Minutes
of the 18th Senate meeting of Central Institute of Technology (CIT) Kokrajhar held on 5th December, 2024 at 12 Noon in the Conference hall of the institute's Guest house

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Section A: Confirmation of Minutes and Action Taken Report (ATR)

Item No. 18.01: **Confirmation of the Minutes of the 17th Meeting of the Senate of CIT Kokrajhar held on 23rd August, 2024.**

The Minutes of the 17th meeting of the Senate held on 23rd August, 2024 was circulated amongst the members. The members were requested to place comments if any for consideration. A copy of the minute was placed at the meeting. As no comments were received, the members were requested to confirm the minutes.

Resolution: The minutes of the 17th Senate meeting were confirmed by the members.

Item No. 18.02: **Action taken Report (ATR) on the resolutions of the 17th Senate Meeting.**

An ATR was prepared and placed at the table shown below on the resolutions of the 17th meeting of the Senate of the institute.

Item No.	Details of Item	Actions taken
17.01	**Confirmation of the Minutes of the 16th meeting of the Senate of CIT Kokrajhar held on 2nd July, 2024.**	Ratified
17.02	**Action taken Report (ATR) on the Resolutions of the 16th Senate meeting.**	Confirmed
17.03	**Proposal for approval of the revised curriculum and syllabi for the 2nd semester (1st year) courses of the Diploma, UG and PG programmes of the institute.**	The curriculum has been implemented from the July, 2024 session. Board of Studies (BoS) of respective departments have vetted the curriculum of all the programmes.
17.04	**Proposal for approval of the revised PhD course works of the PhD programmes of all the departments.**	BoS of respective departments have vetted the curriculum of all the PhD programmes.
17.05	**Proposal for inclusion of five new courses in the groups of elective courses in the 8th semester curriculum of the existing B. Tech programme in Instrumentation Engineering.**	Syllabi of the courses have been vetted by the Board of Studies of the concerned department by implementing other suggestions.
17.06	**Proposal for amendment of the PhD regulations of the institute.**	Implemented.
17.07	**Proposal for approval of the revised grading system of the institute.**	Implemented.

17.08	**Proposal for amendment of the Academic Ordinance (OA) of the institute.**	Implemented.
17.09	**Proposal for amendment of the Hostel Regulation.**	Implemented.
17.10	**Proposal for approval of requests of two PhD scholars for exemption of PhD Course works.**	Implemented.
17.11	**Proposal for approval of the disciplinary actions recommended on a student by the student's disciplinary committee (SDC) of the institute.**	As per the suggestion of the Senate Members in the 17th Senate meeting, the matter has been reviewed. A complaint was lodged at the local police station about the incident and a police report has been received by the Institute (placed at annexure 2). In the presence of the Dean (S/A), Assistant Dean (S/A), Chief Warden of CIT Kokrajhar, In-Charge of Balajan Police Out Post and his parents, Mr Rohit Raj had admitted of sending fraudulent messages, collecting personal information and blackmailing some of his class mates. Mr. Rohit Raj hurriedly withdrew his admission from CIT Kokrajhar after that incident. Although the disciplinary committee had initially taken the decision to expel him from the Institution, considering his withdrawal of admission, it is been proposed to prohibit Mr. Rohit Raj from taking admission as well as job application at CIT Kokrajhar in the future.
17.12	**Proposal for awarding Diplomas and Degrees to the 2024 passed out batches of students in the 3rd convocation of the institute.**	The list of students referred in the agenda item has been updated and placed as a separate agenda item (18.05).
17.13	**Approval of the proposal of granting one year leave to a student for joining Job in Government of Bihar during the period of his ongoing B. Tech programme.**	Implemented
17.14	**Proposal for ratification of the results of the PhD course works examinations held during 2023-2024.**	Ratified
17.15	**Proposal for ratification of the resolution of urgent senate agenda items approved through circulation.**	Ratified
17.16	**Proposal for ratification of the time tables of Midterm and End term examinations of the current session.**	Ratified

Members were requested to confirm the ATR.

Resolution: The ATR was confirmed by the members. However, regarding the ATR of agenda item no 17.11 it was resolved that a letter should be sent to the student concerned by Dean, Students affairs intimating him the decision of the institute.

Section B: Items requiring approval of the Senate:

Item No. 18.03: **Proposal for amendment of the Hostel Regulation.**

The office of the Dean (Students Affairs) proposed some amendments in the Hostel regulations of the institute. The details of the amendments proposed were placed before the members.

The members were requested to comment and approve the same.

Resolution: The members approved the amendments proposed with the following modifications/suggestions:

1. **The word "Leave" in clause no. 7.03 shall be replaced by "Leave of absence".**
2. **Disciplinary rules of the institute should be circulated amongst the students at least once in every semester in the form of leaflets.**
3. **The amount of fine to be imposed for any act(s) of indiscipline as mentioned in the table of clause no. 12.0 of the Hostel regulation may be updated periodically by the Dean, Students Affairs.**
4. **Any other act(s) of indiscipline not included in clause no 12.0 of the regulations will be handled by the Dean, Students Affairs as deemed fit.**

Item No. 18.04: **Proposal for amendment of the Regulation on code of conduct of students.**

The office of the Dean (Students Affairs) proposed some amendments in the Regulation on code of conduct of students of the institute. The details of the amendments proposed were placed before the meeting.

Members were requested to approve the amendments.

