



No. GP/GB/2025/ 3063

Date 08/01/25

From : Principal  
PCPS, Girls' Polytechnic,  
Bamunimaidan, Guwahati-21

✓ To : The Director of Technical Education, Assam  
Kahilipara, Guwahati-19

Sub : Forwarding of Minutes of the Second Governing Meeting (GB) of PCPS Girls'  
Polytechnic held on 30/11/2024.

Sir,

With reference to the subject cited above, I have the honour to forward herewith the Minutes of the Second GB meeting of PCPS Girls' Polytechnic presided over by the President of GB Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College held on 30/11/2024.

This is for favour of your kind information.

Yours faithfully

*N.M.*  
Principal,  
PCPS Girls' Polytechnic,  
Guwahati-21

## Second General Body (GB) Meeting of PCPS Girls' Polytechnic

Bamunimaidam, Guwahati-21

Date 30.11.2024,

Time: 11.30 a.m.

Venue: Institute Auditorium

Members Present: Details and Signatures Enclosed

The meeting started with the President Dr. Bipul Talukdar, Professor, Department of Civil Engineering, Assam Engineering College, Guwahati takes the chair. The Secretary (Ex-Officio), Dr. Nazrul Haque, Principal, PCPS Girls' Polytechnic welcomed all the esteemed members to the meeting. The agenda of the meeting was announced

- i. The President takes the Chair
- ii. Welcome address and purpose of the meeting by the Principal
- iii. Presentation by Principal on First Governing Body (GB) meeting minutes
- iv. Discussion on First Governing Body (GB) meeting minutes
- v. Presentation by the Principal on various issues of the Institute
- vi. Discussion on Academic issues of PCPS Girls' Polytechnic
- vii. Discussion regarding engagement of Part Time faculties in Modern Office Management (MOM), Architectural Assistantship Department and for other common subjects
- viii. Discussion on infrastructure development of Laboratories/ Workshops/Library/Institute Buildings etc.
- ix. Discussion on fund requirements as submitted by various Departments and procurement process
- x. Discussion on Hostel related issues
- xi. Discussion on developmental plans of PCPS Girls' Polytechnic
- xii. Miscellaneous issues
- xiii. President's address
- xiv. Vote of thanks
- xv. The End

The meeting starts with the Principal of PCPS Girls' Polytechnic Dr. Nazrul Haque briefly explains the purpose of the meeting.

1. The Principal delivers a Power Point Presentation about the steps taken on the First Governing Body (GB) meeting minutes.
2. The GB Members takes part on the discussion regarding steps taken by the Institute on the first GB meeting minutes.
3. On academic matters, the Members are of the opinion that the results of examinations should be conveyed to the respective parents.
4. The President of the GB appreciates Principal's initiative on the matter of feedback of the students for the Teachers of the Institute and he has advised the Principal to discuss personally with the Teachers after its analysis.
5. Dr. Jahanur Rahman, esteemed Member of the GB mentions about using online system of feedback.
6. Sri Deepankar Kakati, esteemed Member of the GB mentions about taking feedback specially from Alumni and also from other stakeholders.
7. On the matter of Consultancy Services, Dr. Bipul Talukdar, President of GB mentions that information of Consultancy Services can be displayed in the Institute Website and the

Dr. Bipul Talukdar

Dr. Nazrul Haque

Dr. Jahanur Rahman

Dr. Sri Deepankar Kakati

Dr. Bipul Talukdar

Dr. Nazrul Haque

Dr. Jahanur Rahman

Dr. Sri Deepankar Kakati

Dr. Bipul Talukdar

Dr. Nazrul Haque

Dr. Jahanur Rahman

Consultancy Cell should make their own PAN Card, GST etc. in the name of Cell at appropriate time.

8. Sri. Apurba Saikia, esteemed Member of GB says that application for GST may be done after few months or few years when the consultancy works will run in the institute.
9. On the matters of internal revenue generation (IRG), the members are of the opinion that professional courses may be conducted with the help from external bodies such as NSIC, NDSC, ASDM, National Urban Livelihood Mission, etc.

