

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 Tahbildar, 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.

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17/6/2026
Raj Kumar Jain
18/06/26
H. Seal
18/06/26
D. Choudhury
18/06/26
S. Chauhan
18/06/26

4. The Governing Body decided that, the repairing of sanitary items, cleaning and maintenance of all the washrooms/ toilet of the Institute campus and the hostel will be managed centrally and for this a minimum budget of Rs 1Lakh/- is allocated to it and for cleaning of all the overhead tanks of the Institute and hostels Rs. 50000/- is allocated. It will be spent from IRG and Hostel establishment fund respectively.
5. The Principal AEI, suggested that the idle wooden logs present in the Institute store which can be used for making desks and benches for Chemical Engineering Department within the campus. The Governing body appreciated the suggestion and approved the same for making of 15 pairs of desks and benches from an amount of Rs.100000/-
6. Principal AEI, informed that there is repeated theft of copper wire from the AC outdoor units and around 8 AC's have been damaged so far. The Governing Body suggested to put grill around the outdoor unit of the ACs and also to install CCTV cameras on the backside of the buildings.
7. Principal AEI informed that an application for organizing Mega Festival 26 in the AEI Field was received from an organization Swatantra. The members raised the issue that if the Anandamela is organized, the ground of the field will be damaged. So in view of this the Governing Body rejected the Proposal for organizing the Mega Festival 26 and asked the Principal to inform the same to the organization.
8. The Governing Body unanimously agreed on the idea of extension and renovation in respect of canteen for meeting the requirement of AICTE and also for the benefit of the students and staff.
9. The Principal AEI informed that there is a Student Wellness team of AEI which is chaired by The HOD, Mechanical Engineering Department and a fund of Rs. 10000/- is requested by her for running of the team. The Governing Body agreed on the proposal and allocated the requested amount for the same from student fund.
10. The Principal AEI, informed the Governing Body about the poor result of 1st semester students of the Institute. The Governing Body stressed that special care is essential for the 1st semester students and with respect to this the President, Governing Body informed that in near future he along with the Principal AEI will hold a meeting with the faculties of Physics, Chemistry, Mathematics, Humanities and workshop for the betterment of the students.
11. The Governing Body approved the purchasing of the below items from the respective funds subject to availability of fund.

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

Mechanical Engineering

Sl. No	Item	Quantity	Amount	Head	Remarks
1	Purchase of AC	1	45000	LAB Development	Due to theft of compressor and copper wire
2	Projector	1	35000	LAB Development	Smooth running of classes

Electrical Engineering					
Sl. No	Item	Quantity	Amount	Head	Remarks
1	Purchase of AC	1	45000	LAB Development	Due to theft of compressor and copper wire
2	Purchase of Desktop i3/i5	2	120000	LAB Development	Smooth running of classes
3	Projector	1	35000	LAB Development	Smooth running of classes
4	Termite treatment		10000	LAB Development	For plinth protection

Computer Engineering					
Sl. No	Item	Quantity	Amount	Head	Remarks
1	Purchase of Desktop i3/i5	3	180000	LAB Development	Smooth running of classes of computer Centre
2	Mouse and keyboard	10	8000	LAB Development	Smooth running of lab classes
3	Replacement of ACs compressor and copper wire	4	100000	LAB Development	Due to theft of compressor and copper wire
4	Purchase of AC	1	45000	LAB Development	Smooth running of Client Server

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ETC Engineering					
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 nò. 105
3	Repair of Labortary working table	5	25000	LAB Development	Smooth running of lab classes

Chemical Engineering					
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

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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18/06


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.

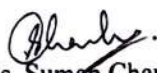

Dr. Mitali Chakravorty,
HOD i/c, Electrical Engg. Deptt.
Member, GB, AEI.


Mrs. Dipanjali Gogoi,
HOD, Chemical Engg. Deptt,
Member, GB, AEI.


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


Ms. Pranita 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.