Minutes of
3rd Academic Committee Meeting held on 22nd February 2017 in the Conference Hall, CIT Guest House, Kokrajhar at 11-00 A.M.

Item No. 03.01:   **Confirmation of the Minutes of the 2nd Meeting of the Academic Committee held on 30th October 2015 at Conference Hall, CIT Guest House, Kokrajhar.**

The minutes of the 2nd meeting of the Academic Committee was circulated to the members for seeking comments if any. As no comments were received from the members, the minutes of the 2nd Meeting was placed for confirmation.

Resolution: After threadbare discussion the members confirmed the minutes of the 2nd Academic Committee Meeting confirmed.

Item No. 03.02:   **Action Taken Report (ATR) on the resolutions of the 2nd Meeting of the Academic Committee held on 30th October 2015.**

An ATR had been prepared and placed on the resolutions of the 2ndMeeting of the Academic Committee. Members were requested to discuss the ATR and suggest further course of action if any.

Resolution: Members discussed the action taken report and recommended Item 2.03 and 2.08 be discussed as a separate agenda. The following decisions were taken

Item 2.04 - Proposal for Introduction of new branches of ME & EE : It is resolved that CIT Kokrajhar being a modular pattern Institute, Diploma programme in ME and EE be initiated & then move to B. Tech programme.

Item No. 03.03:   **Proposal for introduction of new P.G Programmes in the Department of Civil Engineering and Department of Food Engineering & Technology.**

The Department of Civil Engineering, CIT Kokrajhar has given proposal for opening M.Tech Programmes in the following Specializations
A. Geotechnical Engineering.
B. Environmental Engineering

The Department of Food Engineering and Technology had also given proposal for opening M.Tech programme in Food Engineering and Technology.

The members were requested to advice on this

Resolution: Approved in principle.

After discussion the Members decided that instead of starting with two new P.G programmes in Civil Engineering, the Department should start a single P.G programme on the basis of faculty strength and specialization. The members advised that the detailed draft proposal including course curriculum of P.G programmes which have been submitted by the departments of Civil Engineering (CE) and department of Food Engineering and Technology (FET) needs to be reviewed by inviting expert comments. The members also suggested that the affiliation process for the P.G programmes be initiated simultaneously by approaching ASTU, Guwahati with the detailed draft proposal and course curriculum of the P.G programmes.

Item No. 03.04:	**Proposal for Approval of the Mission and Vision statements of the Departments.**

The Institute is planning for NBA Accreditation of all the departments. In this regard, the Departments have prepared the Mission and Vision statements, which was placed for discussion.

The members were requested to peruse the same and consider for approval.

Resolution: The members went through the draft statement of Vision and Mission statements submitted by the Departments of CIT Kokrajhar .The members recommends for a consistent set of Vision and Mission and suggested that a committee be formed to examine the draft Vision and Mission statements.

Item No. 03.05	**Proposal for approval of B.Des syllabus, B.Des Admission Procedure and B.Des Programme Regulation.**

(i)   Proposal for approval of B.Des Syllabus.

With the approval of 2nd Academic committee meeting, Bachelors of Design (Multimedia Communication and Design) course has started under ASTU (Assam Science and Technology University) from the academic year 2016. The Department seeks the approval of syllabus of B.Des course, i.e. prepared under the guidance of senior Professors of IIT Guwahati.

(ii)   Proposal for approval B.Des. Admission procedure.

Department has prepared admission procedure for entry into B.Des. programme in association with Admission Committee, CIT Kokrajhar. The 1st Batch started with 20 students in July 2016 through the new procedure adapted. This year in 2017, with the approval of Chairman CIT Society the institute is planning to take candidates from UCEED entrance conducted by IIT Bombay along with CITBDAT exam conducted by CIT itself for B.Des.admission. The department seeks the approval of B.Des Admission procedure.

(iii)   Proposal for approval B.Des. Programme Regulation.

The Department of Multimedia Communication and Design has prepared regulation for 4 year B.Des. Programme under the guidance of senior Professors of IIT Guwahati. The department seeks the approval of B.Des. Programme Regulation

(iv)   Proposal for NBA and AICTE approval of Dept. of Multimedia Communication and Design.

AICTE approval of new course/ programme requires NBA approval of minimum courses (existing) run by the institute. Since the department has already started the B.Des programme, the department seeks proposal for NBA and AICTE approval of Dept. of Multimedia Communication and Design.

Resolution: -Members discussed the proposals and suggested for forwarding the same to the affiliating University ASTU, Guwahati for further course of action.

It is also advised that the Design dept. may also float common design courses as an open elective to the other departments.

NBA accreditation for the departments be initiated. Dept. of MCD may go for the NBA accreditation for Diploma programme.

