

ASSAM ENGINEERING INSTITUTE

অসম অভিযান্ত্রিক প্রতিষ্ঠান

Minutes of the Meeting

10th Governing Body Meeting

Date: 03/09/2026

Venue: Conference Hall

The 10th Governing Body meeting of Assam Engineering Institute was held at 11.00 AM on 03/09/2026 at Conference Hall, AEI under the Presidentship of Mr. Shyamanta Bezbaruah, President, Governing Body, AEI.

In the meeting the following members were present:

Members present at the meeting:

1. Mr. Shyamanta Bezbaruah, 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. Mr. Anjan Barman, HODi/c Civil Engg Member, GB, AEI.
7. Mr. Utpal Kalita, Lecturer(SS), Mechanical Engg, Member, GB, AEI.
8. Mr. Dhiman Seal, Librarian, AEI, Member, GB, AEI.
9. Mrs. Pallavi Choudhury, HOD ETC Engg. AEI, Special Invitee.
10. Ms. Suman Chauhan, Jr. Asstt., Member, GB, AEI.

After detail discussion the following resolutions are taken:

1. Principal, AEI reviewed the previous 9th GB meeting about the semiconductor manufacturing and smart automation course.
2. The Governing body, AEI finalized that walk-in-interview will be conducted for the contractual post of English lecturer and ETC lecturer on 08/09/2026 from 9:30 am onwards and the advertisement for the same will be published in the newspaper on 04/09/2026. The body prepared a panel for the interview will be comprised of:
 - a. Mr. Shyamanta Bezbaruah, President, GB
 - b. Dr. Hitesh Tahbaldar, Principal cum Member Secretary, GB
 - c. Respective HOD / Proff-c of concerned subject.
 - d. Subject expert of concerned subject.

Shyamanta

Dr. Hitesh

Pallab

Umesh

Raj Kumar

Anjan

Utpal

Dhiman

Pallavi

3. The GB decided that the spot counseling for 1 vacant seat of Semiconductor Manufacturing and Smart Automation to be conducted on 5th September 2026 from 10 am onwards and both the registered and non registered candidates can participate in the spot counseling.
4. The HOD i/c Civil Engineering, informed the body that, some items which needs to be procured are not available on the GEM portal, and also informed that for some equipment already purchased through GEM portal, the after sale service is not available and so the maintenance of the equipment become difficult. The GB took a resolution that purchase can be done by tenders for items below Rs.5 lakh and also resolved that the items which do not require after sale service can be purchased from GEM. The body suggested that the vendors on GEM portal should have a office based in Guwahati.
5. Principal AEI, informed the GB that the Institute campus uses the internet of NKN(National Knowledge Networks) an initiative of the Indian Government for the engineering colleges which was free of cost till now. But recently RAILtel, mailed that from session 2026-27 a charge will be taken and sent a bill of Rs. 621482/- (Six Lakh Twenty One thousand Four hundred Eighty Two only) to the Principal, AEI. The Principal stated that he informed MHRD, Government Of India and The Director, Directorate of Technical Education, Assam for payment but till date no response have been received. The GB resolved if the connection is disconnected by RAILtel the AKN connection may be extended to different department and a budgetary amount of Rs.50000(Fifty thousand only) is approved by GB.
6. The GB, AEI suggested that if the revenue generated from the field exceeds Rs 20 Lakh then the GST for the same will be collected by the respected party.
7. Principal AEI, informed the body that most of the water purifiers installed in the campus are in bad condition and most of them needs to be replaced. The GB approved the purchase and servicing of water purifiers and AMC of 3 years for the same and approved a budget of Rs. 60000/-(Sixty Thousand only)
8. Principal AEI informed the GB that one generator in TATA Skill building and two generators of Institute campus needs servicing from their respective company. The GB approved servicing and maintenance of the generators.
9. Principal AEI informed that most of the department, canteen , guest house of the institute are affected by termite and anti-termite treatment needs to be done for the maintenance of the building. The GB approved for the anti termite treatment in the institute and approved a budget of Rs 60000/- (Sixty Thousand only) for the same.
10. Principal AEI, informed the GB that the instructors in the ETC Engineering Department are also engaged in the Semiconductor Manufacturing classes. So the Principal suggested that an honorarium of Rs. 350 (Three Hundred and Fifty only) per hour of theory can be given to them for boosting their moral. The GB appreciated the suggested and approved









