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(Deemed To be University, MHRD, Govt. of India)

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Ph. D Regulation

CATEGORIES OF Ph.D STUDENTS

The Institute admits Ph. D students under the following categories:

REGULAR

- 1.1 A student in this category works full-time for his/her Ph. D degree. He/she receives assistantship from the Institute or fellowship from CSIR/UGC or any other recognized funding agency as applicable.

SPONSORED

- 1.2 A student in this category is sponsored by a recognized R&D organization, academic institution, government organization or industry for doing research in the Institute on a full- time basis. The Institute does not provide any assistantship/fellowship to such a student.

SELF-FINANCED

- 1.3 A student in this category works full-time towards the Ph. D Program. The Institute does not provide any assistantship/fellowship to such a student.

PROJECT-STAFF

- 1.4 This category refers to a student who is working on a sponsored project in the Institute and is admitted to the Ph. D Program to work on a full-time or part-time basis. The remaining duration of the project at the time of admission should be at least two year. If the project gets completed before the student completes his/her Ph. D Program, his/her category will be converted to that of SELF-FINANCED.

PART-TIME

- 1.5 A student in this category is a professionally employed person (including the staff of CIT Kokrajhar (Deemed to be University, MHRD, Govt. of India)), who pursues the PhD Programme while continuing the duties of his/her service. The Institute does not provide any assistantship/fellowship to such students.

CHANGE OF CATEGORY

- 2.1 The Chairman, Institute Ph. D Program Committee (IPPC) on recommendation of the Department Ph. D



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Program Committee (DPPC) approves change from one category to another (except to regular category).

Only the Chairman, Secretary and Senate approve change to the regular category from one category to any other category.

ADMISSION TO PhD PROGRAMME

Eligibility Criteria

3.1 The details of the eligibility criteria for admission to various Ph. D programs are given in Appendix-I. These criteria are revised by the Senate from time to time.

ADMISSION PROCEDURE

3.2.1 Admission to the Ph. D Programme of the Institute normally takes place in January and July every year.

Advertisements are issued in November/December for the even semester (January - June) and May/June for the odd semester (July - December).

3.2.2 Admission to all categories of students is granted on the basis of admission test followed by interview usually during the month of December and June every year.

3.3.3 The following documents are to be furnished along with the application by candidates falling under Sponsored, Project Staff and Part-time categories:

Form I: Sponsorship letter for Sponsored category.

Form II: No objection certificate from Dean (R&D), CIT Kokrajhar (Deemed to be University, Govt. of India), for Project Staff category

Form III: No objection certificate from the employer for Part-time category.

ASSISTANTSHIP

4.1 Institute assistantships shall be available to eligible students as per prevailing norms.

4.2 Assistantships from external funding organizations shall be available as per terms and conditions of the concerned funding organizations.

4.3 Students receiving assistantships from the Institute or fellowships from any other funding agencies are required to perform academic duties as per prevailing norms.



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- 4.4 The continuation of the assistantship/fellowship is subject to satisfactory performance of the assigned duties and satisfactory progress of the student in the Ph. D Program.

Leave Rule

Ordinary Leave

- 5.1 A full-time Ph. D student is eligible for 30 days leave for every completed year (calculated in terms of two consecutive semesters, from the time of his/her joining the program) Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. Of the 30 days leave, a maximum of 15 days of leave is permitted in a semester. However, a maximum of 5 days of such leave is allowed to avail at a stretch if student having any teaching assignment. However, a student can accumulate leave, and avail a maximum of 30 days' leave at a time in a year. The maximum number of carried-over leave, from one completed year to another, is 15 days. Head of the Department sanctions leave on recommendation of the Supervisor.

Maternity/Paternity Leave

- 5.2 A student is eligible for 6 months maternity leave or 15 days of paternity leave as applicable only once during the Ph. D Program. The Head of the Department sanctions maternity/paternity leave on recommendation of the Supervisor and submission of a certificate from Senior Medical Officer /Medical Officer of the institute.

Different Acronym

‘IPC’ Institute Programme Committee

‘IPPC’ Institute PhD Program Committee

‘DPPC’ Department PhD Program Committee

‘DC’ Doctoral Committee

Academic leave

- 5.3 Academic leave is permitted on the following grounds.
- 5.3.1 To attend conferences/seminars/workshops/trainings/short-term courses. A maximum of 15 days of leave is permissible in a calendar year. A maximum of 30 days of leave in a calendar year is permissible for field trips



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such as data collection, survey work, etc. The Head of the Department sanctions academic leave on recommendation of the Supervisor. Academic leave exceeding 30 days but up to a maximum of 60 days in a calendar year is approved by the Chairman, IPPC on recommendation of the Ph D coordinator, Supervisor and the Head of the Department. Academic leave of more than 60 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/R&D Lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host institute is required. This leave is permissible only after the student has passed the comprehensive examination and has done part of the research work at CIT Kokrajhar.

5.3.2 On recommendations of the Supervisor, the doctoral committee (DC), the DPPC, Chairman, IPPC, and the Chairman, Senate approves such an academic leave. Such cases are also to be reported to the AOG. A student granted academic leave for one or more semesters, pays prescribed fees in every semester. If a registration date falls during the period of academic leave, a student completes the registration procedures at the expiry of his/her academic leave.

SUPERVISOR(S)

- 6.1 Every student admitted to the Ph. D Program undertakes research under the guidance of a faculty member of the Department in which he is admitted. The faculty member is called his/her Supervisor. The faculty member from other recognized Indian institutes/universities can be co-supervisor of the admitted students.
- 6.2 The following categories of persons can act as one of the Supervisors but not as a Coordinating Supervisor
 - i. A faculty nearing superannuation with less than 3 years of service left at the Institute
 - ii. A faculty on contract (including a Visiting Faculty) with less than 3 years of service left at the time of appointment as a Supervisor.
 - iii. Professionals from industry for students. On recommendation of the DPPC and the Chairman IPPC, the Chairman Senate approves appointment of such a Supervisor.
- 6.3 In special cases, a student admitted to a Department (X) can have as his sole supervisor a faculty from another Department (Y), unless either of the departments X or Y does not agree. The reasons of



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disagreement must be given in writing and the matter will then be decided in a joint meeting of the Secretary and Chairman DPPC of the two departments, Chairman IPPC and the Chairman of the Senate. A faculty member can take at most one student from outside his/her department in one academic year. The faculty and the department (X) will be identified before the admission takes place. In order to encourage such cross-disciplinary guidance, Department (X) may be allowed an increase in intake capacity if required. The Secretary DPPC of the Department X will handle the official processes and faculty will interact with this convener directly (without going through his / her Head) for matters relating to the concerned student. Reservation of slots can also apply in such cases.

APPOINTMENT OF SUPERVISOR(S)

- 7.1 The DPPC appoints Supervisor(s) to a student after obtaining mutual consent of both the student and the Supervisor(s).
- 7.2 The Supervisor(s) is identified and appointed at the earliest and within six months from the date of admission.

CHANGE/ADDITION OF SUPERVISOR(S)

- 8.1 If a student has only one Supervisor and the Supervisor goes on leave for more than 18 (eighteen) months, another Supervisor is appointed by the DPPC. Mutual consent of both the student and Supervisor(s) is taken for such cases.
- 8.2 If the Supervisor of a student under external category proceeds on a leave for more than 15 (fifteen) months, the Secretary DPPC or the Head of the Departments looks after the routine administrative issues. Otherwise, the DPPC may appoint a new Supervisor. Mutual consent of both the student and Supervisor(s) is taken for such cases.
- 8.3 The Chairman, Senate may permit a student to change his/her Supervisor(s) for valid reasons. Mutual consent of the student and supervisor(s) and recommendations of the DPPC and IPPC are required. Such cases are reported to the Senate.



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DOCTORAL COMMITTEE (DC)

9.1 To monitor the progress of research of a student, there shall be a Doctoral Committee with the following composition:

- | | | |
|-----|---|-----------|
| i | Head of Department | Chairman |
| ii | Supervisor(s) | Member(s) |
| iii | Two other faculty members out of which one should be from
Other department | Member |

9.2 The DC is constituted by the DPPC in consultation with the Supervisor(s) within one month from the date of appointment of the Supervisor(s). The list is sent to the Chairman, IPPC for approval.

9.3 Until the DC is constituted, the DPPC performs the duties of the DC.

COURSE WORK

10.1 The DC of a student prescribes the courses a student has to register for every semester. However, the DPPC prescribes courses if the DC is not yet constituted.

10.2 A student of Engineering/Design/Technology Department with an entry level qualification of two-year Master's degree (after completion of 4-year Bachelor's degree) or three-year Master's degree (after completion of 3-year Bachelor's degree) registers for a minimum of 4 courses with at least 24 credits and has to obtain at least 60% in each course. Similarly, a student of Science and HSS Department with an entry level qualification of Master's degree (M. Tech/M. Phill) registers for a minimum of 4 courses with at least 24 credits and has to obtain a 60%.

10.3 A student with entry-level qualification other than those under Clause 10.2 above registers for a minimum of 6 courses with at least 36 credits and has to obtain at least 60% in each course.

10.4 Two of the registered courses may be taken as seminar/Project based courses. In a seminar course, a student delivers 2-4 seminars/projects. A brief report is submitted at least one week before the due date of every seminar. The DC members act as examiners for such seminars. One of the DC members coordinates the seminar course. Before registration, the DC and the DPPC decides the number (one or two) and the type of



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the course taken as a seminar course.

- 10.5 Under normal circumstances, a student is required to complete all course work within two semesters, and registering for at least two courses in the first semester.
- 10.6 If at the end of any semester, a student maintains less than 60% in a course he/she will be marked as fails in a course and he/she is allowed to repeat/substitute it in the following semester(s).
- 10.7 A repeat/substitute course may be registered during the summer term.
- 10.8 A student is not allowed to register for B Tech, B Des or MSc level courses. However, he may be allowed to audit these courses.

COMPREHENSIVE EXAMINATION

- 11.1 To test the overall competence and academic preparation of a student in the PhD Programme, a Comprehensive Examination is held within 12 months to 18 months from the date of admission.
- 11.2 Comprehensive Examination shall be held only after successful completion of course work.
- 11.3 The mode of Comprehensive Examination (Seminar or written or both) common to all students in a Department is decided by the DPPC and is intimated to the students.
- 11.4 The date of the Comprehensive Examination is informed to the student at least one month prior to the date of examination. The DPPC conducts Comprehensive Examinations for all Ph. D Students.
- 11.5 A student failing in the Comprehensive Examination in the first attempt is given a second attempt not before one month and within six months from the date of the first attempt. If the student fails in the second attempt, he/she is not allowed to continue in the Ph. D Program.
- 11.6 If a student inducted to the Ph. D Program while pursuing, M. Tech / M. Des fails in the Comprehensive Examination, he/she is allowed to complete project work of the M. Tech / M. Des and shall get an M. Tech / M. Des degree. He receives assistantship as per M. Tech / M. Des regulations.
- 11.7 If a student inducted to the Ph. D Program while pursuing B. Tech / B. Des, he/she shall be allowed to replace the B.Tech Projects by Ph. D level courses or he/she shall be allowed to drop the B.Tech Projects. Such a student can drop out of the dual degree Program at any time, but he/she shall be awarded a B.Tech degree



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only after he/she passes the Ph. D comprehensive examination which must be of the Credit Waiver Written Comprehensive Examination (CWWCE) type. A student not wishing to keep his/her option of dropping out in the middle of the Ph. D Program, shall be able to take the ordinary comprehensive examination if he/she so desires.

- 11.8 All cases of failure in the Comprehensive Examination are reported to the Senate.
- 11.9 After Successful completion of Comprehensive Examination the reports are submitted to IPPC.

STATE-OF-THE-ART SEMINAR

- 12.1 Within 6 months of the successful completion of the Comprehensive Examination, a student presents a State-of-the-Art Seminar (SOAS). The presentation is open to all. In this, he/she presents literature survey and broad areas of research.
- 12.2 A student submits a write-up to the DC members at least one week before the date of the SOAS. A report on the successful completion of the SOAS, is submitted by the DC to the Chairman DPPC.
- 12.3 DPPC who communicates the same to the Chairman, IPPC. Within a month, a student delivers another SOAS if the first SOAS is not satisfactory

PROGRESS REVIEW

- 13.1 After the State-of-the-Art Seminar (clause 12), a student submits at-least one progress report for yearly evaluation to the DC. The DC schedules a meeting where the student presents his/her progress report. All such presentations are open to all. However, the DC may schedule more such meetings depending on the progress of the student.
- 13.2 The DC reviews the progress and submits a report to the Chairman, through IPPC.
- 13.3 Based on needs, the DC may fix a minimum number of working days (up to fifteen) twice a year for a student in part-time/Self-financing category to be present in CIT Kokrajhar for his/her research work.

ENROLMENT

- 14.1 Students of all categories shall have to enroll in person every semester on the stipulated date till the submission of their thesis.



