

Minutes of the 32nd Board of Governors (BoG) Meeting of Central Institute of Technology Kokrajhar (CITK) held on 22nd April, 2024 (Monday) at DELNET, New Delhi

The 32nd Board of Governors (BoG) meeting of Central Institute of Technology, Kokrajhar (CITK) was held on 22nd April, 2024 (Monday) at DELNET, New Delhi, under the Chairmanship of Prof (Retd.) Nishikant V. Deshpande, Chairman, Board of Governors, CITK. A list of BoG members who participated the meeting is attached herewith.

The Chairman, BoG, welcomed all the members and requested Director, CITK to present the agenda items for deliberation by the members. Accordingly, Prof. A. Srinivasan, Director, CITK, presented the agenda items one by one. The detailed deliberations held on each agenda item and the collective decisions taken are given below:

Item No.32.01: Confirmation of the Minutes of 30th BoG held on 09/01/2024.

The Minutes of the 30th BoG meeting of CIT held on 09/01/2024 were circulated to all the members for their comments. No specific comments were received and therefore all the BoG members agreed to confirm the minutes.

Resolution: The Minutes of the 30th BoG meeting of CITK held on 09/01/2024 are confirmed.

Item No.32.02: Action Taken Report (ATR) on the Minutes of 30th BoG held on 9th Jan., 2024

The ATR on the minutes of 30th BoG meeting held on 09/01/2024 were discussed. It was pointed out that some of the actions taken are not up to the mark and the Institute has failed to take time bound action on crucial items. It was directed that all actionable points of BoG minutes should be attended without any delay and proper action taken remarks to be presented in the ATR of subsequent BoG meetings.

Resolution: It was directed that the ATR should reflect time bound and appropriate actions taken.

Item No.32.03: Confirmation of the Minutes of 31st BoG held through circulation

Director, CITK apprised the BoG Members that to resume the pending recruitment process of non-teaching staff of CITK, the Institute had circulated the agenda to all the BoG Members. He further informed that the CIT Faculty Representative and Ministry of Education (MoE) (vide its letter dated 5th March, 2024) conveyed their approval to the proposal. No other inputs were received from other members within the stipulated given time.

Resolution: The BoG Members noted the status of the recruitment process of non-teaching staff of CITK.

Item No.32.04: Action Taken Report (ATR) on the Minutes of 31st BoG held through circulation

With the consent of the President of CIT Society, CITK has extended the date for submission of applications for the advertised non-teaching posts by another 21 days vide addendum published in the Employment New and Assam Tribune.

Resolution: The BoG Members noted the extension date offered to applicants for various non-teaching posts in CITK.

Item No.32.05: Recruitment of faculty members under mission mode in CSE and ME Departments of CITK.

The Institute had initiated recruitment process for appointment of faculty staff under mission mode based on advertisement no. CITK/Faculty Recruit/126/2023/461 dated 16/10/2023. After the scrutiny of applications received, a selection committee meeting was held on 3rd February, 2024 to interview the shortlisted candidates for two Professor posts in CSE and one Associate Professor each in CSE and ME departments. The selection committee has recommended the names for one Professor post in CSE, one Associate Professor post in CSE and one Associate Professor post in ME Departments for consideration of approval of appointment. The matter was discussed in length and it was decided to take up consideration of the recommendations in the next BoG meeting.

Resolution: Approval of recommendations of mission mode faculty selections to be kept on hold till next BoG meeting.

Item No.32.06: Modification in the existing Memorandum of Association (MoA) of CITK.

The Institute had constituted a Committee for making suitable modifications in the existing Memorandum of Association (MoA) of CITK as per UGC letter dated 20/09/2023. The Office of President of CIT Society had sought some modifications in the MoA to enable more participation of the President of CIT Society in the functioning of the Institute.

The matter was discussed in length. Since it is beyond purview of the BoG to comment or consider the modifications sought from the President of CIT Society and the modifications guidelines were issued by the University Grants Commission (UGC), the members advised CITK to refer the matter to UGC for its opinion.

Resolution: CITK is directed to refer the modifications requested in the existing MoA by the President of CIT Society to UGC for its opinion.

Item No.32.07: Extension of date for submission of applications for the proposed recruitment of non-teaching staff members.

With the consent of the President of CITK Society, the Institute has published an addendum in the Employment News and Assam Tribune, in which an extension of another 21 days was provided for submission of applications for various non-teaching regular posts in CITK.

Resolution: The BoG Members noted the extension date offered for the applicants of the non-teaching posts (in CITK) advertised earlier.

Item No.32.08: Corrections in the Diploma and Degree certificates already awarded to the students.

The 2nd Convocation of CITK was organised on 10th January, 2024 for distribution of Diploma and Degree certificates to the pass-out students. Subsequently, errors were noticed in the Certificate format, roll numbers and names of candidates in the certificates issued. The Senate, CITK, was requested to compile a list of errors in the roll numbers & names and to recommend the modified the format of the Certificates. All the Certificates have to be reprinted with an additional cost of about Rs. 1.07 lakh and to be issued to the pass-out students.

