts of non-teaching staffs under Diploma module. However, the ministry vide letter F.No.24-2/2009-TS.VII, dt. 3rd July, 2014 granted approval for 80 nos. of posts which was again asked to revise in the Review Meeting held on 8th September, 2015 according to the present needs of the Institute. The revised proposal was placed before the board for discussion. Further, it was noted that some of the sanctioned non –teaching staff position which were not filled yet (but could be outsourced) have been surrendered to create new positions according to present and future needs of the Institute.

Members were requested to approve the positions as desired by the Institute.

Resolution: The Board approved the proposal and requested the Director to send the proposal to the MHRD for approval.

Item No .10.06: Approval for recruitment of Non-teaching positions along with Recruitment Rules (RR's).

To meet the acute shortage of man-power especially for non-teaching positions of the Institute, it was proposed to recruit the positions as placed before the members. The RRs for these positions have also been prepared which are appended for discussion.

The Board was requested to grant its approval for recruiting the non –teaching man-power as proposed and also approve the RRs for the same.

Resolution: The Board noted the urgency for recruiting the Non-Teaching Staff as above and approved the Recruitment Rules (RR) in principle. Further, the Board requested the Director to send the RRs to the MHRD for approval.

Item No.10.07: Proposal for Extension of B.Tech. Programmes in CIT.

The Department of Allied Engineering consisting of Mechanical and Electrical Engineering faculty supports the other engineering departments offering Diploma and Degree programmes. Now, the department of Allied Engineering feels that to offer students wider scope to enter diverse professional fields and to respond to strong demands of students and parents community, it was proposed to introduce Diploma and Degree programmes in both Mechanical and Electrical Engineering branches.

The proposal was placed before the Academic Committee and was approved for introduction of the said programs.

The matter was placed to the members of the Board to accord approval/ratification so that further course of action can be initiated by the Institute.

Resolution: The Board approved the proposal, but cautioned that the courses may be launched only after obtaining necessary regulatory approvals from the AICTE as well as the affiliating University.

Item No. 10.08:

Proposal for introduction of B.Desin CIT and renaming of Department of Animation and Multimedia Technology as Department of Multimedia Communication and Design.

The HoD, Dept. of Animation and Multimedia Technology of CIT submitted a proposal for introduction of Bachelor Degree. Now the Department feels that the nomenclature of the program should be Bachelor of Design (B.Des) in Multimedia Communication and Design. The concept paper was placed in the Academic Committee Meeting with detailed course structure in the model of IITG, IITB and NID Ahmedabad. The same was approved with few suggestions, which shall be taken care of while drafting the syllabus.

It was also proposed that the Department of Animation and Multimedia Technology which presently runs Diploma module of AMT be renamed as Department of Multimedia Communication and Design.

The proposal was placed before the Academic Committee and approved for introduction of the said programs.

The Members of the Board were requested to ratify the proposal.

Resolution: The Board ratified the proposal. However, it advised that the new course should be launched only after obtaining necessary regulatory approvals from the AICTE as well as the affiliating University.

Item No.10.09:

Ratification of the Minutes of the following meetings.

- The minutes of the 2nd Academic Committee meeting was placed for approval/ratification.
- The minutes of the 10th Finance Committee meeting was placed for approval/ratification.
- The minutes of the 16th Building Works Committee meeting was placed for approval/ratification.

Members were requested to ratify the same.

Resolution: The Board ratified the minutes of the above mentioned meetings and further resolved that the observations of Deputy Education adviser Dr. D.K. Paliwal as given in his tour (23-24 Nov, 2015) report (enclosed) may be incorporated.

The recommendations made by the Building & Works Committee and approved by the Finance Committee were approved by the Board. Further, the Board advised that the works be taken up phase wise and subject to availability of funds.

Item No.10.10: Items for Approval/ratification of Recruitment of Faculty against Advertisement No.12/2015, dt. 08/05/2015.

In pursuance to the vacant positions against Advertisement No. 11/2014, dt.23/01/12;Advertisement No.No.12/2015, dt.08/05/2015 was published to fill up the vacant positions. Based on the recommendation of the selection committee the following candidates were selected for recruitment in faculty position:

1. Dr. Tanushree Nayak, Assistant Professor for English.
2. Mr. Jackie Brahma, Assistant Professor for Civil Engineering Department.
3. Mr. Avijit Paul, Assistant Professor for Civil Engineering Department.

The Board was requested to ratify the same.

Resolution: The Board ratified the decisions of the Chairperson of the BoG regarding appointments. It may be ensured that the recruitment is only against posts sanctioned by the MHRD. It was also directed to frame Recruitment Rules as per the MoA & Rules of the Institute before the next recruitment.

Item No.10.11: Approval of the Annual Audit Report for the F .Y 2014-15.

The Annual Accounts of the Institute along with Separate Audit Report for the Financial Year 2014-15 as inspected by the C&AG was placed before the Board for reporting. The same was placed in the meeting of the Finance Committee. Members of the FC had accorded its approval for placing it to both the Houses of the Parliament.

