
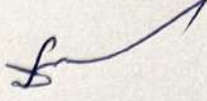
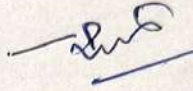
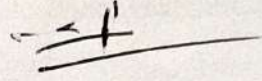



Hostel Management Committee Meeting

Date: 13/10/2025 Time: 3.00 PM


Venue: Principal's Office

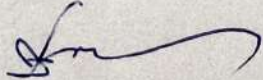
A meeting of Hostel Management Committee was held in Principal's Office of Assam Engineering Institute at 3.00 PM on 13/10/2025 to discuss regarding catering service of hostels of AEI. In the meeting the following members were present:

1. Dr. Hitesh Tahbildar, Principal, AEI 
2. Mr. Dilip Baishya, Chairman cum Hostel Supdt. of Hostel No-4 
3. Dr. Sayeedul Islam: Hostel Supdt., Hostel No-1
4. Mr. Pradip Kalita, Hostel Supdt. of Girls' Hostel 
5. Mr. Utpal Kalita: Hostel Supdt. of Hostel No-2.
6. Mr. Nilutpal Sarma, Asstt. Hostel Supdt. of Hostel No-1 
7. Mr. Mandeep Barman. Member 
8. M/S Ranjit Kaushik, Caterer, AEI Hostels.

In the meeting the following resolutions were taken:

1. The Catering Service of Hostels of AEI is proved by M/S Ranjit Kaushik vide this office order No: AEI/Esst/Hostel/2021/3488 dated 26/11/2021. Initially it as given for 3(Three) months and was continued till date based on satisfactory service (almost 4 years).
2. Therefore, the Committee members decided that fresh sealed quotations should be invited where the terms and conditions should be renewed and the new rates will be applied from the next semester.
3. The committee members decided that the quotation rate should not exceed Rs.83/- per head per day and the mess dues relaxation should be as per decided by the Hostel Management Committee in previous minutes of the meetings. The following documents are mandatory to be submitted by the quoting parties:
 - a. Food safety Certificate (Fssai)
 - b. Labour license.
 - c. Trade license.
 - d. Turn over certificate of past 3 years.
 - e. IT return of last 3 years.
 - f. Minimum 3 years experience in catering services in Hostels.
 - g. Additionally the Catering party will have to provide Fire Extinguishers for the kitchens of the hostels of AEI.
4. The committee members decided that as due to Puja holidays the Hostels were closed from 27th Sept 2025 to 3rd Oct.2025, the Mess dues of September and October month of 2025 will be reduced by Rs.300 /- and Rs.200/- respectively.


Dr. Hitesh Tahbildar
Principal,
Assam Engineering Institute


Mr. Dilip Kr. Baishya
Chairman, Hostel Management Committee,
Hostel Supdt. hostel No-4,