

MINUTES OF THE IDC MEETING

DATE : 29th January 2025



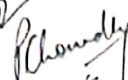
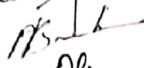
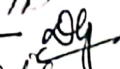
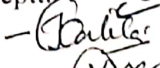

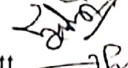
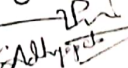
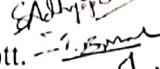
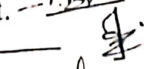
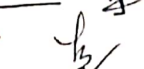
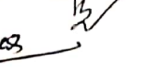


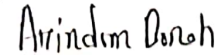
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

An IDC meeting was held on 29/01/2025 at 3:00pm, under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss the Institute related issues.

Agenda of the meeting:

1. Discussion on requirement from every department.

Members Present:


1. Dr. Hitesh Tahbildar, Principal, AEI
2. Dr. Mitali Chakravorty, HOD i/c, Electrical Engg. Deptt. — 
3. Mr. Anjan Barman, HOD i/c, Civil Engg. Deptt. — 
4. Mrs. Pallavi Choudhury, HOD, ETC Engg. Deptt. — 
5. Mrs. Plabita Borbora, HOD, Computer Engg. Deptt. — 
6. Mrs. Dipanjali Gogoi, HOD, Chemical Engg. Deptt. — 
7. Mr. Ganesh Kalita, Workshop Superintendent — 
8. Mrs. Mala Das, HOD Mechanical Engg. Deptt. — 
9. Mr. Pradip Baishya, Foreman, ETC Engg. Deptt. — 
10. Mr. Pradip Kalita, Lecturer (SG), Civil Engg deptt. — 
11. Ms. Saujanya Adhyapak, Lecturer, Physics Deptt. — 
12. Mr. Pragyan Jyoti Borah, Lecturer, Chemistry Deptt. — 
13. Mr. Jintumoni Pathak, Lecturer, Physics Deptt. — 
14. Mrs. Bibha Devi Chngkakoti, Jr. Assistant. — 
15. Ms. Jyotismita Das, Lecturer, Chemistry Deptt. — 
16. Ms. Suman Chauhan, Jr. Assistant — 
17. Kripee Kashyapee Duarah- President, AEISU
18. Arindom Borah- General Secretary, AEISU — 

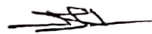
The members present in the meeting discussed the following

- 1) The Committee members informed the Principal that almost every classroom lacks whiteboard. The Principal informed that requirement will be placed before the GB meeting.
- 2) The HOD, Electrical Engg. Deptt., informed the Principal that there is need of 10 numbers of desk benches in the department. The Principal informed that the requirement will be placed before the GB meeting for further approval.
- 3) The Principal and the committee members decided that an amount of Rs5000/- per semester will be allotted for smooth running of departmental academics activities and Lab Consumables to all the HODs and Prof i/c of Physics, Chemistry and Mathematics after approval from GB.
- 4) The Hostel Supdt., hostel no. 1 & 2 pointed out that a grill is needed in front of Hostel 1 & 2 and also some electrical works needs to be done. The Principal AEI

informed that after the approval from GB, proposal to PWD will be sent for the same.

- 5) The Hostel Supdt. Hostel 1 & 2 also informed that a bathroom of 17 x 7 ft and hostel room door are needed in the Hostel No 1 & 2. The Principal AEI informed that the requirement before the GB and after approval proposal will be sent to PWD.
- 6) The Hostel Supdt., Girls Hostel informed that 2 numbers of Aquaguard and 6 seater dining table is needed in the girls hostel. The Principal informed that the requirements will be placed before the GB for approval.
- 7) All the Hostel Supdt., informed that different games equipments are needed in their respective hostel for the students for their utilization. The Principal asked them to submit the list of equipments so that it can be placed before GB for purchase approval.
- 8) The Foreman informed that a boundary wall needs to be constructed in front of the AEI Guest House. The Principal informed after GB approval proposal will be sent to PWD.
- 9) The General Secretary informed that a pavilion (seating area with shade) , bathroom and water tap system is required in the AEI playground and it becomes inconvenient for the students during the sports activities. The Principal informed that this issue will be raised before the GB and action will be taken regarding the same.
- 10) The Principal asked every HOD to submit their requirement from their respective department which will be placed before the Governing Body for approval.


Member Secretary
IDC Committee
Assam Engineering Institute, Guwahati



Principal
Assam Engineering Institute,
Guwahati

Memo no. AEI/IDC/2025/

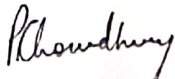
dated:

Copy to

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



Dr Hitesh Tahbaldar
Principal, AEI


Dr. Mitali Chakravorty
Member Secretary



Mrs. Pallavi Choudhury
Member



Mrs. Dipanjali Gogoi
Member




Mr. Anjan Barman
Member



Mrs. Mala Das
Member




Mr. Ganesh Kalita
Member



Mrs. Plabita Borora
Member




Mr. Pradip Kalita
Member



Ms. Jyotsmita Das
Member

Kripee Kahyapee Duarah
Member

Arindom Borah,
Arindom Borah
Member



Ms. Suman Chauhan
Jr. Assistant