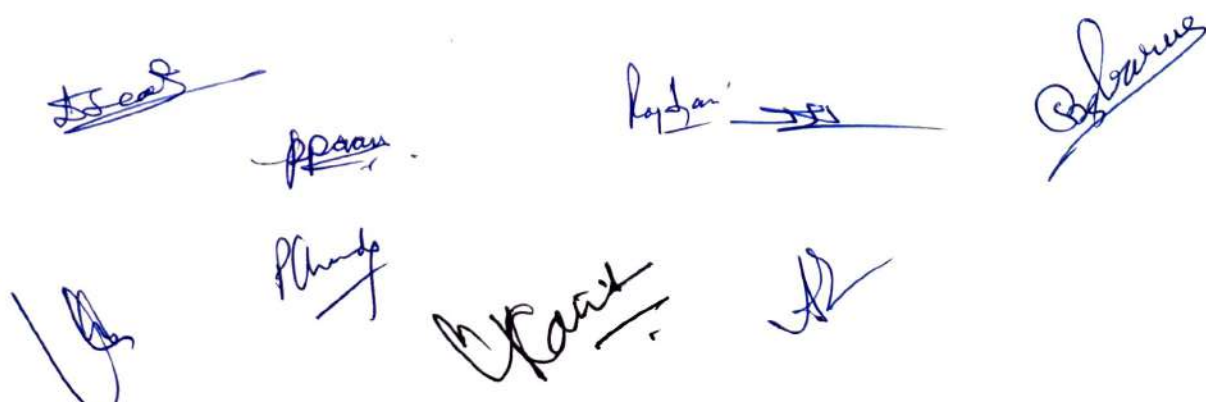


the honorarium of Rs 350 (Three Hundred and Fifty only) for instructor for their encouragement.

11. Mr. Raj Kumar Jain, Member, GB suggested the Principal and the GB members that after consulting the Bureau of Indian Standards (BIS), a dedicated BIS lab can be opened in the Institute Campus which will be helpful in beneficial for the students of the institute. The President welcomed the suggested and asked the Principal to write a letter to the Director, DTE and the BIS regarding the same.
12. The Cashier, AEI gave the status of the remuneration received by the cleaners in the institute. The GB after discussion approved the raising of Rs500/- (Five hundred only) per head for the cleaners indulged in cleaning of the institute. The Body also suggested that the head of the departments can track and monitor the work of the cleaners.
13. Hostel Superintendent, Hostel No. 1, informed the body that the boundary wall of Hostel no 1 is very short and student or other people can jump over very easily which can result in theft on the hostel. The body recommended to raise the wall and fence it with barbed wire and the allocated cost for the same is Rs. 65000/-(Sixty Five thousand only)
14. Principal AEI, informed the body about the requirement of some financial power for HODs/ Profi/c, for smooth running of the departmental activities. The body allocated Rs. 5000/-() per department for the same and asked the HODs/ Profi/c to maintain the cashbook department wise.
15. The GB on the order of Supreme Court, decided to conduct 2 counseling sessions per month on mental health for suicide prevention and also took a resolution that all the fan in all the hostels should be replaced with spring rod to prevent students from taking extreme steps.
16. Principal AEI, through the HODs and Profi/c, placed the requirements of each departments before the body. The body after discussion approved the purchasing of the following:

Requirements for 10th GB meeting, 03/09/2026

Institute				
Sl.No	Item	Quantity	Estimate	remarks/fund
1	New Academic Building Estimate for cleaning & building maintenance		30000	Building Maintenance fund



2	Supply and installation for pedestal fan and wall mount fan in Chemical Engg		19190	lab development
3	Supply and Installation For new electrical Ityems in Conference hall		19559	lab development
4	Estimate of Civil works for extension and renovation of AEI canteen		356700	Letter to PWD
5	Estimate of Civil works for extension and renovation of Civil EnggDeaprtmental Balcony		80192	Letter to PWD
6	Plumbing works (institute+ all Hostel)		55000	Building Maintenance fund / hoste development fund

Total **123749**

Chemical Engg.

