

MINUTES OF THE NBA COMMITTEE MEETING

DATE: 20th October 2022

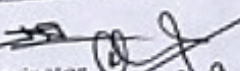
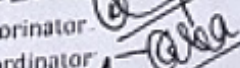
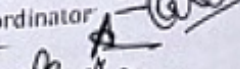
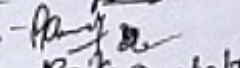
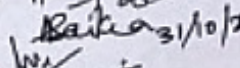


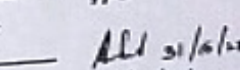
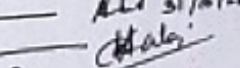
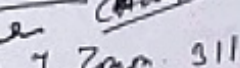
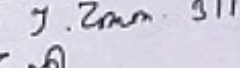
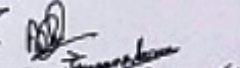
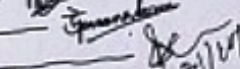
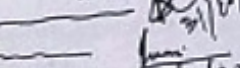
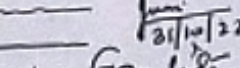
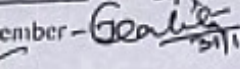

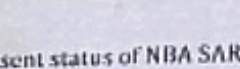
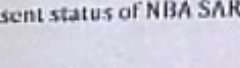
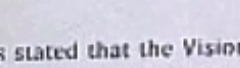
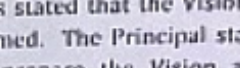
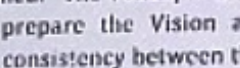
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

A NBA Committee meeting was held on 20th October 2022 at 2:00 p.m. under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about the status of NBA and to make necessary plan for expediting the NBA works for early applications as per the agenda stated below.

Agenda of the Meeting:

1. To review the progress of the NBA related activities at AEI
2. Plan of Action to apply for NBA by 2023

The members of the Committee present at the meeting:

1. Dr Hitesh Tahbildar, Principal 
2. Dr. Mitali Chakravorty, Chief Co-ordinator 
3. Sri Jitumoni Deka, Assistant Co-ordinator 
4. Mrs. Manisha Sharma, Member 
5. Mrs. Pallavi Choudhury, Member 
6. Mrs. Anita Saikia, Member 
7. Mr. Bhabananda Deka, Member 
8. Mr. Bhahesh Goswami, Member 
9. Mrs. Prabita Borhara, Member 
10. Mrs. Prakriti Prova Das, Member 
11. Dr. Parbin Ahmed, Member 
12. Mrs. Dipika Haloi, Member 
13. Satish Ch. Talukdar, Member 
14. Yasmin Zaman, Member 
15. Mr. Bhaskar Sharma, Member 
16. Mrs. Bidya Chakravarty, Member 
17. Mrs. Upasana Sharma, Member 
18. Mr. Diganta Konwar, Member 
19. Ms. Jumi Bharali, Member 
20. Mrs. Trishna Barman, Member 
21. Sri. Ganesh Kalita, W/S Supdt., Member 
22. Ms. G. Kaur, Head Assistant 

The members present discussed the present status of NBA SAR and the following resolutions were taken:

1. The HODs of different departments stated that the Vision and Mission statements of each department were already framed. The Principal stated that photocopies of the relevant documents required to prepare the Vision and Mission statements be submitted to the NBA cell, showing consistency between the Institute and Department Vision and Mission Statements.
2. The HODs also mentioned that the Departmental Advisory Committee (DAC) and Internal Quality Assurance Cell (IQAC) were already formed. The Principal stated that the minutes and different actions taken for the years 2020-2021 and 2021-2022 be submitted. He also requested that the DAC and IQAC meetings be held for the current year.

Some HODs mentioned that DAC and IQAC meetings could not be held regularly due to the pandemic and subsequent lockdown for COVID19.

