

**Minutes of  
the 20<sup>th</sup> Meeting of the Board of Governors (BoG) of  
Central Institute of Technology (CIT) Kokrajhar held on  
3<sup>rd</sup> February 2020 (Monday) at the office of the MHRD, Shastri Bhawan, New Delhi**

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**Introduction:** The members confirmed that the Director (Officiating) who is empowered to exercise administrative and financial powers vested in the full-fledged member of the post would act as the Chairman, BOG in absence of an appointee in the position of the Chairman, BOG. Accordingly the following deliberations were held during the meeting with the Director (Officiating) as the Chairman.

**Item No. 20.01:** **Confirmation of the Minutes of the 19<sup>th</sup> Meeting of the Board of Governors (BoG) of CIT held on 05<sup>th</sup> August, 2019 at MHRD Office, Shastri Bhawan, New Delhi.**

The Minutes of the 19<sup>th</sup> Meeting of the BoG held on 05<sup>th</sup> August, 2019 at Shastri Bhawan, New Delhi was circulated amongst the members. The members were requested to place comments if any for consideration. Following comments were received on the minutes.

**Comment 1:**

The Members representing the MHRD commented that the minutes of the 19<sup>th</sup> BoG meeting had been reviewed by the competent authority of MHRD and suggested the following comments/suggestions to be carried out suitably in the respective Agenda Items of the minutes:

**“Item No. 19.03:** During deliberation of agenda item, it was decided that “for creation of teaching posts, the calculation may be carried out taken into account the intake capacity of M. Tech students also”.

**Item No. 19.04:** The amendments proposed by CIT has been submitted by CIT to MHRD and the same is to be examined.

**Item No. 19.09:** Under this agenda item point No.5 (Confirmation of services of the non -teaching staff) it was decided that “the confirmation for non-teaching staff is allowed as long as the recruitment is done in the grade pay/scale sanctioned by MHRD.

Under point No. 6 (upgradation of academic grade pay of teaching staff under CAS), it was deliberated that “the aspect of CAS is revisited after the revised sanctioned strength for faculty staff of CIT is prepared by MHRD factoring in six de-novo courses based on AICTE norms”.

Members were requested to approve the minutes.



**Resolution:** the members confirmed the minutes of the 19<sup>th</sup> meeting of the BoG.

**Item No. 20.02: Action taken Report (ATR) on the Resolutions of the 19<sup>th</sup> Meeting of the BoG.**

An ATR was been prepared and on the Resolutions of the 19<sup>th</sup> 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:** the members noted the ATR.

**Item No. 20.03: Proposed academic programmes for the academic session 2020-21.**

In view of the new autonomous status as 'Deemed to be University', the institute had applied to AICTE for approval of its new programmes. In response of the institute's application, Letter of Approval (LoA) was issued by AICTE vide No. Eastern/2019-20/1-4629663461 dated March 18, 2019. As per the said notification, approvals for a number of 32 programmes were granted to the institute including full time and part time programmes. Out of the total approved programmes, 17 programmes (all full time) were started in the academic session 2019-20. As the Letter of Approval (LoA) was issued for an effective period of two years, the institute needs to decide whether the rest of the programmes are to be started from the academic session 2020-21.

Again as per the LoI issued by MHRD for granting Deemed to be University status six De novo PG programmes are to be started by the institute. Four out of these six programmes has already been started from the academic session 2019-20. The remaining two programmes as mentioned below are to be initiated from the session 2020-21.

1. Indigenous artefacts and Design Heritage
2. Agricultural Science and Technology

Effective implementation of the proposal of initiating these programmes was chalked out specifically in terms of manpower and infrastructure in an interdisciplinary manner. The number of faculty members required considering only the de-novo PG programmes were 22.4. The detail worksheet was placed before the meeting.

The members were requested to comment on this.





**Resolution:** The members resolved to defer the starting of new academic programmes. The JS (Admn), MHRD stated that MHRD would look into the matter related to the extension of AICTE approval till the new programmes are started.

