

Minutes of
the 16th Senate meeting of Central Institute of Technology (CIT) Kokrajhar held on
2nd July, 2024 from 09:30 AM onwards at the Conference Hall of institute's Guest House

Section A: Confirmation of Minutes and ATR

Item No. 16.01: Confirmation of the Minutes of the 15th Meeting of the Senate of CIT Kokrajhar held on 4th January, 2024.

The Minutes of the 15th Meeting of the Senate held on 4th January, 2024 was circulated amongst the members. The members were requested to place comments if any for consideration. A copy of the Minutes was placed at the meeting. The members were requested to approve the minutes.

Resolution: As no comments were received in response of the minutes circulated, the members confirmed the same.

Item No. 16.02: Action taken Report (ATR) on the Resolutions of the 15th Senate Meeting.

An ATR was prepared and placed at the table shown below on the resolutions of the 15th Meeting of the Senate of the institute.

Item No.	Details of Item	Actions taken
15.04	Proposal for approval of the revised PhD regulation of the institute in line with the published UGC Regulation 2022.	Members of the Senate were requested to provide comments on the draft regulations if any. Accordingly, some comments were received. Based on these comments the referred regulations shall be reviewed at the institute level. The amended draft of the regulations shall be placed in the next Senate meeting for approval.
15.06	Proposal for adoption of a two-credit course in the PhD course works of all the PhD programmes of the institute.	The Humanities and Social Sciences department of the institute has prepared the syllabus of the course. The same is placed before the Senate as a separate agenda item (16.05) for approval.
15.07	Proposal for approval of the revised Board of Studies (BoSs) of various departments.	The BoSs of all the departments have been collected through a common standard template as per the resolution of the Senate. The same is placed before the Senate as a separate agenda item (16.06) for review and approval.
15.09	Proposal for formation of a committee for providing recommendations for reforms in examination system of the institute.	A two-member committee was formed with Assistant Dean (Academic Affairs), CIT Kokrajhar and Prof. M. G. P. Prasad, Department of Mathematics, IIT Guwahati for providing the recommendations. The committee prepared a draft recommendation and the same is placed before the Senate as a separate agenda item (16.08) for discussion and approval.

15.12	<p>Any other item with the permission of the Chair.</p> <p>A. Preparing modalities for admission of international students in various programmes of the institute.</p>	<p>A two-member committee was formed with Prof. Arunendu Mandal, Department of Chemistry and Dr. Pranav Singh, Department of Computer Science and Engineering for drafting the modalities. The committee prepared a draft of the modalities and the same is placed before the Senate as a separate agenda item (16.09) for approval.</p>
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Members were requested to discuss the ATR and suggest further course of action if any, that may be considered necessary.

Resolution: The ATR was confirmed by the members.

It was suggested that ATR of all the agenda items shall be presented to the Senate.

Section B: Items requiring approval of the Senate

Item No. 16.03: Proposal for approval of the revised curriculum and syllabi for the 1st year courses of all the Under Graduate programmes of the institute.

The institute is in the process of revision of the curriculum and the syllabi of all the UG programmes of the institute in line with the National Educational Policy 2020 (NEP 2020). As partial completion of this process, the revised draft of the course structure and detailed syllabi of the 1st year courses of all the UG programmes was prepared by the concerned departments and placed before the meeting.

The members were requested to comment and approve the same.

Resolution: The curriculum and syllabi for the 1st semester courses of all the UG programmes were approved with the below mentioned modifications.

Proposed			Approved		
Course Code	Course Name	L-T-P-C	Course Code	Course Name	L-T-P-C
UCE101	Engineering Drawing & Graphics	1-0-0-1	UCE101	Engineering Drawing & Graphics	1-0-4-3
UCE171	Engineering Drawing & Graphics Lab	0-0-4-2			
UHSS101	English for Technical Writing	2-0-0-2	UHSS101	English for Technical Writing	2-0-2-3
UHSS171	English for Technical Writing Lab	0-0-2-1			
UIE101	IDEA Workshop	2-0-0-0	UIE101	IDEA Workshop	2-0-2-0
UIE171	IDEA Workshop Lab	0-0-2-0			

The members also resolved the following:

- 1. There shall be 1 credit for 1-hour of theory/tutorial class and 0.5 credit for 1-hour of laboratory/project/studio class.**
- 2. In the detailed syllabus of the courses, minimal numbers of text books shall be included along with the reference books.**
- 3. Tutorial classes for the courses shall be taken properly. Tutorial sheets shall be distributed to the students a prior and the solutions of the same to be discussed in the tutorial class.**



4. The revision of curriculum for the Diploma and PG programmes (1st semester) shall also be completed before commencement of the 1st semester classes by following the same credit structure as mentioned in item 1 above.
5. Necessary amendments shall be made in the institute's regulations and ordinances, wherever applicable.

