

Minutes
of the 13th Senate Meeting of Central Institute of Technology (CIT) Kokrajhar held on
27th October 2022 at 02:00 p.m. through online mode

Section A: Confirmation of Minutes

Item No. 13.01: Confirmation of the Minutes of the 12th Meeting of the Senate of CIT Kokrajhar held on 24th February, 2022 through online mode.

The Minutes of the 12th Meeting of the Senate held on 24th February 2022 were circulated amongst the members. The members were requested to place comments if any for consideration. The members were requested to approve the minutes.

Resolution: The minutes were confirmed by the members.

Section B: Items requiring approval of the Senate

Item No. 13.02: Proposal for awarding Diploma and PG Degrees to graduating students of various batches.

A. Diploma in various disciplines to the students admitted in the academic year 2019-20.

The results for the 1st batches of students of various Diploma programmes of the institute admitted in the academic year 2019-20 was prepared by the examination cell (Deemed to be University section). The list of students found eligible to be awarded the Diploma as per the current academic regulations was placed before the meeting.

B. M. Tech and M. Des Degree to the students admitted in the academic year 2020-21.

The results for the 2nd batch of students of various PG programmes of the institute admitted in the academic year 2020-21 was prepared by the examination cell (Deemed to be University section). The lists of students found eligible to be awarded the degree of M. Tech and M. Des as per the current PG regulations were placed in the meeting.

The members were requested to approve the proposal.

Resolution: The proposal was confirmed by the members.

Item No. 13.03: Proposal for awarding Degree of Doctor of Philosophy in various disciplines to the qualified students admitted in the January 2019 session.

The below-mentioned Ph.D. scholars of various departments of the institute had appeared in the Viva Voce Examinations as per the schedule prepared by the competent authorities.

Sl No.	Name of the student	Department	Dates of Viva Voce examination
1.	Mr. Arup Kumar Chattopadhyay	Computer Science and Engineering	18-08-2022
2.	Mr. Rafikul Hussain	Physics	22-08-2022
3.	Mr. Sourav Bhattacharjee	Physics	18-08-2022
4.	Mr. Hitoram Roy	Physics	17-08-2022

As per the provisions of the institute's Ph.D. academic regulations (clause 23.1), after getting the recommendation of the Viva Voce Board, a student will be awarded the Ph.D. degree on the recommendation of the Senate with the approval of the Board of Governors (BoG) of the Institute.

The members were therefore requested to recommend the proposal to be forwarded to the BoG for the necessary approval.

Resolution: The members approved the proposal and recommend the same to be forwarded to the next meeting of the Board of Governors. It was also resolved that a provisional certificate would be issued to the scholars after successful completion of the viva voce examination (Defense) of their theses. In this regard it was suggested to prepare a proforma of the provisional certificate with the approval of the Chairman, Senate.

Item No. 13.04: Review of the amended draft of the Academic regulations for PhD programmes of the institute.

As per resolution no. 12.04 of the 12th Senate meeting of the institute held on 24th February 2022, the draft of the amended Ph.D. regulations of the institute were further reviewed to propose a fresh amended draft complete in all aspects by the same 3-member committee which was originally formed to review the existing Ph.D. regulations of the institute. The committee had prepared the amended draft of the regulations along with a comparative analysis of the same with the existing one. The drafts of the amended regulation and the comparative statement were placed before in the meeting.

The members were requested to provide their comments and approve the same.

Resolution: The members approved the proposed draft of the PhD regulations.

Item No. 13.05: Proposal for corrections of some components of the curriculum structure proposed by some academic departments.

A. Department of Humanities and Social Sciences (HSS):

The department of HSS of the institute had proposed for corrections in course codes of some courses of its B. Tech and Diploma programmes of the departments of ECE and IE as shown below.