Sl. No	Item	Quantity	Estimate	Remarks
1	Digital Analytical Weighing Balance	1	₹ 10,000.00	Lab Development Fund
2	Water Quality Analysis Kit	1	₹ 23,500.00	Lab Development Fund
3	Hot Plate with Magnetic Stirrer	1	₹ 8,490.00	Lab Development Fund
4	Steam Distillation Apparatus	1	₹ 6,000.00	Lab Development Fund
5	Pensky-Martens Flash Point Apparatus	1	₹ 15,500.00	Lab Development Fund

6	Cleveland Open Cup Flash and Fire Point Apparatus	1	₹ 12,000.00	Lab Development Fund
7	Screen Analysis / Sieving Tray	1	₹ 10,000.00	Lab Development Fund
8	Redwood Viscometer No. 1	1	₹ 15,000.00	Lab Development Fund
9	Laminated study chart	1	₹ 1,000.00	Lab Development Fund

Total ₹ 1,01,490.00

ETC Engg. Deptt.

Sl. No	Item	Quantity	Amount	Remarks
1	internet Connectivity			
2	Differential Amplifier Training kit	1	₹2,400.00	lab development fund
3	BJT Biasing Trainer (Digital Meters) kit	1	₹5,510.00	lab development fund
4	Op Amp Trainer Kit (MTS OP-AMP)	1	₹6,900.00	lab development fund
5	FM modulator/Demodulator trainer kit	1	₹4,500.00	lab development fund
6	AM modulator/Demodulator trainer kit	1	₹3,850.00	lab development fund
7	Diac trainer kit	1	₹4,000.00	lab development fund
8	Triac trainer kit	1	₹2,250.00	lab development fund
9	UPS Trainer kit	1	₹6,500.00	lab development fund
10	SMPS TRAINER KIT	1	₹3,000.00	lab development fund
11	BNC TO BNC cable	3	₹885.00	lab development fund
12	BNC to crocodile cable	5	₹1,500.00	lab development fund
13	SSB/SC Trainer kit	1	₹6,500.00	lab development fund
14	DSB/SC Trainer kit	1	₹4,500.00	lab development fund
15	LED	100	₹200.00	lab development fund



16	Resistor-100ohm, 1k ohm, 10kohm, 2kohm	50 each	₹400.00	lab development fund
17	Capacitor 4700uf, 0.01uf, 10uf, 100uf, 1000uf, 0.01mf	20 each	₹850.00	lab development fund
18	555 timer IC	20	₹200.00	lab development fund
19	Op-Amp Ic 741	20	₹200.00	lab development fund
20	Ceramic capacitor 0.01uf	20	₹20.00	lab development fund
21	Dual DC Power Supply	1	₹8,500.00	lab development fund
22	Clipper & Clamper Trainer kit	1	₹4,000.00	lab development fund
23	Vero Board(3x4)	10	₹450.00	lab development fund
24	Multivibrator(Astable, Bistable and Monostable) using Ic 555 timer	1	₹2,500.00	lab development fund
25	Single Tuned amplifier Trainer Kit	1	₹2,500.00	lab development fund
26	Jumper wire-male to male	120	₹135.00	lab development fund
27	annual maintenance contract of Aquaguard water purifier			lab development fund
28	white board marker	40	₹1,000.00	lab development fund
29	A4 Size paper	5	₹1,500.00	lab development fund

Total ₹74,750.00

CIVIL(The bold ones need immediate purchase and rest can be purchased in due amount of time after approval)

Sl. No	Item	Quantity	Amount	Remarks
1	Mild Steel Proctor Compaction Mould	2	3600.00	lab development fund



2	Unconfined Compression Test Apparatus	1	40,000	lab development fund
3	Pycnometer Bottle 1000ml	2	1,400	lab development fund
4	Vicat's Apparatus	2	6,000	lab development fund
5	Steel Laboratory Trowel	4	1,000	lab development fund
6	Impact testing machine	1	6,300	lab development fund
7	Spade	2	1,000	lab development fund
8	Dumpy Level Instrument, Size: 215 X 130 X 135 mm (lxwxh)	2	18,000	lab development fund
9	LYNX Vernier Theodolite, For Survey, Model Name/Number: ST-20E	2	40,000	lab development fund
10	Glass Test Tube, 25 x 100 mm	10	1,000	lab development fund
11	BOD Bottle 300 ml, Glass Stopper	2	700	lab development fund
12	Borosilicate Glass Omsons Class A Volumetric Pipette, 25 ml, For Chemical Laboratory	3	1,200	lab development fund
13	Blue Laboratory Glass Burette with stop cock, Capacity: 50 ml	3	750	lab development fund
14	100 Litre Digital BOD Incubators, 2 Shelves, 100 liter	1	45,000	lab development fund
15	50ml Digestion Vessel	20	200	lab development fund
16	Borosilicate Glass Round Bottom Flask (100ml)	10	200	lab development fund