**Item No. 20.04:**

**According sanction of additional posts of faculty based on essentiality for running the approved programmes.**

With recruitment of 19 additional Assistant Professors following the recommendation contained in the camp note issued by Joint Secretary (TEL), MHRD subsequent to his visit to CITK on January 02-03, 2014, and after the expiry of one Assistant Professor, the current strength of Assistant Professors is 70. This was in line with the Board of Governor's approval for creation of 123 additional positions of faculty in the 6th meeting held on 7th October 2013 and was essential to meet the bare minimum need of faculty for sustaining the programmes being run. On 09-03-2016, on being sought by the MHRD, CITK submitted the requirement for 124 faculty members based on AICTE's guide line for teacher: student ratio. However, on 04-05-2016, MHRD conveyed the sanction of 79 faculty posts comprising 52 posts of Assistant Professor, 18 posts of Associate Professor and 9 posts (including one post of Director) of Professor. Thus, sanctioning the additional 18 posts of Assistant Professors currently on the Institute's roll is urgently required. Further on being upgraded to "Deemed to be University", the Institute, on 22-08-2019, sent a revised requirement of 133 faculty posts. This included 88 Assistant Professors, 30 Associate Professors and 15 Professors, and was based on the AICTE-approved intake of students in the approved ongoing programmes.

In view of the above, the Institute seeks MHRD's sanction for additional 36 (= 88- 52) posts of Assistant Professors, additional 12 (= 30-18) posts of Associate Professors and additional 6 (= 15-9) posts of Professors for essentially running the programmes underway.

The members were requested to approve the proposal for MHRD's sanction of additional 54 (= 36 + 12 + 6) posts of faculty in CITK.

**Resolution:** The JS (Admn) of MHRD informed that the proposal was under the consideration in the Bureau of Finance and Accounts of the MHRD and agreed to include the additional requirement of sanctioning 24 faculty members for conducting ongoing de-novo PG programmes.



**Item No. 20.05:****Ratifying BOG Chairman's approval of incentives given to two (2) Professors appointed in 2017.**

In 2017, 3 posts of Professors and 13 posts of Associate Professors were filled by appointment against sanctioned posts of 9 Professors and 18 posts of Associate Professors. During pay fixation, for maintaining hierarchy in selection of faculty, and based on experience and exposure in respective domains, the Director used gave "discretionary award of" five "advance increments" to two Professors, namely Dr. T.K. Maiti and Dr. Monomoy Goswami, of Instrumentation Engineering and Civil Engineering respectively, in line with the provision in Clause No. 1(a)(xvii) of AICTE Notification F.No.37-3/Legal/2010 of 05.05.2010. This was placed to the Chairman, BOG for consideration and approval. Based on recommendation of the Chairman, BOG, the pay was fixed on implementation of the 7<sup>th</sup> CPC.

The BOG members may ratify the Chairman, BOG's approval.

**Resolution: The members accorded approval.**

**Item No. 20.06:****Accord approval to a post of Chief Project Engineer and extension of services of the Chief Project Engineer appointed on contract.**

With the objective of managing multifarious engineering activities related to construction of essential infrastructure and O&M of various utilities for smooth running of the Institute, Mr. Praveen Kumar, who is a graduate from IIT Delhi and was assessed during interview as being an exceptionally capable professional, was appointed on contract in 2017, initially as Project Consultant Engineer (Civil Works) and subsequently upgraded to Chief Project Engineer (CPE) with a consolidated monthly salary of Rs. 1,80,000 in view of his qualifications, extensive experience and high level of performance and involvement in discharging duties, and also for enabling him to interact on behalf of the Institute with officers holding high posts in BTC PWD, APGCL etc. The matter related to the appointment of Mr. Praveen Kumar as CPE was reported to the BOG (Item No. 17.10). In view of the above, Institute feels the urgent need of creating a post of the CPE and seeks MHRD's sanction of the Post. However, pending the sanction of the post of CPE by MHRD, the Institute, on assessment of the need of services required at the level of CPE, decided to retain the services of Mr. Kumar until 08/10/2021 and issued an Office Order to Mr. Kumar to this



effect. Currently, Mr. Kumar is drawing remuneration on the pay scale of Rs. 1,48,000 (Level 14, GP Rs. 10000) as per 7th CPC matching his qualification and profile.

As regards the remuneration of the CPE for his extended periods of contract the Institute proposes enhanced remunerations as applicable to Level 14, GP Rs. 10000 of the 7<sup>th</sup> CPC with applicable annual rise together.

The members may approve the sanction of the post of CPE and extension of the contract of Mr. Praveen Kumar as CPE until 08/10/2021 with remunerations as proposed, or until a post of CPE is sanctioned.

