

ASSAM ENGINEERING INSTITUTE

অসম অভিযান্ত্ৰিক প্ৰতিষ্ঠান

Minutes of the Meeting

7th Governing Body Meeting

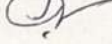


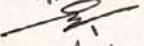
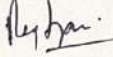




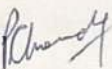

Date: 15/12/2025

Venue: Conference Hall

The 7th Governing Body meeting of Assam Engineering Institute was held at 10.00 AM on 15/12/2025 at Conference Hall, AEI under the Presidentship of Governing Body President Mr. Hiren Kumar Bhattacharya, President, Governing Body, AEI.

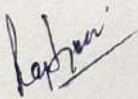
In the meeting the following members were present:


Members present at the meeting:

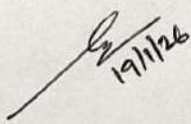
1. Mr. Hiren Kumar Bhattacharya, President, GB, AEI 
2. Dr. Hitesh Tahbaldar, Secretary and Principal, GB, AEI. 
3. Mr. Pallab Parasar, Member, GB, AEI. 
4. Mr. Umesh Tripathi, Member, GB, AEI. 
5. Mr. Raj Kumar Jain, Member, GB, AEI. 
6. Dr. Mitali Chakravorty, HOD i/c, Electrical, Member, GB, AEI. 
7. Mrs. Dipanjali Gogoi, HOD, Chemical, Member, GB, AEI. 
8. Ms. Pranita Kalita, Member, GB, AEI 
9. Mr. Dhiman Seal, Librarian, AEI, Member, GB, AEI. 
10. Mrs. Pallavi Choudhury, HOD ETC Engg. AEI, Special Invitee. 
11. Ms. Suman Chauhan, Jr. Asstt., Member, GB, AEI. 

After detail discussion the following resolutions are taken:

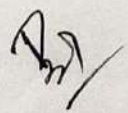
1. Principal, AEI welcomed the Governing body President and Members and reviewed the 6th Governing Body meeting Minutes and actions taken since the meeting.
2. Principal, AEI stated that an NGO Nabo Prabhat, booked the AEI Field for organizing "Navo Pravat Utsav2025" from 26th November to 30th November 2025. The Principal informed that the previous Governing Body meeting decided to exempt 60% of the total field rent amount and accordingly they paid 20,000/- as advance at the time of booking.
3. Principal, AEI informed that during the event despite repeated communication they played loud music which disturbed the academic environment and after the event, they kept the field littered and after a letter sent to them they cleaned the field partially.'
4. Principal, AEI also informed that instead of paying the remaining Rs.20,000/-, they asked for a refund of the money paid at the time of the booking , claiming they are an NGO under the Government.

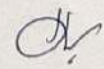





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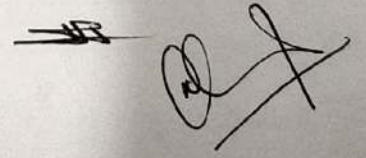












5. The Governing Body members unanimously resolved not to refund the money and asked the Principal, AEI to write to Navo Pravat to pay the remaining Rs. 20,000 amount within 7 days and also to inform the Director Technical Education regarding the same.
6. The President GB and the committee members formulated a field booking policy as follows in view of the above circumstances which will be applicable for non-government organizations
 - a. 50% of the amount to be deposited at the time of booking to issue provisional order and the rest 50% is to be paid after getting all necessary permission from district administration etc. and before starting the event.
 - b. Rupees Rs.5000/- (refundable) security money to be deposited for the maintenance of the field.
 - c. The rental days will include the construction/preparation period to the cleaning period.
7. The Principal AEI, informed that the toilet of the field is in deteriorated condition and it requires urgent repairing. The proposal was sent to Government (PWD) but has not yet been approved. Since Govt. of India, Ministry of Commerce trade fair is from 16th January 2026 the toilets are to be repaired immediately from Institute Fund. The Governing Body approved the same within a budget of Rs. 1,25,000/- as per estimate attached. A construction committee is to be formed for the above mentioned work with Principal as Chairman, M. Hussain, Lect.(SG) Civil Engg as Member Secretary and Nilutpal Sarmah, Foreman cum Campus i.c. as member.
8. Principal, AEI, informed that the local people residing near the hostels, dump their garbage at the backside of the guest house of Assam Engineering Institute which makes the route smelly and unable to walk passed. The President and the committee members suggested to put CCTV cameras and put a signboard as "under surveillance" so that the people don't dump garbage over there.
9. The Governing Body passed the requirement of the department and the office as follows subject to availability of funds.

