

**Minutes of
4th Senate (Academic Committee) meeting held on 4th January, 2018 in the
Conference Hall, CIT Guest House, Kokrajhar**

The Chairman, Senate, Central Institute of Technology Kokrajhar welcomes all the members of Senate present in the meeting.

Item No. 04.01: Confirmation of the Minutes of the 3rd Meeting of the Academic Committee held on 22nd February 2017 at Conference Hall, CIT Guest House, Kokrajhar.

The minutes of the 3rd meeting of the Academic Committee were circulated to the members for seeking comments if any. As no comments were received from the members, the minutes of the 3rd Meeting was placed for confirmation.

Resolution: After threadbare discussion the members confirmed the minutes of the 3rd Academic Committee Meeting confirmed.

Item No. 04.02: Action Taken Report (ATR) on the resolutions of the 3rd Meeting of the Academic Committee held on 22nd February 2017.

An ATR had been prepared by the institute on the resolutions of the 3rd Meeting of the Academic Committee. Members were requested to discuss the ATR and suggest further course of action if any.

Resolution: The members discussed the Action taken report. Regarding item no. **03.06 (Reporting on the Academic Activities of the Institute)**, the members appraised the faculty members for taking remedial classes for the weak students and suggested to continue the same for improving the performances of the students.

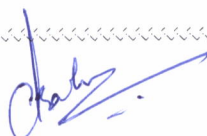
Item No. 04.03: Proposal for introduction of new P.G Programmes in the Department of Electronics and Communication Engineering, Computer Science and Engineering and Instrumentation Engineering.

The institute had expressed its willingness to start the following Post Graduate (P.G.) programmes under Assam Science and Technology University (ASTU), Guwahati.

1. M. Tech. in Instrumentation Engineering under the Department of Instrumentation Engineering,
2. M. Tech. in Computer Science and Engineering under the Department of Computer Science and Engineering and
3. M. Tech. in Electronics and Communication Engineering under the Department of Electronics and Communication Engineering.

In this regard, with due permission of ASTU, the institute had prepared a proposal to be submitted to Assam Science and Technology University for affiliation of the above mentioned programmes as per their norms and regulation.

The members were requested to advice on this.



Resolution: The members approved the proposal for starting M. Tech programmes in the said disciplines and suggested to submit the affiliation form to the ASTU, Guwahati. After discussion of various important issues related to the proposal the members advised to start the programmes from the next academic session (July, 2018).

Item No. 04.04

Proposal for starting PhD programmes in Central Institute of Technology Kokrajhar Under Assam Science and Technology University, Guwahati.

In a globalized world, the role of research in an academic institution is significant for its sustainability and development, and it is imperative to have knowledge-driven growth based on innovation. The quest for knowledge is the basic principle behind research. The quality of research work directly translates to the quality of teaching and learning in the classroom, thereby benefiting the students, the society and the country.

At this juncture, it is pertinent to develop an in-house research mechanism in our institute. The system needs to commit itself to both research and teaching excellence. In view of the fact that the institute has potential man-power, the need of the hour is to create an encouraging environment for academic research in all the eligible departments of the institute. All this requires to have the right policy framework to be able to develop an appropriate research mechanism for finding solutions to the problems faced by the society.

This motivated the institute to prepare a proposal for starting PhD programmes in Central Institute of Technology Kokrajhar under ASTU, Guwahati. A draft regulation for the same had been prepared for consideration.

The members were requested to advice on that.

Resolution: The members advised the institute to communicate with Assam Science and Technology University (ASTU), Guwahati to enquire whether they allow any Institute to run autonomous academic programme leading to PhD. In this regard, they commented that, with due approval of the University only an institute will be able to start PhD programme with their own regulation. Otherwise, the existing regulations of the university is required to be followed.

Item No. 04.05:

Proposal for starting Quality Assurance Activities in the Institute under Internal Quality Assurance Cell.

For the Internal Quality Assurance of the institute, it is essential to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out procedural modalities. To make quality assurance mechanism an integral part of the education system of Central Institute of Technology Kokrajhar and to attain academic excellence, the institute was planning to undertake the following:

1. Taking feedback from students on the courses, on the faculty members and on the programme (Department) as a whole for at least once in every semester.



2. Introducing Indirect survey forms like graduate survey, alumni survey, faculty survey, parents survey and employer survey etc. for taking feedback from the stakeholders.

The members were requested to advice on that.

Resolution: The members had a discussion on the feedback mechanism that can Be implemented in the institute. The meeting then advised to take feedback from students on three components.

- i. On the Course,
- ii. On the instructor and
- iii. On Central Facilities

The meeting also suggested to draft indirect survey forms mentioned in the agenda to take feedback from the stakeholders.

