



MINUTES

Minutes of the 28th Meeting of the Board of Governors (BoG) of Central Institute of Technology (CIT) Kokrajhar convened on 06th June 2023 at 11:30 hrs (IST) in AICTE Campus, Nelson Marg, New Delhi.

SECTION A: CONFIRMATIONS.

Item No. 28.01: Confirmation of the Minutes of the 27th Meeting of the Board of Governors (BoG) of CIT Kokrajhar held on 20th of January 2023 in AICTE Campus, Nelson Marg, New Delhi.

The Minutes of the 27th Meeting of the BoG held was circulated amongst the members. The members were requested to place comments if any for consideration. There was a comment received from the Ministry vide letter no. F. No. 7-1/2023-TS.VII dated 21st March 2023. Discussions were held on the comments wherein the Registrar explained that the Verification committee so formed asked for submission of a detailed excel sheet, which the Institute submitted on the 22nd of May 23. The report from the committee is still awaited. On receiving the report, the same shall be placed to the MoE. The Director (T) also directed the Institute to apprise the Section about the legalities of appointment of the Chief Project Engineer on contract. The members accepted the other items and thus confirmed the minutes of the 27th BoG.

Resolution: The members confirmed the Minutes of the 27th BoG.

Item No. 28.02: Action Taken Report (ATR) on the Minutes of the 27th Meeting of the Board of Governors (BoG) of CIT Kokrajhar held on 20th of January, 2023 in AICTE, HQ, New Delhi.

Item No.	Agenda	Action Taken/ Under Process
27.06	Approval of promotions for Faculty Members of CIT Kokrajhar.	Implemented. <i>Office Orders issued on 23rd March, 2023.</i>
27.07	Financial Upgradation for Non-Teaching Staff under Departmental Promotion Committee for approval.	Implemented. <i>Office Orders issued on 23rd March, 2023.</i>
27.08	Proposal to considering the Roster Reservation Register (RRR) of the non-teaching employees of CIT Kokrajhar.	Implemented.
27.09	Recruitment Rules for faculty members of CIT Kokrajhar.	Under Process.
27.10	Proposal for extension of contractual teaching employees of CIT Kokrajhar.	Implemented. <i>Office Orders issued.</i>
27.11	Proposal for extension of contractual non-teaching employees of CIT Kokrajhar.	Implemented. <i>Office Orders issued.</i>
27.12	Proposal for confirmation of services against the sanctioned posts of i) Assistant Engineer (Civil), ii) Assistant Engineer (Electrical) iii) Workshop Superintendent.	Implemented. <i>Office Orders issued.</i>
27.14	Proposal for formation of Revised Medical Board of CIT Kokrajhar.	Implemented. <i>Office Orders issued on 30th March 2023.</i>
27.15	Proposal for outsourcing of manpower requirements of CIT Kokrajhar.	Under process.
27.20	Proposal for considering the Roster Reservation Register (RRR) of teaching staff (faculties) of CIT Kokrajhar.	Implemented.



27.22	Proposal for approval of advertisement of Non-Teaching positions of CIT Kokrajhar under “Mission Mode Recruitment”.	Implemented.
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Esteemed members of the Board were requested to comment on the course of action, if any that may be considered.

The ATR has been discussed at length and considered for acceptance.

Resolution: Confirmed.

Item No. 28.03: Confirmation of the Minutes of the 26th Meeting of the Finance Committee (FC) of CIT Kokrajhar held on 06th of June 2023 in AICTE, HQ, New Delhi.

The Minutes of the Finance Committee (FC) Meeting held on 06th June 2023 in AICTE, HQ, New Delhi is being placed for the approval of the Board of Governors. Members are requested to kindly consider the recommendations of the items from the 26th Finance Committee Meeting and confirm the Minutes.

The Minutes was discussed and accepted.

Resolution: Based on recommendation of the Minutes of the 26th FC, the Minutes are considered Confirmed.

Item No. 28.04: Considering the recommendation of items and confirmation of the Minutes of the 14th Senate Meeting of CIT Kokrajhar held on 18th April 2023 in CIT Kokrajhar.

The 14th Meeting of the Senate of CIT Kokrajhar was held on the 18th of April 2023 in hybrid mode (online/ off-line mode). The Minutes of the Meeting was discussed. Members were requested to kindly consider the recommendations of the items from the 14th Senate Meeting and confirm the Minutes.