Item No. 16.04: Proposal for amendment in the clause no. 17.1 of the PhD Academic Regulation (RA 4) of the institute.

An amendment in the clause no. 17.1 of the existing academic PhD regulation of the institute was proposed as represented in the table shown below.

Clause No.	Original clause	Proposed amendment
17.1	A PhD thesis submitted by a scholar is evaluated by his/ her Research Supervisor(s) and at least two external examiners (one from India and one from abroad), who are not in employment of the Institute.	A PhD Thesis submitted by a scholar is evaluated by his/her Research Supervisor(s) and at least two external examiners, preferably of Professor level from top tier Foreign/Indian Institutes/ Universities. Same remuneration (Rs. 5000/-) shall be paid to both the evaluators.

Members were requested to approve the same.

Resolution: The proposed amendments were approved.

Item No. 16.05: Proposal for approval of the syllabus of two-credit course to be adopted in the PhD course work of all the PhD programmes of the institute from the current session onwards.

With reference to the resolution no. 15.06 of the Minutes of the 15th Senate meeting of the institute, the Humanities and Social Science department of the institute was asked to chalk out a plan for adopting the course. Accordingly, the referred department prepared the syllabus of the course in line with the recommendation of the University Grants Commission (UGC). The same was placed before the members. The institute proposed to adopt the course in the even (2nd) semester curriculum of the PhD course work from the current academic session (July 2024 onwards).

Members were requested to comment and approve the same.

Resolution: The members approved the syllabus and resolved the following:

1. List of recommended text books shall be included in the syllabus.
2. Course code and the semester for offering the course shall be decided by IPPC.
3. The course shall be taught by the department of Humanities and Social Sciences.

Item No. 16.06: Proposal for approval of the revised Board of Studies (BoSs) of various academic departments.

As per the resolution no. 15.07 of the 15th Senate meeting of the institute, The BoSs of various departments of the institute were collected in a standard template as per the amended composition of the institute. A compiled draft of the same was placed in the meeting.

Members were requested to comment and approve the same.

Resolution: The members approved the Boards of Studies of the departments as proposed with a tenure of 2 years.

Item No. 16.07: Proposal for approval for special admission into the PhD programmes of the institute in January, 2025 only for the GATE/NET qualified candidates.

As part of the efforts for increasing the Gross Enrollment ratio (GER), the institute proposed to take special admission of students into the PhD programmes of the institute in January, 2025 session depending on the availability of vacant seats. This admission shall be open only for the GATE/NET qualified candidates.

Members were requested to approve the same.

Resolution: The members approved the proposal for special admission into the PhD programmes of the institute from January, 2025 onwards. The same shall be applicable only for the GATE/NET/CEED qualified candidates.

Item No. 16.08: Approval of the proposal for reforms in examination system of the institute.

As per the resolution no. 15.09 of the 15th Senate meeting of the institute, a draft proposal for implementing reforms in the examination systems of the institute was prepared by a two-member committee. The same was placed in the meeting.

Members were requested to comment and approve the same.

Resolution: The members approved the proposal. However, the following suggestions were provided.

- 1. A grade I to be provided to the students absent in the examination due to medical illness. Upon verification of the medical records the candidate will be given I grade. The concerned instructor will conduct a re-exam for the candidate(s) within 2 weeks and update the grade accordingly.**
- 2. The existing grade "F" shall be renamed as "FP" (Fail due to poor performance).**



Item No. 16.09: Approval of the draft modalities for admission of international students in various programmes of the institute.

With reference to the resolution nos. 11.13 and 15.12 of the 11th and 15th Senate meetings of the institute respectively, a draft of modalities was prepared for admission of international students in various programmes of the institute. The said draft of the modalities was placed in the meeting. Members were requested to comment and approve the same.

Resolution: The members approved the proposal.

