

**5th General Body (GB) Meeting of PCPS Girls' Polytechnic
Bamunimaidam, Guwahati-21**

Date 08.04.2026

Time: 11.00 a.m.

Venue: Conference Hall

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

Agenda of the meeting

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1. The President of GB takes the Chair
2. Welcome address and purpose of the meeting by the Principal
3. Inauguration of 2nd issue of Institute News Letter 'GP Horizon'
by the Honorable Members of GB
4. Presentation on Action Taken Reports on Governing Body (GB) resolutions by the Principal
5. Discussions on various issues and suggestions by the Honorable Members
6. Discussion on preparation of NBA team visit
7. Resolutions on various issues as discussed
8. Miscellaneous issues if any
9. President's address
10. Vote of thanks by Mrs. Jyotsna Das H.O.D. Computer Engg. Deptt.
11. The End of the Meeting

The meeting was presided over by Dr. Bipul Talukdar, 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. As a 1st Agenda of the meeting the 2nd issue of Institute News Letter 'GP Horizon' was inaugurated by the Honorable Members of GB
2. Dr. Nazrul Haque, Principal delivers Power Point Presentation on the action taken reports on the resolutions of previous GB meetings. The presentations mainly highlight the submission of Self-Assessment Report (SAR) for applying NBA for Computer Engineering Department on 20.03.2026, submission of demand for reimbursement of the amount paid to the AICTE for NBA, steps for removing/repairing the obsolete items in Civil Engineering Laboratories, development of new Environment Lab, upgradation of facilities in Medical Unit, Examination Cell, Library, New Smart Class Room, Auditorium, Microprocessor Lab, Furniture for Office staff and Principal's chamber along with creation of Aluminium partition in the Office, recovery of salary related data from the badly damaged acquittance register, development of a garden named as 'Zubeen Garg Memorial Park' at the front of Institute's entry road. utilization of the Institute's Playground for proper maintenance and revenue generation by allowing S. C. Cricket Academy to coach children in the evening times, repairing/cleaning all the toilets as demanded by GPSU/other students, installation of RO/UV Water Purifiers at Exam Cell (1 Number), SC/ST Hostel (3 Numbers), Academic Building/Administrative Building (3 Numbers), Installation/repairing/maintenance works relating to water supply connections, electrical systems including ACs, urinals/toilets, gardens, institute & hostel buildings etc. and publication of 2nd issue of Institute's News Letter 'GP Horizon'
3. The Members start discussion regarding submission of SAR for Computer Engineering Department.

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Prasad
22/4/26

Umapati
23/04/26

Deo
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Ar
22/4/26

Manoj
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JP
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AS
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Alaksh
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4. Mrs. Jyotsna Das, HOD Computer Engineering mentions about date for the proposed NBA visit for Computer Engineering Department as the faculties and other staff members wanted some time for preparation of various documents that may be needed during visit.
5. Dr. Nazrul Haque Principal informs that probable visit day will be in the month of August,2026 as the Institute will remain closed in the month of July,2026. Also, the First Semester students will start attending the classes.
6. Mrs. Jyotsna Das, HOD Computer Engineering mentions the issue of preparation and application for NBA for Civil Engineering Department at the starting of next academic session.
7. Dr. Nazrul Haque, Principal mentions that the SFR will conform to requirements of NBA in the next academic session i.e. starting from August, 2026
8. Dr. Bipul Talukdar, President of GB mentions about necessity and importance of applying for NBA of Civil Engineering Department and has desired that Institute must apply for it and to start preparation immediately.
9. Sri Deepankar Kakati emphasizes on active involvement of students in the activities of the Institute.
10. Mrs. Jyotsna Das, HOD Computer Engineering mentions about temporary Library staff presently engaged and conditions of continuation of her service at the library either for 6 months or 1 Year.
11. Dr. Bipul Talukdar, President of GB has expressed his opinion that the concerned staff may continue till she wants to provide service or till her service is satisfactory. Because frequent change of temporary Library staff may attract managerial issues in the Library.
12. Mrs. Sarala Bala Rabha, Librarian mentions the issue of shortage of fund for publication of Magazine of the Institute from student's fee and as such, the required fund needs to be arranged from other sources for maintaining the quality of the Magazine.
13. Mrs. Jyotsna Das, HOD Computer Engineering Department has mentioned about a new branch named as Electronic Engineering.
14. Dr. Nazrul Haque Principal further informed that the name of new branch is Electronic Engineering (Semiconductor Manufacturing and Smart Automation) which will be introduced under Self-Financing mode from the Academic Session 2026-2027 as per decision of the Govt. The 3rd year of the course will be On-Job-Training (OJT) as the students will stay at Tata Semiconductor Assembly and Test Pvt Ltd (TSAT) in Morigaon.
15. Sri Deepankar Kakati mentions about activities of Training and Placement Cell (TPC) of the Institute.
16. Dr. Nazrul Haque Principal informs that TPC is active and conducted a major placement drive on 17.06.2025 where 16 different companies participated and recruited few students. Dr. Haque further informed that majority of the students prefer to higher studies and as such, they do not want to appear for interview.
17. Mrs. Jyotsna Das, HOD Computer Engineering Department has mentioned about maintaining a separate library in Computer Engineering Department where final semester student's project report and books may be kept. Books for the library may be donated by faculties, students, ex-students and any other well-wishers.
18. Sri Ratneswar Kalita, Lecturer (SG), Civil Engineering mentions about provision of financial assistance to the students of newly introduced Electronic Engineering branch for initial 2 years. Sri. Kalita also mentions about removal of deficiencies relating to Examination Cell with updated facilities to meet criterion required for NBA accreditation.