17	Sodium Thiosulfate Solution, 0.025N (0.025M), 500ml	1	5,322	lab development fund
18	Potassium Dichromate, 500ml	1	1,500	lab development fund
19	Manganese Sulphate Powder, 500gm	1	400	lab development fund
20	Hydrochloric Acid, 500ml	1	500	lab development fund
21	Potassium Iodide, 500gm	1	5,000	lab development fund
22	Concentrated H2SO4, 500ml	1	1,000	lab development fund
23	Iodine Solution 1%, 500ml	1	1,000	lab development fund
24	Starch Reagent Solution, 500ml	1	600	lab development fund
25	Filter Paper, 10 mm to 500 mm, 1 pack	1	1,940	lab development fund
26	Water Testing kit	L.S.		lab development fund
27	Digital Balance (0.001g sensitive)	1	3,000	lab development fund
28	MS Single Phase Softening Point Apparatus, Automation Grade: Automatic	1	26,000	lab development fund
29	Flash And Fire Point Apparatus	1	10,000	lab development fund
30	Galinstan Alloy (Ga: 68.5%, In: 21.5%, Sn: 10%), 100gm	1	12,500	lab development fund
31	Main connecting pipelines required in Losses in Pipes, Venturimeter&Orificemeter Apparatus	L.S.		lab development fund

Total 235112.00











Electrical

Sl. No	Item	Quantity	Amount	Remarks
1	8085 Microprocessor trainer kit	1	8500	lab development fund
2	8086 microprocessor trainer kit	1	12000	lab development fund
3	bluetooth speaker with mic	1	5000	lab development fund
4	energy meter	2	1000	lab development fund
5	Electrical & electronic system trainer	1	20000	lab development fund
6	Realization of boolean expressions using universal gates kit	1	4500	lab development fund
7	clamp meter	1	1200	lab development fund
8	flip flop kit	1 set	5000	lab development fund
9	kit for half adder and full adder	1 set	5000	lab development fund
10	4mm banana patch cord	50 pair	6000	lab development fund
11	current transformer with various tappings along with secondary key	4500		lab development fund
12	potential transformer	1	3500	lab development fund
13	Repair of projector		20000	lab development fund
14	water purifier	2	10000	lab development fund
15	smart board	1	150000	CSR

Total 71700

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Mechanical

Sl. No	Item	Quantity	Amount	Remarks
1	Printer+ Photostat+Scanner	1	21000	lab development fund
2	water purifier	1	10000	lab development fund
3	first pulley system	1	3000	lab development fund
4	screw jack apparatus	1	3500	lab development fund
5	annual maintenance contract of Aquaguard water purifier			lab development fund
6	brinell hardness testing machine	1	38000	lab development fund
		total	75500	

Computer Engg. Deptt.

Sl. No	Item	Quantity	Amount	Remarks
1	Monitor 21"	6	39594	lab development fund
2	Vacuum Cleaner	1	8000	lab development fund
3	Keyboard	15	7500	lab development fund
4	Mouse	15	4500	lab development fund
5	Desktop Computer(for computer center)	1	87000	lab development fund
6	repairing of 3 projectors			lab development fund
7	annual maintenance contract of Aquaguard water purifier			lab development fund
		Total	146594	











Physics

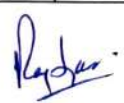
Sl. No	Item	Quantity	Amount	Remarks
1	long stools for physics laboratory	15	1000	lab development fund
2	prism	20	150	lab development fund
3	glass slab	20	200	lab development fund
4	slide callipers	10	450	lab development fund
5	wheatstone bridge	5	500	lab development fund
6	galvanometer	5	400	lab development fund
7	copper calorimeter	5	400	lab development fund
8	spherometer	10	300	lab development fund
9	screw gauge	10	300	lab development fund
10	bar magnet	20	100	lab development fund
11	compass	30	50	lab development fund
total			3850	

