

ASSAM ENGINEERING INSTITUTE

অসম অভিযান্ত্রিক প্রতিষ্ঠান

Minutes of the Meeting

8th Governing Body Meeting

Date: 08/06/2026

Venue: Conference Hall

The 8th Governing Body meeting of Assam Engineering Institute was held at 10.00 AM on 08/06/2026 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 7th Governing Body meeting Minutes and actions taken since the meeting.
2. Principal AEI, requested for Ex post Facto approval for cleaning/ washing of boring in the hostel as it was damaged and there was disruption of water supply in the hostels. The Principal AEI informed that the expenditure amount Rs.60000/- was done from hostel mess fees fine collected from the students.
3. The Governing Body members unanimously decided to purchase consumable cleaning items like bleaching powder, harpic, acid etc centrally in bulk and amount of Rs. 60000/- is allocated for it. The Principal AEI also informed that phenyl will be manufactured by Chemical Engineering Department under the guidance of Mrs. Dipanjali Gogoi, HOD and till then some quantity will be purchased from the market for immediate use.

[Handwritten signatures and dates at the bottom of the page]



- | Civil Engineering | | | | | |
|-------------------|--|----------|--------|-----------------|---|
| Sl. No | Item | Quantity | Amount | Head | Remarks |
| 1 | Repair and services of Laboratory Equipments | 1 | 75000 | LAB Development | Essential for smooth conduct of Lab classes |

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Sl. No	Item	Quantity	Amount	Head	Remarks
1	Desk Bench	15	151000	LAB Development	For introduction of Semi conductor course
2	Repair of Desk Bench	20	50000	LAB Development	Due to too old desk bench in Room no. 105
3	Repair of Labortary working table	5	25000	LAB Development	Smooth running of lab classes

Sl. No	Item	Quantity	Amount	Head	Remarks
1	1 KVA UPS	1	15000	LAB Development	Smooth running of lab classes
2	Student desk and bench making with existing wood	15	100000	LAB Development	There are existing wood that can be used to prepare Desk Bench purchasing 19 m plyboard with mica/Khakhan wood
3	Almirah	3	40000	LAB Development	Essential needs

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Desktop Computer	1	45000	LAB Development	essential need as there is no computer
2	Computer Table	1	5000	LAB Development	
3	Printer	1	15000	LAB Development	

Physics

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Sl. No	Item	Quantity	Amount	Head	Remarks
1	Wooden Tool	20	30000	LAB Development	There are existing wood that can be used to prepare Desk Bench purchasing 19 m plyboard with mica/Khakhan wood
2	Almirah	2		LAB Development	Essential needs
3	Computer Table	1		LAB Development	Essential needs

Examination

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Photostat Machine	1	Rs. 65000/-	Exam fund	essential for exam related

Office

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Desktop Compute(ADM ISSION)	1	45000	Student Fund	Essential needs
2	A4 and Legal pages	100 ream each	35000	IRG	Essential needs
3	File cover and board	200	5000	IRG	Essential needs
4	Stationary Items		15000	IRG	Essential needs

Hostel No: 4

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Steel Rack	4		Hostel Estt. fund	Essential needs
2	Steel Ladder	1		Hostel Estt. fund	Essential needs
3	Table	10		Hostel Estt. fund	for students
4	Sports:			Hostel Estt. fund	for students
	(i) Volleyball Net	1		Sports fund	for students

	(ii) Volleyball	2		Sports fund	for students
	(iii) Badminton Racket	2 pairs		Sports fund	for students
	(iv) Badminton Net	1		Sports fund	for students
	(v) Cricket Bat	1		Sports fund	for students
	(vi) Chess	1		Sports fund	Essential needs
5	Phenyl	20 L	5000	Hostel Estt. fund	Essential needs
6	Bleaching Powder	20kg	5000	Hostel Estt. fund	Essential needs
7	Broom	10	1500	Hostel Estt. fund	Essential needs
8	Harpic	20L	5000	Hostel Estt. fund	Essential needs
9	acid	20L	2700	Hostel Estt. fund	Essential needs
10	Bamboo Broom	10	1500	Hostel Estt. fund	Essential needs

