

MINUTES OF THE NBA MEETING

DATE : 29th January 2025


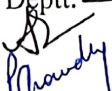
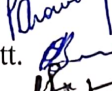

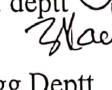
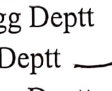
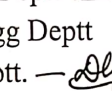
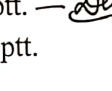


















VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

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

Agenda of the meeting:

1. Discussion on the Reports by NBA Experts Team
2. Suggestive measures to be taken against the report.

Members Present:

1. Dr. Hitesh Tahbaldar, 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. Roshanara Begum, Lecturer (SG), Civil 
7. Mr. Utpal Kalita, Lecturer (SS), Mechanical engg. deptt. 
8. Dr. Tapan Kachari, Lecturer(SG), Physics Deptt 
9. Mrs. Yasmin Zaman, Lecturer(SG), Electrical Engg Deptt 
10. Mr. Bhabananda Deka, Lecturer (SG) ETC Engg Deptt — 
11. Mrs. Prakriti P Das, Lecturer (SG), Computer Engg Deptt
12. Mrs. Dipanjali Gogoi, HOD, Chemical Engg. Deptt. — 
13. Mrs. Santana Das, Lecturer (SG), Humanities Deptt.
14. Mr. Nabajyoti Deka, Lecturer Civil Engg. Deptt.
15. Mr. Mridupaban Talukdar, Lecturer Electrical Engg. Deptt. 
16. Ms. Indranee Kashyap, Lecturer Computer Engg. Deptt. 
17. Mrs. Chayanika Sarmah, Lecturer Computer Engg. Deptt. 
18. Mr. Ganesh Kalita, Workshop Superintendent — 
19. Mrs. Mala Das, HOD Mechanical Engg. Deptt. — 
20. Mrs. Anita Saikia, Lecturer (SG), Civil Engg. Deptt. 
21. Ms. Violina Deka, Lecturer, ETC, Engg. Deptt. 
22. Mr. Jintuoni Pathak, Lecturer, Physics Deptt. 
23. Mr. Pragyan Jyoti Borah, Lecturer, Chemistry Deptt. 
24. Ms. Jyotishmita Das, Lecturer, Chemistry Deptt. 
25. Ms. Smriti Rekha Konwar, Lecturer, Chemical Engg Deptt. 
26. Dr. Upasana Sarmah, Lecturer, Mechanical Engg. Deptt. 
27. Ms. Mimli Das, Lecturer, Mechanical Engg. Deptt. 
28. Mr. Harish Deka, Senior Instructor, Mechanical Engg. Deptt. 
29. Dr. Mayur Barman, Lecturer, Electrical Engg. Deptt. 
30. Mr. Souradip Choudhury, Lecturer, Chemical Engg. Deptt. 
31. Mr. Mandeep Barman, Jr. Assistant
32. Ms. Suman Chauhan, Jr. Assistant

The following issued were pointed by the NBA Experts,

At the Institute Level:

- 1) The Chairman Report pointed that modern teaching- learning aids (smart classrooms) need to be installed in the Institute. The Principal AEI informed those four smart classroom proposals are already sent to the Director, Directorate of Technical Education, for approval. The Committee Members decided to request DTE for the same.
- 2) The Report pointed that equipments of the laboratory needs to be upgraded. The Principal AEI, asked all the HODs to prepare a list regarding the same and to request DTE for upgradation.
- 3) The Report pointed that laboratory of the Institute needs modernization. The Principal AEI, asked all the Department to organize a meeting within themselves and prepare a report and submit the same to the undersigned for onward transmission to DTE.
- 4) The Report pointed that industry connect may be improved. The Principal, AEI encouraged joint courses with industry for the improvement in addition to additional classes by industry expert.
- 5) The Report pointed that career guidance and its management may be improved. The Principal AEI, suggested career guidance course and entrepreneurship cell to be developed. The TPO is requested to take initiative for establishing entrepreneurship cell.
- 6) The Report pointed that the financial powers may be delegated to the HODs and decentralization of power may be enhanced and to improve the process of budget allocation. The Principal AEI, told that DTE will be requested for the same.
- 7) The Report pointed that vision and mission of the Institute may be improved. The Principal, AEI, suggested a meeting with various stakeholders to revise the vision and mission of the Institute. Dr. Mitali Chakravorty, NBA Chief Co-ordinator is requested to take initiative for the same.
- 8) The Report pointed that the community services may be improved. The community members suggested creation of different student clubs to improve participation in community services. In this regard the HODs are requested to take the initiative.

At Department Level:

- 1) The evaluator's report pointed that the PEO of every Department should be Branch Specific instead of the generic.
- 2) The evaluator's report pointed that the quality of question paper of the departments should be outcome based. The Principal AEI told that The Controller of Examinations, SCTE, will be informed regarding the same.
- 3) The departments' laboratory lacks industry support Labs. The Principal ,AEI, asked the HODs to write to different industries for setting up industry sponsored lab in their respective department.
- 4) The evaluator's report pointed that the laboratory spaces are not sufficient and needs reorganization. The Principal, AEI, stated that proposal for the same will be sent to PWD/DTE for improvement.

- 5) The evaluator's report pointed that the student participation the national level events are low. The Principal, AEI, asked all the departments to prepare ISTE students list department wise and encourage them to participate in national level events.
- 6) The evaluator's report pointed that limited facility is available for information access and self learning. The Principal AEI stressed the need to create self learning facilities like Swayam, NPTEL etc in the institute and the HODs to encourage the students for the same.
- 7) The evaluator's report pointed that in the Civil Engineering Department the student project groups are too big. The Principal, AEI asked the HOD, Civil Engineering Department to reorganize the groups.
- 8) The evaluator's report pointed that the consultancy, product development, manufacturing, testing in the Mechanical Engineering Department are not upto mark. The principal AEI, stressed that every department should work to improve the consultancy and testing.
- 9) The evaluator's report pointed that no FDP / training program has been organized in Electrical Engineering Department. The Principal, AEI asked each faculty to submit FDP to different funding agencies for organizing FDP in their respective department.
- 10) The Principal AEI and the committee members decided to organize a NBA orientation program / workshop for the new faculties along with the stakeholders.



Member Secretary

NBA Committee

Assam Engineering Institute, Guwahati



Principal

Assam Engineering Institute,

Guwahati

Memo no. AEI/NBA/2024/

dated:

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. Mitai Chakravorty
Member Secretary



Mrs. Pallavi Chowdhury
Member




Mrs. Roshanara Begum
Member



Mr. Anjan Barman
Member

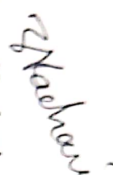


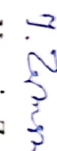
Mrs. Mala Das
Member


Mrs. Plabita Borhara
Member

Mrs. Pralati P Das
Member



Mrs. Dipanjali Gogoi
Member



Dr. Tapan Kachari
Member



Mrs. Yasmin Zaman
Member



Mr. Bhabananda Deka
Member


Mr. Utpal Kalita
Member


Mr. Ganesh Kalita
Member


Mrs. Anita Saikia
Member


Ms. Suman Chauhan
Jr. Assistant


Mr. Mandeep Barman
Jr. Assistant