4. The Chief Coordinator NBA stated that the present curriculum of SCTE has not been revised for the last 5 years. Therefore, steps are to be taken to review and update the same as per the present industrial need.
5. The HODs informed that the course files have been maintained from 2020 till date, but hard copies of some documents were unavailable in the departments due to the lockdown for COVID19.
6. The Principal reviewed the status of Field visits and Internship activities of the past two years.
7. The Principal discussed on the MOUs that each department had drawn with Industry and asked for the status of lectures delivered by Industry experts for the past two years.
8. He asked for the submission of the following documents (last 2 years):
 - a. Student Enrolment Data
 - b. Updated faculty profile
 - c. Mentorship records
 - d. Student performance/ Assessment Mechanism
 - e. Stakeholders' feedback
 - f. Placement /Higher studies/Entrepreneurship Data of pass-out students
 - g. Community work done at the department and Institute level.
9. The Principal enquired regarding the status of the Library, Internet facility and laboratory facilities of each department
10. The Principal also stated that he will deliver a lecture on OBE (Outcome Based Education) in the first week of November 2022.

Chief Co-ordinator
NBA Committee
Assam Engineering Institute, Guwahati

Principal
Assam Engineering Institute,
Guwahati-03

Memo no. AEI/NBA/2022/ 3742

dated: 20-10-22

Copy to:

- i) The Director of Technical Education, Assam for kind information.
- ii) All members of NBA Committee, AEI.
- iii) Chief Co-ordinator, NBA cell, Assam Engineering Institute, Guwahati.
- iv) Head Asstt. AEI.

Dr. Hitesh Tahbaldar
Principal, AEI

Dr. Mital Chakravorty
Chief Co-ordinator

Sri Jitumoni Deka, Assistant
Assistant Co-ordinator

Mrs. Manisha Sarma,
Member

Mrs. Pallavi Choudhury
Member

Mrs. Anita Saikia
Member

31/10/22

Wm
Bhabana Deka,

Mr. Bhabesh Goswami
Member

Mrs. Plabita Borbora
Member

Mrs. Prakriti Prova Das
Member

Dr. Parbin Ahmed
Member

Mrs. Dipika Haloi
Member

Mr. Satish Ch. Talukdar
Member

Mrs. Yasmin Zaman
Member

Mr. Bhaskar Sharma
Member

Mrs. Bidya Chakravarty
Member

Mrs. Upasana Sharma
Member

Mr. Dignanta Konwar
Member

Ms. Jumi Bharali
Member

Mrs. Trishna Barman
Member

Sri. Ganesh Kalita
Member

Ms. G. Kaur
Head Assistant

MINUTES OF THE NBA COMMITTEE MEETING

DATE: 23rd November 2022



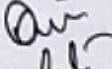
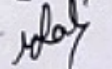





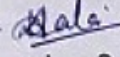
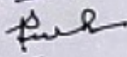
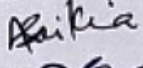
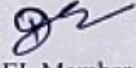
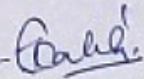
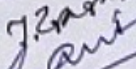
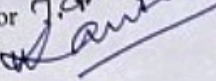



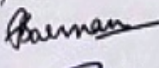


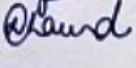
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

A NBA meeting was held on 23rd November' 2022 at 2:30 p.m. under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati, to discuss the progress of NBA with reference to the DTE letter No. TE (E) Plan-2/2019/6206-16, dated 16/11/2022 as per the agenda stated below.

Agenda:

1. Discussion on status of NBA Pre-qualifier / SAR. Tentative date of submission of Pre-qualifier / SAR.
2. An estimate of expenses
3. Proposal for amount require for NBA application
4. Issues/ Deficiencies required to be fulfilled for NBA Accreditation.

The members present at the meeting:

1. Dr Hitesh Tahbildar, Principal 
2. Dr. Mitali Chakravorty, Chief Co-ordinator 
3. Mr. Jitumani Deka, Asstt. Co-ordinator 
4. Dr. Maushumi Lahon, Asstt. Co-ordinator 
5. Sri Gautam Barman, Member 
6. Mrs. Manisha Sarma, Member 
7. Mrs. Plabita Borbora, Member 
8. Mrs. Deepanjali Gogoi, Member 
9. Dr. Parbin Ahmed, Member 
10. Ms. Roushanda Begum, Member
11. Mrs. Dipika Haloi, Member 
12. Mr. Satish Ch. Talukdar, Member 
13. Ms. Anita Saikia, Member 
14. Mrs. Prakriti Prava Das, Member 
15. Sri. Ganesh Kalita, W/S Supdt., AEI, Member 
16. Mrs. Yasmin Zaman, Electrical Departmental Co-ordinator 
17. Mr. Utpal Kalita, Mechanical Departmental Co-ordinator 
18. Mr. Dhiman Seal, Librarian 
19. Ms. G. Kaur, Head Assistant, AEI, 
20. Ms. Riya Saha, Part-Time Lect. 
21. Ms. Trishna Barman, Part-Time Lect. 
22. Ms. Pratyasha Priti Das, Part-Time Lect. 
23. Ms. Jumi Bharali, Part-Time Lect. 
24. Ms. Dhriti Khaund, Part-Time Lect. 
25. Ms. Upasana Sarma, Part-Time Lect.