Item No. 16.10: Approval of draft of the ordinance on Students' event management proposed by the the office of the Dean (Student Affairs).

With a motive of encouraging and supporting students to actively participate in co-curricular and extra-curricular activities such as sports & games, technical events, cultural events and social activities (NSS) etc., the office of the Dean of Students' Affairs (DSA) prepared a draft of the ordinance for smooth management of all the students' activities in the institute. The same was placed in the meeting.

Members were requested to comment and approve the same.

Resolution: The members approved the proposal and suggested the following:

- 1. The document should be named as "Regulation on Students' event management".**
- 2. The document should be revised by assigning clause numbers in place of bullet points.**

Item No. 16.11: Approval for creation of Faculty Coordinator posts for smooth conduct of students' activities.

For smooth conduction and management of all the students' related activities, the institute proposed to create the following posts of Faculty Coordinators for a tenure of three (3) years.

1. Faculty Coordinator, Sports and games
2. Faculty Coordinator, Cultural activities
3. Faculty Coordinator, Technical Events
4. Faculty Coordinator, Welfare/Youth activities

Members were requested to approve the same.

Resolution: The members approved the proposal and suggested that the coordinators shall prepare and circulate the approved year-long plan at the beginning of the year for all the activities of their respective domain.

Item No. 16.12: Approval of draft of the ordinance on "Code and conduct of students" proposed by the the office of the Dean (Student Affairs).



In order to protect the rights of all the stakeholders of the institute and to maintain a conducive atmosphere in the institute appropriate for an institution of higher education, the office of the Dean of Student's Affairs (DSA) prepared a draft of an ordinance on code and conduct of students in the institute. The ordinance outlines students' conduct and disciplinary

policies pertaining to the students of the institute. The proposed draft of the ordinance was placed in the meeting.

Members were requested to comment and approve the same.

Resolution: The members approved the proposal and suggested that the document should be named as “Regulation on Code of conduct of students”.

Item No. 16.13: Approval of draft of the ordinance on “Hostel Rules” proposed by the the office of the Dean (Student Affairs).

In order to maintain discipline and a conducive environment inside and outside the hostel premises, the office of the Dean of Student’s Affairs (DSA) prepared a draft of an ordinance on Hostel Rules for the institute and the same was placed in the meeting.

Members were requested to comment and approve the same.

Resolution: The members approved the proposal and suggested that the document should be named as “Hostel Regulation”.

Item No. 16.14: Approval of the draft proformas of the transcripts of Diploma, UG and PG programmes of the institute.

The institute’s proformas for the transcripts to be issued to the graduating students of the institute were prepared for Diploma, UG and PG programmes. The said proformas were prepared in line with the proforma of Gauhati University and the Indian Institute of Technology Guwahati and the same were placed in the meeting.

Members were requested to approve the same.

Resolution: The members approved the proposal. It was resolved to use a common proforma of transcript for Direct, Lateral and Vertical entry students of all the UG programmes.

Item No. 16.15: Proposal for allowing one PhD scholar of the institute who failed to register for the same from January, 2022 onwards.

A proposal from the Head of the department of Computer Science and Engineering (CSE) department was received requesting to allow one PhD scholar of the department, namely, Sri Mithun Karmakar, undergoing research under the supervision of Prof. Amitava Nag to renew his semester registration who failed to renew the same since January 2022.

As recommended in the proposal, the scholar had successfully completed all the academic requirements necessary for his PhD thesis submission, including the publication of three conference papers and three journal papers. The documents relevant to the proposal were placed in the meeting. He was requesting to allow him to pay all the pending registration fees and to continue rest of the processes of the programme for submission of the thesis. In view of that, the matter was referred to the Senate for consideration and approval.

Resolution: The members approved the proposal as a one-time measure.



Section C: Items for ratification of the Senate

Item No. 16.16: Proposal for ratification of the resolution of urgent senate agenda items approved through circulation.

Two urgent agenda items as detailed below were circulated amongst the members of the Senate through e-mail for comments and approval on 07-03-2024.

1. Approval of the revised proformas of the pass certificates of the Institute.
2. Proposal for Approval of Experts for Selection Committee for Faculty positions (Direct Recruitment and CAS Promotion).

The agenda items and resolutions of the same were placed in the meeting. Members were requested to ratify the same.

Resolution: The members ratified the agenda item as proposed.

