



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Departmental Advisory Committee Members

Department of Basic Science and Humanities

Academic Session 2023-24

| Sl. No. | Name of The DAC Members    | Designation                                                  | Position               |
|---------|----------------------------|--------------------------------------------------------------|------------------------|
| 1.      | Dr. Nibedita Mukherjea     | Head of The Department, BSH, RERFGI                          | Convener               |
| 2.      | Ms. Amrita Chakraborty     | Assistant Professor, BSH                                     | Member                 |
| 3.      | Ms. Paramita Dutta         | Assistant Professor, BSH                                     | Member                 |
| 4.      | Dr. Abhijit Saha           | Assistant Professor, Department of Chemistry, SRM University | External Member        |
| 5.      | Ms. Ishika Ghosh           | Assistant Professor, CE, RERF                                | Alumni                 |
| 6.      | Mr. Dilip Kumar Singha Roy | Ex-Service Man                                               | Parents Representative |

Principal  
Regent Education & Research Foundation  
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Barrackpore, Kolkata-700121

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Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No.: RERF/BSH/DAC/23-24/01

Date: 30.08.2023

### NOTICE

All the DAC members are hereby informed that a meeting of the DAC is scheduled on 08.09.2023 at 11:30 a.m, at Language Laboratory.

The agenda of the meeting is as follows:-

1. Student induction program.
2. Announcement of Mentorship program
3. Implementation of different learning methods.
4. Assessment of slow and advance learners.
5. Annual report and newsletter of previous session.

Your presence is highly solicited.

*Nibedita Mukherjee*  
Dr. Nibedita Mukherjee  
HOD, BSH



*Principal*

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Minutes of the Meeting

A meeting of the DAC members was held on, 08.09.2023 at 11:30 a.m. Following DAC members were present.

| Sl. No. | Name of The DAC Members                                 | Designation            | Signature                 |
|---------|---------------------------------------------------------|------------------------|---------------------------|
| 1.      | Dr. Nibedita Mukherjea<br>HOD, BSH, RERFGI              | Convener               | <i>Nibedita Mukherjea</i> |
| 2.      | Ms. Amrita Chakraborty<br>Assistant Professor, BSH      | Member                 | <i>Amrita Chakraborty</i> |
| 3.      | Ms. Paramita Dutta<br>Assistant Professor, BSH          | Member                 | <i>Paramita Dutta</i>     |
| 4.      | Dr. Abhijit Saha<br>Assistant Professor, SRM University | External Member        | <i>Asaha</i>              |
| 5.      | Ms. Ishika Ghosh<br>Assistant Professor, CE, RERF       | Alumni                 | <i>Ishika Ghosh</i>       |
| 6.      | Mr. Dilip Kumar Singha Roy                              | Parents Representative | <i>Dilip Kumar Roy</i>    |

1. The SIP of the 2023-24 session is scheduled to be held in the month of September.
2. Faculties of BSH will be assigned to mentorship program of the newly admitted students.
3. Different learning methods will be implemented in the curriculum and it will be reflected in the respective lesson plan.
4. Newly admitted students will be identified as slow and advance learner.
5. Annual report and news letter of the BSH department will be published.

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated : 05.12.2023

Action Taken on points discussed in the meeting held on 08.09.2023

| Sl. No. | Point discussed                                   | Action taken                                                                                                                                                           |
|---------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Student induction program                         | 15 days SIP was started on 12.09.2023.                                                                                                                                 |
| 2.      | Announcement of Mentorship program                | Faculties of BSH were assigned to mentorship program. Maximum 25 mentees were assigned under a mentor.                                                                 |
| 3.      | Implementation of different learning methods.     | Experiential learning, peer teaching, group learning, project based learning and use of ICT enable tools etc. were implemented in the 1 <sup>st</sup> year curriculum. |
| 4.      | Assessment of slow and advance learners.          | Students were identified in these categories following institutional policy.                                                                                           |
| 5.      | Annual report and newsletter of previous session. | Annual report and newsletter of the 2022-2023 session of BSH department were prepared and published.                                                                   |

*Nibedita Mukherjee*  
Dr. Nibedita Mukherjee  
HOD, BSH



*Principal*  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No.: RERF/BSH/DAC/23-24/02

Date: 07.02.2024

### NOTICE

All the DAC members are hereby informed that a meeting of the DAC is scheduled on 15.02.2024 at 11:30 a.m, at Language Laboratory.

The agenda of the meeting is as follows:-

1. Implementation of add on courses
2. Arrangement of Seminar
3. Curriculum feedback from the stakeholders.
4. Co-curricular and extra-curricular activities of the students.
5. Upliftment of the faculty profile.

Your presence is highly solicited.

*Nibedita Mukherjee*  
Dr. Nibedita Mukherjea  
HOD, BSH

*[Signature]*  
Principal  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Minutes of the Meeting

A meeting of the DAC members was held on, 15.02.2024 at 11:30 a.m. Following DAC members were present.

| Sl. No. | Name of The DAC Members                            | Designation            | Signature              |
|---------|----------------------------------------------------|------------------------|------------------------|
| 1.      | Dr. Nibedita Mukherjee<br>HOD, BSH, RERFGI         | Convener               | Nibedita Mukherjee     |
| 2.      | Ms. Amrita Chakraborty<br>Assistant Professor, BSH | Member                 | Amrita Chakraborty     |
| 3.      | Ms. Paramita Dutta<br>Assistant Professor, BSH     | Member                 | Paramita Dutta         |
| 4.      | Ms. Ishika Ghosh<br>Assistant Professor, CE, RERF  | Alumni                 | Ishika Ghosh           |
| 5.      | Mr. Dilip Kumar Singha Roy                         | Parents Representative | Dilip Kumar Singha Roy |

#### Member absent:

Dr. Abhijit Saha (External Member)  
Assistant Professor, SRM University

1. Add on course will be implemented in the Btech 1<sup>st</sup> year curriculum.
2. Seminar on relevant topic.
3. Curriculum Feedback from all the stake holders will be collected at the end of the session following NAAC SOP.
4. Students will be encouraged for co-curricular and extra-curricular activities following university guideline.
5. Faculties will be encouraged to participate in FDPs, conducting research work etc.

Principal

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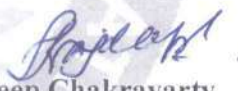
# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated: 08.05.2024

Action Taken on points discussed in the meeting held on 15.02.2024

| Sl. No. | Point discussed                                             | Action taken                                                                                                                    |
|---------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Add on course in the Btech 1 <sup>st</sup> year curriculum. | A course on "Learn Spanish Language" was conducted from 12-23 March, 2024.                                                      |
| 2.      | Seminar organized                                           | A seminar on "Engineering Science: Its Scope, Prospect, and Future" was organized on n 17th May, 2024.                          |
| 3.      | Curriculum Feedback                                         | Feedback on the curriculum was taken from the students and the faculties.                                                       |
| 4.      | Co-curricular and extra-curricular activities               | All students were encouraged to take part in the co-curricular and extra-curricular activities for MAR in 1 <sup>st</sup> year. |
| 5.      | Upliftment of the faculty profile                           | Faculties have participated in seminars/ webinars/FDPs, published research papers in the international journals of repute.      |

  
Dr. Rajdeep Chakravarty  
HOD, BSH





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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### DEPARTMENTAL ADVISORY COMMITTEE

### DEPARTMENT OF CIVIL ENGINEERING

**Academic Year: 2023-2024**

Following are the members nominated as Departmental Advisory Committee for this academic year

1. HOD : Mr Shouvik Sarkar.
2. Faculty Representative : Mrs Labani Nandi
3. Faculty Representative : Ms. Payel Chakraborty
4. Faculty Representative : Mrs. Ishika Ghosh
5. Industry Representative : Mr. Nilendu Mondal/ Mr. Kaushik Dutta Roy
6. Alumni Representative : Mr. Diprajit Kumar Das
7. Parent Representative : Mr. Tarak Nath Chakraborty

Principal

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No: RERF/CE/DAC/23-24/01

Date: 27/07/2023

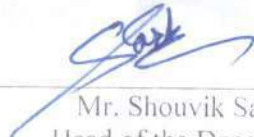
### NOTICE

All the DAC members are hereby informed that a meeting of the DAC is scheduled on dated 04.08.2023 from 2:00 pm, at Faculty Room of Civil Engineering Department.

Agenda of the meeting is follows:

1. Students induction Program
2. Announcement of Mentorship Program
3. Discussion of different learning method
4. Identify slow and advanced learners
5. Annual sports
6. Faculty training
7. Discussion on different Value added course
8. Miscellaneous

Your presence is highly solicited.

  
Mr. Shouvik Sarkar  
Head of the Department  
Department of Civil Engineering



  
Principal  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 04/08/2023

### Minutes of Departmental Advisory Committee Meeting

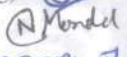
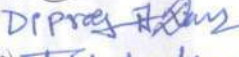
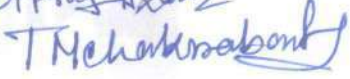
Venue: Civil Engineering Faculty Room

Date: 04/08/2023

Time: 02:00PM

On 4th August 2023 Civil engineering department conducted Departmental Advisory Committee meeting. Many points are discussed and department has got some fruitful connects and outcomes from meeting.

Following members were present for DAC meeting:

1. Mr. Shouvik Sarkar (HOD of Civil Engineering Department) 
2. Mrs. Labani Nandi (AHOD of Civil Engineering Department) 
3. Ms. Payel Chakraborty (Faculty of Civil Engineering Department) 
4. Mrs. Ishika Ghosh (Faculty of Civil Engineering) 
5. Mr. Nilendu Mondal (External Industry Expert) 
6. Mr. Diprajit Kumar Das (Alumni Member) 
7. Mr. Tarak Nath Chakraborty (Parent Member) 

The agenda of the meeting is as follows:

1. Students induction Program
2. Announcement of Mentorship Program
3. Discussion of different learning method
4. Identify slow and advanced learners
5. Annual sports
6. Faculty training
7. Discussion on different Value added course
8. Miscellaneous

The meeting started with the welcome speech by Head of the Department, Mr. Shouvik Sarkar.

The points were discussed:

- Role of Teacher in modern industrialization.
- Committee instructed all the Faculty to do CO-PO attainments for the subjects for the academic year 2023-2024
- Committee suggested the department to organize more numbers of workshops for which help the students for their employability and the department achieve the POs and as well as which helps in their higher education/placement.
- Subjects to be taken as extracurricular course to match the current trends in industry.
- How to enhance industry connect and make students industry-ready.



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- Committee instructed the Faculty to arrange remedial classes to improve the results.
- Training the Faculty members for current trends in industry.
- Value added courses on Aptitude and logical reasoning skills for 2<sup>nd</sup> year students. Basic communication skills, Group discussions for 3<sup>rd</sup> year students and Aptitude learning program for 4<sup>th</sup> year students have been proposed for the academic year 2023-24, which helps their placement. Committee instructed the placement Co-coordinators to encourage the students to attend all the sessions.

The minutes should be forwarded to Departmental Advisory Committee for the approval.

The meeting concluded with a vote of thanks by Mrs. Labani Nandi, AHOD of the Civil Engineering department.

  
Mr. Shouvik Sarkar  
Head of the Department  
Department of Civil Engineering



  
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# REGENT EDUCATION & RESEARCH FOUNDATION

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Date: 07/12/2023

Action taken on points discussed in the meeting:

- Faculty members were briefed on the evolving role of educators in shaping industry-ready students. Discussions were held on integrating real-world industrial practices into teaching methods to bridge the gap between academia and industry.
- The committee issued an instruction to all faculty members to complete the Course Outcome (CO) and Program Outcome (PO) attainments for their respective subjects for the academic year 2023-2024. Faculty are to ensure alignment with departmental and institutional goals.
- It was decided that the department would organize additional workshops aimed at enhancing student employability and improving alignment with Program Outcomes (POs). Workshops will also focus on preparing students for higher education opportunities and placements.
- The committee has instructed faculty members to organize remedial classes for students who are struggling academically, in order to improve overall results and provide additional support where necessary.
- The committee proposed courses aimed at improving students' employability, such as:  
2nd Year: Aptitude and logical reasoning skills.  
3rd Year: Basic communication skills and group discussions.  
4th Year: Advanced aptitude learning programs.
- Value added course \_ Basic AutoCAD for Engineering Drawing was organized from 4<sup>th</sup> November to 22<sup>nd</sup> November, 2023.