After threadbare discussions on the agenda, following are the minutes of the meeting:

- A. After detailed deliberations amongst the NBA committee members, Principal, AEI observed that it is not possible to submit the completed SAR before completion of the academic session 2022-2023. Therefore an Action plan was drawn towards submission of NBA SAR of AEI as follows:

B.

Sl. No.	Task	Date/Period	Remarks
1.	Submission of Pre-Qualifier by each department to NBA Cell, AEI (1 st review)	30 th November 2022	
2.	Submission of Pre-Qualifier to NBA Cell, AEI for final review	March 2023	
3.	Final Submission of Pre-Qualifier	April 2023	
4.	Submission of completed SAR to NBA Cell, AEI for review (except the student performance part)	1st week of April 2023	
5.	Final Submission of completed SAR	August 2023	
6.	Subject-wise COs to be reviewed and prepared by faculty and submitted to NBA cell, AEI for onward transmission to SCTE for approval.	15 th December, 2022	*As it was found that for some subjects in the syllabus, COs were found to be missing or erroneous.
7.	Course files to be submitted to NBA Cell for review	14 th December, 2022	
8.	Lecture on Outcome Based Education (OBE)	2 nd week of December 2022	
9.	Submission of Attainment of COs Submission of Attainment of POs/PSOs to NBA cell	24 th January 2023	For last semester
10.	Submission of Attainment of COs Submission of Attainment of POs/PSOs to NBA cell	31 st March 2023	For current semester

C.

- It was decided that a stakeholders' meet (for the year 2022, both at department and institute level) will be held on 17/12/2022 (Saturday) to review the Vision and Mission statements of AEI and to collect necessary feedback from stakeholders for computing indirect assessment attainment level.
- Expenses for holding the Stakeholder meet will be spent from Institute IRG:
 - Department level: Rs.7000/- per department.
 - Institute level: Rs.18000/-
- Principal, AEI requested all HODs to submit a list of books for departmental libraries and a sum of Rs.12000/- was earmarked for purchase of the same.
- Requirements for purchase of furniture, bookshelves, smart-class accessories were also asked to be submitted by 31/11/2022.
- Principal, AEI stated that obsolete and inoperative equipments were to be replaced and requested the HODs/ Lab in-charges to submit list of equipments required for purchase. The list is to be submitted by 28/11/2022.
- Principal, AEI observed that keeping in mind the safety precautions in each lab, items like First-aid boxes, Fire extinguishers, Safe storage of Acids, Insulating boots and aprons were of utmost importance. HODs / Lab in-charges/ Workshop Superintendent were asked to submit requirements of the same by 1st week of December, 2022.

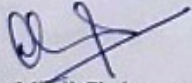
A collection of handwritten signatures and initials, including names like 'Harka', 'Chand', 'Dahle', 'Surya', 'D.S.', 'Jin', 'Alpini', 'Bor.', 'Ramesh', and 'Ramesh'.


