

ASSAM ENGINEERING INSTITUTE

অসম অভিযান্ত্রিক প্রতিষ্ঠান

Minutes of the Meeting

4th Governing Body Meeting

Date: 17/03/2025

Venue: Conference Hall

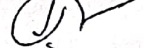



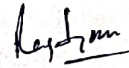
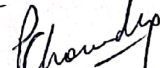
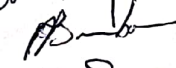
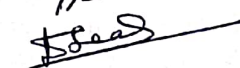
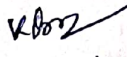
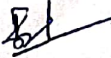

The 4th Governing Body meeting of Assam Engineering Institute was held at 2.30 PM on 17/03/2025 at Conference Hall, AEI under the Presidentship of Governing Body President Mr. Hiren Kumar Bhattacharya, President, Governing Body, AEI.

In the meeting the following members were present:

Agenda of the meeting:

1. President takes the chair.
2. Review of 3rd Governing Body meeting minutes.
3. Discussion on NBA reports and IDC meeting minutes.
4. Fund status and Audit report of Assam Engineering Institute.
5. Infrastructure development through PWD.
6. Requirements of various departments.
7. Language Lab license.
8. Hostel related requirements.
9. Webinar on IT system by Computer Engineering Deptt.
10. Short term courses by Departments under continuing education programme.
11. Departmental expenses.
12. Miscellaneous.

Members present at the meeting:

1. Mr. Hiren Kumar Bhattacharya, President, GB, AEI 
2. Dr. Hitesh Tahbaldar, Secretary and Principal, GB, AEI. 
3. Mr. Pallab Parasar, Member, GB, AEI. 
4. Mr. Umesh Tripathi, Member, GB, AEI. 
5. Mr. Raj Kumar Jain, Member, GB, AEI. 
6. Mrs. Pallavi Choudury, HOD, ETC, Member, GB, AEI. 
7. Mrs. Plabita Borbora, HOD, CSE, Member, GB, AEI. 
8. Mr. Dhiman Seal, Librarian, AEI, Member, GB, AEI. 
9. Mr. Kamal Das, Member, GB, AEI. 
10. Ms. Pranita Kalita, Member, GB, AEI. 
11. Mr. Mandeep Barman, Jr. Asstt., Member, GB, AEI. 

After detailed discussion the following resolutions were taken:

1. Principal, AEI welcomed the Governing body President and Members and reviewed the previous Governing Body Minutes and actions taken since the last Governing Body meeting. The members of the Governing body requested principal to complete all remaining works of 3rd Governing body meeting.
2. President, Governing Body, AEI, addressed the members and congratulated the Principal and faculties and staff of Assam Engineering Institute on the accomplishment of NBA in 5 departments.
3. Principal, AEI gave a detailed overview on the reports of the NBA Team. The committee members discussed about the positive and negative points of the NBA report in details.
4. The Principal, AEI, informed the Governing Body the resolutions of the Institute Development Committee (IDC) meeting held on .
5. The Principal, AEI, presented the Fund Status to the members of the Governing Body.
6. The Teacher members of Governing body emphasized on the requirement of white board in every department. The President, GB, AEI, suggested that Desk Bench should be built in the carpentry shop. Mr. Raj Kumar Jain, member of GB AEI agreed to donate 10 Nos of White boards to the Institute. The Governing body applauded Mr. Jain for his kind contribution.
7. The members of the Governing Body, AEI, agreed on the Hostel related works to be done through PWD and also decided that the requirements of the Hostels to be purchased from Hostel Development Fund.
8. The President, GB, AEI and the Governing Body members agreed on purchasing of video conferencing facility from the IRG account amounting 1.2 L (Approx) and the members also suggested Principal, AEI to approach PWD for Electric Bell for the Institute class rooms.
9. The President, GB, AEI and the members agreed on purchasing of the Aquaguard (Girls Hostel 2, Skill centre-1, Hostel No. 2 -1) from the respective funds.
10. The Governing body encouraged for conducting FDP by each department and approved an estimated amount of Rs.25000/- for conducting two weeks webinar on introduction to IT systems by Computer Engineering Department to be held from 19/03/2025.
11. The President, Governing Body, AEI and the members agreed to purchase 100 copies of Environmental Science books for library amounting Rs. 25000/- and one vacuum cleaner amounting Rs. 7000/-.
12. Mr. Umesh Tripathi suggested to organize a Alumni meet as early as possible.
13. The Governing Body members approved purchasing of maximum of 40 Nos. of licenses for language laboratory for smooth running of classes as per availability of fund.
14. The Governing Body Members discussed in lengths regarding the requirements of infrastructure and various departments, Hostels, Dispensary, office and Library and finally approved the purchase of the items as per priority of requirements as follows.

Infrastructure to be done by PWD:

Sl No.	Item	Quantity	Remarks
1.	Electrical work of Hostel No.1 & 2		PWD
2.	Grill at the front of Hostel No.1 & 2 and toilet room of 17x7 ft at Hostel No. 1 & 2		PWD
3.	Gym and Electrical works of Workshop		PWD
4.	TATA boundary wall		PWD
5.	Smart Classroom.	4	PWD
6.	Parking for Principal office		PWD
7.	Chemical Engg. Lab repair.		PWD
8.	Boundary wall of Hostels and guest House including Guest house renovation		PWD
9.	Electronic Bell for whole campus	1 No	PWD
10.	Repairing of the toilet and construction of pavilion of the field of AEL.		PWD