Item No. 04.06:

Formulation of Admission strategy in Central Institute of Technology Kokrajhar under supernumerary quota for Foreign Nationals/Children of Indian Workers in the Gulf Countries.

Based on the queries received from foreign students for admission in various programmes of Central Institute of Technology Kokrajhar, the institute was willing to formulate some strategy. AICTE also had provision of admitting such students.

The members were requested to advice on this.

Resolution: The meeting approved the proposal of admission of Foreign Nationals/ Children of Indian Workers in the Gulf Countries under supernumerary quota in Central Institute of Technology Kokrajhar. They advised to follow the norms specified by AICTE, the Ministry of External Affairs or other competent bodies and to formulate an appropriate admission strategy in this regard.

Item No. 04.07:

Reporting on the Academic Activities of the Institute.

Central Institute of Technology (CIT), Kokrajhar is a centrally funded institute under Ministry of Human Resource Development, Government of India established on the 6th day of December, 2006. The Institute runs 3 years Diploma programmes in six disciplines of Engineering and 4 years U.G (B.Tech) programmes in six disciplines of Engineering.

Diploma Programmes are:

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



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

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

1. Reporting on the status of the proposal submitted to UGC for granting Deemed to Be university status to Central Institute of Technology Kokrajhar

In the 10th meeting of Board of Governors (BOG) of Central Institute of Technology Kokrajhar held at IGNOU, New Delhi on 2nd December, 2015, it was decided to request the Ministry of HRD to grant CIT, Deemed to be University status under section 3 of UGC act 1956, so that it can acquire desired academic autonomy to develop its own modular programmes as per the needs of the region. In this regard, the institute has forwarded a proposal to the Ministry of HRD on 12th of January, 2016.

In reply of that proposal, a joint team of UGC and AICTE has visited the institute on 24th and 25th of July, 2017 for physical inspection of the administrative and academic infrastructure of the institute. Both the AICTE and UGC expert teams prepared separate inspection reports and submitted to UGC. Based on the recommendations provided in those inspection reports, UGC is evaluating the institute. Recently, UGC has sent a letter to Central Institute of Technology Kokrajhar, seeking clarifications on some issues regarding the proposal vide letter No. 13-1/2016 (CPP-I/DU) dated 31st of October, 2017. A response to the same has already been sent to the UGC vide letter no. CITK/Deemed University/1543/2017/920 dated 1st December, 2017 .

The proposal is presently under consideration of the Ministry of HRD.

Resolution: The members noted the reporting.

The members suggested to follow up the matter and to give full effort to achieve the Deemed to be university status within current session only.

2. Reporting on Academic calendar of the institute.

The academic calendar for the calendar year 2018 had been prepared and was published with due approval of the competent authority.

Resolution: The members noted the reporting and advised the following:

- i. The institute should conduct induction programme fulfilling the guidelines of AICTE.
- ii. Students should be sent for internship programmes in other organisations or institutions.
- iii. Additional make-up classes should be provided to the students going for internship.



3. 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 disciplines. 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.

- (i) 60% from BTC (60% ST, 5% SC, 15% OBC and 20% General)
- (ii) 20% from North-East region excluding BTC.
- (iii) 17% from All India excluding North-East Region.
- (iv) 03% for physically handicapped candidates irrespective of region.
- (v) In B. Des. Programme, all India norms are applicable for candidates admitting through UCEED. Candidates admitted through CITBDAT would follow the institute's reservation policies.

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 Statistics at various levels in 2017:

Year/sem	BRANCH	GENDER		CATEGORY					TOTAL
		MALE	FEMALE	SC	ST	OBC	OPEN	PH	
Diploma 1st yrs (Sem:I)	ET	23	6	3	6	10	10	0	29
	CO	23	8	4	13	8	6	0	31
	CI	16	6	2	5	7	8	0	22
	FP	9	1	2	2	1	5	0	10
	CT	22	8	5	11	9	5	0	30
	AM	7	0	2	3	0	2	0	7

Year/Sem	BRANCH	GENDER		CATEGORY					TOTAL
		MALE	FEMALE	SC	ST	OBC	OPEN	PH	
B.Tech 1st yrs (Sem:I)	ECE	35	9	6	17	12	9	0	44
	CSE	32	13	3	18	17	7	0	45
	IE	39	6	5	18	15	7	0	45
	FPT	28	11	5	2	15	17	0	39
	CE	37	8	3	24	11	7	0	45
	IT	38	7	6	19	11	9	0	45

Year/Sem	BRANCH	GENDER		CATEGORY					TOTAL
		MALE	FEMALE	SC	ST	OBC	OPEN	PH	
1st Year	B.Des (1st sem)	15	5	3	5	3	9	0	20

Resolution: The members noted the reporting. They suggested to improve the Training and placement scenario of the institute that will attract students for admission. The members also advised to take some steps for publicity of the institute.