Issues/Deficiencies regarding Acquiring NBA

Sl. No.	Particulars	Estimated amount (in Rs.)	Remark
	Departmental Computer Centre		
1.	i) Civil (with 15 numbers of Computers)	8,24,000.00	
	ii)Electrical (with 10 nos. of Computers)	5,90,000.00	
	iii)Mechanical (with 10 nos. of Computers)	5,90,000.00	
	iv)Chemical (with 10 nos. of Computers)	5,90,000.00	
	v)Computer (with 10 nos. of Computers)	5,90,000.00	
	vi)ETC (with 10 nos. of Computers)	5,90,000.00	
2.	Departmental Internet facilities(including Fiber backbone)	3,00,000.00	
3.	Central Library e -Books, Journals etc	54,000.00	
4.	Departmental Library= 4 Nos. Books = 4x12000/- Almirah = 4x15000/- Table + Chair = 4x9000/-	1,44,000.00	
5.	Laboratory safety Equipment (First Aid Box, gum boots, hand gloves etc.)	20,000.00	
6.	Smart Class Facilities(Projectors etc.) 6x2= 12 Nos. = 12x75000/-	9,00,000.00	
7.	Hostel Furniture etc.	2,00,000.00	
8.	Furniture for i) Boys' Common Room ii) Girls Common Room iii) Students' Union Office Room	25,000.00 25,000.00 15,000.00	
9.	Sanitary Napkin Vending Machine (2 Nos.)	20,000.00	
10.	Incinerator	50,000.00	
	Total	55,27,000.00	

Total Rupees Fifty Five Lakhs, Twenty Seven Thousand only.

11.	Fire & Safety Equipment		Proposal sent to PWD
12.	Electrical works of Administrative Buildings, Academic Buildings and Assam Type Houses		Proposal sent to PWD
13.	Painting of Administrative Buildings, Academic Buildings and Assam Type Houses		Proposal sent to PWD
14.	Repairing of Boys' Hostels and Girls Hostel		Proposal sent to PWD
15.	Furniture for NBA room and conference room		Proposal sent to PWD


 Dr. Mitali Chakravorty
 Chief Co-ordinator
 NBA Committee
 Assam Engineering Institute, Guwahati

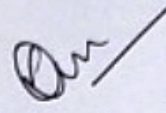

 Dr. Hitesh Tahbildar
 Principal
 Assam Engineering Institute,
 Guwahati

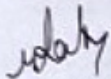
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- i) The Director of Technical Education, Assam for kind information.
- ii) All members of NBA Committee, AEI
- iii) Chief Co-ordinator, NBA cell, Assam Engineering Institute.

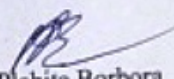

Dr. Hitesh Tahbildar
Principal

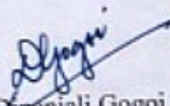

Dr. Mitali Chakravorty,
Chief Co-ordinator

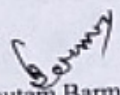

Mr. Jitumani Deka
Asstt. Co-ordinator



Dr. Maushumi Lahon,
Asstt. Co-ordinator

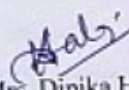

Mrs. Manisha Sarma
Member

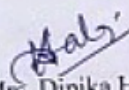

Mrs. Plabita Borbora
Member,



Ms. Dipanjali Gogoi
Member

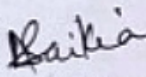

Sri Gautam Barman
Member

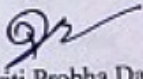

Dr. Parbin Ahmed,
Member

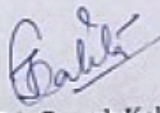

Ms. Roshanara Begum
Member

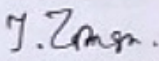

Mrs. Dipika Haloi
Member

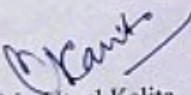

Mr. Satish Ch. Talukdar
Member

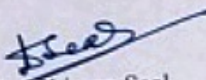

Mrs. Anita Saikia
Member

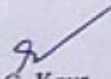

Mrs. Prikriti Probha Das
Member

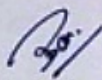

Sri. Ganesh Kalita
Member

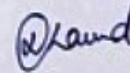

Mrs. Yasmin Zaman
Electrical Departmental
Co-ordinator


Mr. Utpal Kalita,
Mechanical Departmental
Co-ordinator

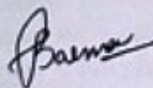

Mr. Dhiman Seal
Librarian

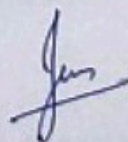

G. Kaur
Head Assistant, AEI











MINUTES OF THE NBA COMMITTEE MEETING

DATE: 13th December 2022



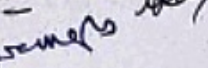
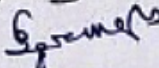

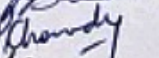
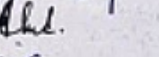
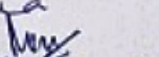
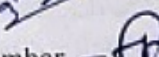
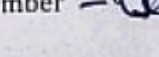
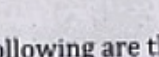
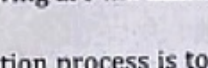
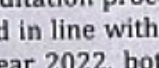
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

A NBA meeting was held on 13th December 2022 at 12 noon under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati, to discuss the progress of NBA as per the agenda stated below.