Resolution: Members confirmed the recommendations of the 14th Senate.

Item No. 28.05: Confirmation Annual Accounts of CIT Kokrajhar for the Financial Year 2022-23.

It may be mentioned that our ‘Internal Audit’ and “Finalization of Annual Book of Accounts of Central Institute of Technology, Kokrajhar for the FY 2022-23” was completed. Subsequently, we need to invite Comptroller and Audit General (CAG) of India post approval by the Finance Committee and Board of Governors of the institute for auditing works for the FY 2022-23.

Moreover, a consolidated Annual Accounts of the institute for the Financial Year 2022-23 comprising the Receipt and Payment Account, Income and Expenditure Account and Balance Sheet of the institute have also been prepared.

A copy of the Annual Accounts was placed before Finance Committee Members and BoG Members of Central Institute of Technology Kokrajhar for resolution.

Resolution: Members approved the same with modification suggested as follows.

1. Interest Income from MoE Grants should be shown as liability in the books every year.
2. Electricity bill as collected from the quarter occupants needs to be shown in the books separately along with license fee after bifurcation.



SECTION B: APPROVALS.

Item No. 28.06: Permission for Departmental Promotions and Financial Upgradations for non-teaching staff.

The members of the Board were apprised about the following non-teaching employees who were now eligible for financial upgradations and promotions.

i) Three numbers of **Group – A** employees are eligible for Financial Upgradation.

GROUP – A (FINANCIAL UPGRADATION)						
Sl. No.	Name	Present Designation	Joining Date at Present Designation	Due Date of Financial Upgradation	Present Pay Level	New Pay Level Upgrade To
1.	Dwithun Mahilary	Asst. Engineer (Civil)	06-08-2015	06-08-2020	10	11
2.	Nayan Mani Talukdar	Asst. Engineer (Elec)	10-04-2017	10-04-2022		
3.	Subhankar Saha	Workshop Superintendent (ME)	11-04-2017	11-04-2022		

ii) Two numbers of **Group – B** employees are eligible for Financial Upgradation.

GROUP – B (FINANCIAL UPGRADATION)						
Sl. No.	Name	Present Designation	Joining Date at Present Designation	Due Date of Financial Upgradation	Present Pay Level	New Pay Level Upgrade To
1.	Geremcha Brahma	Sr. Accountant	05-02-2018	05-02-2023	7	8
2.	Derhasad Brahma	Section Officer	11-02-2018	11-02-2023	7	8

iii) One number of **Group – C** employee is eligible for Financial Upgradation.

GROUP – C (FINANCIAL UPGRADATION)						
Sl. No.	Name	Present Designation	Joining Date at Present Designation	Due Date of Financial Upgradation	Present Pay Level	New Pay Level Upgrade To
1.	Harendra Basumatary	Store Keeper	05-02-2018	05-02-2023	5	6

iv) Two numbers of **Group – B** employees are eligible for Promotion.

GROUP – B (PROMOTION)							
Sl. No.	Name	Present Designation	Joining Date at Present Designation	Due Date of Financial Upgradation	Present Pay Level	Promotion To Pay Level	Promoted Designation
1.	Sushanta Narzary	Junior Superintendent	27-03-2017	27-03-2022	7	7	Section Officer
2.	Santosh Kr. Singh	Junior Superintendent	27-03-2017	27-03-2022			



- v) Nine numbers of **Group – C** employees are eligible for Promotion.

GROUP – C (PROMOTION)							
Sl. No.	Name	Present Designation	Joining Date at Present Designation	Due Date of Financial Upgradation	Present Pay Level	Promotion To Pay Level	Promoted Designation
1.	Sushil Boro	Junior Accountant	30-03-2017	30-03-2022	6	6	Accountant/ Junior Superintendent
2.	Gita Muchahary		30-03-2017	30-03-2022			
3.	Meghraj Basumatary	Multifunctional Assistant/ Data Entry Operator/ Sr. Assistant	14-07-2015	14-07-2020	5	5	Store Keeper
4.	Denjil Basumatary		15-07-2015	15-07-2020			
5.	Pronita Basumatary	Junior Assistant	16-12-2016	16-12-2021	4	4	Senior Assistant
6.	Hatharkhi Basumatary		16-12-2016	16-12-2021			
7.	Niran Kr. Brahma	Multi-Tasking Staff	07-12-2006	07-12-2021	3	3	Junior Assistant
8.	Pilot Borgoyary		03-01-2007	03-01-2022			
9.	Rajmal Basumatary		01-07-2012	01-07-2017	2		

The members were of the view that DPC is a routine exercise that needs to be executed by the Institute. As of now the DPC may be conducted in lines with the DoPT Office Memorandum regarding Guidelines on Departmental Promotion Committee vide No. DoPT-1680082140634, dated 27th March 2023.