**The Principal in his Power Point presentation has highlighted various issues of the Institute to the Members of the GB. The following points have been mainly highlighted:**

1. Instruction of Director of Technical Education (DTE) about increase in Intake capacity in Civil and Computer Engineering Department by 20 seats each and also to close the Modern Office Management Department in view of less than 50% admission of the intake capacity in the last 3 years
2. Instruction of DTE about release or engagement of Part-Time Faculties and Part Time Sr. Instructors.
3. The GB has been informed about sanctioned posts, man-in-positions and vacancy positions in all the Departments of the Institute and also about acute shortage of faculties and supporting Teaching staffs specially in the Department of Architectural Assistantship and Modern Office Management (MOM) Department and Interdisciplinary subjects.
4. The GB has also been informed regarding urgency of engagement of PT Faculties and PT supporting staff from IRG Fund of the Institute at the Rate of Rs.350/- per theory class and Rs.250/- per laboratory class as per minutes of Academic Committee in the greater academic interest of the students and in view of lack of regular faculties for long time.
5. The Principal has informed GB that that the Institute has started preparation to apply for NBA for Civil and Computer Engineering Departments in the coming year and about initiatives taken by new Committees like NBA Core Committee, Training and Placement Cell, Community Development Cell, Alumni Cell etc.
6. The GB has been informed about major suggestions of Academic Committee, Purchase Committee, Institutional Development Plan Committee
7. Power supply problems regarding UPS and Batteries in all the Computer Laboratories of the Institute in addition to outdated Computers or Computers with hardware or software problems and about urgent needs of new Computers, Computer Hardware upgradation, Air Conditioner (ACs), UPS, Battery etc.
8. Information about alternate Power Supply source of 40 Kilo Watt on Grid Solar Inverter which is working and another 20-Kilowatt Hybrid Grid Solar Inverter which is not working and which needs urgent repairing.
9. Information about steps taken to connect 40 Kilo Watt On grid Solar Inverter to Language Laboratory (20 Computers) and Language Lab of MOM Department (10 Computers).
10. Information about the Laboratories in the Civil Engineering Department and its requirements.
11. Information about non availability of furniture in SC/ST Hostel and 4 Class Rooms constructed by IOCL and information about pursuing the matters with DTE with new request letter.
12. Information about fund requirements as submitted by various departments & cells of the Institute and also about the existing laboratory development and internal fund positions of the Institute.

The esteemed Members have discussed on Academic issues, engagement of Part Time faculties and Part Time Sr. Instructors in Modern Office Management (MOM), Architectural Assistantship Department and for other common subjects, infrastructure development of Laboratories/ Workshops/Library/Institute Buildings etc., Hostel related issues, fund requirements as submitted by various departments & cells of the Institute and procurement process and steps, existing internal fund positions of the Institute, developmental plans of the Institute.

The esteemed Members have expressed their specific opinion on various matters. Some highlighted issues are as follows:

1. Mr. Dipankar Kakati, the esteemed Member of GB has emphasized that academic activity should be going on uninterruptedly. He further says that the Institute must prepare their Vision Document urgently.
2. Sri. Apurba Saikia, the esteemed Member of GB, has stated that the Institute has done good job as far as various academic and infrastructure related issues are concerned.

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- *APurba Saikia 02/01/25*  
- *APurba Saikia 21/1/25*  
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- *APurba Saikia 02/01/25*  
- *APurba Saikia 03/01/25*  
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3. Dr. Jahanur Rahman, the esteemed Member of GB, has stated that while submitting infrastructure related proposals to the Govt., the matter should be discussed in the GB.
4. Mr. Tapan Mahanta, esteemed Member of the GB has stated that sometimes the actual identity of Local Guardian of Girls' Hostel boarders may need to be verified.
5. Mrs. Minakshi Buragohain, esteemed Member of the GB has expressed her concern about acute shortage of Faculties specially in the Architecture Assistantship Department.
6. Mrs. Sarala Bala Rabha, Librarian of the Institute and also an esteemed Member of the GB, has drawn attention of the GB regarding requirements of Furniture for proper storage of Books and seating arrangement
7. The esteemed Members of GB are of the opinion that proposal may be prepared and submitted to Government for repairing/renovation of the Principal's Quarter for its better utilization in future.
8. On the matter of Library, the esteemed Members have suggested that the Librarian needs to take necessary steps to keep signature of all the students who come to library for reading purpose so that their in-time and out-time are recorded.
9. The President of GB has stated that he is satisfied at the initiatives taken by the Institute on various academic and infrastructure developmental matters.
10. The President of GB has stated that the Institute is rightly taking steps to fulfil the requirements according to the instructions given in the Sensitization Programme of GB Members organized by the Government of Assam at Assam Administrative Staff College, Khanapara, Guwahat on 20.11.2024.
11. The President of GB has also stated that the Institute should take interest for NBA works and one meeting should be organized by Civil and Computer Department.