Item No. 16.17: Any other item with the permission of the Chair.

With the permission of the Chair, the following agenda items were placed before the members.

1. The institute proposed to update the Academic Calendar of the institute already published for the session July-December, 2024. The modifications proposed were summarized in the table shown below. The updated version of the Academic Calendar was placed in the meeting.

Summary of modification:

Sl. No.	Existing Academic Calendar	Amended Academic Calendar
1.	1 st July – 5 th July Renewal Admission (online)/ Summer Vacation	1 st July – 5 th July Semester Registration (online)/ Summer Vacation
2.	8 July Odd semester Starts	8 July Odd semester Starts (Excluding 1 st semester)
3.	Not present	22 July 1 st day of instruction/Induction programme for 1 st semester
4.	Not present	29 July UG class/lab starts for 1 st semester
5.	1 st October – 9 th October Mid Term Examination	9 th September – 14 th September Mid Term Examination
6.	19 th September – 21 st September Techcracy	5 th October – 6 th October Techcracy
7.	Not present	29 th October Routine of Thursday to be followed
8.	28 th November -13 th December End Semester Examination	18 th November – 30 November End Semester Examination
9.	6 th December CITK Foundation Day	6 th December CITK Foundation Day, Last day of grade book submission

10.	Not present	20 th December Result declaration (tentative)
11.	23 rd December – 31 st December Winter Vacation	Removed

Members were requested to approve the same.

Resolution: The members approved the Academic Calendar as proposed.

2. The institute prepared the class time table for all the programmes for the odd semester session (excluding 1st semester) to be started from 8th July, 2024. First semester course slots shall be announced soon. The same was placed in the meeting.

Members were requested to approve the same.

Resolution: The members approved the time table.



Chaitali Brahma
5/7/24

(Dr. Chaitali Brahma)

Registrar cum Ex-officio Non-Member Secretary
Senate, CIT Kokrajhar

Chaitali Brahma
Registrar
Central Institute of Technology
Kokrajhar



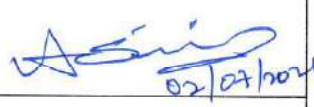
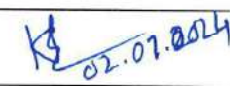
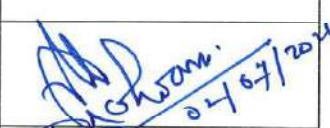
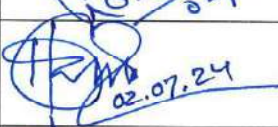
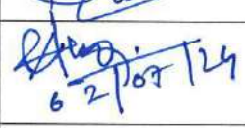
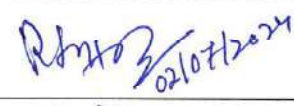

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ATTENDANCE SHEET

Members Present in the 16th (Sixteen) Senate Meeting of Central Institute of Technology Kokrajhar convened on the 02nd of July 2024 at 9:30 AM in the conference hall of the institute's guest house.

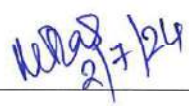
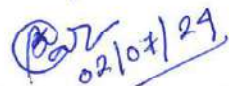
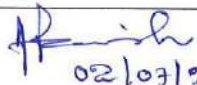