Resolution: Confirmed and to be conducted as per RR of the Institute.

- Item No. 28.07: Permission for promotion for eligible teaching employees of CIT Kokrajhar.

It was apprised to the Members that some of the faculty members were now eligible for academic grade pay upgradations as per applicable norms. Subsequent to the resolutions of the minutes of the 22nd, 24th and 25th BoG meetings vide Resolution Nos. 22.05, 24.05 and 24.06 respectively the institute proposed to permitted to issue notification for application by eligible faculty members and initiate the process by forming a committee with the Director in consultation with the Chairman, BoG by following applicable AICTE norms.

The agenda was presented before the members of the Board for kind consideration and approval. The members opined that as this matter is Institutional routine exercise, the same may be conducted as per rule.

Resolution: Confirmed and to be conducted as per rule.

- Item No. 28.08: Proposal for extension of contractual teaching employees of CIT Kokrajhar till July 2023 or until the process of advertisement is over whichever is earlier.

The Institute had appointed some faculty members on contract basis in various departments since their services were mandatory for the smooth running of academic curriculum and activities of the concerned departments. The Recruitment Rules (RR) and the Reservation



Roster Register (RRR) of the teaching staff are yet to be finalized. As the Mission Recruitment advertisement for Teaching will take some more time, it was proposed for extension of the Contract Faculty. The contract period of the following 06 (six) numbers of faculty members appointed in various departments be extended till the end of this academic session (i.e. 31st July 2023) to avoid disruption of smooth academic functioning or until the process of fresh contract advertisement is over whichever is earlier. *This is being done keeping in view the earlier Resolution No. 27.10 of the 27th BoG Meeting.*

List of the Contractual Faculty members				
Sl. No.	Name of Faculty	Designation	Department	Extension requested upto
1.	Mr. Ramakrishna Ganji	Assistant Professor	Multimedia Communication and Design	31 st July 2023
2.	Ms. Susmita Roy			
3.	Mr. Swarnadeep Nath			
4.	Mr. Sourav Deka		Electrical Engineering	
5.	Ms. Puja Sarkar		Computer Science and Engineering	
6.	Dr. Diganta Jyoti Sarma		Mathematics	

The members noted the proposal and recommended for extension till the next academic session as per academic calendar.

Resolution: Noted and Recommended for extension until 31st August 2023.

Item No. 28.09: Proposal for extension of contractual non-teaching employees of CIT Kokrajhar till July 2023 or until the process of advertisement is over whichever is earlier.

It was proposed extend the services of the non-teaching staff on contract basis in its various departments for the smooth running of daily academic and administrative activities. Their contract period was nearing completion.

The Institute requested the Board members for further extension of the contract period of the following 06 (six) numbers of non-teaching staff appointed in various departments be extended till the end of this academic session (i.e. 31st July 2023) to avoid disruption of smooth academic and administrative activities or until the process of fresh contract advertisement is over whichever is earlier. *This is being done keeping in view the earlier Resolution No. 27.11 of the 27th BoG Meeting.*

Sl. No.	Name of Staff	Designation	Extension requested upto
1.	Mr. Pungkha Muchahary	Security Officer	31 st July 2023
2.	Mr. Amar Singh Basumatary	Junior Engineer (Electrical)	
3.	Mr. Hemanta Brahma	JTS (Electrical)	
4.	Mr. Nityananda Paul	Junior Engineer (Civil)	
5.	Mr. Rhitupon Bora	JTS (MCD)	
6.	Dr. Jadav Chandra Baro	Medical Officer	

Members were now informed that the process of advertisement for Mission Recruitment is underway and therefore until then they may be accorded extension until the completion of the academic session i.e. until July 2023.



However, the members were of the view that all process of Mission Recruitment should be handed on fast track mode, therefore they accorded their approval until 31st August 2023.

Resolution: Proposed extension accorded until 31st August 2023.

Item No. 28.10: Proposal for creation of additional new posts against sanctioned strength for the non-teaching staff according to the ratio of "Faculty to Staff".