Chemistry Department

Sl. No	Item	Quantity	Amount	Remarks
1	weighing balance	1	4000	lab development fund
2	Hot air oven	1	10000	lab development fund
3	UPS	1	5000	lab development fund
4	Stand fan	2	6000	lab development fund
5	Cistern for toilet	1	1500	lab development fund
6	8 inch spatula of steel	5	720	lab development fund
7	EDTA	1	500	lab development fund
8	EBT	1	500	lab development fund
9	Oxalic Acid	1	500	lab development fund
10	Filter paper	5pkt	1000	lab development fund








11	Buffer solution (ammonia-ammonium chloride)	2	1000	lab development fund
12	dropper	30	450	lab development fund
13	measuring cylinder(50ml)	1	150	lab development fund
14	measuring cylinder(100ml)	1	300	lab development fund
16	250 ml volumetric flask with cap	10	3000	lab development fund
20	asbestos cement grey ceiling sheet/tiles	1	100	lab development fund
21	gloves	3pkt	900	lab development fund
Total			35620	

WORKSHOP

Sl. No	Item	Quantity	Amount	Remarks
1	Hand Grinding Machine	1	6,000.00	lab development fund
2	First aid box	6	1,200.00	lab development fund
3	Hand Saw (18-22")	2	400	lab development fund
4	Tenon Saw (12")	1	500	lab development fund
5	Compus or Turning Saw (12")	1	500	lab development fund
6	FarmmerChiesel (20 mm)	2	700	lab development fund
7	Mortise Chiesel (5 -10 mm)	2	200	lab development fund
8	Bevelled Edge Chiesel (12-20 mm)	2	700	lab development fund
9	Flat File (12-15")	15	4,500.00	lab development fund
10	Rasp File (12-15")	2	500	lab development fund
11	Half Round File (12-15")	10	1,500.00	lab development fund
12	Square File (12-15")	10	1,000.00	lab development fund
13	Round File (12-15")	10	1,500.00	lab development fund

Handwritten signatures and initials:


Handwritten signature


Handwritten signature


Handwritten signature


Handwritten signature


Handwritten signature


14	Smooth Flat File	10	2,000.00	lab development fund
15	Mortise Gauge	1	2,500.00	lab development fund
16	Marking Gauge	1	700	lab development fund
17	Hackshaw Frame	10	2,500.00	lab development fund
18	Hackshaw Blade (Double Teeth)	03 Pack	1,200.00	lab development fund
19	Electrode (280x300)	01 Bundle	2,500.00	lab development fund
20	Pipe Wrench (16") (Taparia Make)	2	800	lab development fund
21	Chain Wrench (16") (Taparia make)	2	3,000.00	lab development fund
22	Adjustable die set	1	800	lab development fund
23	Solid die set (1/2 – 1") with cutter	1	750	lab development fund
24	Scriber	6	1,800.00	lab development fund
25	Punch (set)	3	1,500.00	lab development fund
26	Steel Foot Rule	6	300	lab development fund
27	Measuring Tape (30m)	6	2,400.00	lab development fund
28	Measuring Tape (5m)	10	1,500.00	lab development fund
29	MCB with Box	2	3,000.00	lab development fund
30	Tester Set	1	300	lab development fund
31	Isolator	2	1,000.00	lab development fund
32	Socket (16 A)	4	600	lab development fund
33	Socket (6 A)	5	750	lab development fund
34	Modular Switch with Board	20	2,000.00	lab development fund
35	Holder	5	250	lab development fund
36	CFL Bulb	5	1,250.00	lab development fund
37	Multi Meter	2	1,600.00	lab development fund

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

38	Sub Meter	2	500	lab development fund
39	Drill Bit (6,8,10,12 mm)	2	1,600.00	lab development fund
40	Outside Callipers (Spring Type)	6	2,700.00	lab development fund
41	Inside Callipers (Spring Type)	6	2,100.00	lab development fund
42	Jenny Callipers	6	2,100.00	lab development fund
43	Try Square (12")	6	1,200.00	lab development fund
44	Tri- Square (6")	10	2,000.00	lab development fund
45	Knife Edge File	6	1,200.00	lab development fund
46	Triangular File	10	2,500.00	lab development fund
47	Single Phase Welding Machine (220-230V)	1	4,800.00	lab development fund

total 74,900.00

Library				
Sl.No	Item	Quantity	Amount	
1	Reapir/Color book shelf		15000	Library
2	height the floor to place the book shelf		10000	Library
3	Tube light	12	4200	Library
4	electrical Works		1000	Library
5	Bim Repair		20000	Library
6	bucket and mug		300	Library
7	Books		20000	Library
		Total	70500	

