

**4th General Body (GB) Meeting of PCPS Girls' Polytechnic
Bamunimaidam, Guwahati-21**

Date 09.12.2025

Time: 02.30 p.m.

Venue: Conference Hall

Members Present: Details and signatures are enclosed
The agenda of the meeting as announced earlier

Agenda of the meeting

1. The President of GB takes the Chair
2. Welcome address and purpose of the meeting by the Principal
3. Presentation on Action Taken Reports on 3rd Governing Body (GB) meeting resolutions by the Principal and Discussion by the Members
4. Discussion on Vision and Mission statements of the Institute NBA preparation
5. Presentation by the Principal on existing and proposed issues as discussed and resolved in Academic Committee, Institutional Development Committee, Purchase Committee etc.
6. Discussion and Resolutions on various issues as discussed in Agenda 5
7. Miscellaneous issues if any
8. President's address
9. Vote of thanks by Dr. Syeda Musfia Begum, H.O.D(i/c)., MOM, Deptt.
10. The End

The meeting was presided over by Dr. Bipul Talukdar, Principal (i/c), Assam Engineering College & Professor, Department of Civil Engineering, Assam Engineering College, Guwahati. The Secretary (Ex-Officio), Dr. Nazrul Haque, Principal, PCPS Girls' Polytechnic welcomed all the esteemed members of the GB present in the meeting and briefly explained the purpose of the meeting.

1. Dr. Nazrul Haque, Principal delivers Power Point Presentation on the action taken reports on the resolutions of 3rd GB meeting held on **09.07.2025**. The presentation include among others development of Institute Library with installation of computers, software, enhancement of reading tables etc., website development, starting of ISTE Student Chapter, Students Innovation and Incubation Center, establishment of Smart Class Room, opening of SC/ST Hostel, starting of IRG Course on Stenography with Computer Proficiency, repairing of solar power system, repairing of computer labs and Language Lab, development of Students Common Room under CSR, installation of new sound system in Auditorium, procurement of ACs and UPS for computer laboratories , distribution of Rs.5000/- to each HODs , engagement of temporary cleaner/sweeper/other staffs in office and library, apprentices for laboratory etc..
2. The GB Members takes part on the discussion and approves the action taken report placed by the Principal on the resolutions of 3rd GB meeting held on 09.07.2025 and other issues.
3. Dr. Nazrul Haque, Principal delivers PPT on proposed issues which were also discussed and resolved in Academic Committee, Institutional Development Committee, Purchase Committee meetings etc of the Institute. The proposed issues as presented by the Principal mentions about submitting Pre-Qualifier (PQ) and Self-Assessment Report (SAR) for

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applying NBA along with application fees, removal of obsolete items in Civil Engineering Laboratories and probable fund requirements, upgradations of facilities in the Medical Unit and Examination Cell of the Institute, VC facilities at newly developed Smart Class Room for online Class/Seminar/Training etc, existing requirements of Student Innovation & Incubation Centre, requirements of Environment Laboratory, requirements of Microprocessor Laboratory, comfortable seating arrangements for Guests and students in the Auditorium Hall as per application of PCPS Girls' Polytechnic Students Union (GPSU), creation of better work environment in the office of the Principal, requirements of Tata Centre of Excellence and also the matter of repairing / replacing tin sheets and frame of Canteen roof along with ceiling

4. The GB Members takes part in the discussion and accepts the proposed issues positively along with inclusion of some other issues as raised by the respected GB Members
5. The GB Members discuss on NC/DC matter of students raised by Mrs. Jyotsna Das, GB Member. The members are of the opinion that there should be clear guidelines from SCTE/DTE.
6. Dr. Bipul Talukdar, President of GB has suggested that students having poor attendance should be called for guidance/mentoring at least 15 days before preparation of NC/DC lists.
7. Mrs. Sarala Bala Rabha, GB Member, mentions about shortage of staff in Library and requested for engagement of other regular staffs for proper management of library resources.
8. The GB Members have discussed about importance of accessing internet/wi-fi in the campus for all students and staffs.
9. The GB Members have discussed about NBA matters such as Vision and Mission statements, application fees and reimbursement of fees, submission of Pre-Qualifier and SAR etc.
10. Dr. Bipul Talukdar, President of GB, raises issue of reimbursement of NBA application fees.
11. Sri Deepankar Kakati, GB Member, has suggested for awareness/involvement of students in implementation of Vision and Mission of the Institute.
12. Mrs. Jyotsna Das, GB Member, is of the opinion that SAR should be submitted in the third week of January, 2026.
13. Sri. Apurba Saikia, GB Member, mentions about NBA process and preparation of SAR after careful deliberations.
14. Dr. Bipul Talukdar, President of GB, while initiating discussion on procurement/ repairing of Civil Engineering laboratories has suggested that a portion of a portion of amount earned through IRG should be allotted to the department through it was generated.
15. Dr. Syeda Musfia Begum, GB Member has suggested for good quality Chairs/Tables for the Examination Cell of the Institute.
16. The GB Members have discussed in details about damage of acquittance register causing problems in recovering salary records. The GB Members have suggested to inform to the higher authority for future convenience/authentication purposes. The GB has suggested for formation of a 3-Member Committee to deal with the matter/recovery of relevant data.
17. The GB Members have discussed about providing required support/furniture to the Tata Centre of Excellence
18. Dr. Bipul Talukdar, President of GB mentions about additional expenditure that may be required for proper maintenance/highlight the facilities of the Institute in case of visit by NBA team in coming months.
19. Dr. Bipul Talukdar, President of GB, in his presidential remarks, feels happy on successful completion of the 4th GB meeting and mentions some important issues that have been discussed thoroughly in the GB meeting and he also mentions about importance of educating the students about NBA process and also about Vision and Mission of the Institute and the Department. Dr. Talukdar has suggested the same for the staff members also.

