

**MINUTES OF THE 1<sup>ST</sup> MEETING OF THE ACADEMIC COMMITTEE OF CIT KOKRAJHAR HELD ON  
19<sup>TH</sup> AUGUST, 2014  
AT CONFERENCE HALL, GUEST HOUSE, CIT KOKRAJHAR, BTAD, ASSAM**

The 1<sup>st</sup> Meeting of Academic Committee of the Institute was held on 19<sup>th</sup> August, 2014 at Conference Hall, Guest House, CIT Kokrajhar and the following members were present:

| Sl. No. | Name & Designation   | Designation                           |
|---------|--|---------------------------------------|
| 1       | Prof. Uday S. Dixit<br>Officiating Director<br>CIT Kokrajhar, BTAD, Assam – 783 370                                      | Chairman                              |
| 3       | Prof. Dilip Kumar Saikia,<br>Director<br>NIT Meghalaya – 793 003   | Member                                |
| 4       | Prof. Anoop Kumar Dass<br>Dept. of Mechanical Engineering<br>IIT Guwahati – 781 039                                      | Member                                |
| 5       | Prof. Mohan Chandra Kalita<br>Dept. of Biotechnology<br>Gauhati University, Guwahati – 781 013                           | Member                                |
| 6       | Smt. Sushmita Ghosh<br>Assistant Director of Training<br>BoPT, Eastern Region, Kolkata – 700 064                         | Member Representing,<br>BoPT, Kolkata |
| 8       | Mr. Anjalu Albis Basumatary<br>Asst. Professor, Dept. of Mathematics<br>CIT Kokrajhar, BTAD, Assam – 783 370             | Member                                |
| 9       | Mr. Jeevan Krishna Khaklary<br>Asst. Professor, Dept. of Mathematics<br>CIT Kokrajhar, BTAD, Assam – 783 370             | Member                                |
| 10      | Mr. Mahananda Brahma<br>Asst. Professor, Dept. of Physics<br>CIT Kokrajhar, BTAD, Assam – 783 370                        | Member                                |
| 11      | Mr. Arindum Mukherjee<br>Asst. Prof., Dept. of Electronics & Communication Engg.<br>CIT Kokrajhar, BTAD, Assam – 783 370 | Member                                |
| 12      | Mr. Pranav Kumar Singh,<br>Asst. Prof., Dept. of Computer Science & Engg.<br>CIT Kokrajhar, BTAD, Assam – 783 370        | Member                                |
| 13      | Mr. Dipankar Sutradhar,<br>Asst. Professor, Dept. of Instrumentation Engg.<br>CIT Kokrajhar, BTAD, Assam – 783 370       | Member                                |
| 14      | Mr. Anucklslary<br>Asst. Prof., Dept. of Food Processing Technology<br>CIT Kokrajhar, BTAD, Assam – 783 370              | Member                                |
| 15      | Ms. Neelu Das<br>Asst. Prof., Dept. of Civil Engineering<br>CIT Kokrajhar, BTAD, Assam – 783 370                         | Member                                |



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| 16 | Mr. Kongkon Kalita<br>Asst. Prof., Dept. of Information Technology<br>CIT Kokrajhar, BTAD, Assam – 783 370                   | Member                                 |
| 17 | Ms. Monideepa Brahma<br>Asst. Prof., Dept. of Humanities & Social Sciences<br>CIT Kokrajhar, BTAD, Assam – 783 370           | Member                                 |
| 18 | Mr. Debarshi Kumar Brahma<br>Asst. Prof., Dept. of Animation & Multimedia Technology<br>CIT Kokrajhar, BTAD, Assam – 783 370 | Member                                 |
| 19 | Ms. Anamika Kalita<br>Asst. Prof., Dept. of Chemistry<br>CIT, Kokrajhar, BTAD, Assam – 783 370                               | Representing<br>Chemistry Dept.        |
| 20 | Mr. Shayaram Basumatary<br>Asst. Prof., Dept. of Mechanical Engg.<br>CIT Kokrajhar, BTAD, Assam – 783 370                    | Representing Mechanical<br>Engg. Dept. |
| 21 | Mr. Ranjay Das,<br>Asst. Prof. Dept. of Electrical Engineering<br>CIT Kkrajhar, BTAD, Assam – 783 370                        | Representing Electrical<br>Engg. Dept. |
| 22 | Ms. Chaitali Brahma<br>Registrar, CIT Kokrajhar<br>BTAD, Assam – 783 370   | Non Member<br>Secretary                |

The other three members namely Prof. V.K. Jain, Emeritus Fellow, Dept. of Mechanical Engineering, IIT Kanpur and Prof. Munmun Hazarika, Dept. of Mathematical Sciences, Tezpur University, Tezpur and Mr. S.E. Ahmed, Director, BOPT, Eastern Region, Kolkata could not attend the meeting due to prior engagements. However, a representative from BOPT, Eastern Region, Kolkata has attended the meeting.

