

ASSAM ENGINEERING INSTITUTE

অসম অভিযান্ত্ৰিক প্রতিষ্ঠান

Minutes of the Meeting

5th Governing Body Meeting

Date: 25/07/2025

Venue: Conference Hall

The 5th Governing Body meeting of Assam Engineering Institute was held at 2.30 PM on 25/07/2025 at Conference Hall, AEI under the Presidentship of Governing Body President Mr. Hiren Kumar Bhattacharya, President, Governing Body, AEI.

In the meeting the following members were present:

Members present at the meeting:

1. Mr. Hiren Kumar Bhattacharya, President, GB, AEI 
2. Dr. Hitesh Tahbaldar, Secretary and Principal, GB, AEI. 
3. Mr. Pallab Parasar, Member, GB, AEI. 
4. Mr. Umesh Tripathi, Member, GB, AEI. 
5. Mr. Raj Kumar Jain, Member, GB, AEI. 
6. Dr. Mital Chakravorty, HOD, Electrical, Member, GB, AEI. 
7. Mrs. Dipanjali Gogoi, HOD, Chemical, Member, GB, AEI. 
8. Mr. Dhiman Seal, Librarian, AEI, Member, GB, AEI. 
9. Ms. Suman Chauhan, Jr. Asstt., Member, GB, AEI. 

After detail discussion the following resolutions are taken:

1. Principal, AEI welcomed the Governing body President and Members and reviewed the 4th Governing Body meeting Minutes and actions taken since the meeting.
2. Principal, AEI stated that all PWD works that were taken up 4th Governing Body meeting are sent to PWD for estimate and estimated proposal are sent to DTE for Government approval.
3. Regarding the purchase of various items as per 4th Governing Body meeting, Principal, AEI stated that most of them could not be completed due to non availability of some items and due to the huge varieties of items purchasing each items individually on GEM portal is not possible. And that there is no option for BoQ based bidding as it is only allowed if the items cross Rs. 50L in estimated value. The members of the Governing body suggested to procure the items by tendering.
4. Principal, AEI stated about the Skill Development courses that were conducted in past few months, such as Solar training under PM Surya Ghar Yojna, Laptop Repairing course by Computer Department and AC repairing course by Mechanical Eng. Deptt. The

Committee members appreciated and encouraged other departments to conduct skill programs as well.

5. The Committee members suggested that some amount for the IRG and Lab Development account should be put in fixed deposit so that they can be used at the time to emergency and take benefit of the higher interest rate. For now the suggested amount is 40-50% of what is currently available in the account, for IRG account approx Rs.3L, for Lab Development account approx Rs. 5L.
6. The Committee members discussed about the rent of AEI field and decided that a minimum fee should be taken for social activities for development of the field. The usual rate is Rs.25000/-, and for social firms (NGOs) atleast 40% of the usual rate should be charged as per approval of Governing body , AEI. Also a security fee of Rs.5000/- should be taken which can be used for cleaning if the renting party does not clean the field after usage.
7. The Committee members discussed regarding the water connection problem in some staff quarters, Skill building and Hostel No. 4. Members approved repair of the water connection to the quarters and make a water connection from boring of TATA campus to Skill building and Hostel No-4.
8. The committee members approved the purchase of the items, list attached herewith.
9. The committee members discussed the current salary of the following part time sweepers and decided to increase the salary by Rs.500/- as following:

Sl.	Name	Old Salary (Rs.)	New Salary (Rs.)	Remarks
1	Sarabjit Singh	6000/-	6500/-	His increment of Rs. 500/- will be given fro, IRG account.
2	Gopal Singh	4000/-	4500/-	
3	Buddheswar Basfor	5500/-	6000/-	

10. The committee members suggested that proposal for Auditorium and Flat type quarters should be sent to Govt. on the land that is reserved by PWD.
11. Mr. Umesh Tripathi suggested that the quarter that is occupied by Kamal Deka should be surrounded by boundary wall to prevent further encroachment, all committee members agreed and emphasized on taking urgent action.
12. The meeting ended with a vote of thanks by Mr. Dhiman Seal, Member, GB, AEI.

Mr. Hiren Kumar Bhattacharya,
President, GB, AEI

Dr. Hitesh Tahbildar
Secretary and Principal, GB, AEI



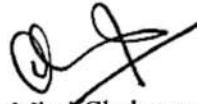
Mr. Umesh Tripathi,
Social Worker, Member,
GB, AEI.



Mr. Pallab Parasar,
Social Worker, Member, GB, AEI.



Mr. Raj Kumar Jain,
Industrialist,
Member, GB, AEI.



Dr. Mital Chakravorty,
HOD, Electrical Engg. Deptt.
Member, GB, AEI.



Mrs. Dipanjali Gogoi,
HOD, Chemical Engg. Deptt,
Member, GB, AEI.



Mr. Dhiman Seal,
Librarian, AEI, Member, GB, AEI.



Ms. Suman Chauhan,
Jr. Asstt., Member, GB, AEI.