4. Report on the B.Tech and Diploma Results of the Institute during last five years (2013 to 2017):

1. Diploma (State Council for Technical Education, Assam):

Month & Year of Exam	Total students appeared final exam	Total students passed in final exam	Pass %	First Class & Above	% of 1 st Class
May, 2017	62	51	82 %	48	94 %
May, 2016	54	44	81 %	42	95 %
May, 2015	81	73	90 %	68	93 %
May, 2014	77	58	75 %	55	95 %
May, 2013	52	42	80 %	40	95 %

2. B.Tech (Gauhati University):

Month & Year of Exam	Total students appeared final exam	Total students passed in final exam	Pass %	First Class & Above	% of 1 st Class
June, 2017	181	167	92 %	53	31 %
June, 2016	156	150	96 %	70	45 %
June, 2015	184	178	96 %	80	45 %
June, 2014	174	157	90 %	78	52 %
June, 2013	166	141	84 %	66	39 %

Resolution: The members noted the reporting and provided the following suggestions:

- i. Remedial classes should be arranged for the weak students that will increase the pass percentage of the students.
- ii. Professional agencies may be engaged or hired to provide Gate oriented tutorial classes or counselling sessions to the students.

5. Report on the Training and Placement activities of the institute:

The report on the training and placement scenario of the institute was presented before the meeting.

Resolution: The members noted the reporting. They advised to provide facilities for the students to go for one year internship programme in reputed organizations. In this regard, the members suggested the institute to communicate with the affiliating universities and to find out some modality to provide this facility to the students. The members also suggested to provide mentorship for start-up and incubation centre.

6. Report on the initiatives related to the Industry institute interaction of the institute:

The report on the institute's initiatives to uplift it's linkage with industries were presented before the meeting.

Resolution: The members noted the reporting. They advised to increase the linkage of the institute with the industries and other organizations by signing MOUs with them. They also suggested to invite industry persons to take classes on selected subjects or topics regularly.

7. Report on activities related to the Accreditation of National Board of Accreditation of the institute

Due to the mandatory clause regarding NBA Accreditation imposed by AICTE for opening new programmes and capacity enhancement of existing programmes etc. in any technical institution, it is becoming very important to have the programmes accredited by NBA. This accreditation is very beneficial for its associated benefits from UGC and other funding agencies.

Keeping this in view, Central Institute of Technology Kokrajhar has started the process of applying for accreditation. The registration of the institute in the e-portal of National Board of Accreditation has already completed. All the eligible programmes has prepared the pre-qualifier forms of NBA. Preparation of the Self-Assessment Report (SAR) of NBA is also under process. Once the permanent User ID of the institute is being generated by NBA, the institute is going to upload the pre-qualifiers. Considering the importance of the matter the institute is planning to submit the SAR in the current academic session.

Resolution: The members noted the reporting. The meeting then had a discussion on some important aspects of NBA with reference to the institute. Describing the importance of NBA accreditation in current scenario of technical education, the members advised to complete the processes related to the accreditation very urgently.

Item No. 04.08:

Any other item with the permission of the Chair.

As there was no other item for discussion the meeting ended with vote of thanks to the Chair.



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



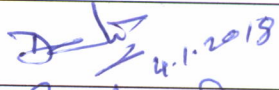
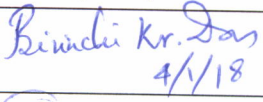
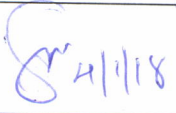

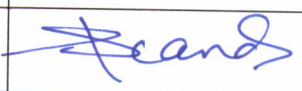

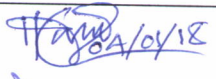
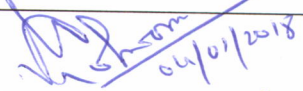
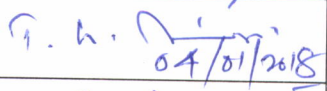
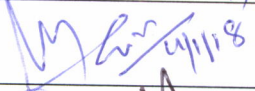

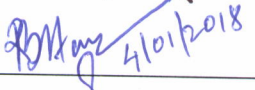

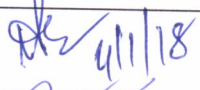
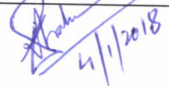


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Website: www.cit.ac.in

ATTENDED MEMBERS OF THE 4TH (FOURTH) MEETING OF THE SENATE OF CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR HELD ON THE 4TH OF JANUARY, 2018 (THURSDAY) AT 11:00 A.M. IN THE CONFERENCE HALL, CIT GUEST HOUSE