The institute was sanctioned 105 posts for the non-teaching staff under the Degree module. After upgradation to the Deemed to be University status, the ratio calculation following the **"Faculty: Staff as 1: 1.1 (one is to one-point-one)"** as per the AICTE/ MoE norms, it works out to be 117.

Calculations done may be noted as below.

The ratio of teaching to non-teaching is = 1: 1.1
Right now CIT Kokrajhar has 106 sanctioned teaching positions.
So required non-teaching posts will be = $106 \times 1.1 = 116.6$
ROUNDING OFF THE VALUE BECOMES 117

Members were apprised for the creation of 12 more additional sanction post owing to cater to the needs of "Post Graduate (PG) and PhD" programmes of the Institute.

Therefore, CIT Kokrajhar can expect to create **12 (twelve) additional sanctioned positions**. As of now the following posts are mandated for smooth functioning of the institute. Once approved by members CIT Kokrajhar would prepare the RRs for further course of action.

Sl. No.	Name of Post	Pay Level as per 7 th CPC	No. of Posts
1.	Controller of Examinations	13A	01
2.	Training and Placement Officer	13	01
3.	Deputy Controller of Examinations	12	01
4.	System Administrator	10	01
5.	Internal Audit Officer	10	01
6.	Sports Officer	10	01
7.	Office Assistant	5	04
8.	Technical Assistant	5	02
Total no. of posts =			12

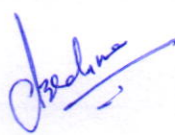
Members were requested to consider.

The Board members noted the requirement for additional sanction posts and advised to propose a separate proposal to the MoE based on the calculation of student strength.

Resolution: Noted and advised to submit proposal to the MoE for concurrence.

Item No. 28.11: Approval for Correction of effective date for AGP Upgradation.

In pursuance to the Resolution No.27.06 in the 27th BoG Meeting held on 20/01/2023 it is found that the effective date for upgradation of Pay Matrix of the following faculty needs correction due to typing error.



Name of Faculty Member	Present Pay Matrix Level	Date of last AGP Upgrade/Joining Date*	Pay Matrix Level (Upgraded to)	Promoted to	Effective Date of Pay Matrix upgradation	
					Approved date	Proposed Correction
Rajashekar M. Hubballi	10	29-12-2014*	11	Assistant Professor	29-12-2019	29-12-2018



Members are requested to approve the same. The matter was noted and considered.

Resolution: Approved.

Item No. 28.12: Approval for granting of “Sabbatical Leave” to Shri Ranjan Patowary, Assistant Professor, Department of Computer Science and Engineering (CSE) of the institute.

Shri Ranjan Patowary, Assistant Professor, Dept. of CSE had submitted an application dated 12th April 2023 for grant of sabbatical leave for a period of six (06) months (from 1st August 2023 to 31st January 2024) in the context of his PhD programme from the Indian Institute of Information Technology Guwahati (IIITG) under the guidance of Professor Gautam Barua, the Director and Professor of Dept. of CSE, IIIT Guwahati.

In accordance to Rule no. 23.C.1.a. the academic staff (Shri Ranjan Patowary) may be granted sabbatical leave “to conduct research or advanced studies in India or abroad” for a period not exceeding one (01) year and additional 120 days maximum if Board permits subject to the incumbent earning the same during his service.

The proposal for granting Sabbatical leave was discussed at length. The members noted the proposal and approved.

Resolution: The Sabbatical Leave to Sri Ranjan Patowary was noted and accorded approval by the members.

Item No. 28.13: Proposal for approval of the Revised Admission Regulations of the institute.

A proposal for “Revised Admission Regulations of CIT Kokrajhar” was placed in the 14th Senate Meeting. The members approved in principle the Academic-part of the Regulations vide Resolution No. 14.04 while the Financial-part of the Regulations was required to be placed in the 26th FC Meeting.

Consequent upon approvals/ recommendations of the i) Academic Regulations in the 14th Senate Meeting of CITK held on 18th April 2023 and the ii) Financial part of the Regulations in the 26th FC Meeting held on 6th June 2023, the members of the BoG were requested to kindly accord their approval for the “Revised Admission Regulations of the institute”.

Upon discussions the members noted that the proposed remunerations were on a higher side. Therefore, recommended to continue with the existing remunerations. Further, Director’s should be exempted from being provided with any remunerations.