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- 14.2 They are required to pay the prescribed fees till the submission of their thesis within stipulated dates.
- 14.3 A student may be exempted from the prescribed fees for the last semester if he submits thesis within 30 days from beginning of the semester.
- 14.4 Semester drop: Up to two semesters may be dropped in the entire duration of the PhD Programme, on bonafide grounds. Except on medical grounds, semester drop is not permissible before successful completion of Comprehensive Examination by a student. On the recommendation of Supervisor, Chairman DPPC, Chairman IPPC and the Chairman Senate may approve a semester drop. Cases of semester drop are reported to the Senate. No assistantship is provided during the period of a semester drop. The period of semester drop is not counted in the prescribed time limit for completion of the Ph. D Program.

CONDUCT AND DISCIPLINE

- 15.1 Regulations for Conduct and Discipline are common for all students of CIT Kokrajhar, and these are the same as that prescribed in the institute Ordinance.
- 15.2 In addition, unauthorized absence for more than one month leads to disciplinary action, in the form of reduction of assistantship or even termination of studentship.

CANCELLATION OF STUDENTSHIP

- 16.1 The Ph. D studentship is liable to be cancelled for any of the following reasons:
- Giving false information at the time of application/admission.
 - Not conforming to the regulations of the Program.
 - Failure in course work requirement.
 - Failure in Comprehensive Examination.
 - Consistent lack of progress in research.
 - Violation of discipline and conduct rules of the Institute.
 - Not submitting a thesis within the stipulated period.
 - Not enrolling for a semester within stipulated dates.



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- ix. Regular and Sponsored Full time category students, remaining absent for more than 6 (six) weeks in a semester, without sanctioned leave.

DURATION OF THE Ph. D PROGRAM

17.1 The duration of the Ph. D program is as follows

17.2 The minimum duration of the Ph. D Program (excluding dropped Semester (s) /maternity leave) is six semesters. If a student (s) has/have performed excellent publication in international standard he/she is/are eligible to submit their thesis in five semesters on the recommendation of Chairman IPPC and Chairman Senate through Chairman DPPC.

17.3 The maximum duration of the Ph. D Program is 6 years from the date of admission for a full-time student and 7 years for a part-time student.

SYNOPSIS OF THESIS

- 18.1 Prior to the submission of the thesis, a student submits the synopsis of thesis to the DC. The synopsis contains outline of the research contained in the thesis. A student shall be eligible synopsis presentation only when he/she publishes two journal papers of international standard with SCOPUS/SCI indexed and attended two seminars international/national repute.
- 18.2 The student makes a presentation of his/her thesis work before the DC in an open seminar (named as Synopsis Seminar). The synopsis is submitted one week before the Synopsis Seminar date.
- 18.3 If the DC approves the synopsis, the student is allowed to submit the synopsis of the thesis. The Coordinating Supervisor sends report of the Synopsis Seminar and Synopsis to the Chairman IPPC through the Chairman, DPPC.
- 18.4 If a student fails to submit the thesis within 3 months from the date of the Synopsis Seminar, he /she shall present another Synopsis seminar. His / Her synopsis has to be approved by the DC and sent to the Chairman, IPPC.

PANEL OF EXAMINERS

- 19.1 Two external Indian experts shall examine the thesis.



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19.2 At least fifteen days prior to the submission of the thesis, the DC submits to the Chairman DPPC a panel of five examiners. The Chairman, DPPC forwards it to the Chairman IPPC. The Chairman, IPPC shall recommend the same to the Chairman Senate for the approval.

19.3 The list of examiners remains confidential with the office of the Chairman IPPC. The office of the Chairman IPPC makes all correspondence with the examiners. The name of the examiner is made available to the thesis Supervisor(s) after both the reports have been received.

SUBMISSION OF THESIS

20.1 Within three months of the acceptance of the synopsis by the DC, the student submits seven (or eight, if there are two supervisors) copies of his/her thesis in prescribed format and plagiarism check report of the thesis to the Academic Section.

20.2 Similarity index of the plagiarism check report is acceptable up to <10%.

THESIS REPORTS

21.1 Examiners are expected to send reports on the thesis within two months from the date of receipt of the thesis.

21.2 If an examiner does not send his/her report within two months, reminders are sent. If the report is not received in spite of reminders, the Chairman, IPPC replaces another examiner from the list.

21.3 If both the thesis examiners recommend the thesis for award of the Ph. D degree, the Chairman IPPC approves the conduct of a Viva-Voce. Corrections in the thesis, responses to comments of examiners are ratified by the DC.

21.4 If an examiner suggests re-submission of the thesis, the student is allowed to resubmit the thesis after due revision within the time stipulated by the DC.

21.5 If one examiner recommends the thesis, and the other rejects, the report of the first examiner is sent to the second examiner and vice-versa. The examiners are requested to review their recommendations. If after this, there is one acceptance and one rejection, the matter is placed before the Senate for possible replacement of the examiner who has rejected.

21.6 If both the examiners do not recommend the thesis for the award, the reports are sent to the DC which can



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decide on one of the following based on their assessment.

21.6.1 If the DC is satisfied with the work already done and the contents of the thesis already submitted, it may request the Chairman Senate that the thesis may be sent to another set of examiners. Such a request has to be recommended by the DPPC and Chairman IPPC.

21.6.2 The DC may advise the student to augment the research and submit the synopsis again. If both the examiners do not recommend the thesis for the award for second time, the student is not awarded the degree and the registration is cancelled.

VIVA VOCE

22.1 In a Viva Voce, a student makes an oral presentation on his/her thesis. The presentation is open to all.

22.2 The following is the composition of the Viva Voce Board (VVB).

Chairman of the DC	Chairman
Supervisor(s)	Member(s)
One examiner of the thesis within the country	Member
A faculty member of another department	
to be nominated by the DPPC.	Member
One faculty member of the Department with knowledge of the subject of the thesis.	Member

The other members of the DC of the student will be invitees to the Oral Examination.

22.3 The VVB conducts the defense of the thesis by the candidate ensuring that he/she answers all the queries of the thesis examiners satisfactorily.

22.4 If the VVB finds the performance of the student unsatisfactory, the student shall be asked to reappear for another oral examination at a later date (not earlier than a month and not later than six months from the date of the first oral examination).

22.5 If the VVB finds the performance of the student unsatisfactory on the second occasion also, then the matter will be referred to the Senate for a decision.

22.6 The VVB may also recommend revisions to be made in the final version of the thesis after taking into



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consideration the suggestions of the examiners who evaluated the thesis and the discussion at the Viva Voce.

The Chairman of the VVB shall forward the report to the Chairman, IPPC, certifying that the recommended revisions by the VVB, if any, have been incorporated in all copies of the thesis, for award of the degree.

AWARD OF Ph. D DEGREE

- 23.1 If the Viva Voce Board recommends award of the degree, a student will be awarded the PhD degree on the recommendation of the Senate with the approval of the Board of Governors of the Institute.

LEGAL OTHER MATTERS

- 24.1 All other cases, not covered by the above, shall be referred to the Senate.
- 24.2 Any legal matter relating to Rules and Regulation under 1 – 24 shall be subjected to jurisdictions of Court(s).

ELIGIBILITY CRITERIA FOR ADMISSION INTO Ph. D PROGRAM

The details of the eligibility criteria (i.e. minimum qualifications and experience) for admission to various Ph. D programs are given in this appendix. The Senate reviews the same, for admission to the Ph. D program from time to time. Relaxation in academic qualification for reserved categories of students is as per Government of India guidelines.

A. MINIMUM QUALIFICATIONS

Ph. D IN ENGINEERING

For admission to the Ph. D Program in Engineering departments, a candidate must satisfy one of the following criteria:

- A.1.1 Master's degree in Engineering/Technology in a relevant area with a minimum CGPA of 6.5 or 60% of marks
- A.1.2 Bachelor's degree in Engineering/Technology in a relevant area with a minimum CGPA of 8.5 or 80% of marks
- A.1.3 A regular student of CIT Kokrajhar who is continuing his/her M. Tech studies and having a minimum CGPA of 8.0 at the end of second semester may be enrolled in the PhD Program of the Department in the beginning of his/her third semester of study. Such students can receive only Ph. D Degree.



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A.1.4 A student of CIT Kokrajhar who is continuing his/her B. Tech studies and having a minimum CGPA of 8.5 at the end of sixth semester may be enrolled in the Ph. D Program of the Department in the beginning of his/her seventh semester of study. Such students can receive dual B. Tech and PhD Degree. Both the degrees will be awarded after completion of PhD degree.

B. Ph. D IN DESIGN

For admission to the Ph. D Program in Design, a candidate must satisfy one of the following criteria:

- B.1.1 Candidates having M. Des/MFA/ MVA/M. Arch /M. Tech/ME degree in a relevant area, with a minimum CGPA of 6.5 or 60% of marks
- B.1.2 Master's degree in computer Applications/Geography/Rural development/social Sciences with a minimum CGPA of 6.5 or 60% marks
- B.1.3 Bachelor's degree in Design or Engineering/Technology in a relevant area with a minimum CGPA of 8.5 or 80% of marks
- B.1.4 A two-year Post-graduate Diploma in Design (NID/CEPT or equivalent) with first class at Bachelor's level
- B.1.5 BFA/BVA (4-year professional programme, after 10+2)/GD Art (5-year programme after 10th standard) with one year professional experience, with a minimum CGPA of 7.5 or 70% of marks
- B.1.6 A regular student of CIT Kokrajhar who is continuing his/her M. Des studies and having a minimum CGPA of 8.5 at the end of second semester may be enrolled in the Ph. D program of the Department in the beginning of his/her third semester of study. Such students can receive only Ph. D Degree.
- B.1.7 A student of CIT Kokrajhar who is continuing his/her B. Des studies and having a minimum CGPA of 8.5 at the end of sixth semester may be enrolled in the Ph. D programme of the Department in the beginning of his/her seventh semester of study. Such students can receive dual B. Des and Ph. D Degree. Both the degrees will be awarded after completion of Ph. D degree.

C. Ph. D IN SCIENCE

For admission to the Ph. D Programme in Science departments, a candidate must satisfy one of the following criteria:



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- C.1.1 M.Sc / M.Phil degree in Science in a relevant area with a minimum CGPA of 6.5 or 60% of marks
- C.1.2 M.Tech degree in Engineering/Technology/Design in a relevant area with a minimum CGPA of 6.5 or 60% of marks
- C.1.3 Bachelor's degree in Engineering/Technology/Design in a relevant area with a minimum CGPA of 8.5 or 80%

D. Ph. D IN HUMANITIES AND SOCIAL SCIENCES

For admission to the PhD Programme in the department of Humanities and Social Sciences (HSS), a candidate must satisfy one of the following criteria:

- D.1.1 M.A / M. Phil Master's degree in Arts/Commerce/Science in a relevant area with a minimum CGPA of 6.0 or 55% marks
- D.1.2 Master's degree in Engineering/Technology/Design in a relevant area with a minimum CGPA of 6.5 or 60% marks.
- D.1.3 Bachelor's degree in Engineering / Technology / Design in a relevant area with a minimum CGPA of 8.5 or 80% marks

E. MINIMUM EXPERIENCE FOR SPONSORED, PART-TIME AND EXTERNAL CATEGORIES

- E.1.1 Candidate in Sponsored, Part-time and External categories must be a regular employee of the sponsoring organization with at least one year of professional experience in the respective field.



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FORM I -SPONSORSHIP LETTER

(This should be typed on the letter head of the sponsoring organization)

Reference No:

Date:

The

The Director

Central Institute of Technology Kokrajhar, (Deemed to be University, MHRD, Govt. of India)

Sub : Sponsoring an Employee for Ph. D Program

Dear Sir,

We hereby sponsor the candidature of Mr/Mswho is an employee in our organisation, for joining PhD. Programme inat your Institute as a full - time student.

It is certified that he/she has completed 1(One) year of service in our organization/institute as a regular employee.

We shall relieve him/her of his/her duties in the organisation during the two years of the PhD. programme.

Signature and seal of the Sponsoring Authority



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FORM II - NO-OBJECTION CERTIFICATE FOR CIT KOKRAJHAR PROJECT

STAFF

(This should be typed on the letter head of the R&D Section of CIT Kokrajhar)

Reference No:

Date:

The

The Director

Central Institute of Technology Kokrajhar (Deemed to be University, MHRD, Govt. of India)

Sub : No-Objection Certificate for CIT KOKTAJHAR's Project Staff

Dear Sir,

The R&D Section, of CIT Kokrajhar, has no objection if Mr./Ms./Mrs..... a

Project employee in the projectunder.....department, is admitted to the PhD Programme
in.....

Principal Investigator of the concerned project has agreed to allow him/her to attend classes/research work
during the PhD Programme.