Sl. No.	Name & Designation	Designation	Signature
1.	Prof. Debkumar Chakrabarti, Director, CIT, Kokrajhar, BTAD, Assam-783370	Chairman	 4.1.2018
2.	Dr. Birinchi Kumar Das, Professor, Dept. of Chemistry, Gauhati University, Guwahati - 781 014	Member	 4/1/18
3.	Dr. Sashindra Kumar Kakoty, Professor, Mechanical Engineering Department & Dean Infrastructure, Planning & Management, Indian Institute of Technology, Guwahati - 781039	Member	 4/1/18
4.	Dr. Sudip Kumar Deb, Professor, Mechanical Engineering Department, Assam Engineering College, Guwahati 781013	Member	 m.s.d.
5.	Dr. Sukumar Nandi, Professor, Computer Science and Engineering Department, Indian Institute of Technology, Guwahati - 781039	Member	
6.	Dr. Durlav Hazarika, Professor, Electrical Engineering Department, Assam Engineering College, Guwahati - 781013	Member	
7.	Dr. Manoj Majhi, Assistant Professor, Design Department, Indian Institute of Technology, Guwahati - 781039	Member	
8.	Dr. Hemanta Kumar Kalita, Dean Academics & Professor, Dept. of Computer Science & Engineering, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 04/01/18
9.	Dr. Monomoy Goswami, Professor, Dept. of Civil Engineering, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 04/01/2018
10.	Dr. Tapan Kumar Maiti, Professor, Dept. of Instrumentation Engineering, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 04/01/2018
11.	Dr. Biswarup Saikia, Associate Professor, Dept. of Civil Engineering, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 4/1/18
12.	Dr. Avik Mukherjee, Associate Professor, Dept. of Food Engineering & Technology, CIT Kokrajhar, BTAD, Assam - 783 370	Member	
13.	Mr. Anjali Albis Basumatary, Associate Professor (Mathematics), Dept. of Basic Sciences, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 4/01/2018
14.	Dr. Tanushree Nayak, Assistant Professor (English), Dept. of Humanities & Social Sciences, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 04-01-2018
15.	Mr. Arindum Mukherjee, Assistant Professor, Dept. of Electronics & Communication Engineering, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 4/1/18
16.	Mr. Debarshi Kr. Brahma, Assistant Professor, Dept. of Multimedia Communication & Design, CIT Kokrajhar, BTAD, Assam - 783 370	Member	 4/1/2018



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Sl. No.	Name & Designation	Designation	Signature
17.	Dr. Sunandan Bhunia, Associate Professor & HoD, Dept. of Electronics & Communication Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	<i>Sunandan Bhunia</i> 4/1/18
18.	Dr. Pankaj Pratap Singh, Assistant Professor & HoD, Dept. of Computer Science & Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	for Pankaj 04/01/18
19.	Mr. Jeet Dutta, Assistant Professor & HoD, Dept. of Instrumentation Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	Jeet Dutta 04/01/18
20.	Mr. Kongkon Kalita, Assistant Professor & HoD, Dept. of Information Technology, CIT Kokrajhar, BTAD, Assam – 783 370	Member	Kongkon Kalita 4.1.2018
21.	Dr. Santosh Kumar, Assistant Professor & HoD, Dept. of Food Engineering & Technology, CIT Kokrajhar, BTAD, Assam – 783 370	Member	Santosh Kumar 04/01/2018
22.	Mr. Subash Rai, Assistant Professor & HoD, Dept. of Multimedia Communication & Design, CIT Kokrajhar, BTAD, Assam – 783 370	Member	Subash Rai 04/01/2018
23.	Mr. Bihung Brahma, Assistant Professor & HoD, Dept. of Humanities & Social Sciences, CIT Kokrajhar, BTAD, Assam – 783 370	Member	
24.	Dr. Ranjay Das, Assistant Professor & HoD, Dept. of Electrical Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	
25.	Mr. Haradip Mahilary, Assistant Professor & HoD, Mechanical Engineering, CIT Kokrajhar, BTAD, Assam – 783 370	Member	Haradip Mahilary 4/1/18
26.	Dr. Sandeep Kumar Srivastava, Associate Professor & HoD, Dept. of Physics, CIT Kokrajhar, BTAD, Assam – 783 370	Member	Sandeep Kumar 04/01/18
27.	Dr. Gunajyoti Das, Assistant Professor & HoD, Dept. of Chemistry, CIT Kokrajhar, BTAD, Assam – 783 370	Member	For Dr. Pranjali Kalita 4.01.18
28.	Dr. Gautam Ch. Ray, Assistant Professor & HoD, Dept. of Mathematics, CIT Kokrajhar, BTAD, Assam – 783 370	Member	Gautam Ch. Ray 04/01/2018
29.	Ms. Chaitali Brahma, Registrar, CIT Kokrajhar, BTAD, Assam – 783 370	Non-member Secretary	Chaitali Brahma 4/1/18