At the very onset of the meeting the Registrar, Chaitali Brahma welcomed the members to the 1<sup>st</sup> Meeting of the Academic Committee of the Institute. The members nominated by the Chairman, BoG CIT Kokrajhar Prof. Dilip Kumar Saikia, Director, NIT, Meghalaya; Prof. Anoop Kumar Dass, Dept. of Mechanical Engineering, IIT Guwahati; Prof. Mohan Chandra Kalita, Dept. of Biotechnology, Gauhati University, Guwahati and Ms. Sushmita Ghosh, Assistant Director of Training, BoPT, Kolkata representing Mr. S.E. Ahmed, Director, BOPT, Eastern Region, Kolkata were felicitated with traditional "Aronai".

The agenda for the day was taken up as below.

**Item No.01.01: Reporting on the Academic Activities of the Institute.**

The reports on the Academic Activities of the Institution was prepared and placed before the members for information. No comment was received regarding the Academic Activities of the Institute.

**Item No.01.02: Reporting on the Activities undertaken by the Admission Committee.**

Reporting on the Activities of the Admission Committee for conducting entrance examination for both Diploma and Degree Programmes of the Institute was placed before the members for information. In this regard, the members suggested that seats for vertical



entry, from Diploma to Degree, i.e. 30 seats may be reduced to 20. The remaining 10 seats are to be transferred to direct entry.

**Resolution No.01.01:** The members **RESOLVED** that the 30 seats for vertical entry may be reduced to 20 and the remaining 10 seats may be transferred to direct entry admissions. However, the matter has to be discussed at BOG.

**Item No.01.03: Reporting on activities undertaken by the Examination Cell.**

The Reports on the Examination System of the Institute was placed before the members for information. In this regard, no comment was received regarding the Examination activities of the Institute.

**Item No.01.04: Finalization of the Selection Committee Members for holding Interviews for Faculty Recruitment.**

The Institute vide advertisement **No.10/2014, Dated 08/05/2014**, received applications wherein filling up the post for Faculty Recruitment was advertised. The process of short listing of candidates is over and as such a panel of names of subject experts was placed for formation of selection committee. In this regard, the committee members scrutinized the panel of names proposed by the Institute for various departments and suggested some changes to include names of Professors in the panel from Gauhati University, Guwahati; Tezpur University, Tezpur; NIT Silchar. It was also suggested to delete some names by assessing the specializations.

**Resolution No.01.02:** The members **APPROVED** the panel of names placed at Annexure-IV with suggestions to include names of Professors from Gauhati University, Guwahati; Tezpur University, Tezpur; NIT Silchar and NEHU Shillong, Meghalaya for some departments. Some changes will also be carried out.

**Item No.01.05: Proposal for filling up of vacant seats during Counselling and Admission into CIT.**

The members were informed about the reservation policy of the Institute which stipulates the reservation for the regions of BTAD, North-East and All India. As the Institute did not have any standing decision on how to fill the vacant seats the Institute followed a policy as placed below so that learning opportunities could be available to maximum students across the region. At the same time, the institute will carry out massive campaigning to attract bright candidates in BTAD area. For this purpose a team comprising Mr. A.A. Basumatai, Mr. J.K. Khaklari and Mr. Pranav Singh is constituted. This team will visit the schools and colleges of all four districts of BTAD and make students aware about CIT and its admission policy. The team may co-opt other members from time to time.

The following admission guidelines were proposed:

- The entrance results would be divided into merit list, waiting list and third list. A cut off mark would be decided by the Admission Committee which would normally be 30% of the total entrance marks. The third list would consist of candidates securing below 30% entrance marks.
- The first round of counselling would be for candidates from the merit list and the waiting lists for the respective categories of the different regions.



- In the second round, All India vacant seats would be filled by NE & BTAD candidates of their respective categories, if available
- In the third round all the remaining vacant seats would be converted to All India seats, in which the BTAD and NE candidates would also be eligible and these seats would be filled by merit following the reservation ratio:

|          |   |       |
|----------|---|-------|
| ST (NE)  | - | 22.5% |
| ST (AI)  | - | 7.5%  |
| SC (AI)  | - | 15%   |
| OBC (AI) | - | 27%   |
| GEN (AI) | - | 28%   |

After a threadbare discussion the members suggested that to maintain standard in technical education the cut off marks for entrance examination should not be reduced below 30% at any cost. They were of the opinion that further reducing of marks will bring down the quality of students in the long run.