  
Mr. Shouvik Sarkar  
Head of the Department  
Department of Civil Engineering



  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No: RERF/CE/DAC/23-24/02

Date: 28/02/2024

### NOTICE

All the DAC members are hereby informed that a meeting of the DAC is scheduled on dated 09.03.2024 from 12:30 pm, at Faculty Room of Civil Engineering Department.

Agenda of the meeting is follows:

1. Discussion on course attainments.
2. Discussion on feedback from stakeholders on curriculum.
3. Discussion on value added course/ Guest lectures/Workshop/ Event organized by the department.
4. Discussion on previous semester results.
5. Miscellaneous.

Your presence is highly solicited.

  
Mr. Shouvik Sarkar  
Head of the Department  
Department of Civil Engineering



  
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Date: 09/03/2024

### Minutes of Departmental Advisory Committee Meeting

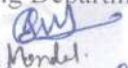
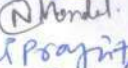
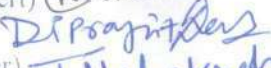
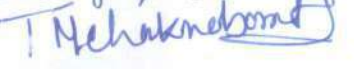
Venue: Civil Engineering Faculty Room

Date: 09/03/2024

Time: 12:30PM

On 9th March 2024 Civil engineering department conducted Departmental Advisory Committee meeting. Many points are discussed and department has got some fruitful connects and outcomes from meeting.

Following members were present for DAC meeting:

8. Mr. Shouvik Sarkar(HOD of Civil Engineering Department) 
9. Mrs. Labani Nandi (AHOD of Civil Engineering Department) 
10. Ms. Payel Chakraborty (Faculty of Civil Engineering Department) 
11. Mrs. Ishika Ghosh (Faculty of Civil Engineering) 
12. Mr. Nilendu Mondal (External Industry Expert) 
13. Mr. Diprajit Kumar Das (Alumni Member) 
14. Mr. Tarak Nath Chakraborty (Parent Member) 

The agenda of the meeting is as follows:

1. Discussion on course attainments
2. Discussion on feedback from stakeholders on curriculum
3. Discussion on value added course/ Guest lectures/Workshop/ Event organized by the department
4. Discussion on previous semester results
5. Miscellaneous

The meeting started with the welcome speech by Head of the Department, Mr. Shouvik Sarkar.

The points were discussed:

- The meeting began with a review of the course attainments. It was noted that most courses met the expected learning outcomes, Faculty members shared insights on areas where improvement could be made.
- Feedback from students, alumni, and industry stakeholders was reviewed. Overall, the curriculum received positive feedback, but several suggestions for updates were made, particularly in areas of practical applications and emerging trends.
- A review of the previous semester's academic results was conducted. The performance of students in various courses was discussed, and areas where students faced challenges were highlighted.



Principal

Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Tetinipara  
Barrackpore, Kolkata-700121

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerkolkata@gmail.com](mailto:rerkolkata@gmail.com), Website : [www.rerf.in](http://www.rerf.in)

Campus Address:

Bara Kanthalia, Barrackpore  
P.O: Sewli Tetinipara, P.S.: Mohanpur  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 12/06/2024

Action taken on points discussed in the meeting:

- It was acknowledged that most courses successfully met the expected learning outcomes. Faculty members were asked to further evaluate areas where improvements could be made, with an emphasis on enhancing practical applications in the curriculum. A follow-up meeting is scheduled to discuss specific actions for those areas that need improvement.
- The previous semester's academic results were thoroughly reviewed. The committee identified courses where students faced challenges and decided to implement remedial classes in those subjects. Additionally, steps will be taken to better align course materials with the learning needs of students, and regular performance tracking will be introduced to ensure continuous improvement.
- Value added course \_ Analysis of Beams, Frames and Truss using STAAD Pro, was organized from 19<sup>th</sup> March to 10<sup>th</sup> April, 2024.
- One day seminar on "BIM METAMORPHOSIS-A PARADIGM SHIFT IN THE AEC INDUSTRY" was organized on 25<sup>th</sup> May, 2024.

  
Mr. Shouvik Sarkar  
Head of the Department  
Department of Civil Engineering



  
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Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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P.O: Sewli Telinipara, P.S.: Mohanpur  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

RefNo: RERF/CSE/DAC/Notice/2023-2024/01

Dated: 03-08-2023

## NOTICE

Notice is hereby given that a meeting of the Advisory Committee of Computer Science and Engineering Department, RERFGI will be held at 11.30 A.M. On 8<sup>th</sup> August, 2023 at CSE LAB-1, to discuss the following agenda as under. Your gracious presence in the meeting is highly solicited.

The agenda of the meeting is as follows:

- Infrastructure and Facilities.
- Internal Exam related discussion.
- Discussion regarding camping.
- Discuss regarding improvement of student skill.
- Miscellaneous Departmental issues.

  
Subhankar Ghosh  
Head of the Department  
Department of Computer science &  
Engineering

**HOD**  
Department of Computer Science and Engineering  
Regent Education & Research Foundation  
Barrackpore, Kolkata - 700 121  
College Code - 100

  
Principal  
Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

Campus : Regent Education & Research Foundation Group of Institutions

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Campus Address:

Bara Kanthalia, Barrackpore  
P.O: Sewli Telinipara, P.S.: Mohanpur  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated: 08-08-2023

**DEPARTMENTAL ADVISORY COMMITTEE**  
**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**  
**Academic Year : 2023-2024**  
**Minutes of Advisory Committee Meeting**

Date: 08.08.2023  
Time: 11:30am  
Venue: Lab-1

The meeting was started with the welcome speech by Head of the Department,

**The points were discussed:**

1. Overview of any recent upgrades, maintenance activities, or ongoing issues of existing computer labs, classrooms, and research facilities.
2. Clearly communicate exam details to students well in advance, including the format, scope, and any materials they can or cannot use.
3. Mentors are asked to share all the information to the student about camping.
4. Analyze the results to identify common areas where students struggled. This can help refine future exams and improve teaching methods.
5. All the TA's are requested to send a requisition of equipment for updation.

The minutes should be forwarded to Departmental Advisory Committee for the approval.

The meeting concluded with a vote of thanks by Mr. Subhankar Ghosh, Head of the Computer Science & Engineering department.

Subhankar Ghosh  
Head of the Department  
Department of Computer science &  
Engineering

**HOD**  
Department of Computer Science and Engineering  
Regent Education & Research Foundation  
Barrackpore, Kolkata - 700 121

Campus : Regent Education & Research Foundation Group of Institutions

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Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

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Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara --  
Barrackpore, Kolkata-700121

Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated: 08-08-2023

**DEPARTMENTAL ADVISORY COMMITTEE**  
**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**  
**Academic Year : 2023-2024**

Following are the members nominated as Departmental Advisory Committee for academic year 2023-2024:

| 2023-2024 |                          |                                                                                   |                 |                     |
|-----------|--------------------------|-----------------------------------------------------------------------------------|-----------------|---------------------|
| Sl. No.   | DAC Members              | Designation and Company                                                           | Position        | Signature           |
| 1         | Mr. Subhankar Ghosh      | HOD of CSE                                                                        | Academic Member | S.K.                |
| 2         | Mr. Atanu Kumar Das      | Assistant Professor                                                               | Faculty Member  | A.K. Das            |
| 3         | Mr. Amartya Ghosh        | Assistant Professor                                                               |                 | A. Ghosh            |
| 4         | Mr. Sudhansu Ghosh Dubey | Managing director, Induji Technologies Private Limited. Barrackpore, West Bengal. | Industry Member | S.G. Dubey          |
| 5         | Ms. Debarmi Chakraborty  |                                                                                   | Alumni          | Debarmi Chakraborty |
| 6         | Ms. Srimanti Bhowmik     |                                                                                   |                 | Srimanti Bhowmik    |
| 7         | Mr. Ajay Kumar Saha      |                                                                                   | Parents         | Ajay Kumar Saha     |
| 8         | Mr. Nani Gopal Mazumder  |                                                                                   |                 | N. Gopal Mazumder   |

Principal

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7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated: 08-12-2023

Action Taken on points discussed in the meeting held on, 8<sup>th</sup> August, 2023:

| SL. NO. | Points Discussed                                | Action Taken                                                                                                                                                                                                   |
|---------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Infrastructure and Facilities.                  | Ensure that all infrastructure and facility improvements comply with health and safety regulations.                                                                                                            |
| 2       | Internal Exam related discussion.               | Make necessary updates to study materials, exam guidelines, or preparation resources based on the review.                                                                                                      |
| 3       | Discussion regarding campus.                    | Implement sustainable building practices and energy-efficient technologies. Develop and enforce waste reduction and recycling programs on campus.                                                              |
| 4       | Discuss regarding improvement of student skill. | Provide resources and support to encourage students to take an active role in their skill development. Offer research opportunities that allow students to develop and apply skills in real-world contexts.    |
| 5       | Miscellaneous Departmental issues.              | Regularly review the requisition and procurement processes to identify areas for improvement. Adjust policies and procedures based on feedback and lessons learned to streamline future requisition processes. |

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Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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P.O: Sewli Telinipara, P.S.: Mohanpur  
Kolkata - 700 121  
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Regd. Office Address:

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7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

RefNo: RERF/CSE/ DAC/Notice/2023-2024/002

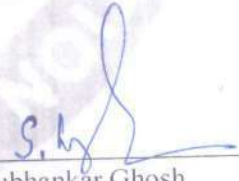
Dated: 06-02-2024

### NOTICE

Notice is hereby given that a meeting of Advisory Committee of Computer Science and Engineering Department, RERFGI will be held at 3.00 P.M. On 13<sup>th</sup> February, 2024 at CSE LAB-1, to discuss the following agenda as under. Your gracious presence in the meeting is highly solicited.

**The agenda of the meeting is as follows:**

- Read and confirm the minutes of last DAC meeting.
- Exam related discussion.
- Discussion on student feedback and improvements.
- Discuss regarding Workshop.
- Miscellaneous Departmental issues.

  
Subhankar Ghosh  
Head of the Department  
Department of Computer science &  
Engineering

**HOD**  
Department of Computer Science and Engineering  
Regent Education & Research Foundation  
Barrackpore, Kolkata - 700 121  
College Code - 263

  
Principal  
Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerrkolkata@gmail.com](mailto:rerrkolkata@gmail.com), Website : [www.rerf.in](http://www.rerf.in)

Campus Address:

Bara Kanthalia, Barrackpore  
P.O: Sewli Telinipara, P.S.: Mohanpur  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

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7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated: 13-02-2024

**DEPARTMENTAL ADVISORY COMMITTEE**  
**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**  
**Academic Year : 2023-2024**  
**Minutes of Advisory Committee Meeting**

Date: 13.02.2024  
Time: 03:00pm  
Venue: Lab- 1

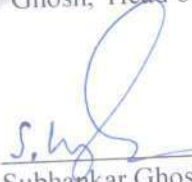
The meeting was started with the welcome speech by Head of the Department,

**The points were discussed:**

1. Asst. Prof. Mr. Subhankar Ghosh reads the last minutes of the DAC meeting.
2. Clearly communicate exam details to students well in advance, including the format, scope, and any materials they can or cannot use.
3. Provide constructive feedback to help students understand their strengths and areas for improvement
4. TA's are asked to prepare seminar hall for Workshop on time.
5. All Mentors of this department must maintain proper documents of students & student database should be updated in stipulated time.

The minutes should be forwarded to Departmental Advisory Committee for the approval.

The meeting concluded with a vote of thanks by Mr. Subhankar Ghosh, Head of the Computer Science & Engineering department.

