

# MINUTES OF THE INSTITUTE DEVELOPMENT COMMITTEE MEETING

DATE : 7<sup>th</sup> June 2023

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

An Institute Development Committee (IDC) meeting was held on 7<sup>th</sup> June 2023 at 12:00 p.m. under the chairmanship of Dr. Hitesh Tahbaldar, 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, hostel to meet NBA requirement.
3. Allocation of Budget to the departments on the basis of priority.
4. Any other matters.

## The members of the Committee present at the meeting:

1. Dr Hitesh Tahbaldar, Principal
2. Dr. Mitali Chakravorty, Member Secretary
3. Mrs. Manisha Sarma, Member
4. Ms. Pallavi Chowdhury, Member
5. Mrs. Plabita Borbora, Member
6. Dr. Parbin Ahmed, Member
7. Dr. Tapan Kachari, Member
8. Sri Ganesh Kalita, W/S Supdt., Member
9. Ms. Fuleswari Brahma
10. Ms. G. Kaur

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

1. The Principal, AEI requested the HODs, Profs. In-charge and Workshop Superintendent to initiate procurement process of Lab. equipment as per budget allotted for this academic year 2023-2024 for different department and workshops as follows:

- i. Civil Engineering : Rs.150000/-
- ii. Mechanical Engineering : Rs. 75000/-
- iii. Electrical Engineering : Rs. 75000/-
- iv. Electronics and Telecommunication : Rs. 75000/-
- v. Computer Science & Engineering : Rs. 75000/-
- vi. Chemical Engineering : Rs. 60000/-
- vii. Physics Department : Rs. 20,000/-
- viii. Chemistry Department : Rs. 20000/-
- ix. Maths & Humanities Deptt. : Rs. 20000/-
- x. Workshop : Rs. 150000/-

2. The HOD, ETC engineering department reported that the furniture of Room no. 206 (Old building) is damaged. Principal, AEI entrusted Workshop Supdt. AEI, with responsibility of repairing the furniture of room no. 206 under the supervision of HOD, ETC Deptt.
3. Some members reported that Internet facility/connectivity is not available in Chemical, Chemistry & Physics department. The Principal assured that restoration of the same will be done in these departments on priority basis.
4. Principal, AEI decided to repair the furniture of dining Halls of each of the Boys' hostels immediately before starting of new session. The expense of the same will be borne from hostel establishment fund.
5. It was decided to provide Almira (Godrej) / book case to following departments -

**Book case:** Civil-2 nos., Mech-02 nos., Electrical-02 nos., Chemical-02nos.

**Steel Almira (Godrej):** Civil-02 nos., Mech-02 nos., Electrical-2 nos., Chemical-02 nos., Workshop-02 nos., Physics -01 no., Chemistry-01 no., Mathematics-01 no., **ETC-02**

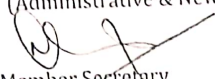
**Wooden almira-01** for Chemistry department (for Reagent storage)


6. The Principal asked the Chemistry department to purchase small Laboratory items like Granite top, Bunsen burner etc and submit the bills for payment.
7. The HODs & Prof. In-charges placed the following requirement for the departments as follows-

- i) Mathematics:
  - Printer - 01
  - Desktop PC - 01
  - Executive Table + Chair -1 set
- ii) Computer Engg:
  - White board - 02 nos.
- iii) Civil Engg:
  - Chairs 02 nos.



- iv) Chemical Engg
  - v) Electrical Engg.
    - Whiteboard - 02 nos.
    - Curtains in Library, Computer lab, Seminar Room
  - vi) ETC Engg
    - HOD's Desktop PC & Laptop to be repaired
8. Principal, AEI decided that the Internet Connectivity of New Administrative Building be installed at the earliest for smooth functioning of institutional activities.
  9. The IDC stressed on the requirement of at least one room dedicated to final year students with renovation and up-gradation to smart classrooms.
  10. HOD, Electrical Engg. informed Principal, AEI that the PCs in the Computer lab are not functioning as desired. It was subsequently decided that 10 nos. of PCs will be upgraded with SSD & RAM and with genuine OS at the earliest. It was also decided that 05 nos. of PCs will be purchased for the department.
  11. Principal, AEI informed the IDC members that in order to expedite the preparation of NBA SAR, the services of Ms. G. Kaur, retired Head Assistant, AEI may be required, keeping in mind her expertise in office matters. The members agreed that her services may be sought for three months w.e.f. June 2023 with a consolidated monthly payment of Rs. 10000/- (Rupees Ten thousand only). The payment would be borne from IRG Fund.
  12. NBA Coordinator requested that a dedicated sweeper be engaged to clean the office and bathrooms of NBA Cell. Therefore it was decided that an amount of Rs.1000/- (rupees One thousand only) per month be spent for this purpose. The payment would be borne from IRG Fund.
  13. It was informed in the meeting that the existing language lab software is to be upgraded. The committee recommended that Cloud Based language Lab be availed for 45 users at an approximate expenditure of Rs. 15000/- (Rupees fifteen thousand only) for 1 year. The amount shall be borne from Student Development Fund.
  14. Principal, AEI stated that at present AEI office is maintaining manual cashbook, which is inconvenient and not user-friendly. The members present recommended that TALLY Software be purchased at the earliest for this purpose.
  15. HOD, Electrical stated that the ground floor rooms of New Academic Building are afflicted with acute termite attack. Principal, AEI decided that anti-termite treatment be done in the affected ground rooms (Administrative & New Academic block) at the earliest.

  
Member Secretary  
Institute Development Committee  
Assam Engineering Institute, Guwahati

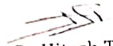
  
Principal  
Assam Engineering Institute,  
Guwahati


Memo no. AEI/IDC/  
2023/2067


dated: 07/06/2023


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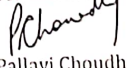
- i) The Director of Technical Education, Assam for kind information.
- ii) All members of Institute Development Committee, AEI
- iii) Accounts Section, Assam Engineering Institute, Guwahati

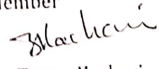
  
Dr Hitesh Tahbaldar  
Principal, AEI

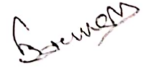
  
Mrs. Manisha Sarma  
Member


  
Mrs. Plabita Borbora  
Member

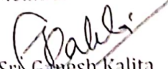
  
Dr. Mitali Chakravorty  
Member Secretary

  
Mrs. Pallavi Choudhury  
Member

  
Dr Tapan Kachari  
Member

  
Sri Gautam Barman  
Treasurer

  
Dr Parbin Ahmed  
Member

  
Sri Ganesh Kalita  
Workshop Supdt