Agenda:

1. Proposed stakeholder meeting to be held on 17th December'2022
2. Progress of NBA works

The members of the Committee present at the meeting:

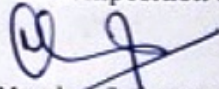
1. Dr Hitesh Tahbildar, Principal 
2. Dr. Mitali Chakravorty, Chief-coordinator 
3. Dr. Maushumi Lahon, Asst. Coordinator 
4. Sri Gautam Barman, Member 
5. Mrs. Manisha Sarma, Member 
6. Mrs. Plabita Borbora, Member 
7. Mrs. Pallavi Chowdhury, Member 
8. Dr. Parbin Ahmed, Member 
9. Ms. Anita Saikia, Member 
10. Mr. Bhabananda Deka, Member 
11. Mrs. Prakriti Prova Das, Member 
12. Sri. Ganesh Kalita, W/S Supdt., AEI, Member 
13. Ms. G. Kaur, Head Assistant, AEI 

After threadbare discussions on the agenda, following are the minutes of the meeting:

1. Principal, AEI observed that the accreditation process is to be executed with a futuristic view and the goals are to be reviewed in line with NEP 2020. Therefore it was decided that the Stakeholder Meet (for the year 2022, both at department and institute level) that was supposed to be held on 17/12/2022 as per decision of earlier NBA Meeting held on 22/11/2022 be postponed to 21/01/2023.
2. The members agreed to review each department and Institute Vision and Mission statements in line with NEP 2020. The principal requested to HOD's of departments to submit draft of the same with justifications to the NBA Cell, AEI by 12/01/2023. Final review of the Vision and Mission Statements (both department and institute) will be done at the Stakeholder Meet 2022 to be held on 21/01/2023
3. The HOD's and prof i/c stated that most of the projector in the class room are nor functional. Therefore it was decided that for the ease of the teaching-learning process, 9 (nine) classrooms are to be converted to smart classes at the earliest. The necessary proposal will be sent to PWD (Electrical) immediately.
4. Chief-Coordinator, NBA Committee stated that the checking of Course Files for the current session will be done from 06/01/2023. Therefore, HOD's. prof i/c/ workshop

superintendent are requested to guide the teachers, instructors of respective department.

5. Principal, AEI requested the Chief-Coordinator and Department Coordinator to submit the composition of Committees for the next session on or before 19/01/2023



Member Secretary
NBA Committee
Assam Engineering Institute, Guwahati



Principal
Assam Engineering Institute,
Guwahati

Memo no. AEI/NBA/2022/4777

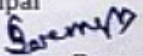
Dated 13/12/2022

Copy to

- i) The Director of Technical Education, Assam for kind information.
- ii) All members of NBA Committee, AEI
- iii) Chief Co-ordinator, NBA cell, Assam Engineering Institute.



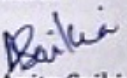
Dr Hitesh Tahbaldar
Principal



Sri Gautam Barman
Member



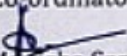
Dr Parbin Ahmed,
Member



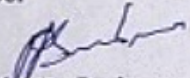
Mrs. Anita Saikia
Member



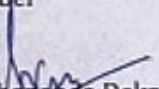
Dr. Mitali Chakravorty
Chief Co-ordinator



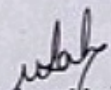
Mrs. Manisha Sarma
Member



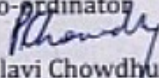
Mrs. Plabita Borbora
Member



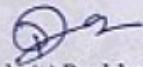
Mr. Bhabananda Deka
Member



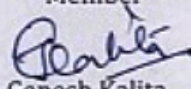
Dr. Maushumi Lahon
Asst. Co-ordinator



Mrs. Pallavi Chowdhury
Member



Mrs. Prokriti Prokha Das
Member



Sri. Ganesh Kalita
Workshop Supdt. AEI



G. Kaur
Head Assistant, AEI

Minutes of the IQAC meeting of Assam Engineering Institute held at 01.00PM on 31/01/2023 at Principal's Chamber, AEI.