Chemical Engg.

Sl. No	Item	Quantity	Amount
1	Harpic	6	
2	Handwash	6	
3	Soap	6	
4	Phenyl(White)	6	
5	Phenyl(Black)	4	
6	Citronella	4	
7	Odonil	10	
8	Toilet brush	4	
9	Mop	6	
10	Jaru	6	
11	All out machine and liquid	4	
12	LED Bulb	4(high watt)	
13	Towels	4(big), 4(hand towel)	

14	Curtains	6(window), 4 (door)
15	Table and chair(For faculty)	5
16	Almirah	5
17	Benches for students	10
18	PC and Laser printer	2

Electrical Engg.

Sl. No	Item	Quantity	Amount
1	Projector	1	

ETC Engg. Deptt.

Sl. No	Item	Quantity	Amount
1	Harpic	10	
2	Handwash	5	
3	Soap	10	
4	Phenyl(White)	10	
5	Phenyl(Black)	10	
6	Citronella	10	
7	Odonil	15	
8	Toilet brush	5	
9	Mop	5	
10	Jaru (full)	10	
11	Jaru(Narikal)	5	
12	All out machine and liquid	15	
13	LED Bulb(for lab)	20	
14	Towels	10(big) 10(small)	
15	Doormat	8	
16	Executive table and Chairs	5 pairs	

Computer Engg. Deptt.

Sl. No	Item	Quantity	Amount
1	Harpic, 1 ltr	5 nos	
2	Handwash	5 nos	
3	Soap	5 nos	
4	Phenyle	5 nos	
5	Citronella	5 nos	
6	Odonil	10 pkts	
7	Nepthelene balls	10 pkts	
8	Toilet brush	4 nos	
9	Full jharu	5 NOs	
10	Mop	4 Nos	
11	Allout machine with liquid	3 nos	
12	Stapler (small)	5 Nos	

13	Stapler (big)	
14	Stapler(small) pins	5 nos
15	Stapler (big) pins	10 pkts
16	Files	10 pkts
17	Paper Punching machine	20 Nos
18	Xerox paper(A4)	4 nos
19	Xerox paper(FS)	10 nos
20	Cartige for HP laserjet pro MF-M126 NW	10 nos
21	Extension board with long cable	3 Nos
22	Towel(small)	10 nos
23	Towel(large)	10 Nos
24	Room freshner	3 Nos
25	Bone cine cup saucer set	2 nos
26	electric Cattle(1.5 ltr)	1 nos
27	Keyboard and mouse	20 pairs
28	Plastic arm chair	5 nos
29	VIP Chair	5 Nos

Humanities

Sl. No	Item	Quantity	Amount
1	Desktop Computer	1	
2	Table	2	
3	Chair	2	
4	Printer	1	

Office

Sl. No	Item	Quantity	Amount
1	Almirah	1	
2	Desktop Computer(Windows 1), (Pension urgent)	1	
3	Computer Table	1 Nos	
4	Anti Termite in Office, Library and Principal Quarter		

Startup and Incubation cell

Sl. No	Item	Quantity	Amount
1	Desktop Computer	1	64000
2	Printer	1	15900
3	Air Conditioner	1	64000
4	projector screen	1	2000
5	Chairs	6	6000
	Total		151900

