

MINUTES OF THE NBA COMMITTEE MEETING

DATE: 23rd November 2022



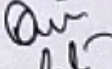
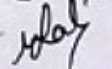





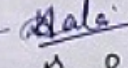
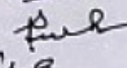
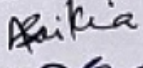
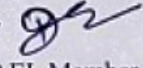
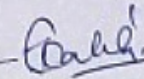
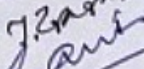
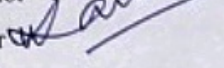
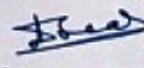


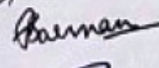


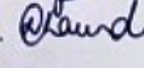
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

A NBA meeting was held on 23rd November' 2022 at 2:30 p.m. under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati, to discuss the progress of NBA with reference to the DTE letter No. TE (E) Plan-2/2019/6206-16, dated 16/11/2022 as per the agenda stated below.

Agenda:

1. Discussion on status of NBA Pre-qualifier / SAR. Tentative date of submission of Pre-qualifier / SAR.
2. An estimate of expenses
3. Proposal for amount require for NBA application
4. Issues/ Deficiencies required to be fulfilled for NBA Accreditation.

The members present at the meeting:

1. Dr Hitesh Tahbildar, Principal 
2. Dr. Mitali Chakravorty, Chief Co-ordinator 
3. Mr. Jitumani Deka, Asstt. Co-ordinator 
4. Dr. Maushumi Lahon, Asstt. Co-ordinator 
5. Sri Gautam Barman, Member 
6. Mrs. Manisha Sarma, Member 
7. Mrs. Plabita Borbora, Member 
8. Mrs. Deepanjali Gogoi, Member 
9. Dr. Parbin Ahmed, Member 
10. Ms. Roushanda Begum, Member
11. Mrs. Dipika Haloi, Member 
12. Mr. Satish Ch. Talukdar, Member 
13. Ms. Anita Saikia, Member 
14. Mrs. Prakriti Prava Das, Member 
15. Sri. Ganesh Kalita, W/S Supdt., AEI, Member 
16. Mrs. Yasmin Zaman, Electrical Departmental Co-ordinator 
17. Mr. Utpal Kalita, Mechanical Departmental Co-ordinator 
18. Mr. Dhiman Seal, Librarian 
19. Ms. G. Kaur, Head Assistant, AEI, 
20. Ms. Riya Saha, Part-Time Lect. 
21. Ms. Trishna Barman, Part-Time Lect. 
22. Ms. Pratyasha Priti Das, Part-Time Lect. 
23. Ms. Jumi Bharali, Part-Time Lect. 
24. Ms. Dhriti Khaund, Part-Time Lect. 
25. Ms. Upasana Sarma, Part-Time Lect.

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

- A. After detailed deliberations amongst the NBA committee members, Principal, AEI observed that it is not possible to submit the completed SAR before completion of the academic session 2022-2023. Therefore an Action plan was drawn towards submission of NBA SAR of AEI as follows:

B.

Sl. No.	Task	Date/Period	Remarks
1.	Submission of Pre-Qualifier by each department to NBA Cell, AEI (1 st review)	30 th November 2022	
2.	Submission of Pre-Qualifier to NBA Cell, AEI for final review	March 2023	
3.	Final Submission of Pre-Qualifier	April 2023	
4.	Submission of completed SAR to NBA Cell, AEI for review (except the student performance part)	1st week of April 2023	
5.	Final Submission of completed SAR	August 2023	
6.	Subject-wise COs to be reviewed and prepared by faculty and submitted to NBA cell, AEI for onward transmission to SCTE for approval.	15 th December, 2022	*As it was found that for some subjects in the syllabus, COs were found to be missing or erroneous.
7.	Course files to be submitted to NBA Cell for review	14 th December, 2022	
8.	Lecture on Outcome Based Education (OBE)	2 nd week of December 2022	
9.	Submission of Attainment of COs Submission of Attainment of POs/PSOs to NBA cell	24 th January 2023	For last semester
10.	Submission of Attainment of COs Submission of Attainment of POs/PSOs to NBA cell	31 st March 2023	For current semester

C.

- It was decided that a stakeholders' meet (for the year 2022, both at department and institute level) will be held on 17/12/2022 (Saturday) to review the Vision and Mission statements of AEI and to collect necessary feedback from stakeholders for computing indirect assessment attainment level.
- Expenses for holding the Stakeholder meet will be spent from Institute IRG:
 - Department level: Rs.7000/- per department.
 - Institute level: Rs.18000/-
- Principal, AEI requested all HODs to submit a list of books for departmental libraries and a sum of Rs.12000/- was earmarked for purchase of the same.
- Requirements for purchase of furniture, bookshelves, smart-class accessories were also asked to be submitted by 31/11/2022.
- Principal, AEI stated that obsolete and inoperative equipments were to be replaced and requested the HODs/ Lab in-charges to submit list of equipments required for purchase. The list is to be submitted by 28/11/2022.
- Principal, AEI observed that keeping in mind the safety precautions in each lab, items like First-aid boxes, Fire extinguishers, Safe storage of Acids, Insulating boots and aprons were of utmost importance. HODs / Lab in-charges/ Workshop Superintendent were asked to submit requirements of the same by 1st week of December, 2022.

