

## MINUTES OF THE NBA MEETING

DATE:10/03/2026


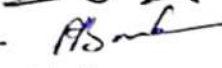
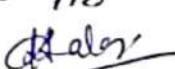
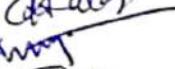
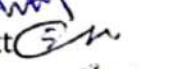
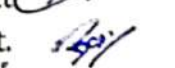













VENUE: Electrical Engineering Department, Assam Engineering Institute, Guwahati-3.

An NBA meeting was held on 10/03/2026 at 1:00pm, under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view for the re-accreditation process of NBA.

### Agenda of the meeting:

1. Discussion on NBA Accreditation process for newly recruited faculty members
2. Presentation of SAR NBA
3. Miscellaneous issues

### Members Present:

1. Dr. Hitesh Tahbildar, Principal, AEI
2. Dr. Mitali Chakravorty, HODi/c, Electrical Engg. Deptt. — 
3. Mrs. Plabita Borbora, HOD Computer Engg. Deptt. — 
4. Mrs. Dipika Haloi, Lecturer (SS), Electrical Engg. Deptt. 
5. Dr. Parismita A Kashyap, Lecturer, ETC Engg. Deptt. 
6. Mr. Souradip Choudhury, lecturer, Chemical Engg. Deptt. 
7. Mrs. Pratyasha Priti Das, Lecturer, Chemical Engg Deptt. 
8. Mrs. Saujanya Adhyapak, Lecturer, Physics 
9. Mr. Jintumoni Pathak, Lecturer, Physics 
10. Mr. Nobin Daimary, Lecturer, Maths
11. Mr. Pragyan Jyoti Borah, Lecturer, Chemistry 
12. Ms. Jyotismita Das, Lecturer, Chemistry 
13. Ms. Shamim Sultana, Lecturer, Humanities 
14. Ms. Sehnaz R Saikia, Lecturer, Humanities 
15. Ms. Manyata Barman, Lecturer, Humanities 
16. Ms. Silpi Sikha Das, Lecturer, Maths 
17. Ms. Violina Deka, Lecturer, ETC Engg. Deptt. 
18. Mr. Pranjit Barman, Senior Instructor 
19. Mr. Subungsa Boro, Senior Instructor 
20. Mr. Sabir Ali Choudhury, Assistant Instructor 
21. Ms. Suman Chauhan, Junior Assistant 

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

- 1) The NBA Coordinator, Dr. Mitali Chakravorty, welcomed all the members and placed the agenda of the meeting.
- 2) Dr. Hitesh Tahbildar, Principal, AEI informed that the NBA Committee needs to be reconstituted as most of the members are retired and new faculties have joined the institute.
- 3) Mr. Souradip Choudhury, Assistant NBA Coordinator, presented a presentation on NBA and the preparation process. He further informed the faculties to keep in

mind the COs and POs while conducting internal evaluation for the purpose of student attainment.

- 4) The NBA Coordinator briefed the newly-recruited faculty members departments of Basic Sciences & Humanities and Workshop on implementation of Outcome –based Education while conducting classes and evaluating students. She further asked them to prepare for the Re-accreditation process within their concerned departments.
- 5) An interactive session was conducted regarding preparation of lesson plans and course files, conduction of remedial classes.
- 6) The NBA Committee informed that the Feedback Analysis Committee and IQAC Committee needs to be reconstituted with the following members:

Feedback Committee

- a. Mrs. Pratyasha Priti Das, Lecturer, Chemistry Deptt.
- b. Mrs. Swapnali Borah, Lecturer(SG), Computer Engg Deptt.
- c. Mrs. Saujanya Adhyapak, Lecturer, Physics Deptt.
- d. Ms. Smriti Rekha Konwar, Lecturer, Chemical Engg. Deptt.
- e. Mr. Niraj Goswami, Lecturer, Mechanical Engg. Deptt.
- f. Ms. Manyata Barman, Lecturer, Humanities
- g. Mr. Biswajit Gogoi, Lecturer, Chemistry Deptt.
- h. Mr. Rishabh Chakraborty, Lecturer, Maths Deptt.
- i. Ms. Pragati Talukdar, Senior Instructor
- j. Ms. Jubilee Devi, Senior Instructor

IQAC Committee

- a. Mrs. Prakriti P Das, Lecturer(SG), Computer Engg. Deptt.
- b. Ms. Mimli Das, Lecturer, Mechanical Engg. Deptt.
- c. Ms. Silpi Sikha Das, Lecturer, Maths Deptt.

- 7) The NBA Coordinator asked Dr. Parismita A.Kashyap, Assistant NBA Coordinator to collect the faculty data from the different department for the preparation of Criteria 5 of NBA SAR.
- 8) It was decided that the next meeting with the Department Coordinators may be held in the first week of April, 2026.

  
NBA Coordinator

Assam Engineering Institute,  
Guwahati

  
Principal  
Assam Engineering Institute,  
Guwahati

Memo no. AEI/NBA/2026/

dated:

Copy to


- i) The Director of Technical Education, Assam for kind information.
- ii) All members of NBA Committee, AEI
- iii) Office, AEI



Dr. Hitesh Tahbildar,  
Principal




Dr. Mitali Chakravorty,  
NBA Coordinator



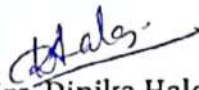
Dr. Parismita A Kashyap  
Asstt. NBA Coordinator




Mr. Souradip Choudhury  
Asstt. NBA Coordinator




Mrs. Plabita Borbora  
HOD  
Computer Engg. Deptt.




Mrs. Dipika Haloi  
Lecturer (SS)  
Electrical Engg. Deptt.



Mrs. Pratyasha Priti Das,  
Lecturer  
Chemical Engg Deptt.




Mrs. Saujanya Adhyapak,  
Lecturer  
Physics




Mr. Jintumoni Pathak,  
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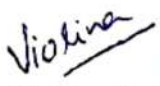
Ms. Sehnaz R Saikia,  
Lecturer  
Humanities




Ms. Manyata Barman,  
Lecturer  
Humanities




Ms. Silpi Sikha Das,  
Lecturer  
Maths



Ms. Violina Deka  
Lecturer  
ETC Engg. Deptt.



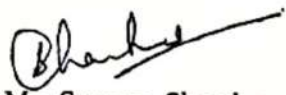
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Senior Instructor



Mr. Subungsa Boro  
Senior Instructor



Mr. Sabir Ali Choudhury,  
Assistant Instructor



Ms. Suman Chauhan  
Junior Assistant