



GOVERNMENT OF ASSAM  
OFFICE OF THE PRINCIPAL :: ASSAM ENGINEERING INSTITUTE  
GUWAHATI-781003, ASSAM

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NOTICE

This is to inform all HODs, HOD i/c, Prof I/c, Faculties, Workshop Superintendent, Instructors and 1<sup>st</sup> semester students of Assam Engineering Institute that "One Week Orientation Program" will be held from 10.00AM, 12/09/2023 to 4.00PM 19/09/2023.

Hence, all 1<sup>st</sup> Semester students, all HODs, HOD i/c, Prof I/c, Faculties, Workshop Superintendent, and Instructors are requested to attend the programs as per schedule attached herewith.

Encl: Orientation program schedule.

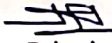
/ Principal  
Assam Engineering Institute  
Guwahati-3

Memo No. AEI/Orientation/23/ 3608-15

Date: 11-09-23

Copy to for information and necessary action:

1. All HODs and HOD i/c of AEI, they are requested to circulate among all faculties of respective departments.
2. All Prof. i/c of AEI.
3. Workshop Supdt., AEI.
4. Foreman i/c, AEI.
5. Mr. Manowar Hussain, AV Technician i/c for necessary arrangement.
6. VP and GS, AEISU, AEI.
7. System Admin, to upload to AEI website.
8. Circulation among 1<sup>st</sup> semester students of AEI.
9. Office Copy

  
Principal  
Assam Engineering Institute  
Guwahati-3

**ASSAM ENGINEERING INSTITUTE**  
**CHANDMARI :: GUWAHATI - 781003.**  
**Schedule for one week Orientation Programme for Session 2023-24**  
**Venue - AEI Auditorium**

DAY	PROGRAMME	CO-ORDINATOR	TIME
<b>DAY 1</b> <b>12/09/2023</b>	Welcome speech by Principal	Dr. Hitesh Tahbilar	10:00AM-10:15 AM
	Introduction of faculty and staff		10:15 AM -10:45 AM
	Introduction to Academic rules	Mrs. Pallavi Chowdhury	10:45 AM -11:05AM
	Introduction to Examination rules	Dr. Sayeedul Islam, E/S	11:05 AM -11:30
	Introduction to Training & Placement Facilities	Mrs. Trishna Barman, Assistant TPO	12:30 - 12.50 PM
	Introduction to Hostel rules	Mr. Nilutpal Sarmah	12:50 PM -1:10 PM
	Introduction to Library rules	Mr. Dhiman Seal	1:10 PM -1:25 PM
	Introduction to student union activities	General Secretary, AEISU	1:25 PM -1:40 PM
	Speech by parents		1:40 PM -2:30 PM
	Vote of thanks	Mrs. Yasmin Zaman	2:30 PM 3 PM
	<b>Tea</b>		
<b>DAY 2</b> <b>13/09/2023</b>	Lecturer on Ethics and human Values	Mr. Ramen Kr. Choudhury	10-12
	All departments and facilities visit	Respective department HoD.	12 onwards
<b>DAY 3</b> <b>14/09/2023</b>	Lecture on student mentoring	Dr. Mitali Chakravorty HOD i/c Electrical Engineering, AEI	10:00AM -11:00AM
	Interactive lecture by an entrepreneur	Udit Phukan	11:00AM -12:00
	Speech on 'Health is Wealth'	Medical Officer, AEI	12:00 PM -1:00 PM
	Speech on Anti Ragging measures	Dr. Hitesh Tahbilar	1.00 PM - 2.00PM
<b>DAY 4</b> <b>15/09/2023</b>	Speech on Importance of Yoga and Meditation	Ms. Priya Das	10.00AM -11.30AM
	Awareness on NEP 2020.	Mrs. Dipanjali Gogoi HOD, Chemical Engineering	11:30AM -12:30 PM
	Importance of English for Communication in Technical Education.	Ms. Trishna Barman.	12:30 PM -1:30 PM
<b>DAY 5</b> <b>18/09/2023</b>	Importance of computer skills in digital world.	Dr. Maushumi Lahon	10.00 AM – 10.30 AM
	Motivational Speech	Mr. Kamal Katakya	10.30 PM - 11.30 AM
	Introduction to 1 <sup>st</sup> year syllabus Physics Chemistry English Maths Workshop	Dr. Tapan Kachari Ms. Riya Saha Ms. Trishna Barman Dr. Parbin Ahmed Mr. Ganesh Kalita	11.30AM onwards
	Lecture/Interaction by Industry personnel	Expert from Industry	10:00 AM-11:00AM
<b>DAY 6</b> <b>19/09/2023</b>	Speech/Interaction on 'Importance of Sports in our life'	Department of Sports Authority	11:00AM -12:00
	'Search for Hidden Talents'	Respective departments	12:00 noon onwards