Resolution: Members noted and approved the Revised Admission Regulations as per 26th FC Meeting Resolution no. 26.17.

Item No. 28.14: Proposal to convert two nos. of posts of Junior Engineer to two nos. of posts of Junior Technical Superintendent.

Central Institute of Technology Kokrajhar was sanctioned 04 (four) nos. of posts of Junior Engineer (two each for Electrical and Civil), by the MoE, Govt. of India vide letters

- i) F.No.24-2/2011-TS.VII, dated 04/05/2016 (*placed at annexure – 8.A*),
- ii) F.No.24-2/2011-TS.VII, dated 23/04/2020 (*placed at annexure – 8.B*) and as per the “Recruitment Rules” vide no. F.No.7-3/2020-TS.VII, dated 30/11/2021.

It was apprised to mention that the Engineering cell of CIT Kokrajhar is equipped with the following manpower presently.

Sl. No.	Designation	Sanctioned Post(s)	Presently Working	
			Regular	Contractual
1	Executive Engineer (Civil/ Electrical)	1	0	0
2	Assistant Engineer (Civil)	1	1	0
3	Assistant Engineer (Electrical)	1	1	0



4	Junior Engineer (Civil)	2	1	1
5	Junior Engineer (Electrical)	2	1	1

It was resolved in the 26th BoG Meeting dated 29.06.2022 vide Item No. 26.10 that "Engineering Cell of CIT Kokrajhar may execute Original and Repair works upto work value of ₹5.00 Lakh only".

Work value above ₹5.00 (five) lakh only are to be routed through the PWD/ CPWD and other govt. agencies for execution. Therefore, anticipating the minimization of the volume of future infrastructure work, the institute proposes to convert the 02 (two) posts of Junior Engineer (one each for Electrical and Civil) into 02 nos. of posts for Junior Technical Superintendent (JTS). Members may kindly note that all these posts have the same Grade Pay of ₹4200/- (Seventh CPC Pay Matrix Level: 6).

Upon discussions on the matter, Director (T) suggested to place a separate proposal to the MoE for conversion of the posts.

Resolution: Matter withdrawn.

Item No. 28.15: Proposal for approval of the "List of Subject Experts for Recruitment of Non-teaching Staff" in CIT Kokrajhar.

The list of subject experts had been prepared for direct recruitment of the non-teaching staff for CIT Kokrajhar. Members were requested for kind consideration and approval.

After discussion at length, the Board decided that the discretion for finalizing the expert list be with the Chairman BoG.

Resolution: List of Subject Experts for Recruitment of Non-teaching Staff" in CIT Kokrajhar is under discretion of the Chairman BoG.

Item No. 28.16: Proposal for "Age No Bar" for Institute's candidates both teaching/ non-teaching.

It is to appraise that the grant for relaxation for upper age limit for the direct recruitment in Teaching/ Non-Teaching positions of CIT was not mentioned in the Institute's RR (Recruitment Rules).

Therefore, the Institute proposed to considered "no age bar" for the internal candidates applying for the various positions under direct recruitment.

Members were therefore requested to considered for age no bar for the **internal candidates** of CIT Kokrajhar.

After threadbare discussions members concluded that Age relaxation upto five years would be provided to those internal candidates working on contract for five years or more. This relaxation would be one time exemption in the service period of the incumbent. The proposal for "Age No Bar" was therefore not accepted by the members.

Resolution: Members resolved the following.

1. Age relaxation upto five years for those internal candidates working on contract for five years or more.
2. The proposal for "Age No Bar" was not considered for approval.

Item No. 28.17: Proposal for the consideration of resignation of Dr. Sanjay Karmakar from the post of Assistant Registrar (Finance).

A representation has been received from Dr. Sanjay Karmakar to relieve him from his present services so that he can join new office as soon as possible.



In reference to file no. CIT/ KOK/ PF/ S. Karmakar/ 1581/ 2017/ 1029, dated 14-02-2023 approval through proper channel, Dr. Sanjay Karmakar had earlier applied for the post of Accounts Officer on Direct Recruitment basis at Indian Statistical Institute, Tezpur, Assam against the advertisement vide no. "REC-05/2022-2, KOL dated 14-05-2022". Accordingly, he has been selected for the same vide appointment letter no. "PU/ 103/ REC/ 07 dated 03-04-2023".

