

## MINUTES OF THE IDC MEETING

DATE : 02<sup>nd</sup> March 2026

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

An IDC meeting was held on 02/03/2026 at 2:00pm, under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss the Institute related issues.

### Agenda of the meeting:

1. Discussion on requirement from every department.
2. Miscellaneous

### Members Present:

1. Dr. Hitesh Tahbildar, Principal, AEI
2. Dr. Mitali Chakravorty, HOD i/c, Electrical Engg. Deptt.
3. Mr. Anjan Barman, HOD i/c, Civil Engg. Deptt. *AB*
4. Mrs. Pallavi Choudhury, HOD, ETC Engg. Deptt. *PChoudhury 16/3/26*
5. Mrs. Plabita Borbora, HOD, Computer Engg. Deptt. *Plabita 16/3/26*
6. Mrs. Dipanjali Gogoi, HOD, Chemical Engg. Deptt. *Dipanjali 16/3/2026*
7. Dr. Sayeedul Islam, Lecturer(SG), Civil Engg. Deptt. *Sayeedul Islam*
8. Dr. Tapan Kachari, Prof i/c, Physics Deptt. *Tapan Kachari*
9. Mr. Dilip Kumar Baishya, Lecturer (SG), Civil Engg. Deptt. *Dilip Kumar Baishya 16/3/26*
10. Mr. Utpal Kalita, Lecturer (SS), Mechanical Engg. Deptt. *Utpal Kalita 16/3/26*
11. Mr. Pradip Kalita, Lecturer (SG), Civil Engg deptt. *Pradip Kalita 16/3/26*
12. Ms. Jyotismita Das, Lecturer, Chemistry Deptt. *Jyotismita Das 16/03/26*
13. Mr. Nobin Daimary, Prof i/c, Maths Deptt. *Nobin Daimary 16/03/26*
14. Mr. Dhruvajyoti Bhattacharya, Workshop Supdt. *Dhruvajyoti Bhattacharya 16/03/2026*
15. Ms. Suman Chauhan, Junior Assistant *Suman Chauhan*
16. Bhargab Medhi- President, AEISU *Bhargab Medhi*
17. Kunal Pegu- General Secretary, AEISU *Kunal Pegu*

### **The members present in the meeting discussed the following**

- 1) The Principal AEI, asked all the HODs, HODi/c, Prof i/c, workshop Supdt., hostel supdt., to submit their list of requirements to the undersigned. The Principal informed that the requirement will be placed before the GB meeting for further approval.
- 2) The HOD Electrical Engineering Dept., informed the Principal and the committee members that some damaged projectors are kept in the department which can be repaired and used. The Principal AEI, informed that he will look into the same.
- 3) The Hostel Supdt., of Hostel No. 1 & 2 informed the Principal that the height of the wall and the gate of the hostels needs to be extended as the hostel boarders jump over the wall and cross it. The Principal AEI assured to look into the matter and place it before the GB committee for extension approval.
- 4) The Principal informed the committee as per the encouragement in the 5<sup>th</sup> GB meeting dated 25/07/2025, the following departments will conduct certificate

course in the Skill Development Training Centre (CSR Initiative of Power grid), Assam Engineering Institute.

- a. Computer Engineering Department:
    - i. 3 months certificate course on Computer Application
    - ii. 6 months certificate course on Computer Application
  - b. Electrical Engineering Department:
    - i. Electrical Drawing and Estimation using AutoCAD(3 Months)
    - ii. Certified Electrical Technician Course( 3 Months)
  - c. Workshop Department
    - i. Certified Plumbing Course(3 Months)
- 5) The General Secretary, AEISU, informed the Principal and the committee members that the girls washroom in institute are not properly cleaned and some washroom have water issues. The Principal AEI, assured to look into the matter.
- 6) The General Secretary, AEISU, informed that the water coolers within the institutes are damaged and as summers are approaching they need to be repaired. The Principal AEI informed to place the issue before the Governing Body.
- 7) The General Secretary , AEISU suggested that benches can be set up in the garden area of the institute so that any parent or outsider can seat there. The Principal, AEI informed that he will raise in front of the GB for suggestion.
- 8) The Hostel Supdt., of Hostel No. 1, 2 and Girls Hostel, requested to supply fans, capacitors, tube lights and toiletries immediately for smooth running of the hostels. The Principal AEI, assured to provide for the same.



Member Secretary  
IDC Committee  
Assam Engineering Institute, Guwahati




Principal  
Assam Engineering Institute,  
Guwahati

Memo no. AEI/IDC/2026/

dated:

Copy to

- i) The Director of Technical Education, Assam for kind information.
- ii) All members of IDC, AEI
- iii) Accounts Section, Assam Engineering Institute, Guwahati



Dr Hitesh Tahbaldar  
Principal, AEI



Dr. Mitani Chakravorty  
Member Secretary




Mrs. Pallavi Choudhury  
Member

  
Mrs. Dipanjali Gogoi  
Member

  
Mr. Anjan Barman  
Member

  
Mrs. Plabita Borbora  
Member

  
Dr. Sayeedul Islam  
Member


  
Dr. Tapan Kachari  
Member

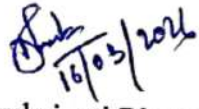
  
Mr. Dilip Kumar Baishya  
Member


  
Mr. Utpal Kalita  
Member


  
Mr. Pradip Kalita  
Member

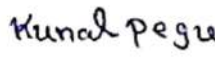
  
Ms. Jyotsnita Das  
Member

  
Mr. Nobin Daimary  
Member

  
Mr. Dhrubajyoti Bhattacharya  
Member

  
Ms. Suman Chauhan  
Jr. Assistant

  
Bhargab Medhi  
President

  
Kunal Pegu  
General Secretary