  
Subhankar Ghosh  
Head of the Department  
Department of Computer science &  
Engineering  
**HOD**  
Department of Computer Science and Engineering  
Regent Education & Research Foundation  
Barrackpore, Kolkata - 700 121  
College Code - 263

Campus : Regent Education & Research Foundation Group of Institutions  
E-mail : [rerfkolkata@gmail.com](mailto:rerfkolkata@gmail.com), Website : [www.rerf.in](http://www.rerf.in)

**Campus Address:**

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P.O: Sewli Telinipara, P.S.: Mohanpur  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431. Fax: 033-3008-5442

**Regd. Office Address:**

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated: 13-02-2024

### DEPARTMENTAL ADVISORY COMMITTEE

### DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

### Academic Year : 2023-2024

Following are the members nominated as Departmental Advisory Committee for academic year 2023-2024:

| 2023-2024 |                     |                                                                           |                 |           |
|-----------|---------------------|---------------------------------------------------------------------------|-----------------|-----------|
| SL. NO.   | DAC Members         | Designation & Company                                                     | Position        | Signature |
| 1         | Mr. Subhankar Ghosh | HOD of CSE                                                                | Academic Member |           |
| 2         | Ms. Barnita Das     | Assistant Professor, CSE                                                  | Faculty Members |           |
| 3         | Mr. Bipul Dhali     | Assistant Professor, CSE                                                  |                 |           |
| 4         | Mr. Ritesh Agarwal  | Director RB Engineering Private Limited. Esplanade, Kolkata, West Bengal. | Industry Member |           |
| 5         | Mr. Rakesh Mondal   |                                                                           | Alumni          |           |
| 4         | Ms. Puja Ghorui     |                                                                           |                 |           |
| 6         | Ms. Ruma Dey        |                                                                           | Parents         |           |
| 7         | Mr. Ashis Kumar Roy |                                                                           |                 |           |

Principal

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Barrackpore, Kolkata-700121

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7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Dated: 20-06-2024

Action Taken on points discussed in the meeting held on, 13<sup>th</sup> February, 2024:

| SL. NO. | Points Discussed                                 | Action Taken                                                                                                                                                |
|---------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Exam related discussion.                         | Make necessary updates to study materials, exam guidelines, or preparation resources based on the review.                                                   |
| 2       | Discussion on student feedback and improvements. | Use tools questionnaires to gather feedback from students. Make sure the questions are clear, relevant, and cover various aspects of the course or program. |
| 3       | Discuss regarding Workshop.                      | Set up and test all audiovisual equipment such as projectors, microphones, and speakers. Ensure all necessary cables and adapters are available.            |
| 4       | Miscellaneous Departmental issues.               | Mentors submit periodic status reports on their documentation and database management. This helps in tracking progress and identifying any issues.          |

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7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### DEPARTMENTAL ADVISORY COMMITTEE Department Electronics and Communication Engineering Academic Year 2023-2024

Following are the members' nominated departmental advisory committee for this academic year

- |                            |   |                                 |
|----------------------------|---|---------------------------------|
| 1. HOD                     | : | Mr. Sukdeb Saha                 |
| 2. Faculty representative  | : | Mr. Milan Mazumdar              |
| 3. Faculty representative  | : | Mr. Pulak Mazumder              |
| 4. Industry representative | : | Mr. Saibal Malakar              |
| 5. Alumni representative   | : | Mr. Sweta Paul                  |
| 6. Parent representative   | : | Mrs. Ashalata Adhikary (Parent) |

Principal

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Regd. Office Address:

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7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Department of ECE Minutes of meeting Departmental Advisory committee

Date: 16/08/2023  
Time 11.00 am – 12.30 pm

#### **Salient points that were discussed**

1. The members indicated their concern over conduction regular classes and appreciated the dept. on this issue.
2. Teachers also expressed their apprehension on conduction of regular classes and stressed on the attendance of the students.
3. The Faculties are conveyed to inform their students to maintain the student code of conduct and they should attend the classes with proper attire.
4. Special Evening classes are conducted for the slow learner students. This initiative was appreciated by all the members.

All are unanimously accepted the above point.

5. Guests queried on GATE / CAT / other competitive examinations, which their wards may appear after achieving their degree. The teachers explained in details on various examinations, particularly GATE, its standard, preparation methods, requirements and needs.
6. The parent and alumni requested to let their wards and they know the achievements and placement records of the senior / final year / graduated students of the dept.
7. Industry person suggested for the Industrial visit/training or Internship program. We have Industrial training already in our MAKAUT curriculum.

These points were accepted with appreciation.

#### **Conclusion:**

The meeting ended with ecstasy and blissfully. The guests expressed their heartfelt gratitude for the meet. The teachers reciprocated with thankfulness and acknowledgment.

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Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

#### Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Members present:

1. Mr. Sukdeb Saha (HOD)
2. Mr. Milan Mazumdar
3. Mr. Pulak Mazumder
4. Mr. Saibal Malakar (Industry)
5. Mr. Sweta Paul (Alumni)

*S. Saha* 18.08.2023  
*Milap Mazumdar* 18/08/23  
*P. Malakar* 18/08/23  
*S. Paul* 18/08/23

### Members absent:

1. Mrs. Ashalata Adhikary (Parent)

Principal

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11/3, Biresw Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Department of ECE Minutes of meeting Departmental Advisory committee

Date: 19/03/2024  
Time 11.30 am – 1.00 pm

#### **Salient points that were discussed**

1. The members indicated their concern over conduction regular classes and appreciated the dept. on this issue.
2. Teachers also expressed their apprehension on conduction of regular classes and stressed on the attendance of the students.
3. The Faculties are conveyed to inform their students to maintain the student code of conduct and they should attend the classes with proper attire.
4. Special Evening classes are conducted for the slow learner students. This initiative was appreciated by all the members.

All are unanimously accepted the above point.

5. Guests queried on GATE / CAT / other competitive examinations, which their wards may appear after achieving their degree. We have GATE Classes and also Grooming classes for preparing them for various campus interview or Govt. Jobs

6. The parent and alumni requested to let their wards and they know the achievements and placement records of the senior / final year / graduated students of the dept.

7. Industry person suggested for the Industrial visit/training or Internship program. We have Industrial training already in our MAKAUT curriculum in the semester gap of 6<sup>th</sup> and 7<sup>th</sup> semester.

These points were accepted with appreciation.

#### **Conclusion:**

The guests expressed their heartfelt gratitude for the meet. The teachers reciprocated with thankfulness and acknowledgment.

Principal

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Members present:

1. Mr. Sukdeb Saha (HOD)
2. Mr. Milan Mazumdar
3. Mr. Pulak Mazumder
4. Mr. Saibal Malakar (Industry)
5. Mrs. Ashalata Adhikary (Parent)

*S. Saha* 22.03.2024  
*Milan Mazumdar* 22/03/2024  
*P. Mazumder* 22/03/24  
*Saibal Malakar* 22/03/24  
*Ashalata Adhikary* 22/03/24

### Members absent:

1. Mr. Sweta Paul (Alumni)

Principal

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### DEPARTMENTAL ADVISORY COMMITTEE MEMBERS

#### EE Department

#### Academic Session 2023-2024\_Odd Semester

| SL.NO | Name of DAC Members    | Designation & Company                                                | Position               |
|-------|------------------------|----------------------------------------------------------------------|------------------------|
| 1.    | Mr. Sanjib Pal         | Head of The Department,<br>Electrical Engineering ,<br>RERFGI        | HOD, EE                |
| 2.    | Mr. Bidyut Kumar Ghosh | Assistant Professor, Electrical<br>Engineering Department,<br>RERFGI | Academic Member        |
| 3     | Dr. Arindita Saha      | Associate Professor, Electrical<br>Engineering Department,<br>RERFGI | Academic Member        |
| 4     | Mr. Milan Mazumdar     | Principal, RIST                                                      | External Expert        |
| 5     | Mr. Samrit Ganguly     | VP Utilities & Services<br>Pvt.Ltd, Jr. Engineer                     | Alumni Member          |
| 6     | Mr. Tamal Ganguly      | Private Job                                                          | Parents Representative |
| 7     | Mr. Aniruddha Jana     | MD, Elrising Techmology<br>Services Pvt.Ltd                          | Industry Expert        |

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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Ref. No.: RERF/EE/DAC/2023/01

Date: 05.08.2023

## NOTICE

A meeting of the Departmental Advisory Committee (DAC) is scheduled to be held as per the details mentioned below:

**Date:** 09.08.2023

**Time:** 11:00AM

**Venue:** Room No. 228

The agenda for the meeting is as follows:

1. Discussion on End semester result.
2. Student Attendance.
3. Discussion on Value Added Course / Workshops
4. Discussion on feedback from Stakeholders
5. Previous year question solution & video lecture
6. Follow-up Academic calendar.
7. Class conduction sheet should be maintained on regular basis.
8. Any other with the permission of the Chair.

All concerned members are requested to attend the meeting on time and make valuable contributions.

Sanjib Pal  
Head of the Department  
Department of Electrical and Electronics Engineering  
Regent Education and Research Foundation Group of Institution



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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### EE Department Minutes of meeting Departmental Advisory committee

Minutes of the Meeting with Departmental Advisory Committee Members of EE, held on 09.08.2023 at 11.00 am.

In Chair: Mr. Sanjib Pal  
HOD, EE

The DAC meeting of EE Department was held on 09.08.2023 at 11.00 am at Faculty Room [Room No: 228] to Discuss Following Agenda.

1. Discussion on End semester result.
2. Student Attendance.
3. Discussion on Value Added Course / Workshops
4. Discussion on feedback from Stakeholders
5. Previous year question solution & video lecture
6. Follow-up Academic calendar.
7. Class conduction sheet should be maintained on regular basis.
8. Any other with the permission of the Chair.

#### MINUTES OF THE MEETING:

##### Proceedings:

1. Committee advised to all Faculty members to take necessary action(s) to improve the results & attainments.
2. It is also discussed in the meeting for the interests of the students arrange remedial classes to improve performance in view of slow learner to Fast learner.
3. Committee advised to all faculty members that student's attendance in all Theory classes as well as Practical Classes are mandatory for all. Absent in Consecutive 3 No(s) of theory classes may lead to not allowing in practical classes until further notice.
4. Committee also advised to all faculty members to prepare report on every 15 days of each month regarding student's attendance and necessary action taken upon non attending cases.
5. Committee has collected and discussed on the feedback taken from stakeholders on curriculum.
6. Committee advised the faculty members to organize guest lectures, workshops for the students which help in their higher studies.
7. Value added course on Technical topics for final year & pre final year students has been proposed for the current academic year which helps them in their placements.
8. Committee advised to all faculty members to solve previous year question of respective semester & video lecture should be uploaded in College You Tube channel of the same.
9. Committee advised to maintain all program mentioned in academic calendar.
10. Class conduction sheet must be filled up in due course of time.

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Meeting concluded with Vote of Thanks by Mr. Sanjib Pal, Head of The Department, Electrical Engineering .

