

MINUTES OF THE INSTITUTE DEVELOPMENT COMMITTEE MEETING

DATE: 6th April, 2023

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

An Institute Development Committee (IDC) meeting was held on 6th April 2023 at 3:00 PM under the Chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about various issues related to Guest house , departmental infrastructure etc. as per the agenda stated below.

Agenda of the meeting:

1. Revision of rate of Guest House
2. Functioning of Computer Laboratory of Civil, Mechanical & Electrical Deptt.
3. Any other matters.

The members of the Committee present at the meeting:

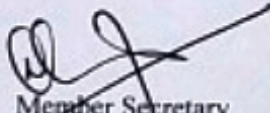
1. Dr Hitesh Tahbildar, Principal
2. Dr. Mitali Chakravorty, Member Secretary
3. Sri Gautam Barman, Treasurer
4. Mrs. Manisha Sarma, Member
5. Mrs. Pallavi Choudhury, Member
6. Mrs. Plabita Borbora, Member
7. Dr. Parbin Ahmed, Member
8. Dr. Tapan Kachari, Member
9. Mr. Ganesh Kalita, Member
10. GS, AEISU, Student, Member
11. VP , AEISU, Student Member
12. Ms. G. Kaur, Head Assistant, AEI

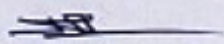
After threadbare discussions on the agenda, following are the minutes of the meeting:

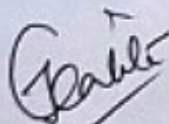
1. The Principal stated that Guest house is renovated with Ac and Gizer etc. . Therefore the existing rent of guest house is re fixed as follow.
 - i) Double Occupancy : Rs. 600.00 (Government official)
 - ii) Single Occupancy : Rs 500.00 (Government official)
 - iii) Double Occupancy : Rs. 800.00 (Non Government person on recommendation of Government official)
 - iv) Single Occupancy : Rs 600.00 (Non Government person on recommendation of Government official)
2. The committee members approved that the Principal's quarter may be used as extended Guest House with the approval of DTE.
3. The IDC approved the modernization of Computers of Mechanical and Civil Engineering department Laboratory for smooth running of AUTOCAD laboratory and

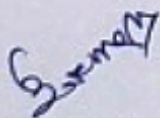
(Handwritten signatures and initials)
P. Choudhury, S. Barman, P. Kachari, S. Kachari, A. K. Kachari, M. Kachari

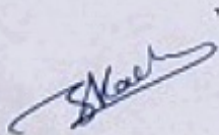
- others computer practical. Modernization will include addition of 4GB RAM, 128 GB SSD , Motherboard etc.
4. The HOD of Civil Engineering stated that for Industry readiness knowledge of AUTOCAD an expert, working in professional Institution may be engaged for sometimes to teach our students. The Committee members approved the same and approximate cost of the professional training will be Rs. 30,000.00 which will be spent from Institute IRG.
 5. The HOD mechanical Engineering stated that due to shortage of Laboratory instructors the classes of mechanical Engineering are hampered. Therefore he propose to call Mr. Bipul Ghosh , Retired faculty who have sufficient experience in Laboratory works to take the classes. The members approved the same and approximate cost will be Rs. 20000/ which will be spent from IRG.
 6. HODs of Electrical and ETC Engg. Deptt. requested for new labs for Electrical Deptt. (Circuit & Network and Measurements & Instruments Lab) and for ETC Engg. Deptt. (Micro controller & Embedded systems with 8086/training kit). The Principal requested to take necessary steps in this regard.
 7. The HOD Electrical requested for a room to setup labs.
 8. GS, AEISU informed that the LCD projectors & Screens are not functioning properly & should be repaired at the earliest.
 9. Principal entrusted the Workshop Supdt with the responsibility of cleaning the overhead water tanks of New Academic building.
 10. It was decided that connection of Jica water supply may be applied for. Head Assistant may write to concerned authority for the same.
 11. HODs of each department were asked to submit proposals of Rs. 75000/- for procurement of Lab equipment at the earliest. The amount earmarked for Civil was fixed at Rs. 75,000/- x2 = Rs. 1,50,000/-.
 12. PCs of GeM portal could not be procured as there was not provisions to purchase only CPUs. Therefore the members decided that the same may be procured by Principal, AEI through offline tender in website.
 13. GS informed the member that AEI Dispensary timing should be increased to 2 PM.


 Member Secretary
 Institute Development Committee
 Assam Engineering Institute, Guwahati

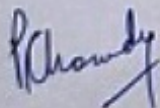

 Principal
 Assam Engineering Institute
 Guwahati



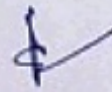




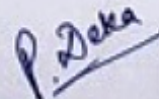













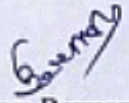
Memo no. AEI/IDC/2023/


Dated : 06/04/2023

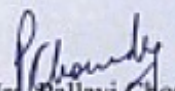
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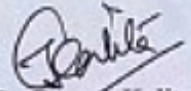
- i) The Director of Technical Education, Assam for kind information.
- ii) All members of Institute Development Committee, AEI
- iii) Accounts section , Assam Engineering Institute.

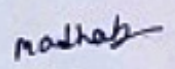

Dr Hitesh Tahbaldar
Principal



Sri Gautam Barman
Treasurer



Mrs. Plabita Borbora
Member

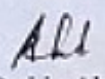

Mrs. Pallavi Choudhury
Member

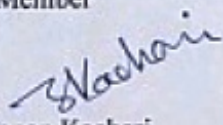

Mr. Ganesh Kalita
Member



General Secretary, AEISU
Student Member

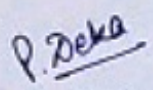

Dr. Mitali Chakravorty
Member Secretary


Mrs. Manisha Sarma
Member


Dr. Parbin Ahmed
Member


Dr. Tapan Kachari
Member


Ms. G. Kaur
Member


Vice President
AEISU, Student Member