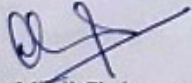
A collection of handwritten signatures and initials, including names like 'Harka', 'Chand', 'Dahle', 'Surya', 'D.S.', 'Jin', 'Alpini', 'Bor.', 'Ramesh', and 'Ramesh'.


Issues/Deficiencies regarding Acquiring NBA

Sl. No.	Particulars	Estimated amount (in Rs.)	Remark
	Departmental Computer Centre		
1.	i) Civil (with 15 numbers of Computers)	8,24,000.00	
	ii) Electrical (with 10 nos. of Computers)	5,90,000.00	
	iii) Mechanical (with 10 nos. of Computers)	5,90,000.00	
	iv) Chemical (with 10 nos. of Computers)	5,90,000.00	
	v) Computer (with 10 nos. of Computers)	5,90,000.00	
	vi) ETC (with 10 nos. of Computers)	5,90,000.00	
2.	Departmental Internet facilities (including Fiber backbone)	3,00,000.00	
3.	Central Library e -Books, Journals etc	54,000.00	
4.	Departmental Library= 4 Nos. Books = 4x12000/- Almirah = 4x15000/- Table + Chair = 4x9000/-	1,44,000.00	
5.	Laboratory safety Equipment (First Aid Box, gum boots, hand gloves etc.)	20,000.00	
6.	Smart Class Facilities (Projectors etc.) 6x2= 12 Nos. = 12x75000/-	9,00,000.00	
7.	Hostel Furniture etc.	2,00,000.00	
8.	Furniture for		
	i) Boys' Common Room	25,000.00	
	ii) Girls Common Room	25,000.00	
	iii) Students' Union Office Room	15,000.00	
9.	Sanitary Napkin Vending Machine (2 Nos.)	20,000.00	
10.	Incinerator	50,000.00	
	Total	55,27,000.00	

Total Rupees Fifty Five Lakhs, Twenty Seven Thousand only.

11.	Fire & Safety Equipment		Proposal sent to PWD
12.	Electrical works of Administrative Buildings, Academic Buildings and Assam Type Houses		Proposal sent to PWD
13.	Painting of Administrative Buildings, Academic Buildings and Assam Type Houses		Proposal sent to PWD
14.	Repairing of Boys' Hostels and Girls Hostel		Proposal sent to PWD
15.	Furniture for NBA room and conference room		Proposal sent to PWD

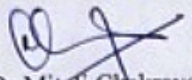

 Dr. Mitali Chakravorty
 Chief Co-ordinator
 NBA Committee
 Assam Engineering Institute, Guwahati

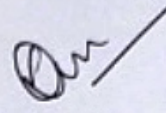

 Dr. Hitesh Tahbildar
 Principal
 Assam Engineering Institute,
 Guwahati

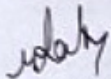
Copy to:


- 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.

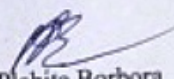

Dr. Hitesh Tahbildar
Principal

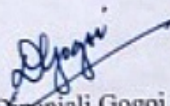

Dr. Mitali Chakravorty,
Chief Co-ordinator

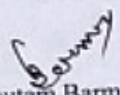

Mr. Jitumani Deka
Asstt. Co-ordinator



Dr. Maushumi Lahon,
Asstt. Co-ordinator

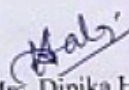

Mrs. Manisha Sarma
Member

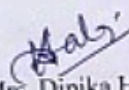

Mrs. Plabita Borbora
Member,



Ms. Dipanjali Gogoi
Member

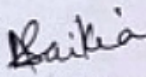

Sri Gautam Barman
Member

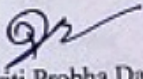

Dr. Parbin Ahmed,
Member

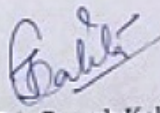

Ms. Roshanara Begum
Member

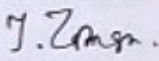

Mrs. Dipika Haloi
Member

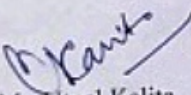

Mr. Satish Ch. Talukdar
Member

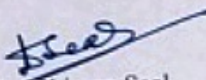

Mrs. Anita Saikia
Member

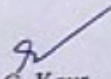

Mrs. Prikriti Probha Das
Member


Sri. Ganesh Kalita
Member


Mrs. Yasmin Zaman
Electrical Departmental
Co-ordinator


Mr. Utpal Kalita,
Mechanical Departmental
Co-ordinator


Mr. Dhiman Seal
Librarian


G. Kaur
Head Assistant, AEI

