

MINUTES OF THE INSTITUTE DEVELOPMENT COMMITTEE MEETING
DATE: 13th December'2022
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

An Institute Development Committee (IDC) meeting was held on 13th December 2022 at 12:00 Noon under the Chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about various issues related to departmental infrastructure and students problems as per the agenda stated below.

Agenda of the meeting:

1. Discussions on upgradation of Computer Laboratory for proposed Grade III examination of Government of Assam.
2. Discussion on upgradation of Computer Laboratory for conducting MATLAB course at ETC department, AEI.
3. Procurement of Hostel lights, campus lights, Genset Battery, AMC of Genset, Benches repair of Hostel.
4. Finalization of SOP for IRG
5. Any other matters.

The members of the Committee present at the meeting:

1. Dr Hitesh Tahbildar, Principal
2. Sri Gautam Barman, Treasurer
3. Mrs. Pallavi Choudhury, Member
4. Dr. Mitali Chakravorty, Member Secretary
5. Mrs. Manisha Sarma, Member
6. Mrs. Plabita Borbora, Member
7. Dr. Parbin Ahmed, Member
8. GS, AEISU, Student, Member Madhab Saha
9. VP representative, AEISU, Student Member Anon - Pradyut Deka
10. Ms. G. Kaur, Head Assistant, AEI

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

1. The HOD, CSE department stated that the UPS battery and Computer upgradation requirement submitted earlier has not been procured till date. As a result it will be problem for her to run the practical examination of Grade III examination of Govt. of Assam. Principal, AEI, stated that necessary steps have been taken and stated that 20 machines will be upgraded with additional 4 GB RAM and 128 SSD. The committee member approved the work and estimated cost of Rs. 60000.00 for computer upgradation will be spent from Institute IRG earned by the computer Engineering department. Further 14 nos. of battery (26 AH) will be procured for CSE department at an estimated cost of Rs. 42000.00, which will be spent from the development fund.

2. The HOD , ETC department stated that the UPS battery and Computer upgradation requirement submitted earlier has not procured till date. As a result it will be problem for her to run the MATLAB course to be held on 22nd and 23rd December'2022. Principal AEI, stated that necessary steps have been taken and 11 machines will be upgraded with additional 4 GB RAM and 128 SSD. The committee member approved the work and estimated cost Rs. 33000.00 will be spent from Institute IRG. Further 8 nos. of battery (42 AH) will be procured for ETC department from Development fund. The estimated amount required will be Rs. 33600.00 will be spent from development fund.

3. As a follow up of earlier IDC meeting,

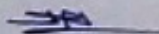
- a) the emergency repair of benches of Hostel No. 1 and 2 have been completed at an expense of Rs. 26000.00.
- b) Procurement of LED lights(65 nos.) for hostel, campus, and auditorium
- c) The AMC for GENSET has been drawn at an expense of Rs. 20000.00
- d) Batteries of both generators are replaced at an expense of Rs. 23046.00 with battery charger 5600.00.

4. The HOD , Electrical Engineering and Civil Engineering department stated that the UPS battery and Computer upgradation requirement submitted earlier has not done till date. Principal AEI, stated that necessary steps will be taken in this regard. Further 8 nos. of battery (42 AH) will be procured for ETC department from Development fund. The estimated amount required will be Rs. 33000.00 to be spent from development fund.

5. The General Secretary stated that the drinking water facilities of department are not adequate and the existing water purifiers installed in the academic campus are not functioning. After discussion with the concerned HODs, Principal assured that the drinking water issues in the department and hostel will be addressed at the earliest and necessary expense will be borne from IRG fund. Principal entrusted the HODs with the responsibility of water purifier maintenance and AMC may be drawn with concerned companies.

6. The General Secretary also complained about non-maintenance of bath rooms. The committee members agreed that one cleaner will be engaged for cleaning the bathrooms of all departments and office periodically. The necessary wages per day will be spent from IRG fund (not exceeding Rs. 5000.00 PM).

7. The Principal placed a draft copy of Standard operating Procedure(SOP) of Institute IRG in the meeting. Mrs. Anita Saikia , Lecturer(SG) Civil Engineering stated that a portion (20%) of the departmental contribution to the IRG fund may be used by the parent



department. The members present in the meeting agreed to the proposal and approved of the same.



Member Secretary
Institute Development Committee
Assam Engineering Institute, Guwahati



Principal
Assam Engineering Institute
Guwahati

Memo no. AEI/IDC/2022/ 4896-98

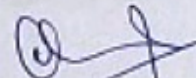
Dated 15/12/2022

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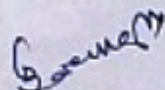
- i) The Director of Technical Education, Assam for kind information.
- ii) All members of Institute Development Committee, AEI
- iii) Accounts section, Assam Engineering Institute.



Dr Hitesh Tahbaldar
Principal



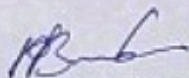
Dr. Mitali Chakravorty
Member Secretary



Sri Gautam Barman
Treasurer



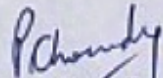
Mrs. Manisha Sarma
Member



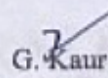
Mrs. Plabita Borbora
Member



Dr. Parbin Ahmed
Member



Mrs. Pallavi Choudhary
Member



G. Kaur
Member

Madhab Saharia.
General Secretary, AEISU
Student Member

For - Pradyum Deka.
Representative of Vice President
AEISU, Student Member