**Resolution No.01.03:** The members **APPROVED** in principle the process of admission guidelines and the criteria proposed for seats reservation in case vacancy arises. However, the cut off marks of the entrance examination should not be below 30% at any cost. However, the approval of BOG and Society is must for implementing this policy. Secretary will inform this item to President of Society for receiving further guidelines for him for formalizing this procedure.

**Item No.01.06: Affiliation of Degree Courses of CIT Kokrajhar under Assam Science and Technology University, Guwahati.**

A letter was received from Dr. Nripen Das, Academic Registrar, Assam Science and Technology University, Guwahati, addressed to Director, to affiliate the degree courses of CIT under Assam Science and Technology University, Guwahati. In this regard, the matter was placed before the members.

The members were of the view that CIT is an autonomous body and in due course of time would gain Academic autonomy as well. Moreover, Gauhati University, as on date, is allowing CIT to have its own autonomy in Academic matters. Hence, CIT may continue to be affiliated to Gauhati University, Guwahati. Moreover, at present only some private engineering colleges are affiliated with ASTU. ASTU has still not established its credibility and there is no guarantee that affiliation with ASTU will bring out academic benefits for CIT. As of now, association with Gauhati University seems to be more fruitful.

**Resolution No.01.04:** The members **RESOLVED** that CIT should continue its affiliation to Gauhati University, Guwahati and can review at a later time, if needed.

**Item No.01.07: Proposal for change in the Syllabus for Animation & Multimedia Technology Diploma 5<sup>th</sup> and 6<sup>th</sup> Semester Courses as well as inclusion of additional subjects.**

The HoD (i/c) of the Department of Animation & Multimedia Technology had placed the proposal for change in the syllabus of the Diploma course. The HoD (i/c) of AMT Dept. expressed that currently two optional papers in the 6<sup>th</sup> Semester viz. **Specialization-I** and



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**Specialization-II** in which students have to choose *any one* topic (area of production pipeline) from the **three** topics under *Specialization – I* (3D Modeling, Rigging & Compositing) and *any one* topic from the four topics under *Specialization – II* (Texturing, 3D Animation, CG Lighting & Visual Effects) are taught. So, there are four combinations altogether for the students to choose:

- i) 3D Modeling & Texturing
- ii) Rigging & 3D Animation
- iii) CG Lighting & Compositing
- iv) Visual Effects & Compositing

But he said that the current set-up is not compatible with the Marksheet Generating Software of the DTE. It can accept only one optional paper; else the Marksheet cannot be generated. So far, the students have taken up a single combination and that is why the Marksheets could be generated. If however students are to take more than one combination, then the Marksheets won't be generated. To resolve this issue, the department has proposed to change the syllabus so that the structure becomes compatible with the software. The Specialization Papers could be combined into a single optional paper into the Major Project. The subject, **Audio & Video Editing** would have to be moved to the 6<sup>th</sup> Semester from the 5<sup>th</sup> Semester as it'll be of more importance in the latter semester and two new subjects would be included in both the 5<sup>th</sup> and 6<sup>th</sup> Semester to cope up with the total credits as well as total number of subjects per semester.

Further the department proposed for inclusion of four new subjects, namely-

- Fundamentals of Film-making (5<sup>th</sup>Sem)
- Fundamentals of Art Appreciation (5<sup>th</sup>Sem)
- Introduction to Video Gaming Theory (6<sup>th</sup>Sem)
- Basics of Graphic Design (6<sup>th</sup>Sem)

The Committee Members, in this regard, were requested to advice accordingly. However, the members were of the view that a detailed syllabus of the course content proposed along with the text books should be prepared and vetted by experts.

**Resolution No.01.05:** The members **APPROVED** in principle the proposal for change in the Syllabus for Animation & Multimedia Technology Diploma 5<sup>th</sup> and 6<sup>th</sup> Semester Courses as well as inclusion of additional subjects. However, the syllabus should be vetted so that this change does not affect necessary academic requirement of the program.

**Item No.01.08: Proposal for Introduction of Bachelor Degree Course in Animation (BAM).**

The HoD (i/c) of the AMT Dept. Sri Debarshi Kr. Brahma, was of the view that the Department of Animation & Multimedia Technology has the infrastructure to support degree level course and the diploma students can apply for a bachelor degree in Animation instead of B. Tech in Information Technology as mandated in CIT under vertical entry scheme after passing out their diploma in Animation and Multimedia Technology. In this regard, a proposal was submitted by him to seek advice from the members. The members, in this regard, suggested that a Detailed Project Report (DPR) is to be submitted for further course of action.