**After threadbare discussion on various issues of the Institute by the esteemed Members of the GB, the following resolutions were adopted in the GB meeting:**

**Resolutions of the GB Meeting:**

1. The GB has resolved to suggest that the Institute should take necessary steps to inform the Results of End Semester Examination (ESE) to the respective parents.
2. The GB has resolved to suggest the Institute for periodic parent teacher meeting, periodic attendance display and sessional marks display.
3. The GB has resolved to suggest for monthly assessment of number of classes taken by each teacher and the same should be informed to the respective HODs for onward submission to the Principal. Further, surprise periodic checking of classes is to be conducted by the Principal/ HODs.
4. The GB has suggested that the next GB Meeting will be held in the 1<sup>st</sup> half of February, 2025.
5. The GB has suggested that the Institute should take feedback from different stakeholders particularly from Alumni of the Institute.
6. The GB has suggested that information of Consultancy Services can be displayed in the Institute Website and the Consultancy Cell should make their own PAN Card, GST in the name of Cell etc. at appropriate time.
7. The GB members have suggested that the professional courses may be conducted with the help of some external bodies like MSME, NSIC, NDSC, ASDM, National Urban Livelihood Mission, etc.
8. The GB members have suggested that the Librarian needs to take necessary steps to keep signature of all the students who come to the library for reading purpose so that their in-time and out-time are recorded.
9. The GB members have felt that it is very much important to apply for accreditation process for the various Departments as per guidelines of AICTE and instructions of the Government. As such, the GB has approved the decision of PCPS Girls' Polytechnic to apply for accreditation of Computer Engineering Department and Civil Engineering Department initially.
10. The GB has suggested that efforts should be made to apply for fund from Govt. and various other sources as rigorous developmental activities in terms of academic and infrastructure need to be done to overcome difficulties in carrying out smooth academic activities in the Institute.
11. The GB committee members have expressed serious concern about non availability of regular Faculty in Architecture, MOM Department and in some other interdisciplinary

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- subjects such as Electronics/Electrical Engineering, Applied Science (Physics) etc. and has resolved to suggest the Principal of Institute to write to the concerned authorities.
12. The GB has resolved to suggest that teaching resources from other institutes may be requested to the Government through the DTE, Assam to conduct Computer Classes of MOM Department as 60% of the of MOM courses are computer subjects only and the MOM Department has no regular faculty.
  13. In the greater academic interest of the students, the GB has approved that few PT Faculties and few PT Sr. Instructors may be engaged from IRG Fund (subject to availability) of the Institute without issuing any engagement letters at the Rate of Rs.350/- per theory class for maximum 35 classes and at the rate of Rs. Rs.250/- per laboratory class for maximum 50 classes for a particular semester only from the current academic session for the subjects where no teachers have been appointed by the Govt. with the intimation/approval from DTE, Assam.
  14. The GB Members have discussed the infrastructure requirements of Departments, Laboratories, Workshops, Solar Power system, Library, Software upgradation of Language Laboratory, Examination Cell, Institute Website redesign, Conference Hall repairing, Auditorium, Campus development etc. and have resolved to take necessary steps for procurement of items as may be required on priority basis as per Govt. norms like Gem Portal/Tender etc. from Laboratory Development Fund/IRG Fund in a phased manner if the Fund is as per requirements
  15. GB members have resolved that in view of decision for NBA process, some urgent necessary works relating to academic and co-curricular activities may be made from Lab Development Fund/ IRG Fund of the Institute as per availability of Fund by following due norms/guidelines
  16. The GB has felt the urgent need of repairing of 20 KW Solar Power Inverter situated NITTTR Extension Center Building so that uninterrupted Power supply connection to the Computer Laboratories under Computer Engineering and Architecture Department may be provided and the GB has approved the proposal for repairing the same on urgent basis.
  17. The GB members have felt the problems being faced by the Institute in smooth functioning of all the Computer Laboratories under Computer Engineering, Architecture Assistantship and Modern Office Management Department and as such, the GB has approved to take necessary steps to modernize the Computer Laboratories by procuring new Computers, Computer Hardware, Software, Air Conditioners, Power supply (UPS), Battery, LAN, Internet etc. as per Govt. norms like Gem Portal/Tender etc. from Laboratory Development Fund in a phased manner if the Funds are as per requirements.
  18. The GB has specially mentioned about urgent steps for repairing and hardware upgradation of Computers in SC/ST Computer Lab, Computer Lab1 and Computer Lab2 under Computer Engineering Department, Computer Lab under Architecture Department and Computer Lab under MOM Department before starting of next academic session.
  19. The GB members have felt the urgent need to procure raw materials for practical works/ goods/tools/equipment etc. for laboratories under Civil Engineering Department, Science Laboratories, Electrical/Electronic Laboratories and Workshops for improving quality of practical classes and as such, the GB has approved to take necessary steps for procurement as per Govt. norms subject to availability of Laboratory Development Fund in a phased manner.
  20. The GB members are of the opinion that the development of Library infrastructure is very important for NBA and so the GB has approved the required steps to be taken as submitted by the Librarian subject to availability of required Funds of the Institute.
  21. The GB has felt modernization of Language Laboratory urgently as it is common to the students of all the Departments of the Institute as such GB has approved to take required steps to procure AMC for Orell Talk (NEW CORE) Version (Lifetime Perpetual License) for 1 Teacher up to 20 Student Consoles and 500 Users from Laboratory Development Fund in the greater academic interest of the students.
  22. The GB has felt for urgent needs of improvement of campus environment and has suggested for preparation of proposals to be prepared by the concerned Departments of the Institute or by some registered Professional agencies for submission to the Government and to various other funding agencies for developing Playground, Gardens and other unused open spaces.