Subsequently, the institute has already received representation from Dr. Sanjay Karmakar in the form of technical resignation on 06-04-2023 for consideration and relaxation of notice period to relieve him to join the said new post at Indian Statistical Institute, Tezpur, Assam immediately. As his application was routed through proper channel and also in the aforesaid appointment letter he was instructed to join within 8th May 2023, his proposal for release was placed to be considered for relaxation notice period up to 2 months' time from the date of his resignation instead of 3 months so that he could join as soon as he completes 2 months' notice period at the institute.

The Board Members were requested to consider his notice period up to 2 months in this case and may kindly waive his notice period by one month or as the Board decides deemed fit.

The resignation was accepted by the members. The members advised the Institute to release Dr. Sanjay Karmakar as per terms and conditions of appointment.

Resolution: Noted and accepted for release as per terms and conditions of appointment.


Item No. 28.18: Proposal for opening a two (2) years Post-Graduate program i) M. Sc. in Data Science and ii) M. Sc. in Material Science.

A representation has been received from the department of Computer Science and Engineering (CSE) regarding opening of a two-year post-graduate M.Sc. programme in Data Science (*within the department of CSE*), which is designed to align with the National Education Policy 2020.

The aim of the programme would provide students with advanced knowledge and skills in the field of data science, which is becoming increasingly important in today's digital age. The program would equip students with the necessary tools and techniques to analyze and interpret large sets of data, enabling them to make data-driven decisions and contribute to various industries and sectors. The program holds significant potential in meeting the demands of the current job market and fulfilling the educational needs of aspiring data scientists. Its establishment would not only benefit the students but also contribute to the overall growth and reputation of CIT.

To support this request, the "Proposal for opening two (2) years Post-Graduate program M.Sc. in Data Science" document, which outlines the program's objectives, and anticipated outcomes was proposed. Additionally, the "Minutes of Meeting (MoM) - 11-05-2023" document for reference, providing a summary of the discussions and decisions made during the relevant departmental meeting was placed for approval.

The proposal for opening M.Sc. in Material Science was placed in the 14th Senate Meeting wherein the members considered and recommended for approval of the BoG.

 The Members noted the proposal. However, accepted the recommendation of the 14th Senate to pursue the 2 years Post Graduation Program M.SC in Material Science. The M.SC program in Data Science is on hold subject to consideration and recommendations of the Senate.

Resolution: The Members Noted and accepted the proposal for starting the 2 years Post Graduation Program M. Sc. in Material Science.



SECTION C: RATIFICATIONS.

Item No. 28.19: Ratification of General Information on Sponsored Research Projects and Consultancy Jobs of CIT Kokrajhar.

The proposal on “General Information on Sponsored Research Projects and Consultancy Jobs” of CIT Kokrajhar was placed in 19th BoG as “Drafting Handbook on R&D Guidelines” in **Reporting Items** Agenda Item No. **19.9.3**.

As no comments were receive from the BoG members in the 20th BoG Meeting regarding this item , it was assumed to be confirmed.

The title of agenda in 19th BoG refers to taking permission for drafting of the handbook, whereas, in the discussion it refers to the drafting of the handbook has already been completed by the R&D section of the Institute and is placed for approval. In view of the above confusion, this item was placed again for ratification.

The following documents were submitted.

- i) ‘General Information on Sponsored Research Projects and Consultancy Jobs (Handbook)’ of CIT Kokrajhar,
- ii) Minutes of the 19th BoG Meeting and
- iii) Minutes of the 20th BoG Meeting

Upon discussions, the matter considered approved and ratified.

Resolution: Noted and Considered Approved / Ratified.

SECTION D: REPORTING ITEMS.

SECTION E: ANY OTHER ITEMS.

Item No. 28.20: *Any other items with kind permission of the Chair.*

With the permission of the Chair, some more additional agendas were discussed.



(Smt. Chaitali Brahma)
Registrar

Central Institute of Technology Kokrajhar

Chaitali Brahma
Registrar
Central Institute of Technology
Kokrajhar



MINUTES (ADDITIONAL AGENDAS)

Minutes of the Agenda Notes (additional) of the 28th Meeting of the Board of Governors (BoG) of Central Institute of Technology (CIT) Kokrajhar convened on 06th June 2023 at 11:30 hrs (IST) in AICTE Campus, Nelson Marg, New Delhi.

SECTION F: ADDITIONAL AGENDAS.