**Resolution:** The members asked the institute to make regular appointment in the sanctioned post of Executive Engineer with approval of the MHRD, and resolved to allow Mr. Kumar to continue until the expiry of the period of his engagement as approved by the Chairman, BOG or the appointment of an Executive Engineer, whichever is earlier. Till such time Shri Praveen Kumar will get the same consolidated salary which he has hitherto been getting.

**Item No. 20.07:**

**Accord approval to a post of Research Establishment Officer and extension of the services of Research Establishment Officer on contract.**

Subsequent to the upgrading of CITK to 'Deemed-to-be-University' with new PG and PhD courses, it has become imperative to promote Research and Development activities in CITK. For this, communications were made to the Ministry for concurrence regarding recruitment of relevant manpower. Although sanction for a regular Research Establishment Officer (REO) was yet to be obtained from MHRD, the urgency of vigorously pursuing R&D activities for NIRF ranking, NBA, generation of Internal Revenue, supporting the PhD and PG programmes that were started on attainment of the deemed to be University status, etc., an advertisement for the post of an REO on contract was made in 2017, and Dr. Avirup Chatterjee, who possesses a Post-Doctorate degree and is exceptionally talented and highly experienced, was appointed in the post on contract by duly following the applicable procedures in accordance with the powers vested on the Director of the Institute, and the matter was communicated to the Chairman, BoG of the Institute. The Institute feels the urgent need of creating a position of the REO, and seeks MHRD's sanction of the Post. Since Dr. Chatterjee's contract ended on 17.12.2019 during which Dr.



Chatterjee drew remuneration on the pay scale of Rs. 78800 (Level 12, GP Rs. 7600) as per 7<sup>th</sup> CPC matching his qualification and experience, the Institute requires extending the contract of Dr. Chatterjee as REO for a further period of one year with enhanced remuneration as applicable to Level 12 of the 7<sup>th</sup> CPC, or until a post of REO is sanctioned.

The members may approve the sanction of the post of REO and extension Dr. Chatterjee's contract as REO on the pay scale of at Level 12, GP Rs. 7600 with applicable annual rise as per 7<sup>th</sup> CPC for a further period of one year, or until a post of REO is sanctioned.

**Resolution:** The members resolved that, since there is no sanctioned post of REO, and as the tenure of Dr. Chatterjee was over on 17.12.2019, he is in effect no longer engaged by CIT Kokrajhar.

**Item No. 20.08:** **Ratifying BOG Chairman's approval of enhancement of the honorarium of Rs. 10,000 of Prof. Debkumar Chakrabarti, the Officiating Director, by Rs. 25,000 per month totalling to Rs. 35,000 per month.**

The honorarium of the Officiating Director, Prof. Debkumar Chakrabarti, was fixed by BOG Chairman at Rs. 10,000 per month during 6<sup>th</sup> CPC. During implementation of the 7<sup>th</sup> CPC, the next BOG Chairman reviewed this honorarium. On the basis of observation that Rs. 5,000 per sitting is paid to members for BOG, FC, BWC, Senate and other such meetings, and in view of Prof. Chakrabarti's extensive involvements for upliftment of the Institute, the BOG Chairman approved his honorarium of Rs. 10,000 to be enhanced by Rs. 25,000, thereby totalling to Rs. 35,000 per month with effect from 01.01.2017.

The members may ratify the BOG Chairman's approval of the enhancement of honorarium of Rs. 10,000 by Rs. 25,000 per month for Prof. Chakrabarti.

**Resolution:** The members resolved that the upgradation (or retaining the same level) of the honorarium of Prof. Debkumar Chakrabarti will be after the decision of MHRD. Hence, the institute is instructed to send the said proposal to MHRD immediately.



**Item No. 20.09: Suggestions for securing fund for Institute's development**

With the current level of annual IRG, the Institute is unable to secure adequate fund from HEFA to meet its developmental needs. Further, the Institute is facing constraints in generating revenue from prospective avenues, such as research and consultancy due to the research infrastructure still being nascent besides locational disadvantages of the Institute and non-existence of sponsoring industries in the region.

Members may suggest avenues for sourcing fund.