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23. The GB has approved to take steps to procure furniture items on priority basis such as Almirah, Laboratory/Class Room furniture, Library furniture, Staff Table & Chair etc. from IRG Fund /Lab Development Fund as per Govt. norms.
24. The GB has resolved to take steps for implementation of suggestions of various Committees such as NBA, Purchase, Academic, Alumni, Institutional Development Plan, IRG related activities & its SOP, Hostel Management Committee etc.
25. The GB members have suggested that the Golden Jubilee Year Celebration Fund of PCPS Girls' Polytechnic that has been remaining unspent since the year 2015 should be utilized for creating some common or permanent facilities of the Institute after discussing the matter amongst all the staff members of the institute.
26. The GB has suggested that proposal may be prepared and submitted to Government for repairing and renovation of Principal's Quarter for its better utilization.
27. The GB members have resolved to suggest the Institute for preparation of Vision Document of the Institute for submission before the Government. The Vision Document should be made in phase-wise manner. The Members suggested that Phase 1 should include most important tasks, the Phase 2 should cover moderately important tasks and the Phase 3 should cover proposals for new courses and other long-term tasks.
28. The GB has suggested to submit proposal to the Government for developing new Shops (Trades) in the Workshop.
29. The GB has resolved to organize a meeting for Civil and Computer Engineering Department so that both these Departments can be further motivated and guided by Dr. Bipul Talukdar, President of GB, who has vast experience in Assam Engineering College in the matters of NBA.

The Meeting ended with formal Vote of Thanks by Sri. Sankhapani Bharali, esteemed Member of Governing Body, PCPS Girls' Polytechnic and Lecturer (S.G.), Computer Engineering, PCPS Girls' Polytechnic.

*Bipul Talukdar*  
02/01/25

Dr. Bipul Talukdar  
Professor, Civil Engineering, AEC, Guwahati  
President of Governing Body  
PCPS Girls Polytechnic.

*Nazrul Haque*  
03/01/25

Dr. Nazrul Haque  
Principal, PCPS Girls' Polytechnic  
Secretary, Ex-Officio of Governing Body  
PCPS Girls Polytechnic

Members Present:

1. President: Dr. Bipul Talukdar, Professor, Civil Engineering, AEC Guwahati
2. Secretary, Ex-Officio: Dr. Nazrul Haque, Principal, PCPS Girls' Polytechnic
3. Member 1: Sri Deepankar Kakati, Addl. Chief Engineer, Guwahati Municipal Corporation
4. Member 2: Sri Apurba Saikia, Ex-Engineer, Irrigation Department
5. Member 3: Sri. Tapan Mahanta (Guardian of student studying in Polytechnic)
6. Member 4: Dr. Jahanur Rahman, Lecturer (S.G.), Civil Engg, PCPS Girls' Polytechnic
7. Member 5: Sri.Sankhapani Bharali, Lecturer (S.G.), Computer Engg, PCPS Girls' Polytechnic
8. Member 6: Sri Mahesh Chandra Rajbongshi, Sr. Asst, PCPS Girls' Polytechnic
9. Member 7: Ms. Janmoni Baruah, Sub-Engineer (Civil), Irrigation Department
10. Member 8: Ms. Minakshi Buragohain (Architecture Firm)
11. Member 9: (Ex-Officio Member): Mrs. Sarala Bala Rabha, Librarian, PCPS Girls' Polytechnic

*Bipul Talukdar*  
02/01/25

*Nazrul Haque*  
03/01/25

*Deepankar Kakati*  
21/1/25

*Apurba Saikia*  
03/01/25

*Jahanur Rahman*  
02/01/25

*Sankhapani Bharali*  
8/1/25

*Mahesh Chandra Rajbongshi*

*Minakshi Buragohain*  
3/1/25

*Sarala Bala Rabha*  
3/1/25

*Nazrul Haque*  
03/01/25

*Deepankar Kakati*  
3/1/25

*Minakshi Buragohain*  
3/1/25