Old Code	Course Name	New Code	Programme	Dept./ Semester
UHSS 601	Engineering Economics	UHSS 602	B. Tech	IE/6
UHSS 601	Engineering Economics	UHSS 602	B. Tech	ECE/6
DHSMC601	Entrepreneurship and Start-ups	DHSS 602	Diploma	ECE/3

B. Department of Computer Science and Engineering (CSE):

The department of CSE of the institute had also proposed some minor corrections in the curriculum structure of its UG (B. Tech) programme as mentioned below:

Sl. No	Existing		Modified	
1.	Course Code	L-T-P	Course Code	L-T-P
	UCSE701	6-0-0	UCSE701	3-0-0
2.	Course Code	Course title	Course Code	Course title
	UCSE81* [UCSE811 UCSE812 UCSE813 UCSE814]	Professional Elective III	UCSE81* [UCSE811 UCSE812 UCSE813 UCSE814]	Professional Elective V
	UCSE815	Open Elective I	UCSE815	Open Elective II
	UHSS801	Open Elective II	UHSS801	Open Elective III
3.	DROPPED			
4.	Course Code / Module no. of detail syllabus	Numbers of lectures	Course Code / Module no. of detail syllabus	Numbers of lectures
	UCSE811 /Module 4	Missing	UCSE811 /Module 4	14 L

The members were requested to approve the corrections proposed above.

Resolution: The members approved the proposals as proposed.

Item No. 13.06: Approval of the proformas of some certificates required by the institute

A. Pass certificate for PhD programme

The draft of the Degree certificate to be issued to the passed-out students of the PhD programmes of the institute was prepared in line with the proforma already in use for other programmes and was placed before the members.

B. Migration certificate.

Under the status of Deemed to be University, various batches of students have been graduating from the institute from the academic year 2020-2021. In view of this, a draft proforma of the said certificate to be issued to these graduating students of the institute was prepared and placed before the meeting.

Members were requested to approve the above proformas.

Resolution: The members approved the proformas as proposed. Regarding the proforma of Pass certificate for PhD programme it was resolved that the title of the thesis should be included in the certificate.

Item No. 13.07: Proposal for changing the nomenclature of the programme “Diploma in Animation and Multimedia Technology (AMT)” to “Diploma in Design”.

In view of the poor admissions in the Diploma programme in AMT in past few years, the department of Multimedia Communication and Design (MCD) of the institute had submitted a proposal to change the nomenclature of the programme to “Diploma in Design”. The institute is currently offering the Diploma in AMT programme under the domain of Engineering and Technology, although it is being run by the department of MCD. For taking admission into this programme the candidates need to appear in a common entrance test conducted for all other diploma programmes of Engineering and Technology domain.

In view of this from the next academic session, either the nomenclature of the programme may be changed to “Diploma in Design” under the Design domain subject to approval of the AICTE or a separate entrance test only for admission into the Diploma in AMT programme may be conducted.

The members were requested to provide their comments and approve the proposal.

Resolution: After threadbare discussion it was resolved that a separate entrance test only for admission into the Diploma programme in AMT would be conducted from the next session.

Section C: Items for ratification

Item No. 13.08: Proformas of various forms related to various academic programmes of the institute.

In connection with the PhD programmes of the institute several forms were prepared and subsequently were brought into effect from time to time with the approval of the Senate of the institute. For the continuation of the processes of the PhD programmes without any delay, some more forms were prepared and accordingly used during the last semester with the approval of the competent authority of the institute. These forms were

prepared in line with the IIT Guwahati and are placed in the meeting for ratification.

Resolution: The members ratified the agenda item.

Section D: Items for reporting

Item No. 13.09: Reporting items.

1. Ongoing academic programmes of the institute:

Under the status of Deemed to be University, CIT Kokrajhar has been offering 17 programmes (all full time) since the academic year (AY) 2019-20. These programmes are as follows.