### Member Presents:

| SL.NO | Members Present        | Signature             |
|-------|------------------------|-----------------------|
| 1     | Mr. Sanjib Pal         | <i>Sanjib Pal</i>     |
| 2     | Mr. Bidyut Kumar Ghosh | <i>Bidyut Ghosh</i>   |
| 3     | Dr. Arindita Saha      | ABSENT                |
| 4     | Mr. Milan Mazumdar     | <i>Milan Mazumdar</i> |
| 5     | Mr. Samrit Ganguly     | <i>Samrit Ganguly</i> |
| 6     | Mr. Aniruddha Jana     | <i>Aniruddha Jana</i> |
| 7     | Mr. Tamal Ganguly      | <i>Tamal Ganguly</i>  |

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

15/11/2024

### Action taken of the meeting which was held on 09.08.2023

| Sl. No. | Point Discussed                                                                                                                      | Action Taken                                                                                               |
|---------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1       | Faculty members advised to take necessary actions to improve results & attainments.                                                  | Faculty members reviewed course outcomes, conducted extra tutorials, and used innovative teaching methods. |
| 2       | Remedial classes for students from slow to fast learners.                                                                            | Remedial classes scheduled during free periods and weekends for all learner categories.                    |
| 3       | Mandatory attendance for all theory and practical classes. Consecutive 3 absences in theory may restrict practical class attendance. | Strict monitoring of attendance implemented, and warning notices issued after three consecutive absences.  |
| 4       | Faculty members to prepare a report every 15 days on attendance and non-attending cases.                                             | Attendance reports prepared bi-weekly and reviewed in department meetings.                                 |
| 5       | Feedback from stakeholders on curriculum discussed.                                                                                  | Feedback collected from students, parents, and industry; changes proposed for curriculum enhancement.      |
| 6       | Organize guest lectures and workshops for higher studies support.                                                                    | Guest lectures and workshops scheduled; resource persons from industry and academia invited.               |
| 7       | Value-added courses for final and pre-final year students for placements.                                                            | Value-added courses on technical topics initiated, with external experts conducting sessions.              |
| 8       | Solve previous year questions and upload video lectures on the college's YouTube channel.                                            | Faculty members prepared solved papers and video lectures, uploaded on the college's YouTube channel.      |
| 9       | Maintain all programs mentioned in the academic calendar.                                                                            | All academic events conducted as per the academic calendar.                                                |
| 10      | Class conduction sheets must be filled up on time.                                                                                   | Class conduction sheets submitted timely and monitored by department heads.                                |

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### DEPARTMENTAL ADVISORY COMMITTEE MEMBERS

#### Academic Session 2023-2024\_Even Semester

| SL.NO | Name of DAC Members    | Designation & Company                                                | Position               |
|-------|------------------------|----------------------------------------------------------------------|------------------------|
| 1.    | Mr. Sanjib Pal         | Head of The Department,<br>Electrical Engineering ,<br>RERFGI        | HOD, EE                |
| 2.    | Mr. Bidyut Kumar Ghosh | Assistant Professor, Electrical<br>Engineering Department,<br>RERFGI | Academic Member        |
| 3     | Dr. Arindita Saha      | Associate Professor, Electrical<br>Engineering Department,<br>RERFGI | Academic Member        |
| 4     | Mr. Milan Mazumdar     | Principal, RIST                                                      | External Expert        |
| 5     | Mr. Samrit Ganguly     | VP Utilities & Services<br>Pvt.Ltd, Jr. Engineer                     | Alumni                 |
| 6     | Mr. Tamal Ganguly      | Private Job                                                          | Parents Representative |
| 7     | Mr. Aniruddha Jana     | MD, Elrising Technology<br>Services Pvt.Ltd                          | Industry Expert        |

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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Ref. No.: RERF/EE/DAC/2024/02

Date: 04.03.2024

## NOTICE

A meeting of the Departmental Advisory Committee (DAC) is scheduled to be held as per the details mentioned below:

**Date:** 07.03.2024

**Time:** 11:00AM

**Venue:** Room No. 228

The agenda for the meeting is as follows:

1. Discussion on Previous semester result.
2. Improvement Student Attendance.
3. Discussion on feedback from Stakeholders
4. Previous year question solution & video lecture
5. Class conduction sheet should be maintained on regular basis.
6. Competitive exams like GATE, CAT, and others
7. Any other with the permission of the Chair.

All concerned members are requested to attend the meeting on time and make valuable contributions.

*Sanjib Pal*

Sanjib Pal  
Head of the Department  
Department of Electrical and Electronics Engineering  
Regent Education and Research Foundation Group of Institution



*Principal*

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### EE Department Minutes of meeting Departmental Advisory committee

Minutes of the Meeting with Departmental Advisory Committee Members of EE, held on 07.03.2024 at 11.00 am.

In Chair: Mr. Sanjib Pal  
HOD, EE

The DAC meeting of EE Department was held on 07.03.2024 at 11.00 am at Faculty Room [Room No: 228] to Discuss Following Agenda.

1. Discussion on Previous semester result.
2. Improvement Student Attendance.
3. Discussion on feedback from Stakeholders
4. Previous year question solution & video lecture
5. Class conduction sheet should be maintained on regular basis.
6. Competitive exams like GATE, CAT, and others
7. Any other with the permission of the Chair.

#### MINUTES OF THE MEETING:

##### Proceedings:

1. Remedial classes should be arranged to cater to the diverse learning needs of students, from slow to fast learners.
2. Attendance in all theory and practical classes is mandatory. Missing three consecutive theory classes may result in disallowance from practical classes until further notice.
3. Faculty members must prepare a bi-monthly report on student attendance and outline actions taken for non-attendance cases.
4. Stakeholder feedback on the curriculum was reviewed and discussed.
5. A technical value-added course for final-year and pre-final-year students is proposed for the current academic year to aid in placements.
6. Faculty members are encouraged to solve past semester question papers and upload video lectures on the college's YouTube channel.
7. The class conduction sheet must be completed on time.
8. Guests asked about competitive exams like GATE, CAT, and others that students can take after completing their degree. The teachers explained these exams in detail, focusing on GATE, including its level of difficulty, preparation strategies, and requirements.

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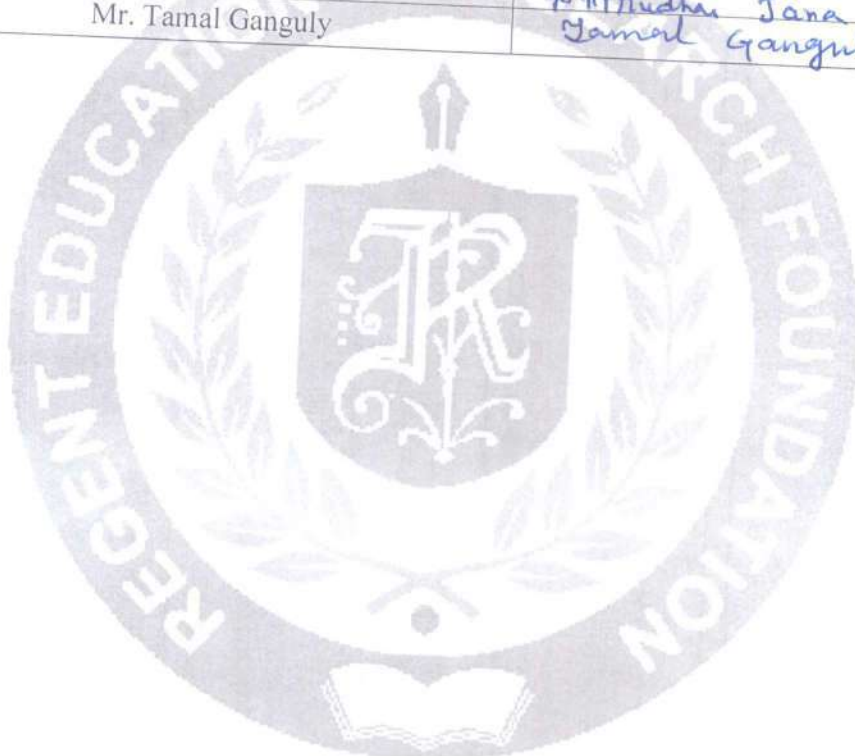


# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Member Presents:

| SL.NO | Members Present        | Signature             |
|-------|------------------------|-----------------------|
| 1     | Mr. Sanjib Pal         | <i>Sanjib Pal</i>     |
| 2     | Mr. Bidyut Kumar Ghosh | <i>Bidyut Ghosh</i>   |
| 3     | Dr. Arindita Saha      | <i>Arindita Saha</i>  |
| 4     | Mr. Milan Mazumdar     | <i>Milan Mazumdar</i> |
| 5     | Mr. Samrit Ganguly     | <i>Samrit Ganguly</i> |
| 6     | Mr. Aniruddha Jana     | <i>Aniruddha Jana</i> |
| 7     | Mr. Tamal Ganguly      | <i>Tamal Ganguly</i>  |



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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

13-06-2024

### Action taken of the meeting held on 07-03-2024

| Sl. No. | Point Discussed                                  | Action Taken                                                                                                                                                                                                                                                                                 |
|---------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Remedial Classes                                 | Remedial classes have been scheduled for students with diverse learning needs. The sessions are designed to accommodate both slow and fast learners with personalized mentoring and additional resources.                                                                                    |
| 2       | Mandatory Attendance                             | Attendance enforcement has been strengthened. Students missing three consecutive theory classes are now restricted from attending practical classes until further notice, as per the directive.                                                                                              |
| 3       | Bi-Monthly Attendance Report                     | Faculty members have started submitting bi-monthly reports on student attendance. Actions such as counseling sessions and parental communication have been initiated for cases of non-attendance.                                                                                            |
| 4       | Stakeholder Feedback                             | Stakeholder feedback on the curriculum was noted and documented, with relevant suggestions forwarded to the academic council for further review and possible integration. The program, titled "Hands-on Practical Based on AI," is scheduled for March 19, 20, 21, 22, 23, 26, and 27, 2024. |
| 5       | Technical Value-Added Course                     | A technical value-added course has been approved and scheduled for final-year and pre-final-year students to enhance their placement opportunities. The course modules and timelines have been finalized.                                                                                    |
| 6       | Past Semester Question Papers and Video Lectures | Faculty members have begun solving past semester question papers and uploading detailed video lectures on the college's official YouTube channel for student reference.                                                                                                                      |
| 7       | Class Conduction Sheet                           | Compliance with timely completion of the class conduction sheet has been reinforced. Regular monitoring is being conducted to ensure adherence.                                                                                                                                              |
| 8       | Competitive Exams Guidance                       | A dedicated session on competitive exams like GATE, CAT, and others was conducted. Teachers provided detailed explanations on GATE preparation strategies, difficulty levels, and essential requirements, with resources shared for further guidance.                                        |

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

**Departmental Advisory Committee Members**  
**Department of Electrical & Electronics Engineering**  
**Academic Session 2023-2024**

| Sl. No. | Name of DAC Members        | Designation                                                                        | Position               |
|---------|----------------------------|------------------------------------------------------------------------------------|------------------------|
| 1.      | Dr. Suman Kr Dey           | Head of The Department,<br>Electrical & Electronics<br>Engineering, RERFGI         | Convener               |
| 2.      | Ms. Ashmita Guha Chowdhury | Assistant Professor, Electrical<br>& Electronics Engineering<br>Department, RERFGI | Academic Member        |
| 3       | Ms. Enakshmi Nandi         | Assistant Professor, Electrical<br>& Electronics Engineering<br>Department, RERFGI | Academic Member        |
| 4       | Mr. Milan Mazumdar         | Principal, RIST                                                                    | External Expert        |
| 5       | Mr. Sangram Saha           | UX Developer (Angular),<br>Mass Software Solution Pvt.<br>Ltd.                     | Alumni                 |
| 6       | Mrs. Minati Bhattacharya   | Housewife                                                                          | Parents Representative |
| 7       | Mr. Probal Ganguly         | GM, Project & Maintenance,<br>Utkarsh India Ltd                                    | Industry Expert        |

**Principal**

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No.: RERF/EEE/DAC/23-24/01

Date: 12.07.2023

### NOTICE

All the DAC members are hereby informed that the DAC meeting of EEE department is scheduled on **15.07.2023** at 03:30 pm, in the faculty room.

The agenda of the meeting is as follows: -

1. Discussion on End semester result.
2. Student Attendance.
3. Discussion on Value Added Course / Workshops
4. Discussion on feedback from Stakeholders
5. Previous year question solution & video lecture
6. Distribution of Final Year Project
7. Any other with the permission of the Chair.

All members are requested to make it convenient to attend the meeting and contribute to the discussions.

*Suman Kumar Dey*

Suman Kumar Dey  
HOD, EEE



*Principal*

Principal

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### MINUTES OF THE MEETING

The Departmental Advisory Committee meeting was convened on **15.07.2023** at **03:30 pm** in the faculty room and the following were discussed.

