

## Minutes of the 9<sup>th</sup> Senate meeting of Central Institute of Technology Kokrajhar held on 19<sup>th</sup> 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 8<sup>th</sup> Meeting of the Senate held on 6<sup>th</sup> January, 2020 in the Director's conference hall of the institute.**

The minutes of the 8<sup>th</sup> 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 8<sup>th</sup> Meeting may be confirmed.

**Resolution:** After threadbare discussion, the members confirmed the Minutes of the 8<sup>th</sup> (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 3<sup>rd</sup> 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 (2<sup>nd</sup> 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 ( $\mu_x$ ) 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.

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

$W_i$  → 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.**

1. 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.

2. 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 6<sup>th</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> 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)  
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Senate, CIT Kokrajhar  
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