Diploma Programmes are:

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

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

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

P.G programmes are:

1. M. Tech in Food Engineering and Technology,
2. M. Tech in Water Resources and Hydraulic Engineering,
3. M. Tech in Green Energy Technology,
4. M. Des (Specialized in Multimedia Communication and Design),
5. M. Tech in Computer Science and Engineering.

The institute has completed the final semester examinations of the final batches of students of all the programmes offered under the affiliation of the Directorate of Technical Education Assam, Gauhati University and Assam Science and Technology University in the AY 2021-2022.

2. Report on Examination:

The end semester examinations of the programmes under GU, ASTU and CITK (Deemed to be University) were conducted in the month of July, 2022. The summaries of results of the graduating students in this session were placed before the members.

3. Admission committee report:

The admission committee of the institute had conducted the process of admission of students into its Diploma, UG, PG, and Ph.D. programmes for the session 2022-23. The status of Admission into various programmes of the institute for this session was as follows.

Sl. No.	Programmes	Intake (1 st Sem)	Seats filled	EWS intake	EWS seats filled	Total Seats filled
1	Diploma	180	110	18	10	120
2	B. Tech-Direct*	250	228	25	23	251
3	B. Tech Lateral/ Vertical	113	104	11	10	114
4	B. Des-Direct	25	25	3	3	28
5	B. Des-Vertical	5	2	1	0	2
6	M. Tech	72	43	7	4	47
7	M. Des	15	15	2	2	17
7	PhD					25
Grand Total						604

*20 seats are yet to be filled through JOSAA.

Resolution: The reporting items were noted by the members.

Item No. 13.10: Any other item with the permission of the Chair.

Section A: Items requiring approval of the Senate

1. Proposal for reforms in examination related processes:

The institute proposed the below mentioned reforms in the processes related to the examinations and evaluations.

Sl.No.	Existing process	Proposed Reforms	Justification
1.	Subject teachers submit the mark list of the subjects concerned to the examination cell (both Sessional and End-Term examinations).	Subject teachers submit the grade book of the subjects concerned including the marks as well as the grades secured by the students to the examination cell.	This will reduce the time required to prepare the results.
2.	Examination cell prepares the results by converting these marks to appropriate grades as per the academic regulations of the institute (relative grading system).	Examination cell prepares the results based on the grade books submitted by the subject teachers as per the academic regulations of the institute (relative grading system).	

3.	On request of revaluation of any particular course by any student the class teacher of the subject will disclose the answer script to the student in a confidential sitting arranged by the examination cell.	All the subject teachers will disclose the answer scripts of the end term examinations to the students before finalising the grade books of the respective subjects.	This will make the system more transparent.
4.	Grade sheets to be issued to the students are printed by an external vendor approved by the competent authority of the institute.	Grade sheets to be issued to the students shall be printed in the institute level from the current semester provided the necessary infrastructures and manpower can be availed on time.	1. This will reduce the time required to issue grade sheets to the students. 2. It will reduce the cost of the process.

The members were requested to approve the proposal.

Resolution: The members approved the proposal.

2. Proposal for corrections of Course codes and Course titles:

The department of Instrumentation Engineering of the institute has proposed for corrections in course codes and course names of some courses of its B. Tech programme. The proposed corrections are as shown below.

Sl. No.	Semester	Existing Subject Code	Existing Subject Name	Proposed corrections
1	V	UCSE504	DATA STRUCTURE AND ALGORITHM	Subject code changed to "UCSE519"
2	V	UIE574	DIGITAL SIGNAL PROCESSING LAB	Subject code changed to "UIE581"
3	VI	UIE671	POWER ELECTRONICS LAB	Subject code changed to "UIE681"
4	VI	UIE672	PROCESS CONTROL LAB	Subject code changed to "UIE671"
5	VI	UIE673	ELECTRONIC INSTRUMENTATION LAB	Subject code changed to "UIE672"
6	VII	UHSS701	ENTREPRENEURSHIP & SKILL DEVELOPMENT	Subject name changed to "INDUSTRIAL MANAGEMENT & ENTREPRENEURSHIP"

Members were requested to approve the same.