Signature and seal of the Dean (R&D)



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FORM III NO-OBJECTION CERTIFICATE FOR PART-TIME STUDENTS

(This should be typed on the letter head of the sponsoring organization) Reference No

Date:

The

The Director

Central Institute of Technology Kokrajhar (Deemed to be University, MHRD, Govt. of India)

Sub : No-Objection Certificate

Dear Sir,

We have no objection if Mr./Ms./Mrs.an employee in our organization, is admitted to the PhD programme in at your institute as a PART-TIME student.

It is certified that he/she has completed one year of service in our organization/institute as a regular employee.

We shall grant him/her leave of absence to attend classes/research works at IIT Guwahati during the PhD programme.

Signature and seal of the

Sponsoring Authority



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ANNEXURE –I

1. The academic Senate approved additional set of guidelines, rules and regulations for Credit Waiver Written Comprehensive Examination (CWWCE) as noted below:

- A Preamble to the syllabus for Credit Waiver Written Comprehensive Examination is required to be provided, clarifying the following points:
- undergraduate courses taken in to consideration while setting syllabi for each of the question papers;
- syllabi for individual question papers are to be designed in such a manner that overlapping areas among question papers could be avoided;
- syllabi of every question paper should be self-contained, including Texts and References to be consulted by students; and
- marks distributions across components of the syllabi of every question paper, are to be clearly specified;

2. duration of Credit Waiver Written Comprehensive Examination, shall be 3(three) hours for each of the three question papers;

3. Credit Waiver Written Comprehensive Examination, for all the three papers, shall be concluded and completed preferably within 7(seven) days;

4. each question paper of Credit Waiver Written Comprehensive Examination shall carry a total marks of 100;

5. pass percentage of marks for individual question papers shall be 60%;

6. if a student fails in all the 3(three) papers of the Credit Waiver Written Comprehensive Examination, he/she will have to compulsorily do course works;

7. if a student passes in 2(two) papers but fails in 1(one) paper, he/she will be allowed to clear the paper in second attempt within 3(three) months from the date of the first appearance;

8. if a student passes in 1(one) paper but fails in 2(two) papers, he/she will have two options to avail:



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Option-I - to appear in all 3(three) papers in second attempt within 3(three) months from date of the first appearance, and clear them;

OR

Option-II - to compulsorily do course works.

9. Each academic Department should constitute its Credit Waiver Written Comprehensive Examination Committee (CWWCEC) consisting of at least 3(three) faculty members, including 1(one) member from an allied Departmen “out of which 1(One) may be nominated as the Convener.

- i. the term and functions of the CWWCEC shall broadly be as below:
- ii. the term of the CWWCEC is to be for 2(two)years;
- iii. the term the concerned subject faculty members of a Department are to set question papers and evaluate the same;
- iv. the Convener of the CWWCEC is to collect question papers, organize Credit Waiver Written Comprehensive Examination, and declare results, in full consultation with the CWWCEC;
- v. The Convener of the CWWCEC is to collect question papers, organize Credit Waiver Written Comprehensive Examination, and declare results, in full consultation with the CWWCEC;
- vi. The CWCEC shall be the sole authority for organizing and supervising Credit Waiver Written Comprehensive Examination of the Department/Centre, including moderation of question papers and declaration of results.

Minutes of the 8th Senate Meeting of the Central Institute of Technology Kokrajhar (CIT Kokrajhar) held on 6th January, 2020 in the Director's Conference Hall, CIT Kokrajhar

The Chairman, Senate, Central Institute of Technology Kokrajhar welcomed all the Members present in the meeting.

Item No. 08.01: Confirmation of the Minutes of the 7th Meeting of the Senate held on 4th June, 2019 in the Director's conference hall of the institute

The minutes of the 7th meeting of the Senate was circulated to the members for seeking comments if any. As no comments were received from the members, the minutes of the 7th Meeting may be confirmed.

Resolution: After threadbare discussion, the Members confirmed the Minutes of the 7th (seventh) Senate Meeting.

Item No. 08.02: 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. A copy of the notification was placed before the members. As per the said notification, approvals for a number of 32 programmes were granted to the institute. Out of the total approved programmes, 17 programmes were started in the academic session 2019-20. As the 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 LoA 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 needs to be chalked out specifically in terms of manpower and infrastructure in an interdisciplinary manner.

In this context, the Civil Engineering Department and the Department of Physics have proposed to start a postgraduate programme in Geotechnical Engineering and an undergraduate programme in Engineering Physics respectively. The curriculum and syllabi for the said programmes were placed before the members for approval of the Senate.

The members were requested to comment on that.

Resolution: The Members felt the importance of starting all the programs approved by the AICTE, which mandates to start them within **two (2)** years from



the date of the approval. Thus, Members resolved that the Institute need to seek approval from the MHRD to initiate the subsequent necessary steps to start the approved programs.

- In the context of lack of expertise among the existing faculties on the **remaining two De-novo PG programs**, the Members resolved that the Institute need to form two Expert Committees (one for each of the two) to provide us with proper guidance to develop the curriculums, the necessary inputs, and potential resources. **The decisions and the outputs from these Expert Committees will be placed before the Senate by February.**
- The Members approved, in principle, the M.Tech programme in Geochemical Engineering. The HoD-Civil Engineering Department is entrusted with the responsibility of developing a **working proposal** as to how the Department shall manage one Diploma, one UG, two of its own PG programs and administrative support to the M.Tech programme in Green Energy Technology without any additional resource, facility and infrastructure.
- The Members resolved to defer initiation of B.Tech programme in Engineering Physics, as of now, considering the extensive commitment of resource, facility and infrastructure needed to start a new B.Tech programme.

Item No. 08.03: Proposal for approval of the amendments of the academic ordinances of the Institute pertaining to the Deemed University status

The Academic Ordinances (OA) of the institute was prepared and approved in the 18th meeting of the BoG of the institute. As for academic guidance CIT Kokrajhar would follow the structure of IIT Guwahati, the ordinances was drafted in line with theirs. Keeping in view the modified rules and regulations of the institute, as per the newly granted status of deemed to be university, some amendments are proposed in the said ordinances for its programmes of various levels (Diploma, UG and PG).

Members were requested to approve the amendments.

Resolution: The proposed amendments of the academic ordinances were approved by the members in principle. Further all the modifications, as resolved by the Members of the Senate will be incorporated in the ordinances and the amended draft will be circulated to the members for necessary comments and approval.

Item No. 08.04: Approval of the proposed Regulations for Diploma and PhD programme of the institute.

In accordance with the newly granted Deemed to be University status of the institute, Regulations for its Diploma and PhD programmes were drafted by the institute. Members were requested to approve those regulations.

Resolution: The Members approved the Regulations subject to future



modification(s), as and when deemed necessary.

Item No. 08.05:

Proposal for Approval of the revised 2nd year curriculum of the UG Degree and Diploma programmes of the institute

In line with the model curriculums of AICTE, Central Institute of Technology Kokrajhar had finalized the 1st year curriculum of all the Diploma and Degree programmes in its last senate meeting. In a similar way, the drafts of the 2nd year curriculum for some of these programmes (FET, CSE & MCD) had also been revised to be implemented from the academic session 2020-21.

Members were requested to comment on these.

Resolution: The Members resolved that all the course structures for the higher semesters (i.e. 3 – 6 Semesters for Diploma and 3 – 8 Semesters for UG) shall be furnished and submitted by the relevant Departmental Board of studies (BoS) maintaining highest possible degree of uniformity **on or before February 10**. The same will be circulated among the members of the Senate for comment(s) and approval.

Item No. 08.06:

Approval of the syllabus of the course work of the PhD programme of some of the departments of the institute

CIT Kokrajhar had initiated the PhD programme of its own from January, 2019 and the 2nd batch of scholars was also admitted in July, 2019 session. The department of Electrical Engineering, Instrumentation Engineering and the Mathematics had also designed the detailed course works for its PhD programme for facilitating quality research.

Members were requested to approve the same.

Item No. 08.07:

Resolution: The Members approved the Course Works for the Ph.D programmes.
Proposal for engagement of subject experts for meeting up the requirement of teaching staff.

CIT Kokrajhar is in constant touch with MHRD for required manpower. As the process may take some more time, to meet up the academic input requirements, the below mentioned strategies may be practiced as an additional measure for smooth running of the academic programmes.

1. For De-novo programmes experts with specific skill and knowledge domain to be invited for various durations.
2. To have specific inputs in different subjects of existing programmes similar approach like stated above may be taken.

Members were requested to approve the same.

Resolution: In view of the increased requirements for faculties catering to the newly started PG and Ph.D programmes, the Members approved inviting experts for instructions on specific skill and knowledge for certain duration, as approved by the competent authority. Similarly, senior academician(s) and professional(s) may also be invited for short durations for giving motivational talks particularly to



Item No. 08.08:

Diploma and UG students.

Reporting on the Academic Activities of the Institute

1. Admission report:

Under the newly granted status of Deemed to be University, CIT Kokrajhar had started the following programmes from the academic session 2019-20 as per the revised rules and regulations.

Diploma Programmes were:

1. Electronics & Telecommunications Engineering,
2. Computer Science and Engineering,
3. Control and Instrumentation Engineering,
4. Food Processing Technology,
5. Civil Engineering and
6. Animation and Multimedia Technology.

U.G. (B. Tech. & B. Des.) Programmes were:

1. B. Tech. in Electronics & Communications Engineering,
2. B. Tech. in Computer Science & Engineering,
3. B. Tech. in Instrumentation Engineering,
4. B. Tech. in Food Engineering and Technology,
5. B. Tech. in Civil Engineering and
6. B. Design (Specialisation in Multimedia Communication and Design)

P.G programmes were:

1. M. Tech in Food Engineering and Technology,
2. M. Tech in Water Resources and Hydraulic Engineering,
3. M. Tech in Green Energy Technology,
4. M. Des (Specialized in Multimedia Communication and Design),
5. M. Tech in Computer Science & Engineering.

Phd programmes in all subject areas based on the available expertise and resources was in effect since January, 2019.

The status of admission into various programmes (Diploma & UG) of the institute for the academic session 2019-20 were as follows:

Module/Branch	ET/ ECE	CO/CSE	CAI /IE	FP/F PT	CT/CE	AM/I T	Total
Diploma 1 st sem	16	23	21	08	31	04	103
B.Tech 1 st sem	27	56	35	13	44		175
B.Tech ,Latera/ Vertical (3 rd sem)	21	16	17	16	25	04	99
B.Des 1 st sem	23						23



B.Des Latera/ Vertical (3 rd sem)	06						06
M.Tech	GET-01	CSE-04	M. Des -05	FET- 13	WR & H-03		26
PhD							32
TOTAL							464

The institute at that instance was not providing any scholarships to the PhD scholars, as the matter was under discussion with the MHRD. Senate was requested to suggest any possible strategies for attracting good students.

2. Training & Placement report:

2.1 Facilitating student participation in Pooled campus Interviews:

During the period from January to December 2019, the T&P cell organized four campus interviews by companies looking for final year and freshly-passed students of both degree and diploma programmes. The cell also responded to invitations at different times from institutes in and around Guwahati for sending final year students of different branches from the Undergraduate and Diploma programmes of the Institute to attend Pooled Campus interviews. Accordingly, the T&P cell facilitated students to attend pooled campus interviews on six occasions. A total of 129 students got selected through these pooled campus interviews.

The summary of placements in 2019 as per record of the T&P cell is as below.

January to June 2019

Sl. No.	Company Name	Recruitment mode	No. of students	Degree/ Diploma
1	Visteon Corp., Chennai	In Campus	14	Degree & Diploma (ECE/IE)
2	Team Lease, Chennai	In Campus	59	Degree (All branches)
3	Tech Booster, Guwahati	In Campus	2	Degree (ECE/IE)
4	Wipro Technologies	Pool Campus	3	Degree (CS/IT/ECE/IE)
5	Infosys	Pool Campus	1	Degree (CS/IT/ECE/IE)
6	Allsec Technologies	Pool Campus	12	Degree (All branches)
7	S10 Healthcare Solutions	Pool Campus	5	Degree (All branches)
8	Vertex Business Services	Pool Campus	15	Degree (All branches)



9	Teach India	Self-pursuit	2	Degree (All branches)
Total			113	

July to December 2019

Sl. No.	Company Name	Recruitment mode	No. of students	Degree/ Diploma
1	Coca-Cola, Siliguri	In Campus	12	Diploma (ECE/FPT/IE)
2	Capgemini	Pool Campus	1	Degree (CSE)
3	Cognizant Technology Solutions	Pool Campus	3	Degree (CSE/IT)
Total			16	

2.2 Facilitating industrial training of pre-final year students

The T&P cell facilitated summer/winter training of nearly one month to students from all branches under degree and diploma programmes in different industries and organizations in both private and government sectors. A total of 153 students undertook these trainings in 26 companies/organizations during June-July 2019, and 57 students were engaged to undergo training in 11 companies/organizations during December 2019-January 2020. A summary of the Industries/Organizations, the number of students deployed in each, the branch of the students, etc. is provided below.