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Office

Sl. No	Item	Quantity	Amount	Remarks
1	desktop computer along with printer(Establishment)	1	50000	IRG
2	A4 ream	100	5000	IRG
3	FS Ream	100	5000	IRG
4	file Cover	50	5000	IRG
5	Stationery items		5000	IRG
6	tea set	2	1000	IRG
7	Glass Set	2	1000	IRG
8	Spoon	1 set	500	IRG
9	trays	2	1000	IRG
10	Phenyl	10L	1000	IRG
11	500VA UPS	1	700	IRG
12	Mouse	3	300	IRG
		total	75500	

Hostel No 1

Sl.No	Item	Quantity	Amount	Remarks
1	Fans	10	25000	hostel establishment
2	Tube light	10	3000	hostel establishment
3	vertical extension of existing boundary wall		40000	hostel establishment
		total	68000	

HOSTEL NO 2

Sl.No	Item	Quantity	amount	Remarks
1	Fan	10	25000	hostel establishment

Seas

paras

Rajini

Chavara

Ch

Rudra

Chait

Ch

2	tube light	10	3000	hostel establishment
3	Repair and Maintenance works: 1. Repair of windows and replacement of broken glass/ 2. Rectification of water seepage through tin roofing 3. Electrical Repair and Replacement work		58915	hostel establishment
4	bathroom door repair		4500	
		total	91415	

Hostel No: 4

Sl. No	Item	Quantity	Amount	Remarks
1	Fan	10	25000	hostel establishment
2	Study Table	3	9000	hostel establishment
3	Almirah wardrobe	3	27000	hostel establishment
4	Steel Rack(4 shelf)	1	3000	hostel establishment
5	Aluminum wall supported step ladder	1	6000	hostel establishment
6	Repairing windows	10	30000	hostel establishment
7	Dustbin	50 l(3)	30000	hostel establishment
8	Glow signboard	1	6000	alumni

total 105000

Girls Hostel				
Sl.No	Item	Quantity	Amount	remarks
1	Fan	10	25000	hostel establishment
2	tube light	10	3000	hostel establishment

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

total

28000

Dispensary

Sl.No	Item	Quantity	Amount	remarks
2	Broom			
3	Phenyl			
4	Harpic			
5	Long Ceiling Brush			
6	coconut/bamboo broom			
7	dusting cloths			
8	foot mat			
9	A4 paper			
10	Glue stick			
11	Sanitizer			
12	Paper pins/ T-shaped pins			
13	water filter			
14	Table (student wellness corner)			
15	Medicine		50000	

minor games				
Sl.No	Item	Quantity	Estimate	remarks
1	Complete Table Tenni Set	1	20000	General Account
2	Volleyball net	2	1800	General Account
3	Volleyball	2	1800	General Account
4	Badminton Racket	4	2400	General Account
5	Badminton shuttlecocks	2 tubes	2000	General Account
6	Volleyball	2	2000	General Account
7	Volleyball Net	1	500	General Account
8	Badminton Racket	4	4000	General Account

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

9	Badminton Shuttlecock	1	1200	General Account
10	Badminton Net	1	500	General Account
11	Carrom Board	1	3500	General Account
12	Carrom Coins & Strikers	2	1000	General Account
13	Chess Set	2	1000	General Account
14	Ludo Set	2	600	General Account
15	Table Tennis Board	1	20000	General Account

total 62300



Mr. Shyamanta Bezbarua,
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.



Mr. Anjan Barman,
HOD i/c, Civil Engg. Deptt.
Member, GB, AEI.



Mr. Utpal Kalita,
Lecturer(SS), Mechanical Engg. Deptt,
Member, GB, AEI.



Mr. Dhiman Seal,
Librarian, AEI, Member, GB, AEI.



Mrs. Pallavi Choudhury
HOD ETC Engg. AEI
Special Invitee

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