1. The previous semester result was discussed and the committee advised all faculty members to take appropriate measures to improve student results and course attainments.
2. It was discussed in the meeting to arrange remedial classes to address the needs of slow learners and enhance their performance, while also catering to the progress of fast learners.
3. The committee emphasized that attendance in all theory and practical classes is mandatory for students. Students absent for three consecutive theory classes may be restricted from attending practical classes until further notice.
4. Emphasis was given on mentorship program and the rearrangement of mentorship was done.
5. Faculty members were encouraged to organize guest lectures and workshops to benefit students, particularly for their higher studies.
6. A value-added course on technical topics has been proposed for final-year and pre-final-year students to enhance their placement opportunities during the current academic year.
7. Faculty members were advised to solve previous years' question papers for their respective semesters and upload the solutions as video lectures on the college's YouTube channel or Google Classroom for the benefit of students.
8. The distribution of final-year projects should be completed on time, and all guides are required to maintain regular communication with their respective student groups.
9. Plans to host a guest lecture by an industry expert were also discussed.

Meeting concluded with Vote of Thanks by Suman Kr. Dey, Head of The Department, Electrical & Electronics Engineering and the Convener of DAC Committee.

Member Presents:

| Sl. No. | Members Present            | Position        | Signature             |
|---------|----------------------------|-----------------|-----------------------|
| 1       | Dr. Suman Kr Dey           | Convener        | <i>Suman Kr Dey</i>   |
| 2       | Ms. Ashmita Guha Chowdhury | Academic Member | <i>AGC</i>            |
| 3       | Ms. Enakshmi Nandi         | Academic Member | <i>Enakshmi Nandi</i> |
| 4       | Mr. Milan Mazumdar         | External Expert | <i>Milan Mazumdar</i> |
| 5       | Mr. Sangram Saha           | Alumni          | <i>Sangram Saha</i>   |

*[Signature]*  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 09.12.2023

Based on the DAC meeting held on 15.07.2023, the following actions were taken in the ODD semester of academic session 2023-2024.

| Sl. No. | Point Discussed                                                                                 | Action Taken                                                                                                                                                                   | Responsible Person (s)            |
|---------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1       | Necessary actions to improve results and attainments.                                           | Faculty implemented additional tutorials and revised lesson plans to strengthen conceptual clarity.                                                                            | All Faculty Members               |
| 2       | Remedial classes for slow learners and fast learners.                                           | A schedule for remedial classes was created, and sessions were started for identified students.                                                                                | HOD and Routine committee members |
| 3       | Mandatory attendance for theory and practical classes; consequences for consecutive absences.   | Attendance policy was communicated to students, and faculty began strict monitoring of attendance, even issued letters to those having poor attendance and made guardian call. | All Faculty Members               |
| 4       | Mentorship Programs                                                                             | Designed a mentorship program and identified mentors from faculty.                                                                                                             | All Faculty Members               |
| 5       | Solve previous year questions and upload video lectures on the college YouTube channel.         | Faculty created video solutions for previous year question papers and uploaded them to the College YouTube channel and their respective Google Classroom.                      | All Faculty Members               |
| 6       | Timely distribution of final-year projects and regular communication between guides and groups. | Projects were allocated to students, and guides held initial meetings with their respective groups.                                                                            | All Faculty Members               |

*Suman m dey*

Suman Kumar Dey  
HOD, EEE



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Campus Address:

Bara Kanthalia, Barrackpore  
P.O: Sewli Telinipara, P.S.: Mohanpur  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

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Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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113 Biresh Guha Street  
7th Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No.: RERF/EEE/DAC/23-24/02

Date: 07.02.2024

### NOTICE

All the DAC members are hereby informed that the DAC meeting of EEE department is scheduled on **10.02.2024** at 03:30 pm, in the faculty room.

The agenda of the meeting is as follows: -

1. Review of Academic Calendar and Teaching Plan and methodology.
2. Discussion of continuous assessment and Evaluation Process.
3. Strategies to Enhance Research and Publication by Faculty and Students.
4. Analysis of Course Outcomes and Learning Objectives.
5. Discussion on Elective Courses for Upcoming Semester.
6. Discussion on Value Added Course / Workshops.
7. Discussion on Internship Opportunities and Industry Collaboration.
8. Any Other Matters with the Permission of the Chair.

All members are requested to make it convenient to attend the meeting and contribute to the discussions.

*Suman K Dey*

Suman Kumar Dey  
HOD, EEE



*Principal*

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Regent Education & Research Foundation  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### MINUTES OF THE MEETING

The Departmental Advisory Committee meeting was convened on **10.02.2024** at **03:30 pm** in the faculty room and the following were discussed.

1. The committee reviewed the progress of the academic calendar and teaching plans. It was observed that most courses were on track. Delayed areas were identified, and faculty members were advised to adjust their plans to complete the syllabus on time.
2. The structure and timeline for CIE examinations were discussed. Besides the CIE emphasize was given on conducting all the CA within the stipulated timeline as per MAKAUT academic calendar.
3. Faculty were asked to mentor students for research activities for students of all semester & year besides the final year project.
4. Members proposed new value-added courses and workshops tailored to current industry needs. A list of potential topics and resource persons was drafted for further exploration.
5. It was decided to identify slow learners through assessments and organize remedial classes for them. Faculty members were assigned to mentor students needing extra support.
6. Internship opportunities and industry collaborations were discussed. The committee decided to strengthen ties with industry partners and create a schedule for internship drives.
7. A proposal to organize faculty development programs was made.

Meeting concluded with Vote of Thanks by Suman Kr. Dey, Head of The Department, Electrical & Electronics Engineering and the Convener of DAC Committee.

Member Presents:

| Sl. No. | Members Present            | Position               | Signature                  |
|---------|----------------------------|------------------------|----------------------------|
| 1       | Dr. Suman Kr Dey           | Convener               | <i>Suman Kr Dey</i>        |
| 2       | Ms. Ashmita Guha Chowdhury | Academic Member        | <i>AGC</i>                 |
| 3       | Ms. Enakshmi Nandi         | Academic Member        | <i>Enakshmi Nandi</i>      |
| 4       | Mr. Milan Mazumdar         | External Expert        | <i>Milan Mazumdar</i>      |
| 5       | Mrs. Minati Bhattacharya   | Parents Representative | <i>Minati Bhattacharya</i> |

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 28.05.2024

Based on the DAC meeting held on **10.02.2024**, the following actions were taken in the EVEN semester of academic session 2023-2024.

| Sl. No. | Point Discussed                                                 | Action Taken                                                                                                                            | Responsible Person (s)               |
|---------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1       | Review of Academic Calendar and Teaching Plan Progress          | Adjust teaching plans and methodology to meet deadlines. Include ICT classes and peer learning.                                         | All Faculty Members                  |
| 2       | Discussion on CIE Examination and Evaluation Process            | Finalize and share CIE structure and schedule.                                                                                          | HOD and Exam committee               |
| 3       | Strategies to Enhance Research activity by Faculty and Students | Students were asked to prepare mini project at the end of every semester.                                                               | All Faculty Members                  |
| 4       | Value-Added Courses                                             | Value added course on " <i>Learning about AI</i> " for 5 days 19.03.24-27.03.24                                                         | HOD and Seminar organizing committee |
| 5       | Seminar / Workshops                                             | Organized Seminar on " <i>Synergism of Machine Learning and Signal Processing for Condition Monitoring Applications</i> " on 24.05.2024 | HOD and Seminar organizing committee |
| 6       | Plan for Remedial Classes for Slow Learners                     | Organize remedial classes for slow learners.                                                                                            | HOD and Routine committee            |
| 7       | Discussion on Internship Opportunities                          | Strengthen industry collaboration                                                                                                       | HOD and Placement Cell               |

*Suman K Dey*

Suman Kumar Dey  
HOD, EEE

*Sd/-*

Principal

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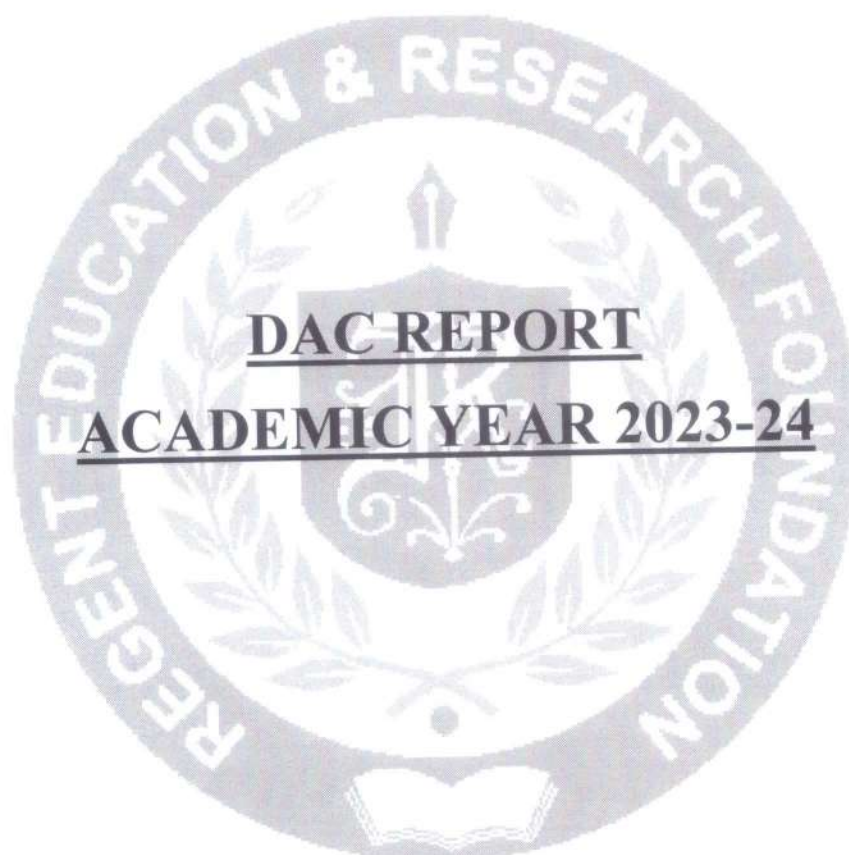
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**THE DEPARTMENT**  
**OF**  
**MASTER OF BUSINESS ADMINISTRATION**



A handwritten signature in black ink, likely belonging to the Principal, is positioned above the name.

Principal

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No.: RERF/MBA/DAC/23-24/01

Date: 15.06.2023

### NOTICE

All the DAC members are hereby informed that a meeting of the Departmental Advisory Committee (DAC) is scheduled on 22.06.2023 at 11:30 a.m., at Faculty Room, MBA Department, RERFGI.

The agenda of the meeting is as follows:

1. Planning for student induction program for the academic year 2023-24.
2. Review and implementation of innovative teaching methods.
3. Discussion on academic and industry collaboration.
4. Introduction of skill enhancement courses.
5. Development of departmental newsletter.
6. Misc.

Your presence is highly solicited.