Period: **June-July 2019:**

Sl. No.	Industry/Organization	No. of students	Branch
01	AIRPORT Authority of India	11	CT
02	NTPC	21	CE
03	NTPS	04	ET
04	Dreams Bake Pvt. Ltd	04	FET
05	Carlsberg India	05	FET
06	Brahmaputra Board	05	CE
07	BCPL	02	IE
08	PWD, Kokrajhar	09	CE
09	BSNL	05	ECE & IT
10	Tech Booster, Guwahati	02	IE
11	NIKS Technology, Patna	02	CSE
12	Doordarshan Kendra Guwahati	13	ECE
13	Varun Beverages, Kolkata	01	FET
14	PWD Roads, Tezpur	08	CE
15	Central Dairy	05	FET
16	SRD Foods, Mangaldoi	5	FET

Sl. No.	Industry/Organization	No. of students	Branch
17	CG Foods, Chatabari	3	FET
18	Britannia Industries, Guwahati	2	FET
19	JDB Steel Group, Kamrup	3	FET
20	Numaligarh Refinery Limited	2	IE
21	Rangia Railway (NEF Railway)	13	CE
22	BVFCL	04	IE
23	APGCL	09	ECE
24	ITC, Mangaldoi	08	FET
25	IOCL (Bongaigaon)	03	IE
26	All India Radio	04	ECE
	Total	153	

Period: **June-July 2019:**

Sl. No.	Industry/Organization	No. of students	Branch
01	Carlsberg	03	FET
02	SRD Nutrients, Mangaldoi	07	FET
03	Britannia Industries, Guwahati	05	FETFET
04	BVFCL, Namrup	04	IE
05	Keventer Agro Pvt Ltd, Kolkata	02	FET
06	MCD, CPWD, Murzaffarpur (UP)	01	CE
07	PWD, Khatima (UP)	01	CE
08	Doordarshan Kendra Guwahati	06	ECE
09	Mantra Associates	01	ECE
10	BSNL	11	ECE & IT
11	Ogma TechLab, Kolkata	16	CSE
	Total	57	

2.3 Facilitating on-campus training for students of all programmes

The T&P cell organized on-campus training for final and pre-final year students of all branches, through ICT Academy with whom the Institute signed a Memorandum of Understanding for providing AICTE-approved trainings to students. Accordingly, a training session of 10 days with 4 hours of training each day was attended by 90 students although 460 students initially registered. The trainings were provided on two courses, namely software skill development for degree students and sft-skill development for diploma students.

Besides the above on-campus training, discussions were held from time to time with a number of companies over phone and also in the T&P cell in regard to the offer from these companies to provide either on-campus or online trainings in

Minutes of the 8th Senate meeting

technical and soft skills to students attempting to make them ready for jobs and placement. Most of these trainings are payment-based, and, either a critical mass of students need to be ensured by the Institute who would make the payment for the trainings, or the Institute would have to subscribe the services of these companies for a year by paying a membership fee. However, not much headway could be made in forging associations with these companies, primarily because of lack of interests shown by a critical mass of students to undertake such training and the infeasibility of making such payments for a limited number of students by the Institute.

2.4 Launching of a web-portal for Training & Placement cell

A web-page for displaying notices pertaining to training and placement, providing details of placements, list of alumni, the T&P Brochure, and other relevant information was created and launched in February 2019. The link to this web-page is provided in the CIT Kokrajhar's official webpage.

3. Collaborations through MoU – National and International:

Central Institute of Technology Kokrajhar (CITK) has collaborated with the following Indian and International Academia / PSUs with intention to expand its accomplishments in the field of academics and industries / PSUs viz. teaching, research, training and consultancy activities:

Sl. No.	MoU Signed with	Type	Category
01	Assam Science and Technology University (ASTU), Guwahati, Assam	State University	National
02	Institute of Chemical Technology (ICT) Mumbai	Government Institute	National
03	IOCL Bongaigaon Refineries Pvt Ltd (BGR/BRPL) Dhaligaon, Assam	PSU	National
04	NTPC Bongaigaon, Salakati, Kokrajhar, Assam	PSU	National
05	Universiti Teknologi Petronas Malaysia	Foreign University	International
06	Raffles University Neemrana (RUN), Alwar, Rajasthan	Private University	National

The general scope of activities as described in the MoUs signed is as follows:

1. Carrying out joint research projects in fields of mutual interests such as Engineering, Science. Technology with link to Heritage, Eco-friendliness and Sustainable Development;



2. Exchange of academic publications and reports;
3. Sharing experiences in innovative teaching methods and course design;
4. Encourage organization of joint symposia, workshops, and conferences;
5. Identify and encourage opportunities for development and exchange of faculty, students and visiting research scholars;
6. Collaboration towards joint submission for International projects and sponsored research opportunities; and,
7. Joint consultation to industry and government.

The MoUs have been entered for the purpose of enhancing the teaching, learning and Research experiences of students and faculty in both the institutions in order to improve upon the quality of human resources available especially in Assam and the North-Eastern region of India. CIT Kokrajhar has signed the above MoUs with the objectives reported above.

4. Entering of CIT Kokrajhar into the NIRF Ranking Process from 2020.

The National Institutional Ranking Framework (NIRF) was approved by the MHRD and launched by Honorable Minister of Human Resource Development on 29th September, 2015. This framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations and broad understandings arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover "Teaching, Learning and Resources", "Research and Professional Practices", "Graduation Outcomes", "Outreach and Inclusivity" and "Perception". The 1st Edition of India Rankings – 2016 based on this framework were released on 4th April, 2016. As per directives from Dept of Higher Education, and prominence from the Ministry of HRD as well, it has been emphasized for CIT Kokrajhar to participate in the National Institutional Ranking Framework (NIRF) exercise from the ensuing session (AS 2019–20) onwards. Accordingly, CIT Kokrajhar has participated in NIRF India Ranking 2020 – the 1st round of Primary Data have been submitted within due timeline.

5. Report on implantation of Plagiarism Detection Software

With the commitment to drive "Originality in Academic Content Creation", the Central Library of the Central Institute of Technology Kokrajhar had, In January 2019, started processing for availing the services of a Plagiarism Detection Software (PDS) through INFLIBNET (Information and Library Network) Centre, an autonomous Inter-University Centre of the University Grants Commission (UGC) of India. This was following the INFLIBNET Centre's selection of URKUND in 2018 for use by Universities and Institutes in India,

In October 2019, PDS team of the INFLIBNET Centre provided credentials for accessing online PDS survey. As a prerequisite, the Institute assigned a "University/ Institute Coordinator" for implementation of "Plagiarism Detection Software



(PDS)" in the Institute. After providing relevant data to the PDS Team of the INFLIBNET Centre, the Coordinator could activate the link of URKUND account. The Guidelines and Manuals for using URKUND for plagiarism checks were provided by the PDS team. For Institute-wise use of the PDS, the facility was initially made available in October 2019. The links for creation of individual user accounts were sent to all 70 faculty members in November 2019. Accordingly, the users could create individual URKUND accounts as 'Receiver' and 'Submitter'.

As on date, 52 faculty members have successfully created user accounts, 16 documents have been uploaded for Plagiarism detection checks through URKUND.

6. Report on activities related to the Accreditation of National Board of Accreditation (NBA) of the institute.

CIT Kokrajhar had registered on NBA's e -portal by paying the required fee as TIER II institute. But as the institute was granted the status of Deemed to be University on December, 2018, as per the norms of NBA, it has been upgraded to TIER I category. In this regard, proper communication was done with the competent authority of NBA for upgrading the profile of the institute from TIER II to TIER I in their portal and the process has already been initiated.

7. Academic calendar:

The academic calendar of the institute for the session 2020-21 has been prepared and finalized by the academic calendar committee. Gradually CIT Kokrajhar would start the academic session from the beginning of January every year like other autonomous institute.

Resolution: The Members resolved that in the course of time, as the affiliated programs comes to a close, the Institute shall have Odd and Even Semesters commencing from July 1 and January 1, respectively, in each Academic Session.

8. Implementation of initiatives/schemes of MHRD, UGC and AICTE etc.:

Appropriate measures have been taken to implement the Initiative and schemes undertaken by MHRD and other regulatory bodies like UGC and AICTE for improving the quality of graduates through extra-curricular activities and sports.

9. Development of an Enterprise Resource Planning (ERP) system:

CIT Kokrajhar has initiated to develop an Enterprise Resource Planning (ERP) system of its own. In this regard, an Institutional Committee was formed for the development and maintenance of the academic modules of the same. At present, the following tasks have been accomplished.

1. Student and faculty registration
2. System for online submission of marks by the faculty members
3. System to generate grade cards online
4. Online declaration of results

In future, the ERP system will have many other modules like Management of Exams / lecture, time table, Management of students' attendance, Management of



library system, Fees management, Account management and Students' / Stakeholders' feedback, and Management of students' mentors modules. These systems will have easy user interface and powerful data management system that'll make it very useful for the Institute and its stakeholders.

Resolution: The Members noted all the reporting items.

Regarding item no. 8, among numerous initiatives and schemes implemented, the following were also noted by the Members.

- **Induction Program 2019** conducted successfully for newly admitted UG students, and the same has been proposed in the Institute's Academic Calendar for 2020.
- Several **FDPs / Workshops** were attended by several of the Institute's faculties and staffs. The "Reform Examination" workshop organized by the AICTE and the "Social Media Champions" workshop organized by the MHRD are to name a couple of examples.

In the context of item no. 9 of the reports, the members suggested to implement the ERP system step-wise. The members also mentioned the following pre-requisites for successful and smooth operation of the Institute's ERP system.

- Timely registration by students, faculties, and other stakeholders
- Timely evaluation, grading and marks submission for timely publication of results

Item No. 08.09:

Any other item with the permission of the Chair.

The Members discussed and agreed on the necessity of separation of academic activities between the affiliated programs and those offered by the Deemed-to-be-University (DU). It was resolved that an Associate Dean will look after the routine academic administration associated with the programs offered by the Deemed University (DU), while Dean – Academic Affairs shall continue to look after both the affiliated and DU programs.



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

(Ms.Chaitali Brahma)
Ex-officio non-member Secretary
Senate, CIT Kokrajhar
Registrar
CIT, Kokrajhar



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार

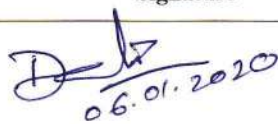
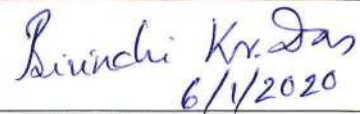
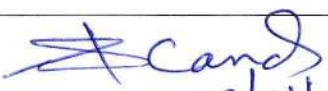

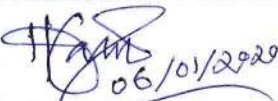
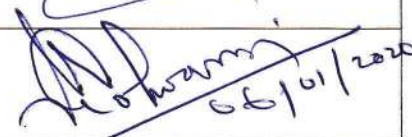
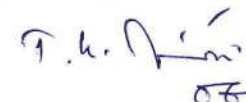

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MHRD, Govt. of India

Kokrajhar, BTAD, Assam 783370

www.cit.ac.in

MEMBERS ATTENDED THE 8TH (EIGHT) MEETING OF THE SENATE OF CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR HELD ON THE 6TH OF JANUARY 2020 (MONDAY) AT 11:30 A.M. IN THE DIRECTOR'S CONFERENCE HALL, CIT KOKRAJHAR.

