

MINUTES OF THE NBA MEETING

DATE : 25th June 2024

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

An NBA meeting was held on 25/06/2024 at 1:00pm, under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about preparation and requirements for the NBA Visit.

Agenda of the meeting:

1. Review of previous minutes.
2. Discussion on preparation of NBA Visit
3. Any other matters.

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. Plabita Borbora, HOD, Computer Engg. Deptt.
5. Mrs. Roshanara Begum, Lecturer (SG), Civil
6. Mr. Jitumoni Deka, HOD i/c, Mechanical Engg. Deptt.
7. Mr. Utpal Kalita, Lecturer(SS), Mechanical engg. deptt.
8. Dr. Maushumi Lahon, Lecturer cum Programmer & System Analyst, Computer Engg Deptt.
9. Dr. Tapan Kachari, Lecturer(SG), Physics Deptt.
10. Mrs. Yasmin Zaman, Lecturer(SG), Electrical Engg Deptt.
11. Mr. Dhiman Seal, Librarian
12. Mr. Bhabananda Deka, Lecturer (SG) ETC Engg Deptt.
13. Mr. Ganesh Kalita, Workshop Superintendent –
14. Mr. Madhurjya Gohain Mazumdar, Part Time Lecturer, Mechanical Engg Deptt.
15. Mrs. Pratyasha Priti Das, Part Time Lecturer, Chemical Deptt.
16. Ms. Riya Saha, Part Time Lecturer, Chemistry Deptt.
17. Ms. Suman Chauhan, Jr. Assistant


The following issues were discussed in the meeting in the meeting:-

- 1) The Principal AEI, took stock of the preparation for the visit of the NBA team in the month of September 2024.
- 2) The Principal AEI, asked all the Department to complete and update the Course file preparation and Mentoring of 1st and 2nd semester by 29th July 2024.
- 3) The Principal, AEI also asked to prepare the Attainment by all the department and the Physics, Chemistry and Mathematics Workshop Attainment by 16th August 2024.
- 4) The Principal AEI, stated that an IQSC Cell meeting will be conducted and the minutes related to same to be prepared. The Principal also stressed to analyze the minutes and reports of earlier IQSC cell meetings.
- 5) The Principal AEI, stated a meeting with the office staff will be held soon and the files under criteria 8 and 9 will be distributed amongst the staff for preparation by 29th July 2024.



- 6) The Principal AEI, asked all the members to keep handy any supporting documents which can be asked at the time of the visit of the team.
- 7) The Principal AEI, asked all the Department to submit their requirement of faculties and instructors for the NBA Visit and the smooth running of classes.


Member Secretary
NBA Committee
Assam Engineering Institute, Guwahati



Principal
Assam Engineering Institute,
Guwahati

Memo no. AEI/NBA/2024/1806

dated: 08-07-24


Copy to

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


Dr. Hitesh Tahbaldar
Principal, AEI


Dr. Mitali Chakravorty
Member Secretary


Dr. Maushumi Lahon
Member


Mrs. Roshanara Begum
Member



Mr. Anjan Barman
Member

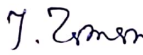

Mr. Utpal Kalita
Member



Mrs. Plabita Borbora
Member



Mr. Jitumoni Deka
Member



Dr. Maushumi Lahon
Member



Dr. Tapan Kachari
Member


Mrs. Yasmin Zaman
Member


Mr. Bhabananda Deka
Member


Mr. Dhiman Seal
Librarian


Mr. Ganesh Kalita
Workshop Supdt.


Mr. Madhurjya Gohain Mazumdar
Part Time Lecturer



Mrs. Pratyusha Priu Das

Part Time Lecturer



Ma. Riya Saha

Part Time Lecturer



Ms. Saman Choudhary

Jr. Assistant