Sri Kalita also proposes to further develop the newly developed Zubeen Garg Memorial Park by installing a Statue of Zubeen Garg and planting more plants.

19. Sri. Gobinda Ram Kalita, H.O.D.(i/c) Civil Engineering Department raises the issue of developing the garden in front of the Institute Building by submitting proposal to the Govt.

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20. Dr. Bipul Talukdar, President of GB, in his presidential address, feels happy on successful completion of the 5th GB meeting and has deliberated on following important points:
- Dr. Talukdar mentions that the GB Members are happy for creation of better facilities in the Institute specially in Library, Laboratories, Language Lab, Smart Class Room, Girls Common Room, Innovation Centre, Auditorium, Canteen, Center of Excellence etc. as the GB members have seen themselves while inspecting these facilities today.
 - Dr. Talukdar has emphasized on involvement of students and faculties more actively in various activities, utilization of available resources, awareness in NBA related matters.
 - Dr. Talukdar has emphasized on involvement of all faculties and staff members in the preparation of course file, laboratory log book, lab manual, lab display boards, etc.
 - Dr. Talukdar has emphasized in running job-oriented courses with the aim of better utilization of resources and earning internal revenue.
 - Dr. Talukdar mentions about future development/vision & Mission of the Institute and desires that the Institute must take initiative in this matter.

After detail discussions on various issues based on PPT presentation and views of the Principal, suggestion of the respected President and other respected Members of the GB, the following resolutions were taken unanimously: The resolutions are as follows:

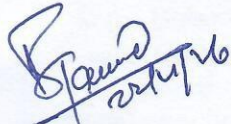
- The GB Members have discussed about necessity and importance of applying for NBA of Civil Engineering Department at the starting of next academic session as the SFR will conform to requirements of NBA in the next academic session i.e. 2026-27. As such, GB meeting has resolved to apply for NBA of Civil Engineering Department in the next academic session i.e. 2026-27 and to start preparation of SFR immediately.
- The GB Meeting has resolved that NBA visiting date for Computer Engineering will be finalized in the month of August, 2026 as the Institute will re-open after vacation.
- The GB members have resolved to organize a meeting of all staff members to discuss SAR of Computer Engineering and also for preparation of SAR for Civil Engineering on 20.04.2026.
- The GB Members have discussed about temporary library staff that may be engaged due to shortage of regular staff and conditions of continuation of engagement. Now GB has resolved that the concerned staff may continue till he/she wants to provide service or till his/her service is satisfactory.
- The GB Members have discussed about shortage of fund for publication of Magazine of the Institute from student's fee and as such, it is resolved that the required fund will be arranged from internal revenue sources for maintaining the quality of the Magazine.
- The GB Members have discussed about involvement of students in the activities of the Institute and as such, it has been resolved to organize various events in coming months involving students.
- The GB Members have discussed about maintaining a separate library in Computer Engineering Department in view of proposed NBA visit. The GB committee has allowed H.O.D. Computer Engineering to take necessary steps for starting a separate library.
- The GB Members have discussed about future vision of the Institute and have resolved that the Institute should further study/pursue the issues/content in Institute Development Plan (IDP) already submitted to the Govt for better implementation.
- The GB Members have discussed about campus development issue and have resolved to take steps for submission of proposal to PWD for development of Graden at the front of the Institute building.
- The GB Members have discussed about development and maintenance of Institute's playground and as such, have approved the initiative of allowing to utilize Institute's field

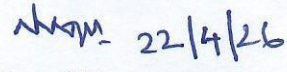
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Dr. Bipul Talukdar
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to S. C. Cricket Academy at monthly rate of Rs.7000/- w.e.f. November,2025 subject to terms and conditions as decided by playground management committee for continuation and also have approved the development of the Zubeen Garg Memorial Park at the entry road of the Institute from Institute's own revenue source and contribution of well-wishers.

11. The GB Members have discussed about development of facilities in Civil Engineering laboratories, library and drinking water facilities and the GB has approved the procurement of one 5 KVA UPS as proposed by Librarian, the proposal for procurement of 2 numbers of Vernier Transit Theodolites as proposed of H.O.D. (i/c) of Civil Engineering and the procurement of 2 numbers of RO/UV Filters as per request of students.


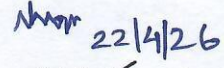
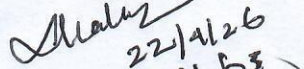
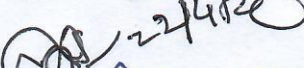



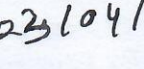
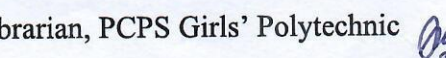

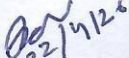
The Meeting ended with formal Vote of Thanks by Mrs. Jyotsna Das, HOD Computer Engineering Department, PCPS Girls' Polytechnic. Mrs. Das offered vote of thanks to the Principal, Dr. Nazrul Haque for his continuous involvement in uplifting the level of the Institute.



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. Member5: 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 — 

 22/4/26