Sl. No.	Name & Designation	Designation	Signature
1.	Prof. Deb Kumar Chakrabarti, Director, CIT, Kokrajhar, BTAD, Assam-783370	Chairman	 06.01.2020
2.	Professor Birinchi Kumar Das, Vice-Chancellor, Bhattadev University, Bajali, Pathsala, Assam	Member	 6/1/2020
3.	Dr. Sashindra Kumar Kakoty, Professor, Mechanical Engineering Department & Dean Infrastructure, Planning & Management, Indian Institute of Technology, Guwahati – 781039	Member	
4.	Dr. Sudip Kumar Deb, Professor, Mechanical Engineering Department, Assam Engineering College, Guwahati 781013	Member	
5.	Dr. Sukumar Nandi, Professor, Computer Science and Engineering Department, Indian Institute of Technology, Guwahati – 781039	Member	 06/01/2020
6.	Dr. Durlav Hazarika, Professor, Electrical Engineering Department, Assam Engineering College, Guwahati – 781013	Member	
7.	Dr. Manoj Majhi, Associate Professor, Design Department, Indian Institute of Technology, Guwahati - 781039	Member	 6.1.2020
8.	Dr. Hemanta Kumar Kalita, Professor & HoD, Dept. of Computer Science & Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	 06/01/2020
9.	Dr. Monomoy Goswami, Professor & HoD, Dept. of Civil Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	 06/01/2020
10.	Dr. Tapan Kumar Maiti, Professor & HoD, Dept. of Instrumentation Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	 06/01/2020
11.	Dr. Biswarup Saikia, Associate Professor, Dept. of Civil Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	
12.	Dr. Avik Mukherjee, Dean (i/c), Academic Affairs & Associate Professor, Dept. of Food Engineering & Technology, CIT Kokrajhar, BTAD, Assam – 783 370	Member	 6-1-20



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार

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Sl. No.	Name & Designation	Designation	Signature
13.	Mr. Anjalu Albis Basumatary, Associate Professor (Mathematics), Dept. of Basic Sciences, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Anjalu</i> 6/1/2020
14.	Dr. Sunandan Bhunia, Associate Professor & HoD, Dept. of Electronics & Communication Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Sunandan</i> 6/1/2020
15.	Dr. Amitava Nag, Associate Professor & HoD, Dept. of Information Technology, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Amitava</i> 6/1/2020
16.	Dr. Subhajit Ray, Associate Professor & HoD, Dept. of Food Engineering & Technology, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>For HoD - FET</i> <i>A. Ray</i> 6-1-20
17.	Mr. Bhaskar Saha Assistant Professor & HoD, Dept. of Multimedia Communication & Design, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Bhaskar</i> 06/01/2020
18.	Dr. Ranjay Das, Assistant Professor & HoD, Dept. of Electrical Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Ranjay</i> 06/01/2020 for (Ranjay Das)
19.	Mr. Haradip Mahilary, Assistant Professor & HoD, Mechanical Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>for, HoD (ME)</i> <i>Haradip</i> 6/1/20
20.	Dr. Sandeep Kumar Srivastava, Dean (i/c), R&D & Associate Professor & HoD, Dept. of Physics, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Sandeep</i> 06/01/2020
21.	Dr. Gautam Ch. Roy, Assistant Professor & HoD, Dept. of Mathematics, CIT Kokrajhar, BTAD, Assam – 783 370	Member	
22.	Mr. Debarshi Kumar Brahma, Assistant Professor, Dept. of MCD, CIT Kokrajhar, BTAD	Member	<i>Debarshi</i> 06/01/2020
23.	Dr. Bichitra Nanda Parida, Associate Professor, Dept. of Physics, CIT Kokrajhar, BTAD	Member	
24.	Dr. Tanushree Nayak, Assistant Professor & HoD, Dept. of Humanities & Social Sciences, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Tanushree Nayak</i> 06-01-2020
25.	Mr. Arindum Mukherjee, Assistant Professor, Dept. of Electronics & Communication Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	
26.	Ms. Chaitali Brahma, Registrar, CIT Kokrajhar, BTAD, Assam – 783 370	Non-member Secretary	<i>Chaitali</i> 6/1/2020
27.	Dr. Arunendu Mondal, Associate Professor & HoD, Dept. of Chemistry, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>A. Mondal</i> 06/01/2020
28.	Mr. Sanjib Narzary, Assistant Professor, Dept. of CSE, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Sanjib</i> 06/01/20
29.	Mr. Bhaskar Saha, Asst. Prof, MCD Dept, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Bhaskar</i> 06/01/2020

Minutes of the 9th Senate meeting of Central Institute of Technology Kokrajhar held on 19th March, 2020 in the Conference Hall of the Institute's Guest House

The Chairman, Senate, Central Institute of Technology Kokrajhar welcomed all the Members present in the meeting.

Item No. 09.01: **Confirmation of the Minutes of the 8th Meeting of the Senate held on 6th January, 2020 in the Director's conference hall of the institute.**

The minutes of the 8th meeting of the Senate were circulated to the members for seeking comments if any. As no comments were received from the members, the minutes of the 8th Meeting may be confirmed.

Resolution: After threadbare discussion, the members confirmed the Minutes of the 8th (eighth) Senate Meeting.

Item No. 09.02: **Proposal for approval of the revised course structure of the Diploma and UG programmes of the institute.**

Central Institute of Technology Kokrajhar had revised the course structure of all the semesters of its Diploma and Degree programmes in line with the model curriculums of AICTE. A draft of the same was placed before the meeting. Members were requested to comment on those.

Resolution: The Members approved the Diploma and UG course structures, and emphasized the following aspects in the regard.

- The Departmental BoSs were advised to consult external experts, including industry professional(s), particularly for syllabi for the Diploma programs, to finalize detail syllabi.
- All Departmental BoSs were requested to formulate the detailed syllabi for the 3rd Semester Diploma and UG programs to be placed in the next Senate meeting for approval that would be conducted tentatively before commencement of the next academic session 2020-21.

Item No. 09.03: **Proposed modifications in the students' evaluation process: Diploma and UG programs.**

In each Semester, the evaluation process for each course shall be conducted on the basis of the procedures detailed in the following points.

a. In case of –

I. Theoretical subjects, the evaluation shall include continuous Teacher's assessments (TA) through quizzes, assignments, other forms of evaluation of class performance(s) throughout the Semester, Mid-Semester Examination, and class attendance (CA), followed by the End-Semester Examination.

II. Laboratory courses / design / drawing / studio / workshop etc., the evaluation shall be on the basis of Teacher's assessments (TA) through quizzes, assignments, lab / studio / workshop record(s), other forms of lab / studio / workshop performance(s), viva, lab / studio / workshop attendance (CA), followed by the End-Semester Examination.

b. Evaluations in each semester (theory courses):

I. **Mid-Semester Examination** (full marks – 30; duration 1.5 h) → 15 marks to be considered

II. **Teacher's assessment (TA) (20 marks)**,

III. **Class attendance (CA) (5 marks)**, and

IV. **End-Semester Examination (60 marks)** for a duration of 2.5 h

Mid-Semester, other teacher's assessments, and class attendance shall be recorded and evaluated by the concerned teacher(s), and altogether shall carry **40% weightage** in the final grades for the course.

The End-Semester Examination shall be carried out by the Institute's Exam Cell, and shall carry **60% weightage** in the final grades for the course.

c. Evaluations in each semester (labs / studios / workshops):

I. **Teacher's Assessment (TA) (35 marks)**, – 20 marks for throughout the Semester performance 10 marks for viva / quizzes / assignments 5 marks for records / notebooks

II. **Attendance (CA) (5 marks)**, and

III. **End-Semester Examination (60 marks)** – 50 marks for performance in the Exam 10 marks for viva.

Teacher's assessments, and lab / studio / workshop, and attendance shall be recorded and evaluated by the concerned teacher(s), and altogether shall carry **40% weightage** in the final grades for the course.

The End-Semester Examination (labs / studios / workshops) shall be carried out by the concerned teacher(s) and shall carry **60% weightage** in the final grades for the course.

d. Question paper format for Examination in theory courses for Diploma and

B.Tech programs:

Semester Examination QP: 10 MCQs (1 mark each) + 4 short-answer type (5 marks each) + 2 long-answer type (15 marks each)

Mid-Semester Examination QP: 5 MCQs (1 mark each) + 2 short-answer type (5 marks each) + 1 long-answer type (15 marks each)

The evaluation and grading of students in the Diploma and the UG programs are summarized in the following table.

Table: Summary of the modifications in the Academic Regulations for Diploma (RA-1) and for UG(RA-2)

Continuous Evaluation (40% weightage) for theory		
Teacher's Assessment (Home Assignment, Quizzes, Group Discussion, Presentation etc.) (20)	Mid semester Marks (15)	Attendance (5)

Continuous Evaluation (40% weightage) for lab / studio / workshop			
Teacher's assessment (35)			Attendance (5)
Lab / workshop / studio performance throughout the Semester (20)	Viva (10)	Record(s) (5)	

Resolution: In each Semester, starting from batches admitted in 2019-20 Academic Session (2nd Semester) and the batches to be admitted in 2020-21 Academic Session, the evaluation process for each course shall be conducted on the basis of the procedures detailed in the following points.

d. In case of –

I. Theoretical subjects, the evaluation shall include continuous Teacher's assessments (TA) through quizzes, assignments, other forms of evaluation of class performance(s) throughout the Semester, Mid-Semester Examination, and class attendance (CA), followed by the End-Semester Examination.

II. Laboratory courses / design / drawing / studio / workshop etc., the evaluation shall be on the basis of Teacher's assessments (TA) through quizzes, assignments, lab / studio / workshop record(s), other forms of lab / studio / workshop performance(s), viva, lab / studio / workshop attendance (CA), followed by the End-Semester Examination.

e. Evaluations in each semester (theory courses):

I. **Mid-Semester Examination** (full marks – 30; duration 1.5 h) → 20 marks to be considered,

II. **Teacher's assessment (TA) (20 marks)**, and

III. **End-Semester Examination (60 marks)** for a duration of 2.5 h

Mid-Semester, other teacher's assessments, and class attendance shall be recorded and evaluated by the concerned teacher(s), and altogether shall carry **40% weightage** in the final grades for the course.

The End-Semester Examination shall be carried out by the Institute's Exam Cell, and shall carry **60% weightage** in the final grades for the course.

Continuous Evaluation (40% weightage) for theory		
Teacher's Assessment (Home Assignment, Quizzes, Group Discussion, Presentation etc.) (20)	Mid-semester Marks (20)	Attendance (5)

f. Evaluations in each semester (labs / studios / workshops):

I. **Teacher's Assessment (TA) (40 marks)**, – 20 marks for throughout the Semester performance, 10 marks for viva / quizzes / assignments, 10 marks for records / notebooks, and

II. **End-Semester Examination (60 marks)** – 50 marks for performance in the Exam, 10 marks for viva.

Teacher's assessments, and lab / studio / workshop, and attendance shall be recorded and evaluated by the concerned teacher(s), and altogether shall carry **40% weightage** in the final grades for the course.

The End-Semester Examination (labs / studios / workshops) shall be carried out by the concerned teacher(s) and shall carry **60% weightage** in the final grades for the course.

Continuous Evaluation (40% weightage) for lab / studio / workshop		
Lab / workshop / studio performance throughout the Semester (20)	Viva (10)	Record(s) (10)

d. Question paper format for Examination in theory courses for Diploma and B.Tech programs:

More discussions are needed to have several question paper formats depending on various branches and disciplines of courses taught in the Diploma and UG programs. The Members resolved that the primary guiding principle should be that a question paper should cover all the modules included in the syllabus for the Exam.

Item No. 09.04:

Proposed modifications in the Academic Regulation (RA-4) for Ph.D Program.

The following modification in the clause 17.2 regarding duration of Ph.D program may be considered by the Members.

17.2 The minimum duration of the PhD Programme (excluding dropped Semester (s) /maternity leave) is six semesters. If a student (s) has/have performed excellent publication in international standard he/she is/are eligible to submit their thesis in four semesters on the recommendation of Chairman, IPhDPC and Chairman Senate through Chairman, DPhDPC. In addition, submission of synopsis and thesis shall have to meet the criteria mentioned in clause 18 of the Regulation.

Resolution: The Members resolved the following modification in the clause 17.2 regarding duration of Ph.D program.

17.2 The minimum duration of the PhD Programme (excluding dropped Semester (s) /maternity leave) is four semesters, provided it is recommended by the Chairman, IPHDPC and Chairman Senate through Chairman, DPhDPC. In addition, submission of synopsis and thesis shall have to meet the criteria mentioned in clause 18 of the Regulation.

The modified Academic Regulation-4 (RA-4) is attached with the Minutes as Annexure I.

Item No. 09.05: Proposed modifications in the Academic Ordinance (OA).

7.1 The letter grades, the corresponding grade points (on a 10-point scale), and their descriptions are as follows:

Letter grade	Grade point awarded	Description
O	10	Outstanding
AA	10	Excellent
AB	9	Very Good
BB	8	Good
BC	7	Above average
CC	6	Average
CD	5	Below average
DD	4	Pass
F	0	Fail

Relative grading system shall be implemented in grading students' performance in all the courses. The following calculations shall be implemented based on the arithmetic mean (μ_x) and the highest (X_{max}) marks obtained by students in a particular course.

$$A = [X_{max} - (\mu_x/2)] / 7$$

The range of marks determining the grades on the basis of the calculations are listed in the following table.