*Suprovat Basu*  
15/06/23  
**Suprovat Basu**  
HOD, MBA Department, RERFGI



*Principal*

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### MINUTES OF MEETING

**Date of the meeting:** 22.06.2023

**Time:** 11:30 a.m.

**Venue:** Faculty Room, MBA Department, RERFGI

#### **Members Present:**

| Sl. No. | Name                   | Designation              | Position        |
|---------|------------------------|--------------------------|-----------------|
| 1       | Mr. Suprovat Basu      | HOD, MBA                 | Convener        |
| 2       | Dr. Moumita Ghosh      | Associate Professor, MBA | Member          |
| 3       | Mr. Surya Mukherjee    | Assistant Professor, MBA | Member          |
| 4       | Mr. S. Ghosh           | Industry Expert          | External Member |
| 5       | Mr. Saptarshi Dasgupta | Alumni                   | Member          |
| 6       | Mr. B.T. Chakraborty   | Parent Representative    | Member          |

*Handwritten signatures of members present:*  
Mr. Suprovat Basu  
Dr. Moumita Ghosh  
Mr. Surya Mukherjee  
Mr. S. Ghosh  
Mr. Saptarshi Dasgupta  
Mr. B.T. Chakraborty

#### **Meeting Discussions:**

- The meeting began with a discussion regarding the Student Induction Program, which was scheduled to commence on 05.09.2023 and continue for duration of 15 days. The program aims to orient new students to the institution, its culture, and the opportunities available.
- The members further deliberated on enhancing the learning experience by implementing innovative teaching methods, which include upgrading all classrooms to digital formats, incorporating case-based learning approaches, and emphasizing industry-focused projects to bridge the gap between academics and practical applications.
- In the context of academic and industry collaboration, potential partnerships with industries were identified to facilitate internships, final placements, seminars, workshops, and other initiatives that align with students' career growth and industry requirements.
- The members also explored the introduction of value-added courses, particularly in high-demand areas such as data analytics and digital marketing, to equip students with relevant skills and make them industry-ready.
- It was also decided to prepare and publish a newsletter and an annual report to document and highlight the department's achievements, updates, and events on a yearly basis. These initiatives are aimed at keeping stakeholders informed and enhancing the department's visibility and outreach.
- A seminar/workshop was planned to organize focusing on HR Management Systems and Human Capital Strategy. The session would provide insights into modern HR practices and strategies for effective human capital management. Participants would be engaged in discussions and activities related to HR systems integration, employee engagement, workforce analytics, and strategic planning. The event emphasized the importance of aligning HR management with organizational goals to optimize performance and drive growth.

*Handwritten signature of Principal*

**Principal**

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Action Points:

- Finalize induction program schedule and content by 28.06.2023.
- Initiate discussions with different organizations by 10.08.2023.
- Design value-added courses and include them in the curriculum by 15.08.2023.

### ACTION TAKEN REPORT (ATR):

| Sl. No. | Point Discussed             | Action Taken                                           |
|---------|-----------------------------|--------------------------------------------------------|
| 1       | Student Induction Program   | Conducted successfully from 05.09.2023 to 23.09.2023.  |
| 2       | Innovative Teaching Methods | Digital classrooms and case-based learning introduced. |
| 3       | Value-Added Courses         | Started Digital Marketing Classes.                     |
| 4       | Newsletter                  | Newsletter published                                   |
| 5       | Seminar and workshop        | A seminar was organized from 20/09/2023 to 27/10/2023  |

**Suprovat Basu**  
HOD,  
MBA Department, RERFGI



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Barrackpore, Kolkata-700121

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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Ref. No.: RERF/MBA/DAC/23-24/02

Date: 10.10.2023

## NOTICE

All the DAC members are hereby informed that a meeting of the Departmental Advisory Committee (DAC) is scheduled on **20.10.2023 at 12:00 p.m.**, at **Faculty Room, MBA Department, RERFGI.**

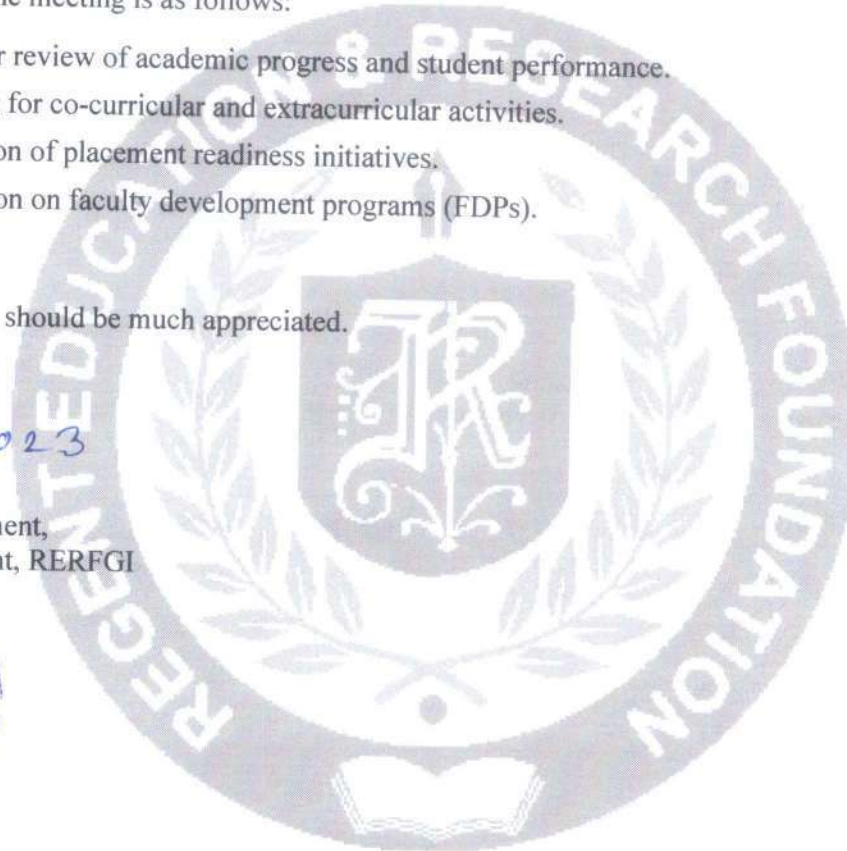
The agenda of the meeting is as follows:

1. Mid-year review of academic progress and student performance.
2. Planning for co-curricular and extracurricular activities.
3. Evaluation of placement readiness initiatives.
4. Discussion on faculty development programs (FDPs).
5. Misc.

Your attendance should be much appreciated.

*Basu*  
10-10-2023

**Suprovat Basu**  
Head of Department,  
MBA Department, RERFGI



*Principal*

Principal

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Barrackpore, Kolkata-700121

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### MINUTES OF THE MEETING

**Date:** 20.10.2023

**Time:** 12:00 p.m.

**Venue:** Faculty Room, MBA Department, RERFGI

#### **Members Present:**

| Sl. No. | Name                 | Designation              | Position |
|---------|----------------------|--------------------------|----------|
| 1       | Mr. Suprovat Basu    | HOD, MBA                 | Convener |
| 2       | Dr. Moumita Ghosh    | Associate Professor, MBA | Member   |
| 3       | Mr. Surya Mukherjee  | Assistant Professor, MBA | Member   |
| 4       | Mr. Sourav Dutta     | Assistant Professor, MBA | Member   |
| 5       | Ms. Susmita Mondal   | Alumni                   | Member   |
| 6       | Mr. B.T. Chakraborty | Parent Representative    | Member   |

*Suprovat Basu*  
*Dr. Moumita Ghosh*  
*Surya Mukherjee*  
*Sourav Dutta*  
*Susmita Mondal*  
*B.T. Chakraborty*

#### **Points Discussed:**

- The meeting began with a review of student performance, highlighting the need to provide additional academic support to slow learners to ensure their progress and overall development.
- The discussion then moved to co-curricular activities, with plans to organize inter-departmental debate and business quiz competitions aimed at fostering collaboration and enhancing students' critical thinking and communication skills.
- For final-year students, initiatives to enhance placement readiness were proposed, including mock interviews and resume-building sessions to prepare them for the job market. Mrs. Anamika Basu was asked to support them for Resume building related activities.
- The members discussed faculty development, deciding to organize Faculty Development Program (FDP) focused on teaching pedagogy, scheduled for November 2023, to improve teaching methodologies and overall academic quality.

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Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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### Action Points:

- Organize academic support sessions for slow learners by 30.11.2023. These sessions will be designed to assist students who face challenges in coping with their coursework. Faculty members will identify slow learners based on academic performance, personal interactions and other methods. A specialized curriculum will be developed to address their specific needs, and the sessions will include remedial teaching and personalized mentoring. The progress of the students will be monitored to ensure effective outcomes.
  - Finalize Co-Curricular Activities: Debate and business quiz competitions by 15.11.2023. As part of the co-curricular activities planned for the academic year, debate and business quiz competitions will be organized to foster critical thinking, teamwork, and a deeper understanding of business concepts among students. These activities aim to enhance the overall personality development of the participants while providing them with opportunities to showcase their knowledge and skills. The debate competition will focus on contemporary business and management topics, encouraging students to articulate their opinions, analyze diverse perspectives, and present well-structured arguments. This event will help improve their public speaking abilities, critical reasoning, and confidence in addressing an audience. The business quiz competition will cover a wide range of topics related to management, economics, current affairs, and industry trends. Students will form teams to compete, promoting a spirit of collaboration, quick decision-making, and a deeper understanding of business concepts. This engaging activity will serve as a platform to test and expand their knowledge in a dynamic and competitive environment.
- Both events are designed to supplement academic learning and will provide students with valuable exposure to real-world business scenarios, helping them develop skills that are essential for their professional growth. Proper planning, with clear rules and evaluation criteria, will ensure the successful execution of these activities.
- Conduct mock placement activities by 20.11.2023. These activities will prepare students for real-world placement processes by simulating recruitment scenarios. The sessions will include mock interviews, aptitude tests, and group discussions, allowing students to improve their skills in a structured environment. Faculty members and industry professionals will provide feedback to help students identify their strengths and address areas for improvement. These activities are expected to boost the students' confidence and readiness for placement drives, helping them approach job opportunities with a competitive edge.

Principal

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### ACTION TAKEN REPORT (ATR)

| Sl. No. | Point Discussed              | Action Taken                                                                                                                        |
|---------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Academic Progress            | Extra classes and mentoring sessions conducted for slow learners.<br>Evening doubt clearing and supporting classes (Online) started |
| 2       | Co-Curricular Activities     | Debate and business quiz competitions held in November 2023.                                                                        |
| 3       | Placement Readiness          | Mock interviews and resume-building sessions conducted.                                                                             |
| 4       | Faculty Development Programs | FDP on teaching pedagogy conducted                                                                                                  |

**Suprovat Basu**  
H.O.D.,  
MBA Department, RERFGI



**Principal**  
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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Ref. No.: RERF/MBA/DAC/23-24/03

Date: 05.01.2024

## NOTICE

All the DAC members are hereby informed that a meeting of the Departmental Advisory Committee is scheduled on **15.01.2024 at 3.30 pm.**, at **Faculty Room, MBA Department.**

The agenda of the meeting is as follows:

1. Final review of academic year activities and outcomes.
2. Planning for the upcoming academic session.
3. Evaluation of stakeholder feedback and action plan.
4. Suggestions for new initiatives and improvements.
5. Misc.

All are requested to attend the meeting positively.

05/01/24  
Suprovat Basu  
H.O.D.,  
MBA Department, RERFGI



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Regent Education & Research Foundation  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### MINUTES OF MEETING

**Date of the meeting:** 15.01.2024

**Time:** 3.30 pm

**Venue:** Faculty Room, MBA Department

#### Members Present:

| Sl. No. | Name                   | Designation              | Position          |
|---------|------------------------|--------------------------|-------------------|
| 1       | Mr. Suprovat Basu      | HOD, MBA                 | Convener          |
| 2       | Mr. Surya Mukherjee    | Assistant Professor, MBA | Member            |
| 3       | Mr. Sourav Dutta       | Assistant Professor, MBA | Member            |
| 4       | Ms. Susmita Mondal     | Alumni                   | Member            |
| 5       | Mr. Saptarshi Dasgupta | Alumni                   | Member            |
| 6       | Mr. B.T. Chakraborty   | Parent Representative    | Member            |
| 7       | Dr. Chandan Das        | Principal, SVIMS         | Expert (External) |

*[Handwritten signatures and notes next to the table]*

#### Members Absent:

| Sl. No. | Name              | Designation              | Position |
|---------|-------------------|--------------------------|----------|
| 1       | Dr. Moumita Ghosh | Associate Professor, MBA | Member   |

#### Meeting Minutes:

- The meeting began with the Head of the Department (HOD) formally welcoming all the members present. The HOD expressed gratitude for their active participation and emphasized the importance of the agenda items to be discussed, which aimed at reviewing the academic year, planning for the upcoming session, and introducing new initiatives to enhance the department's functioning and student development.
- The meeting commenced with a comprehensive review of the academic year, focusing on both the achievements and areas requiring improvement. The achievements included notable performances of few students in placement drives, student participation in various inter-college events, and the successful execution of various events and co-curricular activities. However, certain areas were identified for improvement, particularly in strengthening industry collaborations, providing better academic support to few underperforming students, and enhancing co-curricular activities. It was agreed that addressing these areas would be a priority in the upcoming academic sessions to ensure the holistic development of students.