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**Resolution No.01.06:** The members **RESOLVED** the proposal stating that a DPR should be submitted to the Academic Committee to decide on further course of action.

**Item No.01.09: Proposal for re-naming of Food Processing Technology as "Food Engineering and Technology".**

In pursuance to the proposal submitted by the HoD (i/c) of the Department of FPT, Sri Anuck Islary, the present nomenclature of Food Processing Technology should be re-named as "Food Engineering and Technology". In the present nomenclature the term "**Processing**" is not proper for Engineering branch as this term relates to other B.Sc/M.Sc courses. In India the top Institute/Universities like IITKgp, SLIET Punjab, Tezpur University, etc. have a nomenclature of "**Engineering**" term. Also syllabus of B. Tech taught in the B. Tech courses of this Department (FPT) is more towards the engineering aspects.

Further, it is proposed by the department that FPT Degree syllabus needs to be reviewed as the syllabus of some subjects like fermentation technology of B. Tech VII-Semester is vast and the course contents cannot be completed within a Semester.

In view of the proposal the Committee members approved the proposal.

**Resolution No.01.07:** The members **APPROVED** in principle the proposal for re-naming of Food Processing Technology as "Food Engineering and Technology". The matter has to be placed before BOG.

**Item No.01.10: Proposal for Inclusion of one more Course (paper) of Engineering Physics in Second Semester in the B. Tech Programme.**

Sri Mahananda Brahma, Assistant Professor, Physics had proposed for inclusion of the one extra paper of Engineering Physics in the first semester in the existing syllabus for B. Tech Programme. He was of the view that the syllabus of the single paper cannot fulfill the foundation of basics of Physics for various Engineering courses taught in this Institute. It is also observed that the syllabus for Engineering Physics in other Engineering/Technical Institutes is more inclusive of the basics of Physics and consists of two papers, particularly in the I-Semester and II- Semester.

However, the Committee members felt that further examination needed to be done whether the course would be useful across the branches and the course could be accommodated within the course limits.

**Resolution No.01.08:** The Committee members did not agree to the proposal and deferred the matter for future discussion.

**Item No.01.11: Proposal for Introduction of Certificate Course in Functional English and Introduction of Entrepreneurship Development Cell in CIT Kokrajhar.**

In pursuance to the proposal submitted by HoD (i/c) of the Department of HSS seeking approval for Introduction of Certificate Course in Functional English and Introduction of Entrepreneurship Development Cell in CIT Kokrajhar was placed before the members for



discussion. The members discussed the proposal in detail and were appreciative of the same. However, a Detailed Project Report (DPR) needs to be submitted to the Authority for further course of action. The members advised that the certificate course in functional English should not only be for the students, but should be open to employees of nearby industrial organizations and Govt./Semi Govt. organization of the region.

**Resolution No.01.09:** The members **APPROVED** in principle the proposal for Introduction of Certificate Course in Functional English and Introduction of Entrepreneurship Development Cell in CIT Kokrajhar.

**Item No.01.12: Any other matters with the Permission of the Chair.**

- With due permission of the Chairperson, HoD (i/c) of CSE Dept. Sri Pranav Kr. Singh requested that the present syllabus needs to be reviewed. In this regard, the proposed syllabus to be reviewed should be send to the affiliating body, i.e. Gauhati University, Guwahati to be approved by their Academic Committee. Before sending to Gauhati University, CIT should also get it vetted by some experts.

**Resolution No.01.10:** It was **RESOLVED** to place the proposed syllabus to the Affiliating University for approval.

- Ms. Sushmita Ghosh, Assistant Director of Training, BoPT Kolkata representing Prof S.E. Ahmed, Director, BOPT, Eastern Region, Kolkata suggested that CIT Website should be linked with the Website of BoPT for easy accessibility to the students.
- **Resolution No.01.10:** It was **RESOLVED** to place the link of BOPT on CIT homepage.