Table: Relative grades calculation matrix

Lower Range of Marks	Grade	Upper Range of Marks
$\mu_x/2 + 6A \leq$	AA	$\leq X_{max}$
$\mu_x/2 + 5A \leq$	AB	$< \mu_x/2 + 6A$
$\mu_x/2 + 4A \leq$	BB	$< \mu_x/2 + 5A$
$\mu_x/2 + 3A \leq$	BC	$< \mu_x/2 + 4A$
$\mu_x/2 + 2A \leq$	CC	$< \mu_x/2 + 3A$
$\mu_x/2 + A \leq$	CD	$< \mu_x/2 + 2A$
$\mu_x/2 \leq$	DD	$< \mu_x/2 + A$
	F	$< \mu_x/2$

7.5 Final CGPA for Diploma in Engineering and Technology, and for UG programs shall be calculated as the weighted averages of the Yearly GPAs (Y_i), as detailed in the following table.

$$CGPA = \frac{\sum_{i=1}^n W_i Y_i}{\sum_{i=1}^n W_i}$$

$W_i \rightarrow$ Weightage for YGPA for the year "i" (Y_i)

4 – Year UG	3 – Year UG: Lateral Entry	3 – Year Diploma	2 – Year PG
$W_1 = 0.4$	$W_1 = 0$	$W_1 = 0.4$	$W_1 = 1.0$
$W_2 = 0.6$	$W_2 = 1.0$	$W_2 = 0.6$	$W_2 = 1.0$
$W_3 = 1.0$	$W_3 = 1.0$	$W_3 = 1.0$	
$W_4 = 1.0$	$W_4 = 1.0$		

7.8 The instructor(s) shall submit all the marks through the Institute's ERP system, shall sign, and submit two copies of the submitted marks to the concerned Head of the Department by the due date specified in the concerned notification. The Head of the Department shall forward one copy of all the grades to the Academic Section by the due date specified in the concerned notification.

Resolution:

- The Members approved the modifications in clauses 7.1 and 7.5 of the Academic Ordinance (OA), as mentioned in the Agenda Item. The modified OA is attached with the Minutes as Annexure II.
- The Members resolved to include the steps mentioned in the clause 7.8, as part of the Academic Regulations (RA-1, 2, 3). The modified Academic Regulations are attached with the Minutes as Annexure III (A, B & C).

Item No. 09.09:

Any other item with the permission of the Chair.

- In view of the pandemic of novel corona virus (COVID-19), academic activities are postponed. The Members were urged to suggest necessary steps to deal with the emerging challenges in this regard.

Resolution: The Members were unanimous to suggest that our focus should be on necessary modification(s) in the Academic Calendar, and compensatory academic activities, as and when opportunities come.

- Functioning of the Institute's Exam Cell with respect to the affiliated programs.

Resolution: The Members agreed that in reference to the MoM of the 6th Senate held on January 25, 2019, the Institute's Exam Cell is under the purview of the Dean-Academic Affairs Office, and hence all the results of the

affiliated programs shall be ratified through the concerned Office, before submission to the affiliating body.

The Members resolved that the deadline for question paper submission, marks submission, completion of supplementary exams, as notified by the Dean-Academic Affairs Office and approved by the competent authority, need to be strictly followed in order to ensure timely declaration of results and promotion.

3. In view of the Deemed-to-be-University status of the Institute, formatting of the Institute's final transcripts, organization of Convocation was discussed briefly in the Meeting.

Resolution: The Senate Members resolved that an Institute-level Committee to be formed by the Chairman Senate to discuss and take decision regarding organization of Convocation. The Members also agreed that a single transcript carrying all the final SGPAs and the final CGPA shall be formatted (with unique formatting for the letter grades), and placed in the next Senate for approval.

4. A discussion was held on the need for the mapping of the students in the affiliated program taking re-admission in the 2nd and 3rd semesters with CITK (Deemed to be University) system.

Resolution: It was proposed that a committee will be formed by the honourable Director, CITK to look after the matter.

5. A discussion took place on the creation of new faculty positions such as Professor of Practice (with relevant industry experience), Adjunct Professor, and Honorary Professor.

Resolution: All the departments were requested to prepare the list of requirements for their respective departments and to forward the same to the office of the Registrar for further processing.

6. The proposed new M.Des program in indigenous Artefacts and Design Heritage under MCD dept.

Resolution: According to the LoA 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 are:

1. M.Des in Indigenous Artefacts and Design Heritage, and
2. M.Tech Agricultural Science and Technology.

In view of the financial constraints, and shortage of faculty recruitments, the Members noted that extensive inputs of infrastructure development, space development, and manpower recruitment are needed to initiate and to establish the proposed M.Tech programme in Agricultural Science and Technology. However, such extensive inputs are not needed to add the De-novo M.Des program in Indigenous Artefacts and Design Heritage in the MCD Department. The HoD, MCD was requested to compile a **Working Proposal** with all the requirements to start the programme.




(Ms.Chaitali Brahma)
Ex-officio non-member Secretary
Senate, CIT Kokrajhar
Chaitali Brahma
Registrar
Central Institute of Technology
Kokrajhar

**Minutes of the 10th Senate meeting of Central Institute of Technology Kokrajhar held on
23rd December, 2020 through online mode**

The Chairman, Senate, Central Institute of Technology Kokrajhar welcomed all the Members present in the meeting.

Item No. 10.01: **Confirmation of the Minutes of the 9th Meeting of the Senate of CIT Kokrajhar held on 19th March, 2020 in the Director's conference Hall.**
The Minutes of the 9th Meeting of the Senate held on 19th March, 2020 was circulated amongst the members. As no comments were received from the members, the minutes of the 9th Meeting may be confirmed.

Resolution: After threadbare discussion, the members confirmed the Minutes of the 9th (ninth) Senate Meeting.

Item No. 10.02: **Amendment in the Academic Regulation (RA-4) for Ph.D Program.**

An amendment in the clause no. 9.1 of the academic regulation for the PhD programme was done with due approval of the Chairman, Senate of the institute in June, 2020 as represented in the table shown below.

Clause No.	Original clause	Amended clause
9.1	To monitor the progress of research of a student, there shall be a Doctoral Committee with the following composition: i. Head of Department Chairman ii. Supervisor(s) Member(s) iii. Two other faculty members out of which one should be from Other department Member	To monitor the progress of research of a student, there will be a Doctoral Committee with the following composition: i. A faculty member other than the Supervisor(s) to be nominated by the DPPC Chairman ii. Supervisor(s) Member(s) iii. Two other faculty members of which one should preferably be from another department Member

The members were requested to give post facto approval on the same.

Resolution: The Members approved the amendment as proposed and executed.



Item No. 10.03: Proposal for revision of course codes of various courses/course works of the PG and PhD programmes of the institute.

In the curriculum of the PG and PhD programmes, the course codes assigned to some of the courses/course works were not as per the instructions given in the academic ordinance of the institute. In view of this the course codes of those courses was reviewed and reframed as per the existing regulation. Drafts of those modified courses were placed in the meeting.

The members were requested to approve the drafts.

Resolution: The members approved the drafts as proposed.

Item No. 10.04: Proposal for Approval of the 4th semester curriculum of the UG and Diploma programmes of the institute.

In line with the model curriculums of AICTE, Central Institute of Technology Kokrajhar had finalised the curriculum of the 1st, 2nd and 3rd semesters of all the Diploma and Degree programmes of the institute. In a similar way, the drafts of the curriculum for the 4th semester of those programmes were also prepared to be implemented from the ensuing even semester session. A draft of the same was placed in the meeting.

Members were requested to comment on these.

Resolution: The curriculum for the 4th semester courses of the UG and Diploma programmes were approved by the members.

Item No. 10.05: Approval of various forms/formats related to the PhD programmes of the institute.

Keeping in view the current regulations and ordinances of the institute, various forms related to the PhD programmes were drafted for their smooth conduction and appropriate maintenance of records.

Members were requested to approve the formats.

Resolution: The members approved the forms/formats as proposed.

Item No. 10.06: Proposal for amendment of the minimum eligibility criteria for PG and PhD admission.

As per the current eligibility criteria of admission into various PG (M. Tech) programmes of the institute, a candidate should *Pass B. Tech or Equivalent with a minimum CGPA of 6.5/10 or 60% of marks in*



aggregate in relevant disciplines (5% relaxation for SC/ST/PWD candidates). Similarly in case of PhD programmes, one should pass Master degree in relevant discipline with a minimum CGPA of 6.5/10 or 60% for Engineering or Grade B or 55% of marks in UGC 7 point scale for others. As these criteria were not directly matching with the current AICTE regulations, the institute proposed to amend the criteria of admission into the PG and PhD programmes of the institute in terms of minimum eligible marks in qualifying examinations as per the existing regulations of AICTE. The institute also proposed to follow the regulations of AICTE as and when modified in this regard.

Members were requested to approve the proposal.

Resolution: The proposed amendments were approved by the members.

Item No. 10.07: Amendment of the Rules and Regulations of UG Programme (RA-2) of the institute.:

Section 4 of the Rules and Regulations of UG Programme (RA-2) of Central Institute of Technology Kokrajhar was with regard to change of branch for B.Tech students. The Clause 4.2 of the regulation was as follows:

"Change of branch shall be subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent (10%) and should not go above the sanctioned intake by more than ten percent (10%)."

In the mentioned clause there was a 'difficulty', which was related to the number of students leaving a branch. On one hand the clause was restricting the number of students leaving a branch to ten percent of **existing strength** in the branch and on the other hand it was allowing ten percent of the **sanctioned strength** to enter a branch. To allow more and more students to study in their choice of branch in case of vacancy, the institute amended Clause 4.2 of RA-2 as follows:

"Change of branch shall be subject to the limitation that the strength of a branch should not fall below/go up by more than ten percent of the sanctioned strength."



The above-mentioned amendment was represented in the table shown below:

CLAUSE NO	ORIGINAL RA-2 APRIL 2020	AMENDMENT PROPOSED
4.2	Change of branch shall be subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent (10%) and should not go above the sanctioned intake by more than ten percent (10%).	Change of branch shall be subject to the limitation that the strength of a branch should not fall below/go up by more than ten percent of the sanctioned strength.

The members were requested to offer post facto approval on the proposal.

Resolution: The members approved the amendment.

Item No. 10.08:

Academic Calendar of the institute.

The academic calendar of the institute for the session 2020-21 was prepared and finalized by the academic calendar and time table committee.

The same was presented in the meeting.

Members were requested to approve the same.

Resolution: The members approved the Academic calendar.

Item No. 10.09:

Reporting items.

1. Admission report:

Under the status of Deemed to be University, CIT Kokrajhar had started the following programmes from the academic session 2019-20 as per the revised rules and regulations.

Diploma Programmes are:

1. Electronics & Telecommunications Engineering,
2. Computer Science and Engineering,
3. Control and Instrumentation Engineering,
4. Food Processing Technology,
5. Civil Engineering and
6. Animation and Multimedia Technology.



U.G. (B. Tech. & B. Des.) Programmes are:

1. B. Tech. in Electronics & Communications Engineering,
2. B. Tech. in Computer Science & Engineering,
3. B. Tech. in Instrumentation Engineering,
4. B. Tech. in Food Engineering and Technology,
5. B. Tech. in Civil Engineering and
6. B. Design (Specialisation in Multimedia Communication and Design)

P.G programmes are:

1. M. Tech in Food Engineering and Technology,
2. M. Tech in Water Resources and Hydraulic Engineering,
3. M. Tech in Green Energy Technology,
4. M. Des (Specialized in Multimedia Communication and Design),
5. M. Tech in Computer Science & Engineering.

PhD programmes in various specializations was also started from the academic session 2019-20.

Status of admission into various programmes (Diploma, UG, PG and PhD) of the institute for the academic session 2020-21 were as follows:

Module/Branch	ET/ECE	CO/CSE	CA/IE	FP/FPT	CT/CE	AM	Total
Diploma 1 st sem	27	31	25	21	33	12	149
B.Tech 1 st sem	40	68	37	26	45		216
B.Tech , Latera/ Vertical (3 rd sem)	30	39	20	10	26		125
B.Des 1 st sem	23						23
B.DesLatera/ Vertical (3 rd sem)	03						03
M.Tech	GET- 07	CSE-10	FET- 17	WR & H -18			52
M.Des	09						09
PhD							42
TOTAL							619

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2. Report on Training & Placement of the institute:

The activities performed by the T&P cell during the reporting period (January, 2020-December, 2020) were as below:

1. Facilitating off-campus industrial training of pre-final year students

The T&P cell facilitated usually summer/winter training of nearly one month to students from all branches under degree and diploma programmes in different industries and organizations in both private and government sectors with the active cooperation of the various departments of Engineering & Technology. Basically, every department has their own training and placement coordinator and the collaborative effort with the T&P cell results a good output. Training comprises of generally information technology based sector/organization and core industry/organization based. Though due to COVID19 pandemic situation, the training was not possible in an effective way but a significant no. of students (265) undertook these trainings in 39 companies/organizations including IT sector, core company viz. private and Government along with departmental level. Therefore, under this specific situation this is satisfactory.

A detailed and consolidated training status is provided below.