General requirement

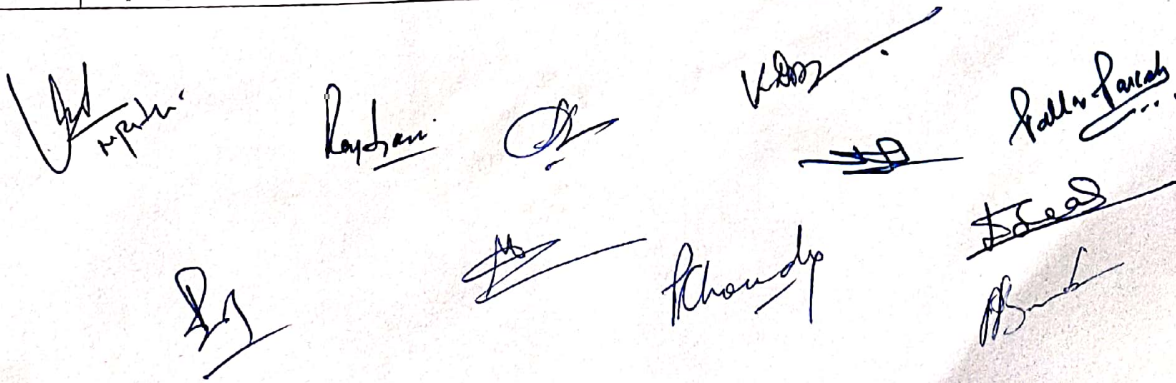
Sl No.	Item	Quantity	Amount approved by GB (Rs.)	Remarks
1.	Video Conferencing	1	1.2 Lakhs	IRG
2.	Vacuum cleaner	1	7000/-	Library Fund

Girls' Hostel:

Sl No.	Item	Quantity	Amount (Rs.)	Remarks
1	Aquaguard at Girls' Hostel (Commercial)	2	20,000/-	Hostel Dev Fund
2	Dining Table, 6 seater at Girls' Hostel	2	20,000/-	
3	Badminton racket with net	2	1,000/-	
4	Table Tennis set	1 set	25,000/-	
	Total		46,000/-	

Hostel No-1 & 2:

Sl No.	Item	Quantity	Total Price (Rs)	Remarks
1.	Aquaguard (Commercial)	1	15,000/-	



2.	Electrical Good for outdoor		2,000/-	Hostel Dev Fund
3.	Game room development, including 2 electrical boards.	2	1000/-	

Hostel No-4:

Sl No.	Item	Quantity	Total Price (Rs)	Remarks
1.	Table Tennis	1 set	30,000/-	Hostel Dev Fund
2.	Volleyball net	1 set		
3.	Cricket bat and ball	2 set		
4.	Football	2 Nos		
5	Badminton racket with net	2 sets		

The following amounts are approved for respective department for purchase of essential items in Laboratory, Dispensary and office.


Sl No.	Name of department	Amount approved	Remarks
1.	Computer Engineering Deptt.	75000/-	Lab dev Fund
2.	Civil Engineering Deptt.	1.5 lakhs	Lab dev Fund
3.	Environmental Engg Lab	26450/-	Lab dev Fund
4	Mechanical Engg. Deptt.	75000/-	Lab dev Fund
5	Electrical Engg. Deptt.	79,900/-	Lab dev Fund
6	ETC Engg. Deptt.	78600/-	Lab dev Fund
7	Chemical Engg. Deptt	60,000/-	Lab dev Fund
8	Physics Deptt.	40,000/-	Lab dev Fund
9	Chemistry Deptt.	50,000/-	Lab dev Fund
10	Dispensary	8760/-	General Account
11	Office	30,000/-	TPO Fund


15. Mrs. Plabita Borbora, HOD computer Engg. Deptt. Suggested to start short term courses in Assam Engineering Institute. The President and Governing Body members encouraged that short term courses should be done by all departments for IRG as suggested by NBA expert Team. The President, Governing Body, AEI suggested that various workshop branches, specially welding and plumbing should run short term courses.


16. The Governing Body approved the amount of Rs 5000/- per semester for the smooth running of departmental academics activities and Lab Consumables to all the HODs and Prof. i/c of Physics, Chemistry and Humanities Deptt.


[Handwritten signatures and initials]

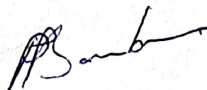
17. Mr. Umesh Tripathi, Member, Governing Body suggested that all departments should emphasize on skill development and requested to include some questions on skill in the end term viva examination.
18. The members suggested conduction of FDP on Total station, AutoCAD and STADPRO etc.
19. The meeting ended with a vote of thanks by Mr. Dhiman Seal, Member, GB, AEI.



Mr. Hiren Kumar Bhattacharya,
President, GB, AEI

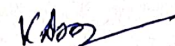

Dr. Hitesh Tahbildar
Secretary and Principal, GB, AEI

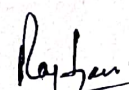

Mr. Umesh Tripathi,
Hon'ble Guardian Minister
Member, GB, AEI.



Mrs. Pallavi Choudury,
HOD, ETC Engg. Deptt.
Member, GB, AEI.



Mrs. Plabita Borbora,
HOD, CSE, Member, GB, AEI.

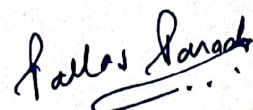

Mr. Dhiman Seal,
Librarian, AEI, Member, GB, AEI.


Mr. Kamal Das,
Student Guardian,
Member, GB, AEI.


Mr. Raj Kumar Jain,
Industrialist,
Member, GB, AEI.


Ms. Pranita Kalita,
Jr Engineer, Irrigation Dept,
Member, GB, AEI.


Mr. Mandeep Barman,
Jr. Asstt., Member, GB, AEI.


PALLAVI PARASHAR