**Resolution:** The members suggested to continue with the funding support from HEFA with the Registrar of the Institute as the signing authority. The JS (Admin) of MHRD asked the Institute to approach DONER for exploring funding support for infrastructure development.

**Item No. 20.10: To consider the Minutes of the 8<sup>th</sup> Senate meeting held on 06<sup>th</sup> January, 2020 at the Director's conference room of CIT Kokrajhar.**

The Minutes of the 8<sup>th</sup> Senate meeting held on 06<sup>th</sup> January, 2020 was appended before the members. The same was recommended for approval /ratification.

**Resolution:** The members approved the minutes of the 8th Senate meeting, and opined that urgent requirements could be met from available resources.

**Item No. 20.11: To consider the Minutes of the 19<sup>th</sup> Finance Committee Meeting held on 3<sup>rd</sup> February, 2020 at the office of the MHRD, Shastri Bhawan, New Delhi.**

The Minutes of the 19<sup>th</sup> Finance Committee Meeting held on 3<sup>rd</sup> February, 2020 was appended before the meeting. The same was recommended for approval /ratification.

**Resolution:** The members approved the minutes of the 19th Finance Committee meeting.

**Item No. 20.12: To consider the Minutes of the 24<sup>th</sup> BWC meeting held on 06<sup>th</sup> January, 2020 at the Director's conference room of CIT Kokrajhar.**

The Minutes of the 24<sup>th</sup> BWC meeting held on 06<sup>th</sup> January, 2020 was appended before the members. The same was recommended for approval /ratification.



**Resolution:** The members approved the minutes of the 24th BWC meeting, and opined that urgent requirements could be met from available resources.

**Item No. 20.13: Recruitment rules and promotional policies for the Non-teaching staff of the institute.**

The recruitment rules (RR) and the promotional policies for all the existing (sanctioned) non-teaching posts of the institute have been drafted in line with the RR of similar level institutes.

Members were requested to approve the same.

**Resolution:** It was resolved that the institute would send the RR to the MHRD for examination and concurrence.

**Item No. 20.14: Post facto approval of the annual report of the institute for the session 2018-19.**

The annual report of the institute for the session 2018-19 have been prepared and sent to the MHRD to be placed in both the houses of the parliament.

Members were requested to accord post facto approval for the same.

**Resolution:** The members approved the annual report of the institute for the session 2018-19.

**Item No. 20.15: Reporting items.**

1. Central Institute of Technology (CIT), Kokrajhar had the mandate for the educational and economic development of the North Eastern Area. In the proposal submitted to the UGC for granting Deemed to be University status, the Institute proposed educational programmes in modular-pattern addressing the local area specific requirement and to utilize the natural resources in abundance to generate wealth and boost the economy of the region. In view of the available resources and challenges faced by the region, CIT proposes to offer the courses/ programmes to develop the key skills and nurture talent of the youths of this region.

Keeping in view that vision, CIT proposed to have school system structure as given below:

1. School of Science and Technology
2. School of Agricultural Science and Technology



3. School of Design and cultural Heritage.

4. School of Regional Development and Humanities and Social Sciences

After being granted the status of Deemed to be University under De-novo category on 13<sup>th</sup> December, 2018, the institute is now willing to implement the said structure from the academic session 2020-21.

**Resolution:** The members noted the reported item and opined that, the reorganizing in school system be deferred until the academic and physical infrastructure are further developed.

**Item No. 20.16: Any other item with the permission of the Chair**

1. The institute proposed to appoint a senior level finance personnel on contract in advisory role for smooth functioning of its finance and account functions.

**Resolution:** The members resolved that the need may be met with the existing staff of the Finance & Accounts department of the Institute till the sanction of required non-teaching staff is accorded.

2. The institute proposed to establish a Guest House at Guwahati for supporting the growing logistic requirements of the Institute.

**Resolution:** The JS (Admn) of MHRD opined that IIT Guwahati may be requested to extend the continued support of its guest house facility to CIT.

3. The institute informed the members about the formation of the Institute Ethical Committee and the International and Interdisciplinary Research (IICR) Cell.

**Resolution:** The members noted.

The meeting ended with vote of thanks to the Chair and all members present.



A handwritten signature in black ink, appearing to read "Chaitali Brahma".

(Chaitali Brahma)  
Registrar cum Non-Member Secretary  
BoG, CIT Kokrajhar  
Chaitali Brahma