Sl.No.	Industry/Organization	No. of Students		Branch/ Department
1.	Public work department (PWD) Road, Nalbari	06	42	CE
	Patshala Irrigation Divison	01		
	Internshala	02		
	Coursera	02		
	NHPC GERUKAMUKH	05		
	N. F Railway Maligaon	03		
	MSME, Guwahati	03		
	CIT Kokrajhar	17		



	CIT, Irrigation Department, and Brahmaputra Board	01		
	Water resources department, Flood control and Drainage division Lalganj, Bihar	01		
	GUWAHATI MUNICIPAL CORPORATION, GUWAHATI	01		
2.	Internshala	28		
	The Wings of Desire/Mozaruk businesses and Private limited(freelance)	02		
	Coursera	02		
	Skyfi lab	01		
	PPS Project Striker Pvt Ltd	01		
	3D Motion Creative	01	52	CSE
	Swaymetrics	01		
	CIT Kokrajhar	10		
	Ogma Tech	01		
	Aspirevision Tech Education Pvt. Ltd	04		
	Mozaruk businesses and Private Ltd. (freelance)	01		
3.	Internshala	10		
	NET Infosys	01		
	Tech Booster Guwahati	06		
	Ogma Tech	01		
	Coursera	02		
	IOCL	04	41	IT
	Innovate Skill (NITTTR Chandigarh Start-Up)	10		
	Udemy	01		
	Skyfi lab	05		
	Career Launcher Data school	01		



4.	Department of FET; CITK	44	48	FET
	Master India Brewing company	03		
	Varun beverage	01		
5.	Internshala	04	30	IE
	IOCL	13		
	Exposys Data Lab	06		
	CIT Kokrajhar	01		
	NTPC, Salakati	01		
	B.S.N.L (GUWAHATI)	03		
	Smart bridge educational services private limited	01		
	Bhagalpur college of engineering	01		
6.	Internshala	05	50	ECE
	Coursera	28		
	Exposys Data Lab	09		
	Tech Booster Guwahati	02		
	B.S.N.L (GUWAHATI)	01		
	IITG	01		
	CDAC, Silchar	04		
7.	KinderPass	01	02	MCD
	Stamurai	01		
	Total	265		

2. Consolidated Training Status of Prefinal year students

Sl. No.	Places where training is done	No. of candidates
1	CIT Kokrajhar	72
2	Internshala (online)	49
3	Coursera (online)	34
4	Exposys Data Labs (online)	15
5	IOCL Bongaigaon	13
6	Ennovate Skill (NITTTR Chandigarh Start-Up)	10



7	Tech Booster Guwahati	8
8	Public work department (PWD) Road, Nalbari	6
9	BSNL, Guwahati	4
10	Skyfi Labs	6
11	NHPC, Gerukamukh	5
12	Aspirevision Tech Education	4
13	N.F. Railway Maligaon	3
14	C-DAC Silchar	3
15	IOCL Noonmati	3
16	Master india Brewing company,Changsari	3
17	MSME,Guwahati	3
18	Ogma Tech	2
19	The wings of Desire (NGO)	2
20	NTPC, Salakati	1
21	Water resources department, Flood control and Drainage division, Lalganj, Bihar	1
22	Career Launcher Dataschool	1
23	3D Motion Creative	1
24	Udemy	1
25	KinderPass	1
26	Bhagalpur college of engineering	1
27	Smartbridge Educational Services Private Ltd.	1
28	Mozaruk businesses and Private Ltd. (freelance)	1
29	Swaymetrics	1
30	Varun beverage	1
31	Brahmaputra Board	1
32	C-DAC Chennai	1
33	GUWAHATI MUNICIPAL CORPORATION	1
34	IIT Guwahati	1
35	IOCL Barauni	1
36	Patshala Irrigation Divison	1
37	PPS Project Striker Pvt Ltd	1

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38	Stamurai	1
39	NET Infosys	1
Total		265

3. Placement Status of Pass out Students

Though in this year (2020) due to COVID19 pandemic situation, the Placement was not possible in an effective way but even under such condition no. of students were placed in some companies/industries, somebody is perusing higher studies and preparing for Government jobs. The detail status is provided below.

Sl No.	Company/ Organization/ Industry	Recruitment Mode	Position/Capacity	Branch	CTC
1.	Byju's	Off campus	Business Development Associate	All Branches	10LPA
2.	Extramarks Education	Off campus	Business Development Executive	All Branches	8LPA
3.	Cognizant	Off campus	Programmer Analyst Trainee	CS/IT/ECE/IE	4LPA
4.	Capgemini	Off campus	Analyst	CS/IT/ECE/IE	3.8LPA
5.	Wipro	Off campus	Graduate Engineer Trainee	CS/IT/ECE/IE	3.5LPA
6.	CSS Corp	Off campus	Engineer Trainee	CS/IT/ECE/IE	2.5LPA
7.	Ethussia	Off campus	Trainee	All Branches	2.5LPA
8.	Self employment	Off campus	Business proprietor	CE	3 LPA



9.	Government sector	Off campus	Contractual	CE	3.24 LPA
10.	Private sector	Off campus	Permanent	CE	2.4 LPA
11.	Anmol, kolkatta	Off campus	Shift Incharge	FET	2.22 LPA
12.	Brahmaputra Food's Pvt.Ltd. (Freshy), Guwahati.	Off campus	Production Executive at	FET	1.8 LPA
13.	Pepsi co, Guwahati.	Off campus	Production Executive	FET	1.68 LPA

3. Report on NBA activities:

Central Institute of Technology Kokrajhar had completed the registration process in the NBA portal (e-NBA) as a **TIER II** institute in January, 2018. At that time, the institute was affiliated to the following entities/Universities:

1. Gauhati University, Guwahati, Assam (for B. Tech programmes),
2. Assam Science and Technology University, Guwahati (for B. Des programme) and
3. Directorate of Technical Education, Government of Assam (for Diploma programmes).

Subsequently, the institute was upgraded to an autonomous "institution deemed to be University" by the Ministry of Human Resource Development (Now Ministry of Education) of the Government of India vide Notification No. F.9-1/2016-U3 (A) dated December 13, 2018. Accordingly, the institute applied to AICTE for

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progressive closure of its existing programmes, and applied afresh as a new institute in the same campus for approval of its programmes under 'Deemed to be University' status. In response of the institute's application, Letter of Approval was issued by AICTE vide No. Eastern/2019-20/1-4629663461 dated March 18, 2019.

As an academically autonomous institute, CIT Kokrajhar had started 3-year Diploma programmes in six disciplines, 4-year U.G. (B.Tech & B. Des) programmes in six disciplines, 2-year PG programmes in five disciplines and PhD programmes in various specializations from the academic session 2019-20. In view of the current status and as per the guidelines of NBA, the institute now falls in **TIER I** category of institutions.

Accordingly, the institute applied to the member Secretary of NBA requesting for the modification of the status of CIT Kokrajhar in the e-portal of NBA. Based on the Institute's application, the status of the institute has been updated in the record of NBA on 29-10-2020.

As the institute has now been granted the status of TIER I category by NBA, the necessary activities for getting accreditations have been resumed at all relevant levels by following the new format of documents published by NBA.

4. Report on various academic activities:

In view of the unprecedented circumstances caused by COVID-19 pandemic condition, various measures were taken for smooth conduction of the academic activities with due approval of the competent authority of the institute. These were placed in the meeting.

Resolution: All the reports were noted by the members.



(Ms. Chaitali Brahma)
Non-member Secretary, Senate &
Registrar, CIT Kokrajhar

Chaitali Brahma
Registrar
Central Institute of Technology
Kokrajhar



**Minutes of the
12th Senate meeting of Central Institute of Technology (CIT) Kokrajhar held on
24th February, 2022 through online mode**

Section A: Confirmation of Minutes

Item No. 12.01: Confirmation of the Minutes of the 11th Meeting of the Senate of CIT Kokrajhar held on 18th August, 2021 through online mode.

The Minutes of the 11th Meeting of the Senate held on 18th August, 2021 was circulated amongst the members. The members were requested to place comments if any for consideration.

Members were requested to approve the minutes.

Resolution: The members confirmed the minutes.

Section B: Items requiring approval of the Senate

Item No. 12.02: Amendment in the Academic ordinance of the institute.

Amendments in some clauses of the academic ordinance of the institute were proposed as shown below.

Clause No.	Original clause (extract)	Proposed amendment								
5.1 (iv)	Part 4 This part represents a single digit – “1” for Direct or “2” for Lateral and Vertical entry students.	Part 4 This part represents a single digit – “1” for Direct entry students or “2” for Lateral and Vertical entry students or “0” for the students of PG (M. Tech & M. Des) and PhD programmes.								
7.5	<p>Final CGPA for Diploma, UG, and PG programs shall be calculated as the weighted averages (the following formula) of the Yearly CGPAs (Y_i for i-th year), as detailed in the following table.</p> $CGPA = \frac{\sum_{i=1}^n W_i Y_i}{\sum_{i=1}^n W_i}$ <p>$W_i \rightarrow$ Weightage for yearly CGPA for the i-th year (Y_i)</p> <table><tr><td>4-Year UG</td><td>3-Year UG: Lateral Entry</td><td>3-Year Diploma</td><td>2-Year PG</td></tr><tr><td>$W_1=0.4$ $W_2=0.6$ $W_3=1.0$ $W_4=1.0$</td><td>$W_1=0$ $W_2=1.0$ $W_3=1.0$ $W_4=1.0$</td><td>$W_1=0.4$ $W_2=0.6$ $W_3=1.0$</td><td>$W_1=1.0$ $W_2=1.0$</td></tr></table>	4-Year UG	3-Year UG: Lateral Entry	3-Year Diploma	2-Year PG	$W_1=0.4$ $W_2=0.6$ $W_3=1.0$ $W_4=1.0$	$W_1=0$ $W_2=1.0$ $W_3=1.0$ $W_4=1.0$	$W_1=0.4$ $W_2=0.6$ $W_3=1.0$	$W_1=1.0$ $W_2=1.0$	<p>To be removed. And accordingly the nomenclatures (Sl. Nos.) of the subsequent paras shall be updated.</p>
4-Year UG	3-Year UG: Lateral Entry	3-Year Diploma	2-Year PG							
$W_1=0.4$ $W_2=0.6$ $W_3=1.0$ $W_4=1.0$	$W_1=0$ $W_2=1.0$ $W_3=1.0$ $W_4=1.0$	$W_1=0.4$ $W_2=0.6$ $W_3=1.0$	$W_1=1.0$ $W_2=1.0$							
7.8	Not present	The classifications based on CGPA are as follows:								

		CGPA 8.5 and above : First Class with distinction CGPA 6.5 and above, but below 8.5: First Class CGPA 5.5 and above, but below 6.5 : Second Class
10	Not present	To be added afresh against Appendix A
10	BoS is composed of all the Secretaries of DPCs, all Professors in the Department; one other-Dept. Faculty nominated by the HoD.	BoS is composed of all the Secretaries of DPCs, all Professors in the Department; one Faculty from other department of the institute nominated by the HoD and an external member (from outside the institute) to be nominated by the competent authority. (Proposed by the meeting of the IPPC)

The members were requested to comment on the same so that the referred clauses can be amended/added in the Academic ordinance.

Resolution: The members approved the proposed amendments in the clauses 5.1 (iv), 7.5 and 10 of the Academic ordinance. Regarding the clauses 7.8 and 10, the members resolved the following.

- i. The clause 7.8 needs further review with proper clarification of the existing formula of CGPA to percentage conversion. The members suggested preparing a revised proposal to be placed in the next Senate meeting.
- ii. The clause 10 was approved with modification as stated below in underlined.
“BoS is composed of all the Secretaries of DPCs, all Professors in the Department; one Faculty from other department of the institute nominated by the HoD and two external member (one from academic institutions and other from industry) to be nominated by the competent authority.”

Item No. 12.03: Amendment in the Academic regulation for UG programmes (RA-2) of the institute.

An amendment in the clause no. 5.3 of the UG academic regulation of the institute was proposed as represented in the table shown below.

Clause No.	Original clause	Proposed amendment
5.3	(ii) All 1st Semester courses must be cleared before getting promoted to the 5 th Semester and all 2 nd Semester subjects must be cleared before getting promoted to 6 th Semester.	To be removed

The said agenda item was proposed in the 11th Senate meeting as also in which the Senate decided to have status quo as some of the hon’ble members were worried about the ‘pre-requisites’ of the syllabus of a

programme that are required to be fulfilled by a student to be promoted to higher semester.

Thereafter, 14 nos. of students of UG programmes (B. Tech and B. Des) of 2019 admitted batch were debarred from promoting to the 5th semester. The said 14 students were given an opportunity to apply for re-evaluation for the 1st semester courses having compartmental. After processing of the re-evaluation requests submitted by the students, the debarred list was modified and accordingly the nos. of debarred students were updated to 12.

Subsequent to this, office of the Dean (Academic Affairs) received a Minutes of a meeting dated 25.10.2021 from the department of CSE, wherein para no. 6.i. of the Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown of UGC issued in April 2020 was referred. The referred clause is quoted below for reference.

“6.i. The scheme of “Carry forward” (for the subjects in which the student has failed) will be allowed for the current academic year in the universities and every student will be promoted to next semester/year. However, such students may clear the examination for the course in which he/ she has failed/ remained absent, whenever the examination is held next.”

Referring to these guidelines, the department recommended that the student should be promoted to the third year.

