

MINUTES OF THE INSTITUTE DEVELOPMENT COMMITTEE MEETING

DATE : 3rd October 2023

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

An Institute Development Committee (IDC) meeting was held on 3rd October 2023 at 2:00 p.m. under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about various issues related to institute/infrastructure/students as per the agenda stated below.

Agenda of the meeting:

1. Review of previous minutes.
2. Discussion on exit survey feedback analysis report
3. Discussion on requirements of each department, hostel to meet NBA requirement.
4. Allocation of Budget to the departments on the basis of priority.
5. 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. Ms. Pallavi Chowdhury, Member
6. Mrs. Plabita Borbora, Member
7. Dr. Parbin Ahmed, Member
8. Dr. Tapan Kachari, Member
9. Sri Ganesh Kalita, W/S Supdt., Member
10. Madhab Saharia, General Secretary, AEISU
11. Ms. Upa Borgohain, HA

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

1. The Principal, AEI stated that due to non delivery of some items like Steel Almira etc could not be made available to the department. But steps will be taken to order the items left of last minutes immediately. Principal requested the HODs, Profs. In-charge and Workshop Superintendent to initiate procurement process of Lab. equipment as per budget allotted for this academic year 2023-2024(odd semester) for different department and workshops as follows:

- i. Civil Engineering : Rs.300000/- (including last semester left budget)
- ii. Mechanical Engineering : Rs. 150000/- (including last semester left budget)
- iii. Electrical Engineering : Rs. 75000/-
- iv. Electronics and Telecommunication : Rs. 75000/-
- v. Computer Science & Engineering : Rs. 75000/-
- vi. Chemical Engineering : Rs. 60000/-
- vii. Physics Department : Rs. 5,000/-
- viii. Chemistry Department : Rs. 20000/-
- ix. Maths & Humanities Deptt. : Rs. 20000/-
- x. Workshop : Rs. 150000/-
- xi. Magazine : 150,000.00

2. All members in the meeting discussed and decided to procure Sanitary Pad Vending machine and Incinerator for Girls common room which is essential as per AICTE as well as NBA requirement.
3. Principal, AEI stated that the printing of magazine will be done in this month as the tender process is already completed. The printing cost will be borne from student magazine fund.
4. After going through exit survey feedback analysis, the committee decided to procure water purifier for student drinking water, some sports facility items and a committee will be formed to understand the problems of hostel boarders if any.

(Handwritten signatures and initials)
A
D
Gautam Barman
Kachari
Rachand
madhab

5. The workshop superintendent stated that the new building workshop requires 12 nos. Green board for smooth running of the classes. The committee approved to procure the same.
6. The HOD and Prof i/c , Chemical Engineering Department requested to renovate the Laboratory tables of Chemistry department along with painting of Almirah and racks of hazard room. The estimated cost is Rs. 90000.00. The committee approved the same.
7. The HOD civil Engineering stated that an estimated amount of Rs. 40000.00 is required to repair the Total station of the department which is not functioning for long days. The committee approved the same.
8. The HOD Computer Engineering department stated that one smart white board is required for the department. The committee approved the same.
9. The HOD, Electrical stated that the insulation mat for Electrical Laboratory is essential for safety of the students. The committee approved the same.


 Member Secretary
 Institute Development Committee
 Assam Engineering Institute, Guwahati

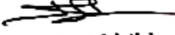

 Principal
 Assam Engineering Institute,
 Guwahati


dated: 03/10/2023


Memo no. AEI/IDC/2023

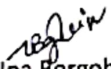
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- i) The Director of Technical Education, Assam for kind information.
- ii) All members of Institute Development Committee, AEI
- iii) Accounts Section, Assam Engineering Institute, Guwahati

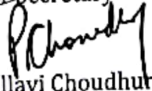

 Dr Hitesh Tahbaldar
 Principal, AEI

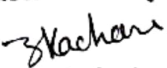

 Mrs. Manisha Sarma
 Member

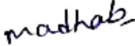

 Mrs. Prabita Borbora
 Member

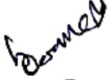

 Upa Borgohain
 HA, AEI

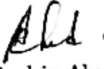

 Dr. Mitali Chakravorty
 Member Secretary

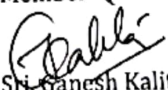

 Mrs. Pallavi Choudhury
 Member


 Dr Tapan Kachari
 Member


 Madhab Sahariya
 General Secretary, AEISU


 Sri Gautam Barman
 Treasurer


 Dr Parbin Ahmed
 Member


 Sri Ganesh Kalita
 Workshop Supdt