Chemistry Department

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Labortary Reagent		50000	LAB Development	Smooth running of lab classes
2	Projector	1	35000	Building manitenance	Essential needs
3	Termite treatment		20000	LAB Development	For plinth Protection

Workshop

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Printer	1	20000	LAB Development	Essential needs
2	Workshop materials	1	50000	LAB Development	Smooth running of lab classes

Girls Hostel

Sl. No	Item	Quantity	Amount	Head	Remarks
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1	Phenyl	20 L	5000	Hostel Estt. fund	Essential needs
2	Bleaching Powder	20kg	5000	Hostel Estt. fund	Essential needs
3	Broom	10	1500	Hostel Estt. fund	Essential needs
4	Harpic	20L	5000	Hostel Estt. fund	Essential needs
5	acid	20L	2700	Hostel Estt. fund	Essential needs
6	Bamboo Broom	10	1500	Hostel Estt. fund	Essential needs
7	Executive table and chair for office	1 pair	30000	Hostel Estt. fund	Essential needs
8	three seater waiting area chair(steel)	3 nos	36000	Hostel Estt. fund	Essential needs

Hostel No1

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Extension of height of front boundary wall		50000	Hostel Estt. fund	Essential needs
2	Phenyl	20 L	5000	Hostel Estt. fund	Essential needs
3	Bleaching Powder	20kg	5000	Hostel Estt. fund	Essential needs
4	Broom	10	1500	Hostel Estt. fund	Essential needs
5	Harpic	20L	5000	Hostel Estt. fund	Essential needs
6	acid	20L	2700	Hostel Estt. fund	Essential needs
7	Bamboo Broom	10	1500	Hostel Estt. fund	Essential needs
8	Executive table and chair for office	1 pair	30000	Hostel Estt. fund	Essential needs
9	three seater waiting area chair(steel)	3 nos	36000	Building manitenance	Essential needs

Hostel No2

1	Phenyl	20 L	5000	Hostel Estt. fund	Essential needs
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2	Bleaching Powder	20kg	5000	Hostel Estt. fund	Essential needs
3	Broom	10	1500	Hostel Estt. fund	Essential needs
4	Harpic	20L	5000	Hostel Estt. fund	Essential needs
5	acid	20L	2700	Hostel Estt. fund	Essential needs
6	Bamboo Broom	15	1500	Hostel Estt. fund	Essential needs
7	Executive table and chair for office	1 pair	30000	Hostel Estt. fund	Essential needs
8	three seater waiting area chair(steel)	3 nos	36000	Hostel Estt. fund	Essential needs
9	Repair of toilet sanitary items etc.	1	10000	Hostel Estt. fund	new admission
10	bed	10	55000	Hostel Estt. fund	new admission
11	steel chair(armless)	20	50000	Hostel Estt. fund	new admission
12	Alna	20	30000	Hostel Estt. fund	new admission
13	Study Table	15	60000	Hostel Estt. fund	new admission

Library

1	termite		20000	Library	Plinth protection
2	Books		50000	Library	Essential needs
3	Technical Journal		20000	Library	Essential needs

TPO Cell

1	laptop	1	50000	TPO	Essential needs
2	water filter	1	10000	TPO	Essential needs
3	Almirah	1	15000	TPO	Essential needs

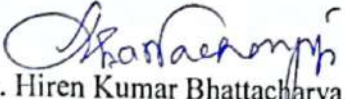
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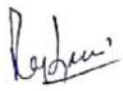
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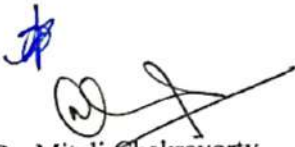

Mr. Hiren Kumar Bhattacharya,
President, GB, AEI


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 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. Pramita 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.









