



GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL::ASSAM ENGINEERING INSTITUTE
CHANDMARI, GUWAHATI: PIN-781003.
EMAIL-principal.aei@gmail.com

OFFICE ORDER

As per decision of IQAC Cell meeting held on 31/01/2023 at Principal's Chamber, AEI, the undersigned would like to request that the following actions to be taken:

- 1 The Chief Coordinator NBA Cell with a request to prepare a check point for quality parameters and to conduct a teacher awareness program at the earliest.
- 2 Mrs. Archana Choudhury, Lecturer (SG), Mechanical Engg. Department is requested to submit report on feedback analysis within a month for the last semester.
- 3 The Purchase Committee is requested to take note that the laboratory equipment should be purchased for at least 5 years term with 3 years warranty and 2 years of maintenance.
- 4 To prepare a checkpoint for quality parameters.
- 5 As resolved in the meeting advice to be taken from Sector Skill Development for layout of laboratories for optimal utilization of space.
- 6 To pursue PWD department for plan & estimate for construction of a new building.
- 7 All HOD to take necessary steps for poor attainment if any
- 8 Any other related matter to be taken if any.

Sd/ 

Principal

Assam Engineering Institute

Guwahati-3 ✓

Date: 20-02-23

Memo No. AEI/NBA/2022/ 606-09

Copy to:

1. The Chief Coordinator, NBA Cell, AEI, for information and necessary action.
2. Mrs. Archana Choudhury, Lecturer (SG), Mechanical Engg. Department, AEI, for information and necessary action.
3. The Purchase Committee members, AEI, for information and necessary action.
4. All HOD, Assam Engineering Institute, Guwahati, for information and necessary action
5. Office copy.

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Principal

Assam Engineering Institute

Guwahati-3 ✓