*[Handwritten signature]*

Principal

Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerrfolkata@gmail.com](mailto:rerrfolkata@gmail.com), Website : [www.rerrf.in](http://www.rerrf.in)

#### Campus Address:

Bara Kanthalia, Barrackpore  
P.O: Sewli Telinipara, P.S.: Mohanpur  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

#### Regd. Office Address:

11/3, Biresw Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

- Next discussion was to plan for the upcoming session. A proposed academic calendar and activity roadmap were discussed and presented, outlining key events such as seminars and workshops, guest lectures, and placement preparatory sessions. The plan also emphasized regular assessments, co-curricular activities, and initiatives to improve students' practical knowledge through industry exposure. The members provided valuable inputs and suggested finalizing the roadmap after further deliberation to ensure a balanced academic and extracurricular schedule.
- Feedback from various stakeholders, including students, parents, and alumni, was then discussed in detail. Student feedback highlighted the need for additional support in technical and soft skills training, while parents expressed concerns regarding academic rigor and placement readiness. Alumni feedback emphasized the importance of networking opportunities and bridging the gap between academic knowledge and industry requirements. These inputs were acknowledged as critical for refining the institution's approach and enhancing overall student satisfaction.
- Next discussion was about organizing departmental annual picnic. This event will involve both current students and alumni, fostering a sense of camaraderie and strengthening the bond within the department. It was discussed that the annual picnic would serve as a platform for informal interactions between students, faculty, and alumni, providing an opportunity to build networks and share experiences outside the academic setting. The inclusion of alumni in the event was particularly emphasized as a valuable addition, as it would allow students to gain insights into career progression, industry trends, and professional challenges through informal discussions. This interaction would not only inspire the students but also encourage alumni to remain connected with the department and actively contribute to its growth.
- The members deliberated on new initiatives to be introduced in the upcoming academic session. It was proposed to motivate students to nurture innovative ideas for institute's entrepreneurship cell- 'Startupshala' and encourage them to explore entrepreneurial ventures. Additionally, alumni mentoring program was suggested to facilitate knowledge sharing, networking, and career guidance from experienced alumni. Both initiatives were welcomed as significant steps toward creating a dynamic and supportive learning environment that aligns with the institution's vision for student success.
- The meeting concluded with a consensus to implement the discussed points effectively, with follow-up meetings planned to monitor progress and outcomes.

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### Action Points:

- Prepare academic calendar for the next session by 31.01.2024. This calendar will encompass a detailed schedule of academic activities, examination timelines, seminars, workshops, co-curricular events, and industry engagement programs. The aim is to provide a structured roadmap for both faculty and students, ensuring that all stakeholders are well-informed about the department's schedule. This will also aid in improving overall planning and coordination within the department.
- The departmental picnic has been scheduled on 03.02.2024. The event is intended to foster camaraderie among students, faculty, and alumni, allowing them to interact informally in a relaxed environment. The picnic serves not just as a recreational activity but also as a means to strengthen bonds and create a sense of belonging within the department. Alumni involvement is particularly emphasized, as it will provide current students with an opportunity to gain insights into professional life and career paths in a more casual setting.
- Focus on institute's Startup Incubation-'Startupshala'. This initiative aims to cultivate an entrepreneurial mindset among MBA students and provide them with the tools and resources needed to develop their business ideas. This cell will organize workshops, ideation sessions, and pitch competitions, as well as facilitate mentorship by industry professionals and successful entrepreneurs. This endeavor is expected to inspire students to explore entrepreneurial ventures and contribute to the startup ecosystem, aligning with the department's focus on innovation and practical learning.
- Implement alumni mentoring program by 20.02.2024. This program is designed to connect current students with alumni mentors who can provide guidance on career development, industry expectations, and skill enhancement. By leveraging the expertise and experiences of alumni, the program aims to bridge the gap between academic learning and professional requirements, offering students personalized mentorship to help them achieve their career goals.

### **ACTION TAKEN REPORT (ATR)**

| Sl. No. | Point Discussed            | Action Taken                                  |
|---------|----------------------------|-----------------------------------------------|
| 1       | Academic Year Review       | Comprehensive report prepared and circulated. |
| 2       | Upcoming Session Planning  | Academic calendar finalized and shared.       |
| 3       | Departmental Annual Picnic | Organized in February, 2025                   |
| 4       | Stakeholder Feedback       | Incorporated.                                 |

*Suprovat Basu*

Suprovat Basu  
HOD,  
MBA Department



*Principal*

Principal  
Regent Education & Research Foundation  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref No. RERFGI/MCA/DAC/23-24/M1

Date: 02/08/2023

### Department of Master of Computer Application Departmental Advisory Committee

### NOTICE

This notice is intended for all Department of MCA committee members, informing them that the Advisory committee will hold a general meeting on August 09, 2023, at 04.00 PM IST. The following agenda items will be discussed during the meeting, which will be held at Room No. 213. Your presence in the meeting is highly solicited.

#### The Agenda of the meeting as follows:

1. Read and confirm the minutes of last DAC meeting.
2. Discussion regarding improvement of student's academic performance.
3. Discussion regarding improvement of student learning process.
4. Information to be shared among the students to submit class assignments regularly.
5. To discuss about grooming class and special training class.
6. Setup a PTM in upcoming weeks.



Mr. Arup Mallick  
Head of the Department (H.O.D)  
Department of Master of Computer Application

Campus : Regent Education & Research Foundation Group of Institutions

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Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Principal

Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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11/3, Biresh Guha Street  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Department of Master of Computer Application

#### Departmental Advisory Committee Academic Session 2023-2024

Date: 09/08/2023

List of the members are nominated for Advisory Committee for the Academic Session 2023-2024

| Sl No. | DAC Member              | Position        | Designation                    | Signature |
|--------|-------------------------|-----------------|--------------------------------|-----------|
| 1      | Mr. Arup Mallick        | Chairperson     | Head of the Department (H.O.D) |           |
| 2      | Mr. Gopi Bandhu Ganguly | Faculty Member  | Assistant Professor            |           |
| 3      | Mr. Somnath Mukherjee   | Faculty Member  | Assistant Professor            |           |
| 4      | Mr. Krishna Kanta Maiti | Faculty Member  | Assistant Professor            |           |
| 5      | Mr. Shirsendu Dutta     | Faculty Member  | Assistant Professor            |           |
| 6      | Arvin Bera              | Industry Member |                                |           |
| 7      | Rajashi Banerjee        | Alumni          |                                |           |
| 8      | Uttam Das               | Parents         |                                |           |
| 9      | Pradip Kumar Ganguly    |                 |                                |           |
| 10     | Riya Das                | Students        |                                |           |
| 11     | Sangita Nandi           |                 |                                |           |
| 12     | Sanjoy Sarkar           |                 |                                |           |



H.O.D, Department of MCA

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Barrackpore, Kolkata-700121

Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 09/08/2023

### Department of Master of Computer Application Departmental Advisory Committee

#### Minutes of Departmental Advisory Committee Meeting

The meeting started with the welcome speech by Chairperson/Head of the Department.

The points were discussed:

1. Chairperson, Mr. Arup Mallick reads the last minutes of DAC meeting.
2. Several steps has been taken for improvement of the student performance like, Peer Teaching, Online classes, Remedial classes etc.
3. Group projects for students are proceeding according to the rules.
4. Mentorship meetings are ongoing for each months.
5. Grooming class have been added to the class routine.
6. PTM have been scheduled.



**HOD  
MCA**

Mr. Arup Mallick  
Head of the Department (H.O.D)  
Department of Master of Computer Application

Campus : Regent Education & Research Foundation Group of Institutions

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Campus Address:

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P.O: Sewli Telinipara, P.S.: Titagarh  
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Principal

Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

Regd. Office Address:

11/3, Biresw Guha Street  
1<sup>st</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Department of Master of Computer Application

#### Departmental Advisory Committee Academic Session 2023-2024

Date: 31/10/2023

Actions was taken based on the meeting was held on 09/08/2023

1. For the improvement of student performance the following steps were taken.
  - a. Online Classes.
  - b. Project Based Classes.
  - c. Peer Teaching.
  - d. Group Discussion with the students for better understanding.
  - e. Remedial Classes for slow learners.
2. Group projects have been allocated to students with the following structures.
  - a. Minimum 2 students and Maximum 5 students can from a group.
  - b. Project topic was assigned after discussion with the students.
  - c. Project guide was allocated by the department.
  - d. Two Minor project (MCAN-381) classes have been allocated in the routine.
  - e. Overall monitoring was conducted by the chairperson on regular bases.
3. Mentorship meetings are now compulsory for every mentor to monitor their mentee's academic & overall performance.
4. Grooming class has been scheduled every week.
5. PTM has been conducted with a average amount of presence of the parents and a good amount of response received from them.

Mr Arup Mallick

Head of the Department (H.O.D)  
Department of Master of Computer Application

Campus : Regent Education & Research Foundation Group of Institutions

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Principal

Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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11/3, Biresh Guha Street  
Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref No. RERFGI/MCA/DAC/23-24/M2

Date: 28/02/2024

### **Department of Master of Computer Application** **Departmental Advisory Committee**

### **NOTICE**

This notice is intended for all Department of MCA committee members, informing them that the Advisory committee will hold a general meeting on March 05, 2024, at 03.30 PM IST. The following agenda items will be discussed during the meeting, which will be held at MCA Lab 2. Your presence in the meeting is highly solicited.

#### **The Agenda of the meeting as follows:**

1. Read and confirm the minutes of last DAC meeting.
2. Discussion regarding improvement of student's academic performance.
3. Discussion regarding improvement of student learning process.
4. Information to be shared among the students to submit class assignments regularly.
5. Addition of new DAC members.
6. Proper information has to share among the students about the paper MCAN-OE401.

*Krishna*



Mr. Krishna Kanta Maiti  
Head of the Department (H.O.D)  
Department of Master of Computer Application

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerfkolkata@gmail.com](mailto:rerfkolkata@gmail.com), Website : [www.rerf.in](http://www.rerf.in)

**Campus Address:**

Bara Kanthalia, Barrackpore  
P.O: Sewli Telinipara, P.S.: Titagarh  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

*Krishna*

Principal  
Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

**Regd. Office Address:**

11/3, Biresw Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Department of Master of Computer Application

#### Departmental Advisory Committee Academic Session 2023-2024

Date: 05/03/2024

List of the members are nominated for Advisory Committee for the Academic Session 2023-2024

| Sl No. | DAC Member              | Position        | Designation                    | Signature |
|--------|-------------------------|-----------------|--------------------------------|-----------|
| 1      | Mr. Krishna Kanta Maiti | Chairperson     | Head of the Department (H.O.D) |           |
| 2      | Mr. Gopi Bandhu Ganguly | Faculty Member  | Assistant Professor            |           |
| 3      | Mr. Somnath Mukherjee   | Faculty Member  | Assistant Professor            |           |
| 4      | Ms. Antara Ghosh        | Faculty Member  | Assistant Professor            |           |
| 5      | Mr. Jaydeep Sarkar      | Faculty Member  | Technical Assistant            |           |
| 6      | Arvin Bera              | Industry Member |                                |           |
| 7      | Rajashi Banerjee        | Alumni          |                                |           |
| 8      | Dipak Hazra             | Parents         |                                |           |
| 9      | Sikandar Prasad Yadav   |                 |                                |           |
| 10     | Esika Roy               | Students        |                                |           |
| 11     | Riki Saha               |                 |                                |           |
| 12     | Sourav Pan              |                 |                                |           |

H.O.D, Department of MCA



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Principal

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Regd. Office Address:

11/3, Biresw Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 05/03/2024

### **Department of Master of Computer Application** **Departmental Advisory Committee**

#### **Minutes of Departmental Advisory Committee Meeting**

The meeting started with the welcome speech by Chairperson/Head of the Department.

