

MINUTES OF THE INSTITUTE DEVELOPMENT COMMITTEE MEETING

DATE : 02nd July 2024

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

An Institute Development Committee (IDC) meeting was held on 02/07/2024 at 11:00 a.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 requirements of each department to be placed on GB.
- 3) Any other matters.

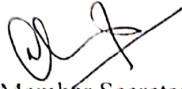
Members Present:

1. Dr. Hitesh Tahbildar, Principal, AEI
2. Dr. Mitali Chakravorty, HOD i/c, Electrical Engg Deptt.
3. Mr. Jitumoni Deka, HOD i/c, Mechanical Engg Deptt.
4. Mr. Satish Chandra Talukdar, Lecturer(SG), ETC Engg. Deptt.
5. Mr. Anjan Barman, HOD i/c, Civil Engg Deptt.
6. Mrs. Dipanjali Gogoi, HOD Chemical Engg Deptt.
7. Mrs. Plabita Borbora, HOD, Computer Engg Deptt.
8. Dr. Parbin Ahmed, Prof. i/c, Maths Deptt.
9. Mr. Ganesh Kalita, Workshop Superintendent.
10. Ms. Suman Chauhan, Jr. Assistant

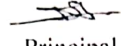
The following issues were discussed in the meeting

- a) The Principal, AEI, took stock from all the departments whether all the earlier requirements were fulfilled or not.
- b) The Principal, AEI, also asked to submit in written the requirement along with the estimate from all departments and office, which will be placed before the Governing Body for approval and the same Governing Body meeting will be held on 10/07/2024
- c) The Committee members asked the Principal to install smart board in the classroom. The Principal, AEI, stated that smart classroom and CCTV cameras installation in the departments and the hostels are in the process.
- d) The Committee members complained that the wastes are being dumped on the second floor of the new building. The Principal AEI, ensured to analyze the situation and take appropriate measures.
- e) The Principal AEI asked the Workshop Superintendent to inspect the condition of desk benches in the room no 301,303,305,307 and report to the Principal at the earliest.

- f) The Committee members indicated that First-Aid box needs to be installed in the departments, the NBA Cell, and office. The Principal assured to install the same.
- g) The committee members mentioned that the washrooms in almost all departments are damaged. The Principal assured to repair all the washrooms as soon as possible
- h) The members of the IDC decided to place all the current requirements submitted by HODs of respective department to GB for approval.
- i) The meeting ended with vote of thanks



Member Secretary
Institute Development Committee
Assam Engineering Institute, Guwahati



Principal
Assam Engineering Institute,
Guwahati

Memo no. AEI/IDC/2024/

dated:

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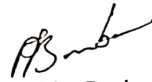
1. The Director of Technical Education, Assam for kind information.
2. All members of Institute Development Committee, AEI
3. Accounts Section, Assam Engineering Institute, Guwahati



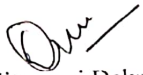
Dr Hitesh Tahbaldar
Principal, AEI



Dr. Mitaji Chakravorty
Member Secretary



Mrs. Plabita Borbora
Treasurer



Mr. Jitumoni Deka
Member



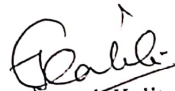
Mr. Anjan Barman
Member



Dr Parbin Ahmed
Member

Mrs. Dipanjali Gogoi
Member

Mr. Satish Chandra Talukdar
Member



Sri. Ganesh Kalita
Workshop Supdt



Ms. Suman Chauhan
Jr. Assistant