An IQAC meeting was held in Principal's Chamber, AEI at 01.00PM on 31/01/2023 to discuss the following agendas:

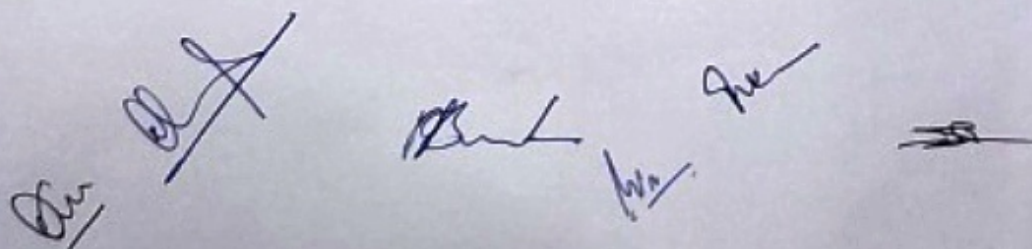
1. Welcome and felicitation of the external members of IQAC.
2. Purpose of the meeting
3. Discussion on analysis of present quality parameters and for planning guiding and monitoring quality enhancement activities on
 - a. Placement and results - action taken
 - b. Feedback from stakeholder – action taken
 - c. Attainment of CO-Pos and PSOs.
 - d. Faculty status and activities for their up-gradation in qualification, training, publication, good quality student project.
4. Lab infrastructure and continuous improvement.
5. Course curriculum up-gradation for industry readiness.

The following members were present in the meeting:


1. Dr. Hitesh Tahbaldar, Principal, AEI
2. Mr. Jitumoni Deka, Lect.(SG), Mechanical Engg. Deptt., Coordinator, IQAC Cell.
3. Mrs. Plabita Borbora, HOD, Computer Engg. Deptt.
4. Dr. Mitali Chakravorty, HOD i/c, Electrical Engg. Deptt.
5. Mr. Bhabananda Deka, Lect.(SG), ETC Engg. Deptt.
6. Mrs. Barnali Roy Choudhury, Lect., ETC Engg. Deptt.
7. Mr. H.K. Bhattacharjee, Ex-Jt Director, DTE
8. Mr. Ashok Das, Ex- Sr. Lect., AEI
9. Mr. Bipul Deka, DGM, OIL Pipeline, Guwahati
10. Mr. Chittaranjan Ojha, Supdt. Of Police, Communication
11. Mr. Dhiren Medhi, Sr. Section Engineering, NF Railway

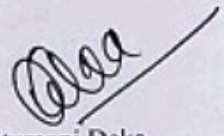
The members present in the IQAC cell discussed the various issues and resolved the following:

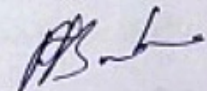
1. Principal, AEI stated that at present the results and placements of students of AEI are satisfactory. However, there should be upgradation of laboratories.
2. All members stressed on the importance of laboratory, hand skill on practice to make students industry ready and avoid ignorance in laboratories.
3. Mr. Chittaranjan Ojha, Supdt. Of Police, Communication stressed on hands on practice regime for job. He also stressed that the laboratory equipment should be purchased for atleast 5 years term with 3 years warranty and 2 years of maintenance.
4. Mr. Bipul Deka, DGM, Oil pipeline, Guwahati asked to prepare a checkpoint for quality parameters.




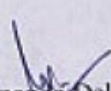
5. Mr. Ashok Das, Ex. Sr. Lecturer, Mech. Engg. Deptt., AEI expressed concern about problems regarding space for laboratory. He advised that a New Building is needed to be constructed separately to meet the requirement.
6. Mr. Chittaranjan Ojha, Supdt. Of Police, Communication stated that layout for laboratories should be made for optimal utilization of space. In this regard advice may be taken from Sector Skill Development.
7. All members agreed that the faculties should visit outside state/IIT Guwahati and attend any seminars that are available to update their knowledge.
8. All members agreed to host having Teacher Awareness Program of quality parameters.
9. Further, students' feedbacks were analyzed for providing constructive advice to the faculties for improvement.
10. Principal stated that he will take necessary action for the subjects of poor attainment for improvement.