Item No. 03.06:   **Reporting on the Academic Activities of the Institute.**

The Institute runs 3 years Diploma Courses in six branches of Engineering and 4 years B.Tech courses in six branches of Engineering. The branches in Diploma are Electronics & Telecommunications Engineering, Computer Science and Engineering, Control & Instrumentation Engineering, Food Process Technology, Construction Technology and Animation & Multimedia Technology. B.Tech courses are in the branches of Electronics & Communications Engineering, Computer Science & Engineering, Instrumentation Engineering, Food Engineering & Technology, Civil Engineering and Information Technology.

Affiliation: The Institute works in a bi-semester system with 75 working days in a semester. The Diploma courses are affiliated to State Council of Technical Education, Assam, while the B.Tech courses are affiliated to Gauhati University, Assam.

Evaluation: The Diploma courses are evaluated on a ratio of 30:70 to Sessionals and End-Semester examinations with the sessionals broken up into Class Tests/Assignments (10), Mid-Term examinations (10) and Attendance (10) components. The Degree courses are on a ratio of 40:60 to Sessionals and End-semester examinations with the sessionals divided into Class Tests/Assignments (15), Mid-Term examinations (25) and Attendance (5).

Faculty Strength: The present faculty strength of the institute stands at 76 regular, 3 contractual and 2 Visiting Lecturers.

Distinguished Professor: Prof. Krishnamachar Sreenivasan joined the institute as a distinguished Professor in the Department of Information Technology for a period of two years.

Academic Programmes Organised:

1. Entrepreneurship Development Cell, CIT Kokrajhar organized a short term program on "Entrepreneurial Skill Development" during 2 to 6th January,2017.
2. Department of HSS, CIT Kokrajhar organized an International Seminar On "Language Documentation its Significance and Scopes in North East India" on 16th December ,2016
3. Department of F.E.T, CIT Kokrajhar Organized a 2 days' Workshop on "Food Safety and Management System (FSMS)" on 6th and 7th May, 2016 on the Topic "Internal Auditor Training on ISO 22000: 2005" in collaboration with SGS India Pvt. Ltd., New Town, Kolkata.
4. Department of IT, CSE and HSS jointly hosted an International Workshop on" Role of Technological Advances, Incubation Themes and Engineering Skills" (TAITES 2016) during January 21-23,2016.

Reporting on the Activities undertaken by the Admission Committee.

The Admission Committee takes responsibility for conducting the Entrance Examinations and Admission to Diploma, B. Tech (Direct Entry) ,B. Tech (Lateral Entry/Vertical Entry) and B.Des. programmes.

Diploma Admission: The total number of seats in Diploma programme is 180 with 30 in each of the six branches. Out of the total number of seats, 80% of the seats are offered through the Entrance CITEE conducted by CIT, Kokrajhar while 20% of the seats drawn from those seats reserved for BTAD and North East Assam are offered through Polytechnic Admission Test (PAT) conducted by Directorate of Technical Education, Assam.

B.Tech (Direct Entry) Admissions: The total number of seats for B.Tech (Direct Entry) is 270 with 45 in each of the six branches. Out of the total seats under Direct Entry Scheme, 40% of the seats are offered for those candidates having qualifying marks in JEE Mains and 60% of the seats for those qualifying in the Entrance CITDEE conducted by CIT, Kokrajhar.

Vertical/Lateral Entry Admissions: Under the Lateral Entry Scheme, 15 seats in each branch are reserved for eligible candidates of CIT through Vertical mobility while 6 seats are open for qualified candidates of other AICTE recognized institutes through the entrance CITLET conducted by CIT, Kokrajhar.

B.Des Admissions: The total number of seats for B.Des.is 45 through Direct Entry   and 15 through Vertical Entry. The admission for B.Des programme will be through UCEED and CITBDAT entrance examination.

Reservation Policy: The institute follows the following reservation policy.

(v) 60% from BTC (60% ST, 5% SC, 15%OBC and 20% General)

(vi) 20% from North-East region excluding BTC.

(vii) 17% from All India excluding North-East Region.

(viii) 03%for physically handicapped candidates irrespective of region.

The selection of serial no.(ii), (iii) & (iv) follow the reservation policy for SC, ST,.OBC and General as laid down by the Central Government. In the second round of counselling and admission, the vacant seats of BTAD region are offered to candidates of NE region. In the third round, the vacant seats are offered to all India candidates keeping the reservation for SC/ST intact.