The following two nos. of additional agendas (*Item nos.28.21 and 28.22*) were placed for approval vide circulation by the members of the Board of Governors. However, on request by the MoE, Govt. of India they were placed again as additional agendas before the Board.

Additional Agenda Item No. 28.21:

Proposal for the approval of the amended Recruitment Rules (RR) for faculty.

This is in reference to the Resolution no. 27.09 of the 27th Meeting of the BoG held on 20th January 2023.

The 5-member committee to review the existing RR for faculty was formed with the approval of the Director, CIT Kokrajhar. The committee has submitted the amended version of the RR which was placed for discussions.

Members were requested to consider and approve the same.

It was opined that the RR is the subject matter of the MoE, hence to be place as a separate proposal to the MoE for obtaining concurrence.

Resolution: Approved for sending to the MoE for seeking concurrence.

Additional Agenda Item No. 28.22:

Breakup of the vacant posts as per the institutional Roster Reservation Register (RRR) in the cadre of Associate Professor & Professor in eight departments.

For the upcoming recruitment of 'Associate Professor' and 'Professor' as per "Mission Mode Recruitment", the distribution of 8 posts for the 'Professor' cadre and 12 posts for the 'Associate Professor' cadre across various departments was decided upon during the institute's 27th Board of Governors meeting [Item No. 27.21].

In order to map the institutional RRR across various departments, the following table is proposed.

Department	Professor	Associate Professor
Civil Engineering	1-OBC	1-SC, 1-UR
Computer Science and Engineering	1-SC, 1-UR	1-UR, 1-ST, 1-OBC
Electrical Engineering	1-UR	1-UR
Electronics & Communication Engineering	1-UR	1-OBC
Food Engineering & Technology	1-UR, 1-OBC	1-SC
Instrumentation Engineering	--	1-ST
Mechanical Engineering	--	1-UR
Multimedia Communication and Design	1-UR	1-UR, 1-OBC
Total	8	12



Members were requested to consider and approve the same.

Members noted and approved the same subject to Roaster Reservation.

Resolution: Members approved as proposed.

Additional Agenda Item No. 28.23:

Proposal for amendment of existing Recruitment Rules (RR) for the non-teaching posts.

The institute proposes to make necessary amendments in the Recruitment Rules (RR) for the following 2 nos. of posts.

1. Assistant Registrar:

In the RR of the non-teaching staff of CIT Kokrajhar notified vide MoE, GoI office order no. F.No.7-3/2020-TS.VII, dated 30th November 2021 the *minimum eligibility service* for promotion from Pay Matrix Level 10 (of 7th CPC) to Level 11 is given as **8 years**.

In this regard, it is to mention here that, as per the DoPT's Office Order vide no. F.No.AB-14017/4/2021-Estt.(RR), dated 20th September 2022 the revised norms for *minimum eligibility service* for promotion from Pay Matrix Level 10 (of 7th CPC) to Level 11 is **5 years**.

In view of this, the institute proposes to adopt the norms notified vide the referred office order of the DoPT, GoI mentioned above and to amend the RR of the post of Assistant Registrar by revising the **minimum eligibility service** for promotion to **5 years**.

The proposed changes/ modifications in the RR should be as shown in the table below.

1. Name of the Post: Assistant Registrar			
Existing		Proposed	
Scale of Pay	6 th CPC: PB-3, Rs.15600 – 39100 with Grade Pay: Rs.5400/- with Rationalized Entry Pay of Rs.56100 in Level 10 as per 7 th CPC Pay Matrix.	Scale of Pay	6 th CPC: PB-3, Rs.15600 – 39100 with Grade Pay: Rs.5400/- with Rationalized Entry Pay of Rs.56100 in Level 10 as per 7 th CPC Pay Matrix.
	Assistant Registrar shall be eligible for the higher level 11 after 8 years of service provided, as currently required, they have participated in two training programmes on educational administration each of approximately four weeks' duration and their Performance Appraisal Report are as per the benchmark scores/ grades in UGC regulations/ guidelines.		Assistant Registrar shall be eligible for the higher level 11 after 5 years of service provided, as currently required, they have participated in two training programmes on educational administration each of approximately four weeks' duration and their Performance Appraisal Report are as per the benchmark scores/ grades in UGC regulations/ guidelines.