Based on this departmental representation it was resolved in a meeting to overrule Clause 5.3 (ii) of RA-2 as mentioned for the 2019 batch as per guidelines of relevant bodies of the Govt of India applicable to CITK during Covid-19 pandemic. Accordingly the debarred students were promoted to 5th / 6th Semesters.

As the academic departments are in support of the referred amendment, the Members were requested to approve the same.

Resolution: The proposal was not approved by the members. Regarding the agenda item, it was suggested by the members that supplementary compartmental examinations may be conducted immediately after the regular examinations to provide students with more numbers of opportunities to clear their backlogs.

Item No. 12.04: Amendment in the Academic regulation for PhD programmes of the institute.

Based on some observations made by the competent authority, a three member committee was constituted to look into the existing PhD Academic Regulations related issues and drafting its amendments in compliances with the latest UGC / AICTE guidelines. The said committee had prepared the amended regulation after reviewing. The draft of the amended regulation was placed in the Institutional PhD Programme Committee (IPPC) meeting

held in 08-10-2021. The said draft, after incorporating the comments of the members of the IPPC was placed before the meeting.

Further, keeping in view the current regulations and ordinances of the institute, various forms related to the PhD programmes were drafted for their smooth conduction and appropriate maintenance of records.

Members were requested to approve the drafts as mentioned above.

Resolution: The meeting resolved that the proposed draft of the PhD regulations should be reviewed again by a committee and accordingly a fresh amended draft of the same complete in all aspects may be prepared to be placed in the next Senate meeting.

Item No. 12.05: Proposal for Approval of the 6th, 7th and 8th semester's syllabus of the UG programmes of the institute.

In line with the model curriculums of AICTE, Central Institute of Technology Kokrajhar has finalised the curriculum of the 1st, 2nd, 3rd, 4th and 5th semesters of all the Degree programmes of the institute. In a similar way, the drafts of the curriculum for the remaining semesters (6th, 7th and 8th) of these programmes have also been prepared to be implemented from the ensuing even semester session. Drafts of these curriculums of the departments of CE, IE, FET, CSE and ECE were placed before the meeting.

Members were requested to comment on these.

Resolution: The members approved the proposed syllabus.

Item No. 12.06: Proposal for Approval of the 6th semester syllabus of the Diploma programmes of the institute.

Central Institute of Technology Kokrajhar has finalised the curriculum of the 1st, 2nd, 3rd, 4th and 5th semesters of all the Diploma programmes of the institute. In a similar way, the drafts of the curriculum for the 6th semester of these programmes have also been prepared to be implemented from the ensuing even semester session. Drafts of these curriculums of the departments of CE, IE, FET, CSE and ECE were placed before the meeting.

Members were requested to comment on these.

Resolution: The members approved the proposed syllabus.

Item No. 12.07: Review of supervisors for one PhD scholars of the department of MCD of the institute.

Ms. Sushmita Roy, a PhD Scholar was admitted in the department of Multimedia Communication and Design (MCD) in the session January, 2019 under part-time category. She has been working as a contractual faculty in the same department in the institute from 2015. Dr. Pankaj Pratap Singh, Assistant Professor, Department of Computer Science and Engineering were appointed as her supervisor as no eligible PhD supervisor was there in the department of MCD at that time. As per the clause no. 6.2

of the PhD regulations, 2016 of the UGC, no external supervisor should be allotted to a PhD scholar. The said clause is quoted here for reference.

“6.2 Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.”

It is also worth mentioning here that currently the department of MCD has two eligible PhD supervisors. Hence, in order to comply with the guidelines of the UGC, a supervisor from the parent department may be allotted to the scholar afresh keeping Dr. P. P. Singh as Co- supervisor.

The members were requested to comment on this.

Resolution: The members authorized the Director and the Dean of Academic Affairs to take a decision on the referred agenda item.

Item No. 12.08: Proposal for approval of the revised fee structures of all the programmes of the institute.

As per the Resolution no 11.04 of the 11th Senate meeting, a 5-member committee was constituted to review the existing fee structure of all the programmes of the institute. The committee after reviewing the fee structures in line with the fee structures of other similar level institutes has prepared a draft of the revised structure of fee. The same was placed before the meeting.

Members were requested to comment on the same.

Resolution: The members approved the proposed fee structure with modifications in terms of removal of the below mentioned proposal for providing tuition fee waiver for the poor and meritorious students other than SC/ST.

“Maximum 10% of the total existing students (other than SC/ST) in each department may be granted for full free tuition fee, maximum 10% of the total existing students (other than SC/ST) in each department may be granted for 50% waiver in tuition fee and maximum 10% of the total existing students (other than SC/ST) in each department may be granted for 25% waiver in tuition fee. The criteria of getting this special fee waiver scheme will be decided by the respective committee constituted by the institute.”

The same was suggested to be sent to the FC and BoG meeting of the institute for concurrence.

Item No. 12.09: Proposal for approval of the draft regulation for admission of foreign

students against the supernumerary seats.

As per the Resolution no 11.13 of the 11th Senate meeting, the proposal for introduction of 10% supernumerary seats for admission of foreign students was approved. Accordingly a three-member equivalence committee was formed to frame the rules and regulations of admission of foreign students in the institute. The committee prepared a draft of the same and placed before the meeting.

Members were requested to comment on the same.

Resolution: The proposal was approved by the Members.

Item No. 12.10: Proposals for Start-up Research Grant and Institutional PhD Scholarship.

The four-member institutional Committee on Start-up Research Grant have prepared two proposals on providing Start-up Research Grant for new Assistant Professors, and Institutional Scholarship for PhD scholars. The drafts of the proposals were placed before the members.

Members were requested to comment and approve the same.

Resolution: The members suggested preparing proposal to be sent to the concerned body/authority for introducing provisions for providing fellowships to the PhD scholars as per the norms of UGC/AICTE/Government of India. A committee in this regard was proposed to be formed at the institute level.

Item No. 12.11: Proposals for providing special leave to students going for internship/ start-up incubation program in other institution/ organization/ industries.

Internships are now a day considered as educational and career development opportunities, providing practical experience in any field or discipline of interest. AICTE is also giving utmost importance on facilitating internship facilities to the students of higher educational institutes. Various initiatives have also been launch by AICTE in this regard in recent times. In order to avail such opportunities, students of CIT Kokrajhar are willing to drop college for the period of the internship programme. After completion of the program, they will rejoin college.

Members were requested to approve the same.

Resolution: The members approved the proposal. Leave for a period of one year (two semesters) only may be granted to the students for the referred purpose. It was also resolved that the concerned students shall have to complete all the requirements of the programme concerned after rejoining the institute.

Item No. 12.12: Proposals for approval of the Mechanisms for 360⁰ Feedback Score calculation with particular consideration to Students' Feedback for faculty promotion.

The Institute does not have a mechanism for 360⁰ Feedback score calculation as per clause no. 5.2 of the AICTE regulations (vide gazette notification no. F. No. 61-1/RIFD/7th CPC/2016-17 dated 01.03.2019). In view of this, the following mechanisms for 360⁰ Feedback Score calculation with particular consideration to Students' Feedback for faculty promotions are proposed:

a) Mechanism for 360⁰ Feedback Score calculation

For score calculation corresponding to each of the six (6) 360⁰ feedback components requiring the consideration of three (3) academic years (AYs) as per the Annexure IV of the aforesaid AICTE regulations, the best three (3) yearly (academic) scores will be considered.

b) Mechanism for Students' Feedback Score calculation

As per the aforesaid AICTE regulations, students' feedback score (important component of 360⁰ feedback score) will be calculated as per the given format.

Members were requested to approve the same.

Resolution: The members approved the proposal with modification in terms of removal of the terms "*for faculty promotions*" and suggested that the same should be placed in the next BoG meeting of the institute.

Item No. 12.13: Proposal for approval of the Academic Calendar for the year 2022.

The Academic Calendar for the year 2022 has been prepared and placed before the members. Members are requested to approve the same.

Resolution: The members proposed to further review the referred academic calendar for inclusion of some other parameters like date of declaration of results of the end term examinations, date of convocations, dates of annual festivals etc. The meeting also authorised the Chairman, Senate to approve the revised Academic calendar, 2022.

Section C: Items for ratification

Item No. 12.14: Urgent agenda items of Senate approved through e-mail circulation.

Some urgent agenda items were circulated through E-mail amongst the members of the Senate for taking approval on 5th October, 2021. The resolutions of the same were placed in the meeting for ratification.

Resolution: The members ratified the agenda item.

Section D: Items for reporting

Item No. 12.15: Reporting items.

1. First convocation of the institute:

Under the new status of Deemed to be University, CIT Kokrajhar has been offering 17 programmes (all full time) since the academic session 2019-20. These programmes are as follows.

Diploma Programmes are:

1. Electronics & Telecommunications Engineering,
2. Computer Science and Engineering,
3. Control and Instrumentation Engineering,
4. Food Processing Technology,
5. Civil Engineering and
6. Animation and Multimedia Technology.

U.G. (B. Tech. & B. Des.) Programmes are:

1. B. Tech. in Electronics & Communications Engineering,
2. B. Tech. in Computer Science & Engineering,
3. B. Tech. in Instrumentation Engineering,
4. B. Tech. in Food Engineering and Technology,
5. B. Tech. in Civil Engineering and
6. B. Design (Specialisation in Multimedia Communication and Design)

P.G programmes are:

1. M. Tech in Food Engineering and Technology,
2. M. Tech in Water Resources and Hydraulic Engineering,
3. M. Tech in Green Energy Technology,
4. M. Des (Specialized in Multimedia Communication and Design),
5. M. Tech in Computer Science and Engineering.

The institute convened its 1st convocation on 8th November, 2021 to confer degrees to the 1st batches of graduating students in the session 2021-22 from the PG programmes of the institute. Mr. Pramod Boro, Chief Executive Member, BTC was present in the occasion as the Chief Guest. Prof. A. D. Sahasrabudhe, Chairman, AICTE and Dr. Prahlada Ramarao, Pro-chancellor & Director, Centre for Energy Research were present in the ceremony as the guests of honour. A total of 28 students received their degrees in the event.

2. Report on Examination:

The end semester examinations of the programmes under DTE, GU, ASTU and CITK (Deemed to be University) were scheduled to be conducted in the month of January 2022. But in view of the unprecedented circumstances caused due to COVID-19 pandemic, all the examinations were postponed till 21st of February, 2022 tentatively by the competent authority of the institute. Later on after reviewing the circumstances, it was again decided to start the End semester examinations from 21st February, 2022 onwards. The minutes of the meetings held in this regard were placed before the meeting.

3. Admission committee report:

The admission committee of the institute has conducted the process of admission of students into its Diploma, UG, PG and PhD programmes for the session 2021-22. Status of Admission into various programmes of the institute for this session are as follows.

Module/Branch	ET/ECE	CO/CSE	CAI/IE	FP/FPT	CE	AM	TOTAL
Diploma 1 st sem	29	30	25	20	27	8	139
B.Tech 1 st sem	46	68	39	41	47	-	241
B.Tech ,Lateral/ Vertical (3 rd sem)	23	42	31	18	32	-	146
B.Des 1 st sem	20						20
B.DesLatera/ Vertical (3 rd sem)	03						03
M.Tech	GET-07	CSE-09	FET-07	WR & HE-14			37
M.Des	10						10
Ph.D	25						25
TOTAL							621

Resolution: The members noted the reporting items.

Item No. 12.16: Any other item with the permission of the Chair.

- A. Reporting of the minutes of the Institutional PhD programme Committee (IPPC) meeting held on 18-02-2022 through online mode.

Important agendas from the minutes:

Regarding the source/head of TA/DA to be paid to the external invited examiner of the PhD viva-voce examination, the meeting suggested to refer the matter to the Senate.

Resolution: The agenda item was dropped as similar matters related to the PhD programmes including this have already been referred to a committee in the resolution 12.04.

- B. Regarding the formation of Doctoral committee to evaluate the progress of the scholars under the department, the department of Electrical Engineering proposed to engage faculty members from other departments of the institute since the electrical engineering department has only one regular faculty member.

Resolution: The members approved the proposal.

- C. Subject following subject code change request was submitted by the department of IE.

Semester: B. Tech 5th semester, Department of IE
 Subject name- DIGITAL SIGNAL PROCESSING
 Subject code- UIE511
 Practical paper- UIE574 (wrong code)
 As per the institute rules, the correct code for the Practical paper should be UIE581.

Resolution: The members approved the proposal.

D. Subject code change request submitted by the department of CE.

By reviewing the nature of the subject, the department of Civil Engineering of the institute proposed for revision of the course structure of its Diploma programme. There revision of the course structure was in the code of a subject as shown below.

Programme: Diploma in Civil Engineering				
Subject Name	Existing Subject Code	Proposed Subject code	Credit	Semester
Professional Practice-II	DCE605	DCE671	02	6 th



Resolution: The members approved the proposal.

(Ms. Chaitali Brahma)
 Registrar cum Ex-officio Non-Member Secretary
 Senate, CIT Kokrajhar