Enrolment Comparative Statistics:

Program	Year	ECE	CSE	IE	FPT	CE	IT	AMT	Total	Remarks	Seat	%
B.Tech	2016	45	45	45	38	45	44		262	* 6 Branches	270	97.03
	2015	45	45	45	27	45	45		252	* 6 Branches	270	93.33
	2014	30	30	30	25	30	30		175	* 6 Branches	180	97.22
	2013	30	29	30	22	30	30		171	* 6 Branches	180	95.00
	2012	30	30	30	27	30	29		176	* 6 Branches	180	97.78
	2011	30	30	30	18	28	30		166	* 6 Branches	180	92.22
	2010	30	30	30	17				107	* 4 Branches	120	89.17
	2009	30	30	30	22				112	* 4 Branches	120	93.33
Vert/Lat	2016	16	09	10	12	14	08		69	* 6 Branches	126	54.76
	2015	20	21	11	14	20	8		94	* 6 Branches	216	43.52
	2014	12	12	13	10	13	6		66	* 6 Branches	216	30.56
	2013	14	11	18	7	12	2		64	* 6 Branches	216	29.63
	2012	18	19	17	6	14	7		81	* 6 Branches	216	37.50

Category	Year								Total	Branches	Seats	%
	2011	27	15	22	15				79	* 4 Branches	144	54.86
	2010	36	22	30	10				98	* 4 Branches	144	68.06
Diploma	2016	30	29	29	20	30		18	156	*6 Branches	180	86.66
	2015	29	26	30	16	30		17	148	*6 Branches	180	82.22
	2014	30	29	29	17	30		15	150	*6 Branches	180	83.33
	2013	30	28	27	15	30		11	141	*6 Branches	180	78.33
	2012	29	25	25	13	28		14	134	*6 Branches	180	74.44
	2011	26	24	26	24	27		24	151	*6 Branches	180	83.89
	2010	30	30	30	21	30		21	162	*6 Branches	180	90.00
	2009	30	30	30	24	30		18	162	*6 Branches	180	90.00
	2008	30	30	30	28				118	*4 Branches	120	98.33
	2007	30	30	30	30				120	*4 Branches	120	100.00
	2006	27	25						52	* 2 Branches	60	86.67

Resolution: The members noted the reporting items.
As the percentage of vertical & lateral entry intake of students is less, the members suggested that the matter may be re-look into in terms of fulfilling the vacant seats.

Report on the B.Tech and Diploma Results of the Institute for June 2016:

B.Tech (Gauhati University):

Branch of Engineering	Total appeared final semester exam	Total Passed	With 1st Class	Pass %
Electronics & Communication Engg.	33	29	18	87.87
Computer Science & Engineering	27	26	9	96.29
Instrumentation Engineering	38	27	14	71.05
Food Engineering andTechnology	27	23	15	85.18
Civil Engg (Construction Technology)	30	30	9	100
Information Technology	13	10	4	76.92

Diploma (State Council for Technical Education, Assam):

Branch of Diploma in Engineering	Total appeared final semester exam	Total Passed	With 1st Class	Pass %
Electronics & Tele-Communication Engg.	15	13	12	86.66
Computer Science & Engineering	9	4	4	44.44
Control & Instrumentation Engg.	10	8	8	80
Food Processing Technology	5	4	4	80
Construction Technology	18	12	10	66.66
Animation & Multimedia Technology	5	5	5	100

Resolution: The members noted the reporting.
The members suggested that special tutorial classes may be arranged for improving the pass percentage of students.

Item 03.07:   Separate Agenda:

1. **(Item 02.03) : Proposal for approval of Revision of B. Tech Course Structure & syllabus change**

   The revised course structure was prepared by all the departments and the changes were incorporated as discussed in the resolution of 2nd Academic Committee Meeting. However, the steps regarding its implementation (approval from Gauhati University) could not be initiated as the institute is preparing for its deemed university status. As of now, the deemed university status is under process which may take time. Since syllabus upgradation is an urgent issue, this matter is forwarded for discussion in the 3rd Academic Committee Meeting.

   Resolution: Proposal for revision the B. Tech course structure was approved and the members suggested that the Institute should forward the proposal to GU, Guwahati for their consent.