Examination cell

Sl. No	Item	Quantity	Amount
1	Cover File	20 Nos.	
2	Drawing Sheets	600 p.c.	
3	Paper – (A-4)	10 pkts	
4	Paper – (Legal)	10 pkts.	
5	Ball Pen (Red)	50 nos.	
6	Ball Pen (Black)	50 nos.	
7	Ball Pen (Green)	20 nos.	
8	Sketch Pen (Black/Blue/Red)	2 pkts each	
9	Brown Envelop (10.5" x4.5")	300 nos.	
10	Envelop (legal)	100 nos.	
11	Envelop (A-3 size)	100 nos.	
12	Gum Bottle (500 ml)	10 nos.	
13	Gum Stick (kores)	10 nos.	
14	Correction Pen	05 nos.	
15	Rubber band	1 pkt	
16	Thread	2 pkts	
17	Transparent Tape (2 inch)	10 nos.	
18	Single line copy (80 page)	5 nos.	
19	Single line copy (150 page)	5 nos.	
20	Permanent Marker (Pen size)	5 nos.	

Hostel No: 4

1	Water pipe Connection	from Skill to Hostel No-4	
2	Fire fighting equipment	at Hostel No 4	

Quarter

1	Requirement of Boundary fencing	For Qtr No. 12	20,247
2	Requirement of Boundary fencing	For Qtr No. 10	26195

Library

1	Floor standing digital display 55inch with stand		60000/-
2	Vacuum cleaner	1 Nos	6000
3	A4 Size paper	2 reams	
4	Bleaching powder	5 pkts	
5	Towel Big size	3 Nos	
6	Towel small size	10 Nos	
7	Phenyl	3 Nos	
8	Scebted Phenol	3 Nos	
9	Gum 200 ml	2 bottles	
10	Harpic 500 ml	2 bottles	
11	Hand wash	3 bottles	

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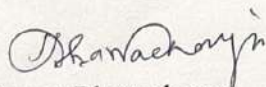
12	Jharu	4 Nos	
13	Colin	4 nos	
14	Wifi repairing		
15	Tubelight	300	

Conference Room

Sl. No	Item	Quantity	Amount
1	Conference room chair	10	35000/-

Chemistry Department

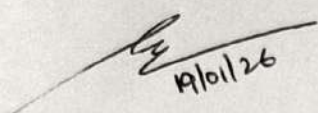
Sl. No	Item	Quantity	Amount
1	Handwash	2	
2	Soap	5	
3	Cutains(Window)	5	
4	Curtains(Grill door)	1	
5	Towels	3	
6	Toilet Brush	1	
7	Phenol	1	
8	Odonil	2	
9	Mop	1	
10	Chair	3	
11	Jaru	1	
12	Harpic	2	
13	Water Filter candle	2	





Mr. Hiren Kumar Bhattacharya,
President, GB, AEI

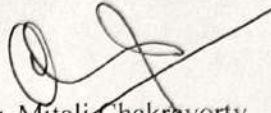


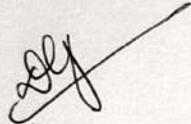
Dr. Hitesh Tahbaldar
Secretary and Principal, GB, AEI

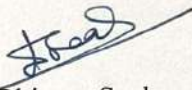

19/10/26
Mr. Umesh Tripathi,
Social Worker, Member,
GB, AEI.

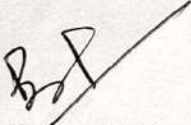

Mr. Pallab Parasar,
Social Worker, Member, GB, AEI.

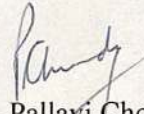

Mr. Raj Kumar Jain,
Industrialist,
Member, GB, AEI.



Dr. Mitali Chakravorty,
HOD i/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


Mrs. Pallavi Choudhury
HOD ETC Engg. AEI
Special Invitee


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