

MINUTES OF THE INSTITUTE DEVELOPMENT COMMITTEE MEETING

DATE : 5th February 2024

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

An Institute Development Committee (IDC) meeting was held on 05/02/2024 at 12:30 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 requirements of each department.
3. Allocation of Budget to the departments on the basis of priority.
4. AICTE EOA deficiency meet up
5. Any other matters.

The members of the Committee present at the meeting:

1. Dr Hitesh Tahbildar, Principal
2. Dr. Mitali Chakravorty, HOD i/c Electrical Engineering Dept.- Member Secretary
3. Mrs. Plabita Borbora, HOD Computer Engineering Dept.-Treasurer
4. Mr. Jitumoni Deka, HOD i/c Mechanical Engineering Dept.- Member
5. Mrs. Manisha Sarma, HOD Civil Engineering Dept.- Member
6. Mrs. Dipanjali Gogoi, HOD, Chemical Engineering Dept.-Member
7. Dr. Parbin Ahmed, Prof i/c, Mathematics Dept.- Member
8. Dr. Tapan Kachari, Prof i/c Physics- Member
9. Sri Ganesh Kalita, W/S Supdt., Member
10. Ms. Suman Chauhan, Jr. Assistant
11. Khiman Newar- General Secretary
12. Dhiman Deori- Assistant General Secretary.


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

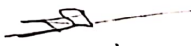
1. The AEI Principal requested the HODs, Profs. In-charge and Workshop Superintendent to initiate procurement process of Lab. equipment as per budget allotted for this academic semester for different department and workshops as follows:

1. Civil Engineering : Rs.150000/-
2. Mechanical Engineering : Rs. 75000/-
3. Electrical Engineering : Rs. 75000/-
4. Electronics and Telecommunication : Rs. 75000/-
5. Computer Science & Engineering : Rs. 75000/-
6. Chemical Engineering : Rs. 75000/-
7. Physics Department : Rs. 50,000/-
8. Chemistry Department : Rs. 50000/-
9. Workshop : Rs. 150000/-
2. The General Secretary reported that the reading capacity of the Library should be increased. He also requested to increase the issue of books from 3 to 4 nos. The principal stated that the matter will taken with librarian immediately.
3. The committee members decided to increase the monthly wages of the cleaning staff named Budheswar Basfor, Sarbjit Singh, Suresh Basfor by Rs 500/- and Gopal Singh by Rs 2000/- w.e.f. 1st March'2024.



4. The Committee members decided that Mr. Bipul Ghosh will be specially called for EM labrotary class as and when required for the benefit of the students.
5. HOD, Computer Engineering department informed that the Microprocessor trainer Kit is not purchased yet. The committee requested Principal for taking necessary action immediately.
6. The General Secretary also asked to provide with sports equipments for the boys and Girls hostels. The Principal agreed and steps will be taken after getting the requirement from respective Hostel Superintendent.
7. The general Secretary, AEISU requested to allot a room for AEISU. The Principal AEI, decided to allot the old foreman room to the Students Union for the smooth functioning of AEISU.
8. As per report of Abdul Barek, the Institute have no rain water harvesting facility which is a essential requirement as per AICTE. The Principal stated that immediate steps will be taken to fulfil the AICTE requirement. The estimated cost will be Rs. 50,000/ will be spent from Building maintenance fund.
9. The General Secretary also stated that the booklet should be provided for workshop classes. Workshop superintendent is requested to take urgent step in this matter.
10. The HODs & Prof. In-charges placed the following requirement for the departments as follows-
 - i) Mechanical : ME lab to be repaired from institute building fund)
 - ii) Mathematics: One computer along with necessary peripherals.
 - iii) Computer Engg:
 - Curtains cloth for Computer Labs, Library, Seminar room.
 - Smart Board for seminar room
 - PAS for seminar room
 - iv) Civil Engg
 - Curtains cloths
 - v) Electrical Engg:
 - Chairs attached with writing desk -25 Nos (to be repaired from existing chairs)
 - Tables and chairs -20 Nos(to be shifted from skill lab)
 - UPS and Battery for seminar room
 - White board (8x5) ft.





Member Secretary
Institute Development Committee
Assam Engineering Institute, Guwahati



Principal
Assam Engineering Institute,
Guwahati


Memo no. AEI/2024/


dated: 05/02/2024

Copy to

- i)  Technical Education, Assam for kind information.
- ii)  Development Committee, AEI
- iii)  Engineering Institute, Guwahati

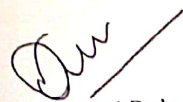

Dr Hitesh Tahbaldar
Principal, AEI


Dr. Mitali Chakravorty
Member Secretary


Mrs Plabita Borbora,
Treasurer

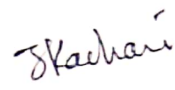


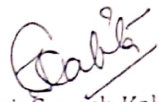
Dr. Parhin Ahmed.



Mr. Jitumoni Deka

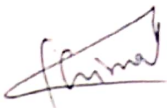


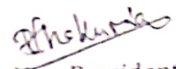

Ms. Deepanjali Gogoi
Member


Dr. Tapan Kachari
Member


Sri. Ganesh Kalita
Workshop Supdt.


Suman Chauhan
Jr. Assistant


General Secretary, AEISU
Student Member


Vice President, AEISU
Student Member