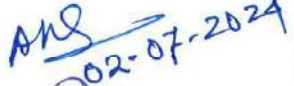
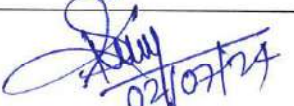
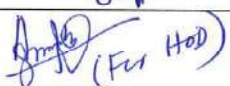
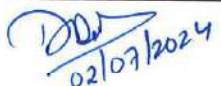
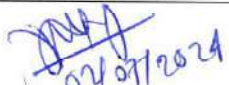
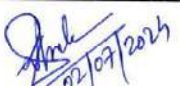
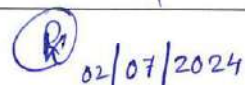
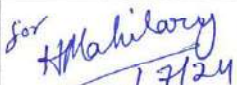
Sl. No.	Name and affiliation of the Member	Designation	Signature
1.	Prof. A. Srinivasan, Director, Central Institute of Technology Kokrajhar	Chairman	 02/07/2024
2.	Dr. Mokaddes Ali Ahmed, Professor, Department of Civil Engineering, National Institute of Technology Silchar	Member	Absent
3.	Dr. Samarendra Dandapat, Professor, Department of Electronics and Electrical Engineering, Indian Institute of Technology Guwahati	Member	Absent
4.	Dr. Maushumi Barooah, Professor, Department of Computer Applications, Assam Engineering College, Guwahati	Member	Absent
5.	Dr. Kamal Kr. Brahma, Principal, Bineswar Brahma Engineering College, Kokrajhar	Member	 02.07.2024
6.	Dr. M. Guru Prem Prasad, Professor, Department of Mathematics, Indian Institute of Technology Guwahati	Member	Absent
7.	Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College, Guwahati	Member	Absent
8.	Dr. Tapan Kr. Maiti, Professor, Instrumentation Engineering Department, Central Institute of Technology Kokrajhar	Member	Absent
9.	Dr. Monomoy Goswami, Professor, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member	 04/07/2024
10.	Dr. Hemanta Kr. Kalita, Professor, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	 02.07.24
11.	Dr. Amitava Nag, Professor, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	 6/2/07/24
12.	Dr. Arunendu Mondal, Professor, Chemistry Department, Central Institute of Technology Kokrajhar	Member	Absent
13.	Dr. Rajiba Lochan Hota, Professor, Physics Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
14.	Dr. Bichitra Nanda Parida, Professor, Physics Department, Central Institute of Technology Kokrajhar	Member	



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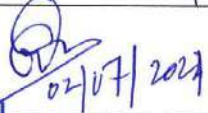
Sl. No.	Name and affiliation of the Member	Designation	Signature
15.	Dr. Neelu Das, Associate Professor, Department of Civil Engineering, Central Institute of Technology Kokrajhar	Member	 27/7/24
16.	Dr. Biswajit Kar, Associate Professor, Department of Instrumentation Engineering, Central Institute of Technology Kokrajhar	Member	 02/07/24
17.	Dr. Subhajit Ray, Associate Professor, Department of Food Engineering and Technology, Central Institute of Technology Kokrajhar	Member	Absent
18.	Dr. Pankaj Pratap Singh, Assistant Professor, Department of Computer Science and Engineering, Central Institute of Technology Kokrajhar	Member	Absent
19.	Mr. Antaryami Panigrahi, Assistant Professor, Department of Electronics and Communication Engineering, Central Institute of Technology Kokrajhar	Member	 02/07/24
20.	Mr. Shayaram Basumatary, Assistant Professor, Department of Mechanical Engineering, Central Institute of Technology Kokrajhar	Member	 02/7/24
21.	Dr. Apurbalal Senapati, Assistant Professor & HoD, Computer Science and Engineering Department, Central Institute of Technology Kokrajhar	Member	 02-07-2024
22.	Dr. Santosh Kumar, Assistant Professor & HoD, Food Engineering and Technology Department, Central Institute of Technology Kokrajhar	Member	 02/07/24
23.	Dr. Bornali Bora Patowary, Assistant Professor & HoD, Electronics and Communication Engineering Department, Central Institute of Technology Kokrajhar	Member	 (For HoD)
24.	Dr. Dipen Deka, Assistant Professor & HoD, Instrumentation Engineering Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
25.	Dr. Amit Kumar Dey, Assistant Professor & HoD, Civil Engineering Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
26.	Mr. Debarshi Kumar Brahma, Assistant Professor & HoD, Multimedia Communication and Design Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
27.	Dr. Ranjay Das, Assistant Professor & HoD, Electrical Engineering Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
28.	Dr. Yachang Omo, Assistant Professor & HoD (In- charge), Mechanical Engineering Department, Central Institute of Technology Kokrajhar	Member	for  27/7/24



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Sl. No.	Name and affiliation of the Member	Designation	Signature
29.	Dr. Pranjal Kalita, Associate Professor & HoD, Chemistry Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
30.	Dr. Manasi Buzar Baruah, Assistant Professor & HoD, Physics Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
31.	Dr. Sahalad Borgoyary, Assistant Professor & HoD, Mathematics Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
32.	Dr. Gunajit Sarma, Assistant Professor & HoD, Humanities and Social Sciences Department, Central Institute of Technology Kokrajhar	Member	 02/07/2024
33.	Ms. Chaitali Brahma, Registrar, Central Institute of Technology Kokrajhar	Ex-officio Non Member Secretary	 21/7/24.