

ASSAM ENGINEERING INSTITUTE

অসম অভিযান্ত্রিক প্রতিষ্ঠান

Minutes of the Meeting

6th Governing Body Meeting

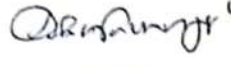
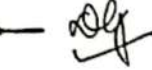
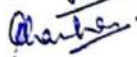
Date: 22/10/2025

Venue: Conference Hall

The 6th Governing Body meeting of Assam Engineering Institute was held at 2.30PM on 22/10/2025 at the 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 Tahbildar, Secretary and Principal, GB, AEI. 
3. Mr. PallabParasar, Member, GB, AEI. 
4. Mr. Umesh Tripathi, Member, GB, AEI. 
5. Mr. Raj Kumar Jain, Member, GB, AEI. 
6. Dr. MitaliChakravorty, HODi/c, Electrical, Member, GB, AEI. 
7. Mrs. DipanjaliGogoi, HOD, Chemical, Member, GB, AEI. 
8. Ms. PranitaKalita, Member, GB, AEI 
9. Mr. Dhiman Seal, Librarian, AEI, Member, GB, AEI. 
10. Ms. Suman Chauhan, Jr. Asstt., Member, GB, AEI. 

After detail discussion the following resolutions are taken:

After detailed discussions, the following resolutions were adopted:

1. The Principal, AEI, welcomed the President and Members of the Governing Body and reviewed the Minutes of the 5th Governing Body Meeting along with the actions taken since then.
2. The Principal, AEI, stated that all PWD works have been submitted to the PWD for estimation, and the estimated proposals have been forwarded to the DTE for Government approval.
3. The Principal, AEI, informed the Governing Body that letters had been received from the Central Bank stating that some bank accounts had become dormant. The amounts in these accounts were transferred to the RBI as the accounts were very old and had been operated during the tenure of the previous Principals of AEI.
4. The Principal, AEI, sought suggestions regarding the dormant bank accounts and the utilisation of funds in the respective accounts.

The Governing Body decided as follows:

- (a) **Outside Exam Account (3168942520)** – Revive the account in the Central Bank, close the Outside Exam Account in AXIS Bank, and transfer the amount from AXIS Bank to the Central Bank Outside Exam Account.
 - (b) **Computer & Principal Joint Account (1810930743)** – Revive and operate the account.
 - (c) **O-Level Account (1810921626)** – Revive and close the account; transfer the amount to the IRG Account (Central Bank).
 - (d) **A-Level Account (1810930721)** – Revive and close the account; transfer the amount to the IRG Account (Central Bank).
 - (e) **B-Level Account (1810928383)** – Revive and close the account; transfer the amount to the IRG Account (Central Bank).
 - (f) **EGTS T-Level Account (1810930696)** – Revive and close the account; transfer the amount to the IRG Account (Central Bank).
 - (g) **Community Polytechnic Account (1810930674)** – Revive and continue operating the account until further instructions from the Government of India.
 - (h) **Student Welfare Scholarship and Motivation Account (1810730652)** – Revive and operate the account. The amount will be used by the TPO for student motivation, interview preparation, grooming sessions, motivational talks, and higher studies guidance.
 - (i) **AICTE (MODROB) Account (1810930710)** – Revive and continue operating the account until further instructions from AICTE.
 - (j) **ISTE Account (1810918091)** – Revive and discontinue the account; transfer the amount to the ISTE Account in IDBI Bank.
5. The Principal, AEI, informed that certain parties book the AEI field for programmes but cancel the booking just before the event, which is a matter of concern. The Governing Body decided to form a sub-committee under the Field Committee to draft the terms and conditions for field booking and cancellation, along with an undertaking/agreement format.

Members of the Sub-Committee:

- a. Dr. Hitesh Tahbaldar, Principal
 - b. Dr. Mitali Chakravorty, HOD (i/c), Electrical Engineering
 - c. Mrs. Dipanjali Gogoi, HOD, Chemical Engineering
 - d. Mr. Utpal Kalita, Lecturer (SG), Mechanical Engineering
 - e. Mr. Nilutpal Sarmah, Foreman (Mechanical)
6. The Principal, AEI, stated that two letters of the institute's name at the entrance have come loose and need to be fixed. The Governing Body entrusted Mr Nilutpal Sarmah, Foreman (Mechanical), with the responsibility of carrying out the necessary repairs.
7. The Principal, AEI, informed that a new Senior Assistant, Mr Kirip Deka, has joined the Office of the Principal, leading to a shortage of desktop computers in the office. The Governing Body directed that a desktop computer be arranged to ensure the smooth functioning of the office.
8. The Governing Body emphasised the need to strengthen the Training and Placement Office (TPO) to enhance students' confidence during placement interviews. The TPO should take initiative to arrange motivational talks, mock interviews, and grooming sessions to make students interview- and placement-ready.

9. The Governing Body agreed that an amount of Rs. 5,000/- shall be provided to each Head of Department for the smooth functioning of their respective departments. Each HOD shall maintain a cash book for this expenditure and submit it to the Cashier.
10. The Principal, AEI, stated that the expired fire extinguishers of the Institute need to be refilled, and additional fire extinguishers should be procured for the hostels to ensure safety. The Governing Body members agreed to the proposal.
11. The Principal, AEI, stated that 45 pairs of tables and chairs are urgently required for the hostel boarders of AEI. The Governing Body approved the purchase of the same from the Hostel Establishment Fund.
12. The President, Governing Body, informed that in the next Governing Body meeting, a date will be decided to review the classes conducted by the faculty members and to hold an interaction session with the students of the institute.
13. The meeting concluded with a Vote of Thanks proposed by Mr Dhiman Seal, Member, Governing Body, AEI.



Mr. Hiren Kumar Bhattacharya,
President, GB, AEI



Dr. Hitesh Tahbaldar
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. Mitali Chakravorty,
HOD/c, 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. Pranita Kalita
Jr Engineer, Irrigation Dept,
Member, GB, AEI



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