

MINUTES OF THE NBA MEETING

DATE : 04th July 2024

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

An NBA meeting was held on 04/07/2024 at 2:00pm, 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. Discussion on preparation of NBA Visit
2. Any other matters.

Members Present:

1. Dr. Hitesh Tahbildar, Principal, AEI
2. Dr. Mitali Chakravorty, HODi/c, Electrical Engg. Deptt.
3. Mrs. Mitali Das, Senior Assistant
4. Ms. Bhanita Choudhury, Junior Assistant
5. Ms. Chayanika Das, Junior Assistant
6. Mrs. Rumi Boiragi, Senior Assistant
7. Mrs. Bibha Devi Changkakoti, Junior Assistant
8. Mrs. Junu Rani Barman, Senior Assistant
9. Mr. Bhargab Jyoti Gogoi, Junior Assistant
10. Mr. Maneswar Swargiary, Senior Assistant
11. Mr. Golap Mazumdar, Supervisory Assistant
12. Mr. Dhrubajyoti Singha, Storekeeper
13. Mr. Mriganka Brahma, Junior Assistant
14. Mr. Mandeep Barman, Junior Assistant
15. Ms. Suman Chauhan, Junior Assistant

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

- 1) The Principal AEI, held a meeting with all the office staff to take stock of the files which needs to be prepared for the NBA visit
- 2) The principal AEI, according to the First Time Accrediation Criteria distributed the work among the different office staff and asked them to prepare the files by 29th July 2024.
- 3) The principal AEI, asked Mrs. Bibha Changkakoti to update all the service books and service rules 1981, 2008 amendment rules, 2016 amendment rules, Grade 3 service rules, Ministerial staff service rules, Instructor service rules.
- 4) The Principal AEI, distributed the files preparation as below:

Sl.No	Name of Staff	Criteria	Files to be prepared
1	Dr. Hitesh Tahbildar, Principal	9.1.1	Vision and Mission of Institute
2	Mr. Mandeep Barman	9.1.2	Governing Body, administrative setup, functions of various bodies, service rules procedure, recruitment and promotional policies
3	Ms. Suman Chauhan	9.1.3	Decentralization in working and Grievance redressal mechanism
4	Mr. Mriganka Brahma	9.1.4 9.3	Delegation of Financial powers, Department Specific Budget Allocation, Utilization

5	Mrs. Junu Rani Barman	9.1.5	Transparency and availability of correct/unambiguous information in public domain
6	Ms. Bhanita Choudhury	9.2	Budget Allocation, Utilization, and Public Accounting at Institute level
7	Mr. Dhiman Seal	9.4.1	Quality of learning resources
8	Mrs. Plabita Borbora	9.4.2	Internet
9	Dr. Mitali Chakravorty	9.5 8.1	Institutional Contribution to the community development. Mentoring system to help at individual level
10	Mr. Utpal Kalita	9.6	Alumni Performance and Connect
11	Mrs. Archana Choudhury	8.2 8.3	Feedback analysis and reward. Feedback on facilities
12	Mrs. Anita Saikia	8.4 8.5	Carrier guidance, training and placement. Entrepreneurship cell/technology business incubator/skill development centre
13	Mr. Bhargav Gogoi	4.2	Examination

- 5) The principal AEI, asked to keep handy all the promotional policies and if required then asked DTE for copies of Promotional policies.



Member Secretary
NBA Committee
Assam Engineering Institute, Guwahati



Principal
Assam Engineering Institute,
Guwahati

Memo no. AEI/NBA/2024/1804

dated: 08-07-24

Copy to

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



Dr Hitesh Tahbaldar
Principal, AEI





Dr. Mitali Chakravorty
Member Secretary





Mrs. Mitali Das
Senior Assistant



Ms. Bhanita Choudhury
Junior Assistant



Ms. Chayanika Das
Junior Assistant

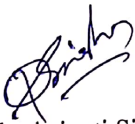

Mrs. Junu Rani Barman
Senior Assistant



Mr. Bhargab Jyoti Gogoi
Junior Assistant

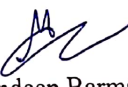

Mrs. Rumi Boiragi
Senior Assistant



Mr. Maneswar Swargiary
Senior Assistant


Mr. Golap Mazumdar
Head Assistant I/c


Mr. Dhrubajyoti Singha
Storekeeper


Mr. Mriganka Brahma
Junior Assistant


Mr. Mandeep Barman
Junior Assistant


Ms. Suman Chauhan
Junior Assistant


Mrs. Bibha Changkakoti
Junior Assistant