

## MINUTES OF THE NBA COMMITTEE MEETING

DATE: 13<sup>th</sup> December 2022



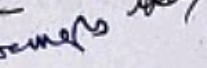
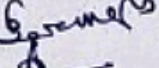
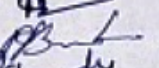
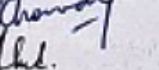
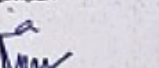

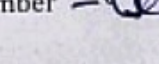
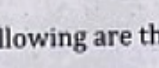
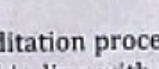
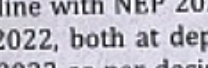
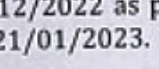
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

A NBA meeting was held on 13<sup>th</sup> 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 17<sup>th</sup> December'2022
2. Progress of NBA works

### The members of the Committee present at the meeting:

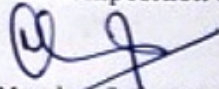
1. Dr Hitesh Tahbildar, Principal 
2. Dr. Mitali Chakravorty, Chief-coordinator 
3. Dr. Maushumi Lahon, Asst. Coordinator 
4. Sri Gautam Barman, Member 
5. Mrs. Manisha Sarma, Member 
6. Mrs. Plabita Borbora, Member 
7. Mrs. Pallavi Chowdhury, Member 
8. Dr. Parbin Ahmed, Member 
9. Ms. Anita Saikia, 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

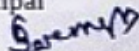
Dated 13/12/2022

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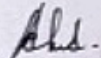
- i) The Director of Technical Education, Assam for kind information.
- ii) All members of NBA Committee, AEI
- iii) Chief Co-ordinator, NBA cell, Assam Engineering Institute.



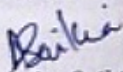
Dr Hitesh Tahbaldar  
Principal



Sri Gautam Barman  
Member



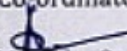
Dr Parbin Ahmed,  
Member



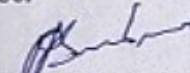
Mrs. Anita Saikia  
Member



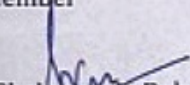
Dr. Mitali Chakravorty  
Chief Co-ordinator



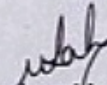
Mrs. Manisha Sarma  
Member



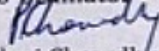
Mrs. Plabita Borbora  
Member



Mr. Bhabananda Deka  
Member



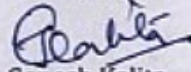
Dr. Maushumi Lahon  
Asst. Co-ordinator



Mrs. Pallavi Chowdhury  
Member



Mrs. Prokriti Prokha Das  
Member



Sri. Ganesh Kalita  
Workshop Supdt. AEI



G. Kaur  
Head Assistant, AEI