The Board was requested to accord its approval.

The audit observations and corresponding replies were enclosed for discussion.

Resolution: The Board approved the Annual Accounts and the Audit Report for the FY 2014-15 and directed the Director that observations of the Audit Team should be considered and appropriate remedial action be taken immediately.

Item No.10.12: Ratification of Plan and Estimate of Civil Work to be executed in 2015-16.

The proposal for construction of the Type I, Type II and Type III Qtrs. was placed in the 9th Meeting of the Board, wherein the members resolved to recast the DPR and review the estimate. Now as per directions, the DPR has been reviewed and the new revised estimate based on DSR 2013 and APWD 2013-14 as tabulated below was placed for ratification:

Sl.	Name of Work	Earlier Rate (Per Block)	Revised Rate (Per Block)
i.	Construction of Type I Qtr.	Rs. 3.73 crore	Rs. 2,78,86,600.00
ii.	Construction of Type II Qtr.	Rs. 2.72 crore	Rs. 2,05,06,700.00
iii.	Construction of Type III Qtr.	Rs. 2.80 crore	Rs. 2,11,07,600.00

Further, it was proposed that all the new upcoming buildings including academic buildings (to house departments) would be of multi-storied structure. Hence members were requested to approve the proposal for necessary architectural plan and process.

Resolution: The Director on being enquired, confirmed that the recast DPRs of Quarters have been considered and approved by the Building & Works Committee

and the Finance Committee. In view of this, the Board approved the recast DPRs for Quarters and the proposal for having multi-storied structure of the buildings in future, wherever possible.

Item No.10.13: Proposal for approval of the Head –wise allocation/demand of Plan funds for the financial year 2016-17.

The head –wise demand of plan funds for the financial year 2016-17 has amounted to Rs.80.30 crore. The details of which was placed for discussion. The approval of the Finance Committee was sought in this regard.

Members were requested to ratify the Budget Estimate for the Financial Year 2016-17.

Resolution: The Board noted and approved the proposal.

Item No. 10.14: Faculty Scale/Grade Pay-regarding.

- Some of the faculty members had submitted representation for upgrading of grade pay from Rs 6000/- to Rs. 7000/- on completion of 5 years of service taking into account of their contract period in CIT. However, it is to mention here that the services of these incumbents were regularised only between June 2014 – August 2015. So it was proposed that their earlier service period at CIT on contractual appointment could be counted for grade pay enhancement.

Resolution: It was resolved that the matter be referred to the MHRD for guidance.

- Some Faculty has represented for granting 5 non –compound increments for those with Ph. D at the entry level as notified by the AICTE. Though there was no mention of this clause as per advertisement; however, for greater interest of the Institute and to retain the faculty, the Board was requested to consider for granting 5 Non- compound increments.

Resolution: It was resolved that the matter be referred to the MHRD for guidance.

- For grade pay fixation it was proposed to count the post Ph.D experience (the date of Ph.D to be considered).

Resolution: It was resolved that the matter be referred to the MHRD for guidance.

As per the leave rules of the Institute are concerned 15 days of Special Casual Leaves in a Calendar Year was approved. However, the Institute now proposes for extending to 20 working days in view of various academic matters.

The members of the Board were requested to accord necessary approval if pleases.

Resolution: It was resolved that the matter be referred to the MHRD for guidance.

Item No. 10.15: Proposal for Consideration of Past Services of Non-Teaching staff on Contract at CIT for the purpose of financial upgradation (Grade Pay).

The number of years of services of non-teaching staff who have served in CIT (on contract) in the respective pay scales and have been subsequently regularised may be counted for the purpose of financial upgradation (Grade Pay).

The Board in this regard was requested to take note and approve their services to be counted from the original joining on contract service at CIT.

Resolution: It was resolved that the matter be referred to the MHRD for guidance.

Item No. 10.16: Proposal to follow the open system in faculty structure.

Based on student faculty ratio, it was proposed that the number of faculty positions would be filled up based on open structure system without following any specific quota for various ranks of Assistant Professor, Associate Professor and Professor as per eligibility with all positions leading to professor level.

The members were requested to consider.

Resolution: The Board approved the proposal in principle and resolved that approval of the MHRD be sought on this before implementing it.

Item No. 10.17: Proposal for approval of revised PDA Rule.

In addition to the earlier approved PDA rule, it was proposed for approving the revised PDA rules. The earlier and the proposed revised PDA rules were placed for approval.

Resolution: The Board approved the proposal and directed to include it in the Bye-Laws in a proper format.

Item No. 10.18: To consider and approve for implementation of web based campus automation or ERP system for computerization of all its academic, administrative and other activities.

The Institute feels that web based campus automation is required for computerizing of all its academic and administrative activities. In this regard, Institute has framed a broad based module by consulting the various departmental/section head of the Institute. The concept paper with details was placed for consideration and approval.