Considering the lapses in printing correct certificates and the consequent financial implication of reprinting the certificates, the Director, CITK was authorized to take action against the Dean

(Academic), CITK and report the action taken to the BoG. The members approved the re-printing and re-issue of the certificates with the proposed extra expenditure.

Resolution: The BoG approved incurring of Rs. 1.07 lakh on reprinting of Certificates and authorized Director, CITK to initiate action against the Dean (Academic).

Item No.32.09: Tabling the report of the committee constituted to investigate the lapses in the process of issue and execution of infrastructure works of CITK, and suggest actions.

The BoG, CITK, in its meeting held on 09/01/2024 had directed the Institute to fix the responsibility for the lapses in the issue and execution of infrastructure works by CITK. A three-member committee was formed by the Chairman, BoG, CITK, for the same. The report of the said committee was tabled before all the BoG members for discussion. After considering the gravity of the issue, the lapses that occurred and the recommendation made by the committee, the members unanimously decided that show cause notices should be served to all those who were involved in the lapses and seek responses from them. Thereafter, the responses are to be placed before the BoG for its consideration and further suggestions/action.

Resolution: CITK is directed to serve show cause notices to those involved in the lapses and submit their responses to BoG for consideration.

Item No.32.10: Request from incumbent Registrar, CITK, for her release on deputation as per rules admissible for the purpose to join IIT Guwahati as Registrar.

The members noted that the Registrar, CITK has been implicated in the report presented under Agenda Item No. 32.09. Considering the resolution taken on this agenda item, the members found that it is not possible for the BoG to release the Registrar, CITK, from the Institute till her response to the proposed show cause notice is examined and she is exonerated. It was further decided that in the event of action against those who were involved in the irregularities i.e. Registrar, Engineering Cell etc., the charge of Registrar may be assigned to a Professor of CITK on seniority-basis.

Resolution: CITK is directed not to release the Registrar from the Institute till she is exonerated of the charges by the BoG and to make needful administrative changes as and when required.

Item No.32.11: Extension of service of contractual faculty staff of CITK till end of on-going semester (31st May, 2024)

To enable completion of the teaching duties assigned for the current semester, the service period of four contractual faculty staff has been extended up to 31st May, 2024 with the approval of the Chairman, BoG, CITK. The BoG members approved the same.

Resolution: BoG members ratified the extension of service of four contractual faculty members till 31st May 2024.

Item No.32.12 : The Memorandum of Understanding (MoU) for the year 2024-25 being signed by CIT, Kokrajhar with Ministry of Education.

The Joint Secretary, Department of Higher Education, MoE, informed the members that the Ministry is in the process of finalizing a new format of MoU between Ministry and the Institute. CITK is advised to be prepared to enter into the MoU with MoE for the year 2024-25.

Resolution: The members noted the status of the signing of the MoU with MoE.

Item No.32.13 : Establishment of AMRIT Pharmacy in CIT, Kokrajhar.

The Director, CITK apprised the members that HLL Lifecare Limited, Mini Ratna Government of India Enterprise under Ministry of Health & Family Welfare has agreed to establish an AMRIT Pharmacy in CITK. HLL would set up, maintain and operate the AMRIT Pharmacy inside CIT in an area of 1000+ sq. ft. within the existing Health Centre building. In this regard, a draft MoU to be signed between HLL Lifecare Limited and CITK to set up an AMRIT Pharmacy in CITK is placed before the BoG members for their kind consideration and approval. The members appreciated the move made by the Institute and the proposal was approved by all the Board members.

Resolution: BoG members approved the proposal from CITK to enter into an MoU with HLL Lifecare Limited to set up an AMRIT Pharmacy inside the Health Centre of CITK

Item No.32.14 : Minutes of the Senate meeting held through circulation on 08/04/2024.

The Senate of CITK has placed two agenda items, namely, (i) revised proforma of the diploma/degree pass certificates of the Institute and (ii) list of experts for faculty recruitment approved by circulation by Senate members. The BoG members were requested to consider and approve the recommendation of Senate, CITK. The minutes were considered and approved by the BoG, Members.

Resolution: The revised proforma of pass certificates and list of department wise experts for faculty recruitment recommended by the Senate, CITK are approved.

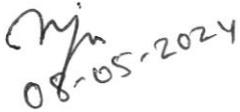
Item No.32.15: Minutes of the 28th Finance Committee (FC) meeting held on 22/04/2024

The 28th Finance Committee (FC) meeting was held before BoG meeting at 2.30 p.m. on 22/04/2024. The recommendations made by FC were considered and approved by the members.

Resolution: The recommendations of the 28th FC are approved by the members.

The BoG meeting ended with a *Vote of thanks* to the **Chair**.

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Kokrajhar