Resolution: The proposal was approved by the members.




(Smt. Chaitali Brahma)

**Registrar cum Ex-officio Non-Member Secretary
Senate, Central Institute of Technology Kokrajhar**

**Members Present in the 13th Senate Meeting of Central Institute of Technology (CIT) Kokrajhar
held on 27th October 2022 at 02:00 p.m. through online mode**

Sl. No.	Name and affiliation of the Member	Designation
1.	Prof. (Dr.) T.G. Sitharam, Director (Addl. Charge), Central Institute of Technology Kokrajhar	Chairman
2.	Prof. (Dr.) H. S. Yadav, Director, NERIST, Nirjuli (Itanagar) 781109, Arunachal Pradesh	Member
3.	Prof. (Dr.) Chitralekha Mahanta, Electronics and Electrical Engineering Department & Dean of Academic Affairs, Indian Institute of Technology, Guwahati - 781039	Member
4.	Prof. (Dr.) Jayanta Pathak, Department of Civil Engineering, Assam Engineering College, Jalukbari, Guwahati, Assam - 781013	Member
5.	Prof. (Dr.) Monomoy Goswami, Civil Engineering Department & Dean of Planning & Development, Central Institute of Technology Kokrajhar	Member
6.	Prof. (Dr.) Hemanta Kr. Kalita, Computer Science and Engineering Department & Dean of Academic Affairs, Central Institute of Technology Kokrajhar	Member
7.	Dr. Pradip Brahmachary, Associate Professor, Humanities & Social Sciences Department, Central Institute of Technology Kokrajhar	Member
8.	Dr. Sandeep Kr. Srivastava, Associate Professor, Physics Department, Central Institute of Technology Kokrajhar	Member
9.	Dr. Sunandan Bhunia, Associate Professor, Electronics & Communication Engineering Department, Central Institute of Technology Kokrajhar	Member
10.	Mr. Pranav Kr. Singh, Assistant Professor, Computer Science & Engineering Department & Dean of Alumni & External Relations, Central Institute of Technology Kokrajhar	Member
11.	Ms. Namita Das, Assistant Professor, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Member
12.	Dr. Amit Kumar Dey, Assistant Professor & HoD, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member
13.	Dr. Amitava Nag, Associate Professor & HoD, Computer Science & Engineering Department, Central Institute of Technology Kokrajhar	Member
14.	Dr. Santosh Kumar, Assistant Professor & HoD, Food Engineering & Technology Department, Central Institute of Technology Kokrajhar	Member
15.	Dr. Arunendu Mondal, Associate Professor & HoD, Chemistry Department, Central Institute of Technology Kokrajhar	Member
16.	Dr. B. N. Parida, Associate Professor & HoD, Physics Department, Central Institute of Technology Kokrajhar	Member

Sl. No.	Name and affiliation of the Member	Designation
17.	Dr. Samiran Das, Assistant Professor & HoD, Mathematics Department, Central Institute of Technology Kokrajhar	Member
18.	Dr. Yachang Omo, Assistant Professor & HoD (i/c), Mechanical Engineering Department, Central Institute of Technology Kokrajhar	Member
19.	Dr. Gunajit Sarma, Assistant Professor & HoD, Humanities & Social Sciences Department, Central Institute of Technology Kokrajhar	Member
20.	Mr. Haradhan Chel, Assistant Professor & HoD, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Member
21.	Mr. Abhijit Padun, Assistant Professor & HoD, Multimedia Communication & Design Department, Central Institute of Technology Kokrajhar	Member
22.	Ms. Chaitali Brahma, Registrar, Central Institute of Technology Kokrajhar	Ex-officio Non-Member Secretary



(Smt. Chaitāli Brahma)

**Registrar cum Ex-officio Non-Member Secretary
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