Resolution: The members approved the amendments proposed with the following modifications/suggestions to be incorporated in the referred regulation:

1. **In case of minor students, their parents will be informed and they will be asked to participate in the internal enquiry.**
2. **Wherever necessary, an external agency/observer may be co-inducted in the process of internal enquiry.**
3. **Clause no. 4.5 (b) should be replaced by "Students will have sufficient opportunity to justify or defend themselves against any allegation(s)".**

Item No. 18.05: **Proposal for update in passed-out students of 2023-2024 for awarding Diplomas and Degrees in the 3rd convocation of the institute.**

The summary of students eligible to be conferred with the Diplomas and Degrees in the 3rd convocation of the institute to be held on 20th December, 2024 placed under the agenda item no. 17.12 of the 17th Senate meeting of

the institute held on 23rd August, 2024 was updated. The updated table containing the full details of students is as follows. The updated list of students was placed before the members.

Year of Graduation	Branch	Programme	No. of Students	Total
2024	Civil Engineering	Diploma	24	102
	Computer Science and Engineering		27	
	Electronics and Communication Engineering		24	
	Food Processing Technology		9	
	Control and Instrumentation		18	
	Animation and Multimedia Technology		00	
	Civil Engineering	UG (B.Tech and B.Des)	75	301
	Computer Science and Engineering		89	
	Electronics and Communication Engineering		49	
	Food Engineering and Technology		29	
	Instrumentation Engineering		34	
	Design		25	
	Water Resource and Hydraulic Engineering	PG (M.Tech and M.Des)	15	48
	Computer Science and Engineering		8	
	Food Engineering and Technology		10	
	Green Energy Technology		1	
	Design		14	
	Electronics and Communication Engineering	PhD	2	13
	Instrumentation Engineering		1	
	Mathematics		2	
	Physics		4	
	Humanities and Social Sciences		2	
	Design		1	
	Chemistry		1	
Total Numbers of Graduate students				**464**

Members were requested to approve the same.

Resolution: The members approved the updated list of passed out students of 2023-2024.

Item No. 18.06: **Proposal for approval of the list of students for awarding medals and appreciation certificates to the overall toppers and discipline-wise toppers of Diploma, UG and PG programmes along with the relevant rules and regulations.**

As approved by the members of the Senate through email circulation on 12-11-2024, medal and certificates of appreciation will be awarded to the

overall topper in Diploma, UG and PG programmes in 2023-2024 during the 3rd Convocation ceremony of the institute. Certificate of appreciation shall also be awarded to the toppers of each discipline in Diploma, UG and PG programmes. The rules and regulations pertaining to the selection of the candidates for the medals and certificates and the proforma of appreciation certificates were drafted and placed before the members. The list of discipline-wise toppers and the students getting medals for the academic year 2023-2024 were also placed in the meeting.

Members were requested to approve the rules and regulations, the list of medal and certificate winners and the proforma of certificates.

Resolution: The members approved the proposal.
The members also resolved the following.
1. In the rules and regulation drafted pertaining to the selection of the candidates for the medals and discipline wise toppers the following clause was added.
"For deciding discipline wise topper minimum five (5) numbers of students shall be there in the programme."
2. Consequent to the point no. 1, no discipline topper award is given to M. Tech in Green Energy Technology programme since it did not meet the student strength criterion.

Item No. 18.07: Proposal for approval of Registrar In-Charge as the signatory for Pass Certificates to be awarded to the graduating students of 2023-2024 during the 3rd Convocation of the institute.

Since the Registrar In-Charge is currently performing the administrative and financial functions and responsibilities of the Registrar, he may be authorized to sign the pass certificates referred above in place of the Registrar.

Members were requested to approve the proposal.

Resolution: The proposal was approved by the members.

Item No. 18.08: Proposal for approval of the Academic Calendar of the institute for the year 2025.

The academic Calendar of the institute for the year 2025 was prepared by the institute and placed before the members. The calendar also included the list of planned student's activities.
Members were requested to approve the same.
Resolution: The members approved the academic calendar. Tentative dates of the Senate meeting are also to be included in the academic calendar.

Item No. 18.09: Proposal for approval of the class time table for the even semester session of 2025.

The class time table for the even semester session (January-June) of 2025 was prepared in consultation with the academic departments of the institute for the year 2025 and placed before the members.
Members were requested to approve the same.
Resolution: The members approved the class time table.

Item No. 18.10: **Proposal for approval of the time tables of Midterm and Endterm examinations of the January-June, 2025 session.**

The tentative time tables of Midterm and Endterm examinations of the January-June, 2025 session for Diploma, UG and PG programmes of the institute were prepared and placed before the members.

Members were requested to approve the same.

Resolution: The tentative time tables of the Midterm and Endterm examinations were approved by the members. The Chairman, Senate was authorised to approve any modifications to be incorporated in the same, if deemed necessary in due course.

Section C: Items for ratification of the Senate

Item No. 18.11: **Proposal for ratification of the resolution of an urgent senate agenda items approved through circulation.**

One urgent agenda item as detailed below was circulated amongst the members of the Senate through e-mail for comments and approval on 12-11-2024.

1. Proposal for awarding medals to overall toppers of Diploma, UG and PG programmes and certificates to all branch toppers in all three programmes.

Approval for the same has been received from 17 members against the required quorum of 11.

Members were requested to ratify the same.

Resolution: The members ratified the proposal.

Sd/-
Ex-officio non-member Secretary
Senate, CIT Kokrajhar