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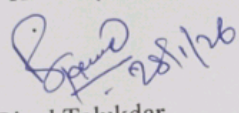
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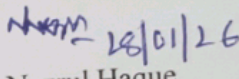
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11. In view of proposed visit by NBA Team in the month of February/March, 2026, the GB meeting discusses and approves the resolution of the Purchase Committee for procurement of Microprocessor kits for Microprocessor Laboratory under Computer Engineering Department.
12. With a view to upgrade comfortable seating arrangement for guests and students in the Auditorium Hall as per application of PCPS Girls' Polytechnic Students Union (GPSU), the GB meeting discusses and approves the Purchase Committee resolution for procurement of 1 Sofa set (5/6/7-seaters) wooden type with Centre table and 100 numbers of good quality Plastic Armchair with Cushion (Ornate type) for Auditorium Hall.
13. To create better work environment in the office of the Principal, the GB meeting discusses and approves the Purchase Committee resolutions for procurement of 7 numbers of Full Secretariat tables (Steel), replacement of existing seating arrangement of Table and Chair of the Principal, and creation of separate Aluminium partition chambers for office staffs by dismantling the existing wooden partitions as it has been damaged by termites.
14. As the Tata Centre of Excellence has been handed to the PCPS Girls' Polytechnic, the GB Committee has approved for procurement of 40 numbers of good quality writing pad Chairs per application of 2 staffs of Tata Centre of Excellence.
15. With a view to create better facilities in the Canteen for students, the GB Committee has approved the Purchase Committee resolutions for repairing tin sheets/frame of Canteen along with ceiling to prevent extreme heat during summer as per proposal of Civil Engg. Deptt.

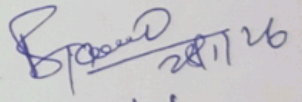
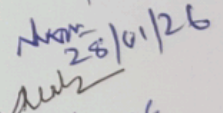
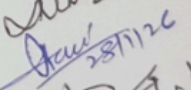

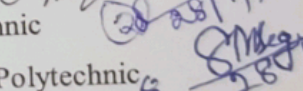
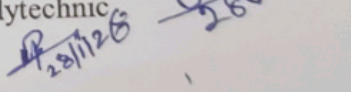
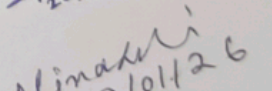
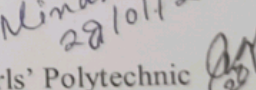
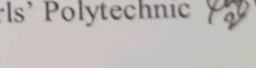
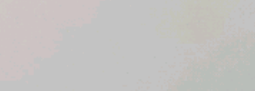
The Meeting ended with formal Vote of Thanks by Dr. Syeda Musfia Begum, H.O.D.(i/c), MOM Deptt. PCPS Girls' Polytechnic and an esteemed Member of GB


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


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

PCPS Girls Polytechnic

Signatures of 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, Retd. Addl. Chief Engineer, GMC - 
4. Member 2: Sri Apurba Saikia, Retd. Ex-Engineer, Irrigation Department - 
5. Member 3: Sri. Tapan Mahanta (Guardian of student studying in Polytechnic) - 
6. Member 4: Mrs. Jyotsna Das, H.O.D., Computer Engg., PCPS Girls' Polytechnic - 
7. Member 5: Dr. Syeda Musfia Begum, H.O.D.(i/c), MOM Deptt. 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 - 