Dr. Hitesh Tahbaldar
Principal
AEI


Mr. Jitumoni Deka,
Coordinator, IQAC Cell
Lect.(SG), Mechanical Engg. Deptt., AEI

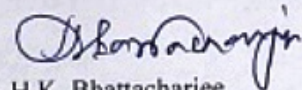

Mrs. Plabita Borbora
HOD, Computer Engg. Deptt.
AEI

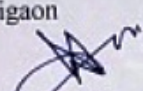

Dr. Mitali Chakravorty
HOD i/c, Electrical Engg. Deptt.
AEI

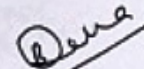

Mr. Bhabananda Deka Mr.
ETC Engg. Deptt.
AEI



Mrs. Barnali Roy Choudhury Lect.(SG),
Lect. Civil Engg. Deptt.
AEI

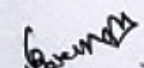
Dhiren Medhi
Sr. Section Engineering, NF Railway
Maligaon


Mr. H.K. Bhattacharjee
Ex-Jt Director, DTE


Mr. Ashok Das
Ex- Sr. Lect., AEI


Mr. Bipul Deka
DGM, OIL Pipeline, Guwahati


Mr. Chittaranjan Ojha
Supdt. Of Police, Communication


Mr. Gantan Barman
HOD, Mechanical Engineering

Issue no. ABEI/NBA/IOAC/486

Minutes of the IOAC meeting of Assam Engineering Institute held at 1:00 PM on 31/01/2023 at Principal's Chamber.

4/1/23

Agenda

1. Welcome and felicitation of the external members of IOAC.
2. Purpose of the meeting.
3. Discussion on analysis of present quality parameters and for planning, guiding and monitoring quality enhancement activities on
 - (i) Placement and results action taken ✓
 - (ii) Feedback from stakeholders- action taken ✓
 - (iii) Attainment of CO-Pos and PSOs.
 - (iv) Faculty status and activities for their up-gradation in qualification, training, publication, good quality student project.
4. Lab infrastructure and continuous improvement.
5. Course curriculum update for industry readiness.

The meeting present in the IOAC cell discussed the various issues related to and resolved to follow. All members started on -

① Lab: Ignorance in Lab, Placement readiness
Skill hand on practice to make industry ready.
Labortary importance.
Mr. C. Gha Diploma 22 months Hands on practice
revise for job.

Mr. Datta ② A checklist to be prepared.
attend to paper

③ Maintenance
Labortary equipment to be checked
3 year warranty
① 5 years ten 2 year maintenance



ASSAM ENGINEERING INSTITUTE
MRD ROAD, CHANDMARI, GUWAHATI-03
Email: principal.aei@gmail.com



Members present at IQAC meeting of Assam Engineering Institute held at 1 PM

on 31/01/2023

Sl. No	Name	Member	Signature
1	Dr Hitesh Tahbilder	Principal	
2	Mr Jitumoni Deka	Lect (S.G.), Coordinator, IQAC Cell	
3	Dr Mrs Mitali Chakravorty	HOD i/c, Elect Deptt	
4	Mrs Plabita Borbora	HOD, CSE Deptt	
5	Mrs Barnali Roy Choudhury	Lect (S.G.)	
6	Mr Bhabananda Deka	Lect (S.G.), Etc. Engg Deptt	
7	Mr H.K. Bhattacharjee	Ex Jt Director, DTE	
8	Mr Ashok Das	Ex Sr Lecturer, ME Deptt	
9	Mr Bipul Deka	DGM, OIL Pipeline, Guwahati	
10	Mr Chittaranjan Ojha	Superintendent of Police, Communication	
11	Mr Dhiren Medhi	Sr. Section Engineer, NF Railway, Maligaon	
12	Mr Gautam Barman	HOD ME Deptt,	