2. **(Item 02.08) : Proposal for change in Grading System (10 point) from Absolute to Relative**

   The absolute grading system is continued as before. However, the new grades as suggested in the 2nd Academic Committee Meeting could not be incorporated in the present system considering the fact that the institute is preparing for Deemed University status. This matter is forwarded to the members of 3rd Academic committee for discussions

   Resolution: The members suggested that the proposed grading system change may be forwarded to affiliating University.
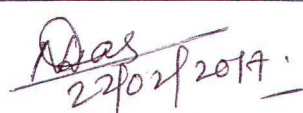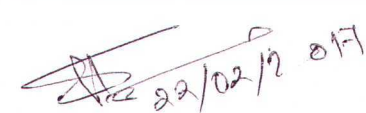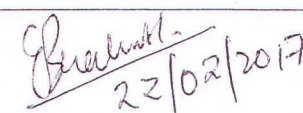
(Ms. Chaitali Brahma)
Ex-Officio Non-Member Secretary
Academic Committee and
Registrar, CIT Kokrajhar
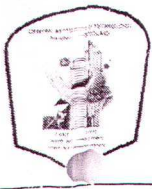
केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR
(A Centrally Funded Institute under Ministry of HRD, Govt. of India)
BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370
Website: www.cit.ac.in

ATTENDED MEMBERS OF THE 3rd MEETING OF THE ACADEMIC COMMITTEE OF CIT KOKRAJHAR HELD ON 22nd February, 2017 (WEDNESDAY) AT 11:00 A.M. AT THE DIRECTOR'S CONFERENCE HALL CIT KOKRAJHAR

Sl. No.	Name & Designation	Designation	Signature
1.	Prof. Debkumar Chakrabarti Director CIT, Kokrajhar, BTAD, Assam-783370	Chairman	22.2.2017
2.	Prof. V.K.Jain, Emeritus, Fellow, Dept. of Mechanical Engineering, IIT, Kanpur-208016	Member	
3.	Prof. Dilip Kumar Saikia, Director, NIT Meghalaya – 793 003	Member	
4.	Prof. S.E.Ahmed, Director, BOPT, Eastern Region. Kolkata-700064	Member	
5.	Prof. Anoop Kumar Dass, Dept. of Mechanical Engineering, IIT Guwahati – 781 039	Member	
6.	Prof. Mohan Chandra Kalita, Dept. of Biotechnology, Gauhati University, Guwahati – 781 014	Member	
7.	Prof. Munmun Hazarika, Dept. of Mathematical Sciences, Tezpur University, Tezpur-784028	Member	
8.	Mr. Jeevan Krishna Khaklary, Asst. Prof., Dept. of Mathematics, CIT Kokrajhar, BTAD, Assam – 783 370	Member	
9.	Dr. Sandeep Kr. Srivastava, Asst. Prof., Dept. of Physics, CIT Kokrajhar, BTAD, Assam – 783 370	Member	22/02/17
10.	Ms. Namita Das, Asst. Prof., Dept. of Electronics & Communication Engg., CIT Kokrajhar, BTAD, Assam – 783 370	Member	Das 22/02/2017
11.	Mr. Sanjib Narzary, Asst. Prof., Dept. of Computer Science & Engg., CIT Kokrajhar, BTAD, Assam – 783 370	Member	22/02/2017
12.	Mr. Jeet Dutta, Asst. Prof., Dept. of Instrumentation Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	
13.	Ms. Elina Brahma Hazarika, Asst. Prof., Dept. of Food Engineering and Technology, CIT Kokrajhar, BTAD, Assam – 783 370	Member	22/02/2017

केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
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14.	Ms. Neelu Das, Asst. Prof., Dept. of Civil Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	*(signature)* 22/2/17
15.	Mr. Kongkon Kalita, Asst. Prof., Dept. of Information Technology, CIT Kokrajhar, BTAD, Assam – 783 370	Member	*(signature)* 22/2/2017
16.	Ms. Bihung Brahma, Asst. Prof., Dept. of Humanities & Social Sciences, CIT Kokrajhar, BTAD, Assam – 783 370	Member	*(signature)* 22/2/2017
17.	Mr. Subash Rai, Asst. Prof., Dept. of Multimedia Communication & Design, CIT Kokrajhar, BTAD, Assam – 783 370	Member	*(signature)* 22/2/17
18.	Dr. Gunajyoti Das, Asst. Prof., Dept. of Chemistry, CIT Kokrajhar, BTAD, Assam – 783 370	Member Representing, Chemistry Dept.	*(signature)* 22.02.17
19.	Mr. Haradip Mahilary, Asst. Prof., Dept. of Mechanical Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member Representing, Mechanical Engg. Dept.	*(signature)* Haradip Mahilary 22/02/17
20.	Mr. Ranjay Das, Asst. Prof., Dept. of Electrical Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member Representing, Electrical Engg. Dept.	*(signature)* 22/02/2017
21.	Dr. Santosh Kumar, Asstt. Prof., FET	Representing FET	*(signature)* 22/02/2017
22.	Dr. Abhjit Deka, Asstt. Prof., Civil Engineering, CIT, Kokrajhar.	Representing CE	
23.	Ms. Chaitali Brahma, Registrar, CIT, Kokrajhar, BTAD, Kokrajhar – 783 370	Non Member Secretary	*(signature)*