The points were discussed:

1. Chairperson, Mr. Krishna Kanta Maiti reads the last minutes of DAC meeting.
2. Several steps has been taken for improvement of the student performance like, Peer Teaching, Online classes, Remedial classes etc.
3. Major group projects for students are proceeding according to the rules.
4. Mentorship meetings are ongoing for each months.
5. New 2 members has been added to the committee.
6. All the relative information has been shared along with students have been informed that Open Electives must be opted from the NPTEL/Swayam Platform.

*Krishna*

Mr. Krishna Kanta Maiti  
Head of the Department (H.O.D)  
Department of Master of Computer Application

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerrkolkata@gmail.com](mailto:rerrkolkata@gmail.com), Website : [www.rerrf.in](http://www.rerrf.in)

Campus Address:

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P.O: Sewli Telinipara, P.S.: Titagarh  
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Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

*Principal*

Principal  
Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Department of Master of Computer Application

#### Departmental Advisory Committee Academic Session 2023-2024

Date: 23/04/2024

Actions was taken based on the meeting was held on 05/03/2024

1. For the improvement of student performance the following steps were taken.
  - a. Online Classes.
  - b. Project Based Classes.
  - c. Peer Teaching.
  - d. Group Discussion with the students for better understanding.
  - e. Remedial Classes for slow learners.
2. Four weekly classes have been allocated for the Major Project (MCAN-482). Project guide members have been informed to closely monitor and guide the students.
3. Mentors are conducting mentorship meetings to monitor their mentee's academic & overall performance.
4. Two new members has been added in the committee :
  - a. Antara Ghosh (Assistant Professor).
  - b. Jaydeep Sarkar (Technical Assistant).
5. Open Elective Subject (MCAN-OE401) is a compulsory subject must be opted from NPTEL/Swayam platform.
  - a) Course must be of Post Graduate Category.
  - b) The duration of the course must be minimum of 12-Weeks or of allotted credit.
  - c) While opting for the online elective, a student needs to ensure that the course was not opted in previous semesters of the program.
  - d) Student must submit the course completion certificate issued by NPTEL/Swayam only.

  
Mr. Krishna Kanta Maity  
Head of the Department (H.O.D)  
Department of Master of Computer Application

Campus : Regent Education & Research Foundation Group of Institutions

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Regent Education & Research Foundation  
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Barrackpore, Kolkata-700121

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11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### ADVISORY COMMITTEE

DEPARTMENT: MECHANICAL ENGINEERING

YEAR: 2023-2024

INSTITUTE: REGENT EDUCATION & RESEARCH FOUNDATION

#### MEMBERS:

1. HEAD OF THE DEPARTMENT: Mr. Sabyasachi Mukherjee
2. FACULTY MEMBERS:
  - a) Mr. Puspendu Chandra Chandra
  - b) Mr. Arpan Mandal
3. EXTERNAL MEMBER/ EXPERT: Mr. Deepak Mishra (Technical Support Specialist  
Field Engineering Services, ExxonMobil  
Lubricants Pvt. Ltd., Karnataka)
4. ALUMNI REPRESENTATIVE: Mr. Vikash Upadhyay
5. PARENT REPRESENTATIVE: Mr. Prithwi Nath Upadhyay

Principal

Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Reference No. RERF/ME/ Sep-2023/Notice/01

### NOTICE

Date: 01/09/2023

Subject: Advisory Committee Meeting Notice

This is to inform all concerned that the Advisory Committee Meeting of the Mechanical Engineering Department, RERFGI, is scheduled to be held on **08/09/2023 (Friday) at 2:30 PM** in the Mechanical Engineering Department. The following members are requested to be present:

#### Members Present:

1. Mr. Sabyasachi Mukherjee, HOD, ME
2. Mr. Puspendu Chandra Chandra, Faculty Member
3. Mr. Arpan Mandal, Faculty Member
4. Mr. Deepak Mishra, Technical Support Specialist, Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka (External Member)
5. Mr. Vikash Upadhyay, Alumni
6. Mr. Prithwi Nath Upadhyay, Parent Representative

#### Agenda for the Meeting:

1. Review of the previous meeting
2. Updates on the teaching-learning process
3. Technical training, research, and projects
4. Placements
5. Student support and extracurricular activities
6. Infrastructure

All members are requested to make it convenient to attend the meeting on time.

HOD

Mechanical Engineering Department  
RERF



Principal  
Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 08/09/2023

### Minutes

As per the previous notification a meeting of the advisory committee of the Mechanical Engineering Department of RERFGI is organized on 08/09/2023 at the Mechanical Engineering Department, RERF. The following members were present in the meeting:

|                                                                                                                         |                       |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Mr. Sabyasachi Mukherjee                                                                                                | HOD, ME               |
| Mr. Puspendu Chandra Chandra                                                                                            | Faculty Member        |
| Mr. Arpan Mandal                                                                                                        | Faculty Member        |
| Mr. Deepak Mishra (Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka) | External Member       |
| Mr. Vikash Upadhyay                                                                                                     | Alumni                |
| Mr. Prithwi Nath Upadhyay                                                                                               | Parent Representative |

At the inception, the HOD of Mechanical Engineering welcomed all members and presented the following agenda items for discussion:

#### Agenda:

1. Review of the previous meeting
2. Updates on the teaching-learning process
3. Technical training, research, and projects
4. Placements
5. Student support and extracurricular activities
6. Infrastructure

The following discussions and resolutions were made:

#### Agenda 1: Review of the previous meeting

The committee thoroughly reviewed the decisions from the previous meeting, evaluated the actions taken, and acknowledged gaps in implementation. These will be addressed in upcoming resolutions.

Principal

Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Agenda 2: Teaching-learning process updates

The previous semester's results were analyzed, and weak students were identified. The following resolutions were made:

- a. Special remedial classes will be conducted for underperforming students.
- b. Faculty members are encouraged to enroll in faculty development programs.

### Agenda 3: Technical training and research/projects

The committee reviewed the reports from students who completed technical training. Ongoing projects were assessed, and it was decided that faculty should actively seek external research projects.

### Agenda 4: Placements

Placement statistics and salary packages were discussed. The committee recommended conducting focused training sessions for final-year students to enhance their placement prospects.

### Agenda 5: Student support and extracurricular activities

The number of scholarship recipients was evaluated, along with student participation in extracurricular activities. The committee proposed increasing awareness about available scholarships and encouraging greater involvement in extracurricular programs.

### Agenda 6: Infrastructure

Laboratory facilities were assessed for compliance with MAKAUT's syllabus requirements. The committee highlighted the need for improvements in both equipment and software to enhance lab-based learning.

With no further points for discussion, the HOD expressed gratitude to all members for their valuable input and adjourned the meeting. The resolutions have been circulated among the faculty.

Principal

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Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata-700121

Campus : Regent Education & Research Foundation Group of Institutions

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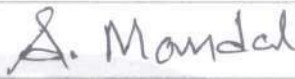
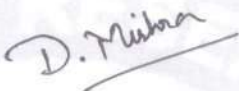
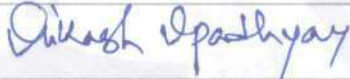
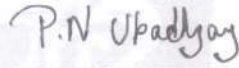
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| Signature of the members                                                                                                |                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Mr. Sabyasachi Mukherjee                                                                                                |   |
| Mr. Puspendu Chandra Chandra                                                                                            |   |
| Mr. Arpan Mandal                                                                                                        |  |
| Mr. Deepak Mishra (Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka) |   |
| Mr. Vikash Upadhyay                                                                                                     |  |
| Mr. Prithwi Nath Upadhyay                                                                                               |  |



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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Reference No. RERF/ME/Feb-2024/Notice/03

### NOTICE

Date: 27/02/2024

Subject: Advisory Committee Meeting Notice

This is to inform all concerned that the Advisory Committee Meeting of the Mechanical Engineering Department, RERFI, is scheduled to be held on **05/03/2024 (Tuesday) at 2:30 PM** in the HOD's room. The following members are requested to be present:

#### Members Present:

1. Mr. Puspendu Chandra Chandra, HOD, ME
2. Mr. Sabyasachi Mukherjee, Faculty Member
3. Mr. Arpan Mandal, Faculty Member
4. Mr. Deepak Mishra, Technical Support Specialist, Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka (External Member)
5. Mr. Vikash Upadhyay, Alumni
6. Mr. Prithwi Nath Upadhyay, Parent Representative

#### Agenda for the Meeting:

1. Review of the previous meeting
2. Departmental updates on the teaching-learning process
3. Technical training, research, and projects
4. Placement
5. Student support and extracurricular activities
6. Infrastructure

All members are requested to make it convenient to attend the meeting on time.

*P. Chandra*

HOD

Mechanical Engineering Department  
RERF



*[Signature]*

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Date: 05/03/2024

### Minutes

As per the previous notification a meeting of the advisory committee of the Mechanical Engineering Department of RERFGI is organized on 05/03/2024 at the HOD's room. The following members were present in the meeting:

|                                                                                                                         |                       |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Mr. Puspendu Chandra Chandra                                                                                            | HOD, ME               |
| Mr. Sabyasachi Mukherjee                                                                                                | Faculty Member        |
| Mr. Arpan Mandal                                                                                                        | Faculty Member        |
| Mr. Deepak Mishra (Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka) | External Member       |
| Mr. Vikash Upadhyay                                                                                                     | Alumni                |
| Mr. Prithwi Nath Upadhyay                                                                                               | Parent Representative |

At the commencement, the HOD of Mechanical Engineering welcomed all the attendees and outlined the following agenda items for discussion:

#### Agenda:

1. Review of the previous meeting
2. Departmental updates on the teaching-learning process
3. Technical training, research, and projects
4. Placement
5. Student support and extracurricular activities
6. Infrastructure

The following discussions and decisions were made during the meeting:

#### Agenda 1: Review of the previous meeting

The committee carefully reviewed the resolutions from the last meeting, assessed the actions taken, and identified areas that still need improvement. These issues will be addressed in the upcoming meeting.

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# REGENT EDUCATION & RESEARCH FOUNDATION

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### Agenda 2: Departmental update on the teaching-learning process

The semester results were analyzed, and struggling students were identified. The following actions were proposed:

- Remedial classes will be organized for weaker students.
- Faculty members are encouraged to participate in relevant faculty development programs to enhance their skills.

### Agenda 3: Technical training and research/projects

Reports from students who participated in technical training were reviewed. Ongoing projects were assessed, and it was agreed that faculty members should actively pursue external research collaborations and funding opportunities.

### Agenda 4: Placement

Placement statistics and salary trends were discussed. The committee recommended conducting targeted training sessions for final-year students to improve their placement prospects.

### Agenda 5: Student support and extracurricular activities

The number of students receiving scholarships was reviewed, along with their involvement in extracurricular activities. The committee suggested increasing awareness about scholarship opportunities and promoting greater student participation in extracurricular activities for holistic development.

### Agenda 6: Infrastructure

The laboratory infrastructure was examined to ensure alignment with MAKAUT syllabus requirements. The committee stressed the need for upgrading lab facilities, including equipment and software, to better support academic and practical learning.

With no additional points to discuss, the HOD thanked all members for their input and concluded the meeting. The resolutions will be shared with the faculty for further action.

Principal

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## Group of Institutions

| Signature of the members                                                                                                |                      |
|-------------------------------------------------------------------------------------------------------------------------|----------------------|
| Mr. Puspendu Chandra Chandra                                                                                            | <i>P. Chandra</i>    |
| Mr. Sabyasachi Mukherjee                                                                                                | <i>S. Mukherjee</i>  |
| Mr. Arpan Mandal                                                                                                        | <i>A. Mandal</i>     |
| Mr. Deepak Mishra (Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka) | <i>D. Mishra</i>     |
| Mr. Vikash Upadhyay                                                                                                     | <i>V. Upadhyay</i>   |
| Mr. Prithwi Nath Upadhyay                                                                                               | <i>P.N. Upadhyay</i> |



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