

MINUTES OF THE INSTITUTE DEVELOPMENT COMMITTEE MEETING

DATE : 6th February 2023

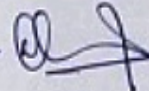
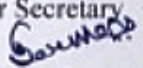
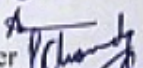
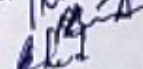
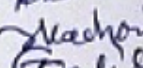
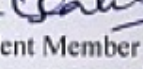
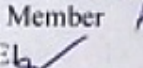
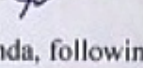



VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

An Institute Development Committee (IDC) meeting was held on 6th February 2023 at 4:30 p.m. under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about various issues related to NBA accreditation issues as per the agenda stated below.

Agenda of the meeting:

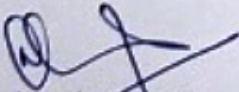
1. Discussion on furnishing of NBA room.
2. Discussion on bottleneck on progress of NBA preparation.
3. Any other matters.


The members of the Committee present at the meeting:

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

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

1. The Principal stressed on getting ready of the NBA room immediately to expedite the documentation works of NBA cell. The chief co-ordinator stated that curtains/blinds and Ac's are not yet installed. The estimated cost of Rs.75,000/- will be spent from IRG account.
2. The HOD, ETC department stated that all printers of ETC department are not functioning properly. Therefore, the committee decided to procure one Laser Mono Printer for the deptt.
3. The HOD Civil Engineering department requested for a Multi Function Printer for NBA works of the department. The Members present approved the same. Specification proposed: Laser Printer Monochrome Print, Scan, Copy with USB Connectivity, Compact Design, Fast Printing. The estimated cost of Rs.,000/- will be spent from IRG account.
4. The laptops with the departmental heads which are not in working conditions will be repaired. The estimated repair cost will be spent from IRG fund.


Member Secretary
Institute Development Committee

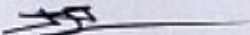

Principal
Assam Engineering Institute,

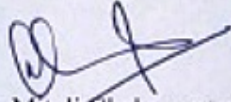
Memo no. _____/2023/

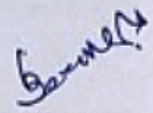
dated: 6/2/2023


Copy to


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

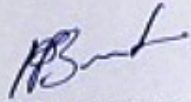

Dr Hitesh Tahbaldar
Principal, AEI

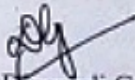

Dr. Mitali Chakravorty
Member Secretary

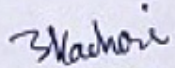

Mr. Gautam Barman,
Treasurer

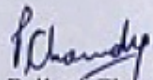

Mrs. Manisha Sarma,
Member

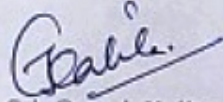

Dr Parbin Ahmed,
Member



Mrs. Plabita Borbora
Member



Mrs. Dipanjali Gogoi
Member

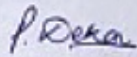

Dr Tapan Kachari,
Member


Mrs. Pallavi Choudhury
Member


Sri. Ganesh Kalita
Workshop Supdt.


G. Kaur
Head Assistant, AEI


General Secretary, AEISU
Student Member


Vice President, AEISU
Student Member