2. Multi-Tasking Staff:

Name of the Post: Multi-Tasking Staff			
Existing		Proposed	
	6 th CPC: PB-1, Rs.5200 – 20200, Grade Pay Rs.1800/-		6 th CPC: PB-1, Rs.5200 – 20200, Grade Pay Rs.1800/-
	7th CPC: Pay Matrix Level: 2		7th CPC: Pay Matrix Level: 1
Scale of Pay	After 3 years of regular service, MTS shall move to Level-2 (GP of 1900) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.	Scale of Pay	After 3 years of regular service, MTS shall move to Level-2 (GP of 1900) with same designation. Up gradation to be assessed by the DPC as constituted by the institute for the purpose.

Members were requested to kindly approve and recommend the same to be sent to the Ministry of Education, Govt. of India for concurrence.

The members noted the change for the Multi- Tasking Staffs and to be considered as a typo change. The change in RR for Asstt. Registrar for eligibility criteria for seeking higher level grade was not accepted for consideration.

Resolution: Noted with the following.

1. **The change in RR for Asstt. Registrar for eligibility criteria for seeking higher level grade was not accepted for consideration and thus stands as existing approved RR.**
2. **Change noted for the Multi-Tasking Staffs and to be considered as a typo change, thus approved as proposed.**

Additional Agenda Item No. 28.24:

Proposal for adoption of relaxation in age for various reserved categories of candidates' as per Government of India norms as notified/ published from time to time.

The institute proposed to adopt relaxation in age for various reserved categories of candidates' vis-à-vis,

- i) Office Memorandum regarding "**Consolidated orders on relaxation in upper age limit allowed to various categories of government servants**", by the "**Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Govt. of India (GoI)**", vide notification No. 15012/2/2010-Estt. (D), dated the 27th March 2012 (placed at Addl_Annexure – 2).
- ii) "Information document on grant of relaxation of upper age limit" online notification dated 06th September 2022 by DoPT, Govt. of India (GoI) on the subject "GRANT OF RELAXATION OF UPPER AGE LIMIT TO VARIOUS CATEGORIES FOR DIRECT RECRUITMENT TO CENTRAL CIVIL SERVICES.



In this regard, the members were requested for consideration/ approval.

Upon discussions, the members opined that these orders are to be accepted and followed.

Resolution: Noted for acceptance by the Institute.

Additional Agenda Item No. 28.25:

Signing of Memorandum of Understanding (MoU) between Central Institute of Technology (CIT) Kokrajhar and the Department of Higher Education (HE), Ministry of Education (MoE), Govt. of India.

The draft of the Sixth Memorandum of Understanding (MoU) between Central Institute of Technology (CIT) Kokrajhar and the Department of Higher Education (HE), Ministry of Education (MoE), Govt. of India for the Financial Year (FY) 2023-24 has been prepared and placed for approval.

Hon'ble members were requested to approve the same.

The members opined for consideration for approval.

Resolution: Noted and Approved.

Additional Agenda Item No. 28.26:

Proposal for approval of **Medical Rules (Revised)** for Employees and Students of the Institute.

The Medical Board submitted the **Medical Rules (Revised)** for the Employees and the Students of the Institute. The proposed Medical Rules (Revised) are placed for discussions.

A comparison statement between the *existing Medical Rules* and the **proposed Medical Rules (Revised)** was also placed.

Members are requested to consider and approve the same.

Resolution: This Agenda was deferred.

Additional Agenda Item No. 28.27:

Representation from the Bodo National Students' Union (BONSU).

The institute had received a representation i.e. a "Memorandum" from the Bodo National Students' Union (BONSU), regarding the advertisement for "Recruitment of various non-teaching posts" vide no. CITK/ Recruit/ Non-Teaching/174/2022/144 dated 22nd May 2023.

The same was placed for seeking comments and further course of action on the matter.

The Secretary BTC, Shri Naren Chandra Basumatary threw light on the demand in line with the spirit of the 6th Schedule Constitution. Director (T) suggested that the matter may be brought to the MoE for consideration from the authorities of BTC. Until such time the Mission Mode Recruitment will continue with the existing Roster Reservation.



Resolution: Noted with suggestion to the Secretary, BTC to submit a proposal for examination on the matter. The Mission Mode Recruitment apprised by the Institute shall follow the Existing Roster Reservation until then.

The Meeting ended with vote of thanks to All Members.



(Smt. Chaitali Brahma)

Registrar

Central Institute of Technology Kokrajhar

Chaitali Brahma
Registrar
Central Institute of Technology
Kokrajhar