To start with as Module -1 the Institute would implement the Student Management System in the first phase. The other modules would be implemented on a turnkey basis. The concept paper was placed for consideration and approval.

Resolution: The Board approved the proposal in principle with the stipulation that a composite structure for all modules be first prepared and got approved.

Item No.10.19: Proposal for Academic Autonomy of the Institute.

In pursuance to the resolution R 09.11 of the 9thBoG meeting of CIT, where it was resolved that MHRD should autonomy to CIT and proposed it to make it an Institute of National Importance through a Bill of Parliament .Following CIT review meeting held on 8th September, 2015 at MHRD, Shastri Bhawan, and resolution No.02.13 of 2nd academic committee meeting dt. 30/10/2015 to have academic autonomy, CIT would like to request the Board in the meantime that MHRD to explore formalities for granting (i) NIT status, or (ii) deemed-to-be- university status or (iii) affiliation with IIT Guwahati. CIT would like to follow direct MHRD Administrative Rules.

Members were requested to look at the feasibility and to take necessary action.

As intimated by MHRD that as it is in the process of enacting "Progress of Modular Pattern of Technical Education, Act", the members have discussed all the possibilities for immediate solutions and considering the urgent need for the Institute to have academic autonomy it should go immediately for status of Deemed to be University as an interim measure till such time.

Resolution: The Board resolved that the Institute should go in for getting the status of a Deemed to be University immediately to have the requisite academic autonomy.

Item No.10.20:

Proposal for Advertisement for new faculty recruit.

Positions lying vacant due to resignation as well as unfilled positions against advt. No.10/2014 dt.08/05/2014 may be filled up by re-advertising it once again. Members were requested to consider for filling of the vacant positions.

Resolution: The Board approved the proposal and directed the Director to ensure that only sanctioned vacant posts are advertised and that too without any conversion.

Item No.10.21:

Items of Reporting to the Board.

1. Changing of names of courses from–

- a. B.Tech in CE (Construction Technology) to B.Tech in Civil Engineering.
- b. B.Tech in Food Processing Technology to Food Engineering and Technology.

For both the courses NOC has been received from Guwahati University and the same has been forwarded to AICTE for concurrence.

2. Reporting of review committee meeting held on 8th September, 2015 at Shastri Bhawan, New Delhi with Joint Secretary (Tel) in presence of Deputy Secretary. The minutes of the meeting is enclosed at **Annexure–XX** (page: 85 to 86).
3. Various committees are constituted in CIT with members and their responsibilities shown in the "CIT Committees-2015" at **Annexure–XXI** (page: 87 to 93) for the interest of the Institute. The various committees shall look into matters related to (a) Administration & Finance, (b) Institute works, (c) Academic affairs, (d) R&D, (e) Faculty affairs and (f) Student affairs.
4. As per OM No. 7/23/2007/E III (A) dated 16th October 2015, Ministry of Finance, Govt. of India **Annexure–XXII** (page: 94 to 96) the non-productivity linked bonus (ad-hoc bonus) for 2014-15 has been sanctioned.
5. Extension (due to departmental urgent requirement) of three contractual faculty members has been considered for extension of another six months members namely;
 - i. Mr. Diganta Jyoti Sarma, Assistant, Professor, Mathematics.
 - ii. Mr. Sourav Deka, Assistant Professor, Electrical Engineering.
 - iii. Ms. Sushmita Ray, Lecturer, Animation and Multimedia Technology.
6. BTC has handed over 535 Bighas of land to CIT in addition to the existing 245 Bighas.
7. With due approval of the 4th meeting of the BoG, it was resolved to have a Chief Project Engineer for a period of 3 years. In pursuance to the resolution Rtd. Er. Hrishikesh Choudhury was appointed on contract for a period of 6 month. He was appointment on contract as follows:

<u>From</u>	<u>To</u>
07/09/2013	11/03/2014
12/03/2014	11/09/2014
12/09/2014	11/03/2015

Now, it is to be decided whether his service has to be continued or not.

Resolution: The Board noted the reporting items as placed. However, for further continuation of service of the Chief Project Engineer Rtd. Er. Hrishikesh Choudhury, the Board resolved that his contract be not renewed.

Item No.10.22: Any other issues with the permission of the chair.

With the permission of the Chair the following issues were taken up for discussions.

1. Opening of a Kendriya Vidyalaya in the CIT Campus.

Resolution: The Board approved the proposal and requested the Director to send a detailed proposal to the MHRD in this regard.

2. Framing of Bye-laws for the Internal Complaint Committee dealing with Sexual Harassment of Women at Work Place (prevention, prohibition and redressal)

Resolution: The Board suggested that the Bye-laws should be framed in tune with the Vishaka Committee Guidelines.

The meeting ended with the vote of the thanks to the Chair.



(Ms. Chaitali Brahma)
Non-Member Secretary, BoG
And Registrar, CIT Kokrajhar