

MINUTES OF THE NBA COMMITTEE MEETING

DATE: 20th October 2022

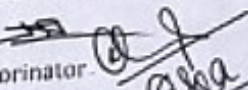
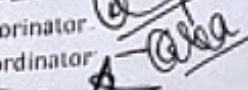
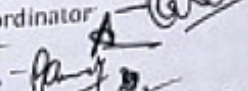
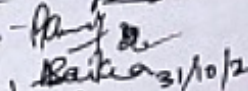
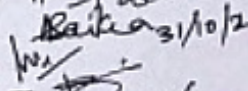
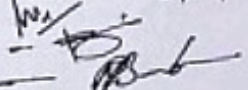
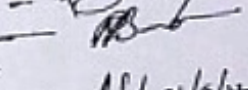
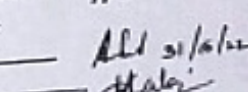
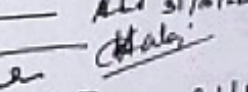
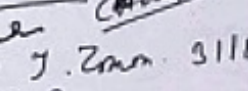
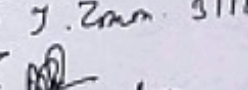
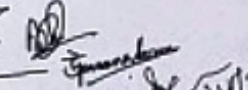
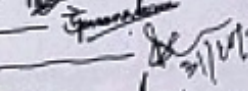
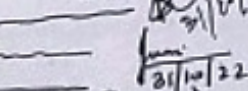
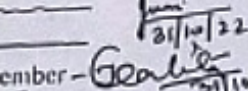
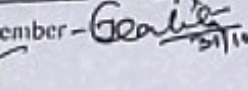

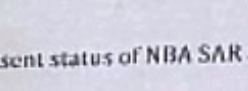
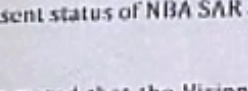
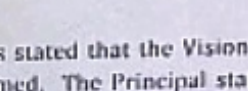
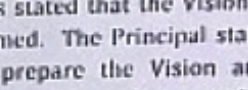
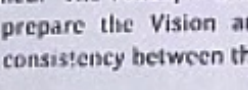
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

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