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

(Chaitali Brahma)  
Ex-officio Non-member Secretary and  
Registrar, CIT, Kokrajhar





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Members Present in the 1<sup>st</sup> Meeting of Academic Committee of CIT Kokrajhar held on  
19<sup>th</sup> August, 2014 at CIT, Kokrajhar, BTAD, Assam – 783370, India.

| Sl. No. | Name & Designation  | Designation                                | Signature |
|---------|---|--|-----------|
| 1       | Prof. Uday S. Dixit<br>Director, CIT, Kokrajhar, BTAD, Assam – 783 370  | Chairman                                   |           |
| 2       | Prof. V. K. Jain,<br>Emeritus, Fellow, Dept. of Mechanical Engineering,<br>IIT, Kanpur – 208 016                            | Member                                     |           |
| 3       | Prof. Dilip Kumar Saikia,<br>Director,<br>NIT, Meghalaya – 793 003  | Member                                     |           |
| 4       | Prof. S. E. Ahmed,<br>Director,<br>BOPT, Eastern Region, Kolkata – 700 064.   | Member                                     |           |
|         | Smt. Sushmita Ghosh,<br>Assistant Director of Training,<br>BoPT, Eastern Region, Kolkata – 700 064.                         | Member<br>Representative,<br>BoPT, Kolkata |           |
| 5       | Prof. Anoop Kumar Dass,<br>Dept. of Mechanical Engineering,<br>IIT, Guwahati – 781 039                                      | Member                                     |           |
| 6       | Prof. Mohan Chandra Kalita,<br>Dept. of Biotechnology,<br>Gauhati University, Guwahati – 781 013                            | Member                                     |           |
| 7       | Prof. Munmun Hazarika,<br>Dept. of Mathematical Sciences,<br>Tezpur University, Tezpur, Napaam – 784 028                    | Member                                     |           |
| 8       | Mr. Anjalu Albis Basumatary,<br>Asst. Professor, Dept. of Mathematics,<br>CIT, Kokrajhar, BTAD, Assam – 783 370             | Member                                     |           |
| 9       | Mr. Jeevan Krishna Khaklary,<br>Asst. Professor, Dept. of Mathematics,<br>CIT, Kokrajhar, BTAD, Assam – 783 370             | Member                                     |           |
| 10      | Mr. Mahananda Brahma,<br>Asst. Professor, Dept. of Physics,<br>CIT, Kokrajhar, BTAD, Assam – 783 370                        | Member                                     |           |
| 11      | Mr. Arindum Mukherjee,<br>Asst. Prof., Dept. of Electronics & Communication<br>Engg., CIT, Kokrajhar, BTAD, Assam – 783 370 | Member                                     |           |
| 12      | Mr. Pranav Kumar Singh,<br>Asst. Prof., Dept. of Computer Science & Engg., CIT,<br>Kokrajhar, BTAD, Assam – 783 370         | Member                                     |           |
| 13      | Mr. Dipankar Sutradhar,<br>Asst. Professor, Dept. of Instrumentation Engg.,<br>CIT, Kokrajhar, BTAD, Assam – 783 370        | Member                                     |           |





केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार

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**CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR**

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|----|---|---|--------------|
| 14 | Mr. Anuck Islary,<br>Asst. Prof., Dept. of Food Processing Technology,<br>CIT, Kokrajhar, BTAD, Assam – 783 370                 | Member                                    |              |
| 15 | Ms. Neelu Das,<br>Asst. Prof., Dept. of Civil Engineering,<br>CIT, Kokrajhar, BTAD, Assam – 783 370                             | Member                                    |              |
| 16 | Mr. Kongkon Kalita,<br>Asst. Prof., Dept. of Information Technology,<br>CIT, Kokrajhar, BTAD, Assam – 783 370                   | Member                                    |              |
| 17 | Ms. Monideepa Brahma,<br>Asst. Prof., Dept. of Humanities & Social Sciences,<br>CIT, Kokrajhar, BTAD, Assam – 783 370           | Member                                    |              |
| 18 | Mr. Debarshi Kumar Brahma,<br>Asst. Prof., Dept. of Animation & Multimedia<br>Technology, CIT, Kokrajhar, BTAD, Assam – 783 370 | Member                                    |              |
| 19 | Ms. Anamika Kalita,<br>Asst. Prof., Dept. of Chemistry,<br>CIT, Kokrajhar, BTAD, Assam – 783 370                                | Representing<br>Chemistry Dept.           | <br>17/08/14 |
| 20 | Mr. Shayaram Basumatary,<br>Asst. Prof., Dept. of Mechanical Engg.,<br>CIT, Kokrajhar, BTAD, Assam – 783 370                    | Representing<br>Mechanical Engg.<br>Dept. |              |
| 21 | Mr. Ranjay Das,<br>Asst. Prof. Dept. of Electrical Engineering,<br>CIT, Kkrajhar, BTAD, Assam – 783 370                         | Representing<br>Electrical Engg.<br>Dept. |              |
| 22 | Ms. Chaitali Brahma,<br>Registrar, CIT, Kokrajhar,<br>BTAD, Assam – 783 370   | Non Member<br>Secretary                   |              |