



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Ref. No.: RERF/IQAC/Jul/24-23

Date: 19/07/2023

NOTICE

All the IQAC members are hereby informed that a meeting of the IQAC Committee members is scheduled on 20th July 2023, at 3.00 p.m.

The Agenda of the Meeting is as follows:-

1. Approval of minutes of the previous meeting of IQAC held on 17/05/2023.
2. Reformation of IQAC.
3. Preparation for SSR for upcoming NAAC visit.
4. Cocurricular activities.
5. Implementation of Student Charter.
6. Waste management.
7. General discussions.

Your presence is highly solicited.


Dr. Rajdeep Chakravarty
Coordinator IQAC

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : rerfkolkata@gmail.com, Website : www.rerf.in

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Tel.: 033-3221-3013



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Minutes of Meeting

A meeting of the IQAC members was held on, 20th July 2023, at 3:00 p.m. Following IQAC members were present.

1.	Dr. Samik Chakraborty	Principal, RERF	Chairman	
2.	Dr. Nandan Gupta	Management Trustee, RERF	Member	
3.	Mr. Subhankar Ghosh	Registrar, RERF	Member	
4.	Dr. Rajdeep Chakravarty	Associate Professor, BSH	IQAC Coordinator	
5.	Mr. Suprovat Basu	Deputy Registrar, RERF	Member	
6.	Mr. Sabyasachi Mukherjee	HOD, ME	Member	
7.	Mr. Avik Ghosh Dastidar	Assistant Professor, BSH	Member	
8.	Mr. Subhadeep Mondal	Assistant Professor, CE	Member	
9.	Ms. Anamika Basu	Assistant Professor, BSH	Member	
10.	Ms. C. Rajalakshmi	Assistant Professor, EE	Member	
11.	Dr. Pabitra Maji	Assistant Professor, ME	Member	
12.	Dr. Soma Chakraborty	Assistant Professor, ECE	Member	
13.	Mr. Mrinmoy Das	Assistant Professor, EE	Member	
14.	Mr. Ritesh Agarwal	Owner & Director, Royal Balaji Engineering Pvt. Ltd.	Industry Expert	
15.	Mr. Raju Kumar Shaw		Nominee, Local Society	

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REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

16.	Mr. Jit Modak		Alumni	<i>Jit Modak</i>
17.	Ms. Koheli Adhikary		Student	<i>Koheli Adhikary</i>
18.	Ms. Ashalata Ghosh		Guardian	<i>Ashalata Ghosh</i>

1. The minutes of the previous meeting of IQAC were confirmed.
2. IQAC was reformed.
3. Review of all academic activities of the previous session.
4. Necessary steps were taken for preparing SSR second cycle for upcoming NAAC visit.
5. Students were encouraged to participate in different cocurricular activities.
6. Discussions were made for the implementation of the student charter.
7. HOD (BSH) was informed to organize SIP for the newly admitted 1st year students.
8. Discussions were made for the improvement of the waste management system.

Meeting concluded with permission of the Chair.

Rajdeep Chakravarty
Dr. Rajdeep Chakravarty
Coordinator IQAC

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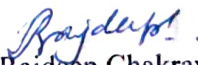
REGENT EDUCATION & RESEARCH FOUNDATION

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Date: 30/08/2023

Action Taken on points discussed in the meeting held on, 20th July 2023.

Sl. No.	Points Discussed	Action Taken
1	Review of academic activities	All academic activities were conducted successfully.
2	Reformation of IQAC	New members were included in the new session.
3	Seminars/ Webinars/ FDP/ Workshops	A total number of 18 events were organized in the previous session.
4	Preparation for SSR	SSR second cycle has been submitted.
5	Student Chapter	A new committee was formed to motivate students to take part in different academic activities. Students got membership from IEL.
6	Student Charter	It is implemented and students are becoming aware of their responsibilities towards the institute.
6	SIP	The SIP for 1 st year students was proposed to be scheduled on and from 12.09.2023
7	Cocurricular activities	Different cultural programs/ indoor games competitions/ Seminars were organized as a part of co- and extracurricular activities.
	Waste management	Like in previous years necessary steps were taken for the disposal of waste products including E-waste, from the institute and special care was taken to improve the process.


Dr. Rajdeep Chakravarty
Coordinator IQAC

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REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Ref. No. : RERF-IQAC/Nov-25-23

Date: 17/11/2023

NOTICE

All the IQAC members are hereby informed that a meeting of the IQAC Committee members is scheduled on 18th November 2023, at 3.00 p.m.

The Agenda of the Meeting is as follows:-

1. Approval of minutes of the previous meeting of IQAC held on 20/07/2023.
2. Formation of AQAR subcommittees.
3. Academic issues.
4. Cocurricular activities.
5. General discussions.

Your presence is highly solicited.


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Coordinator IQAC

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Minutes of Meeting

A meeting of the IQAC members was held on, 18th November 2023, at 3:00 p.m. Following IQAC members were present.

1.	Dr. Samik Chakraborty	Principal, RERF	Chairperson	<i>Dr. Samik Chakraborty</i>
2.	Dr. Nandan Gupta	Management Trustee, RERF	Member	<i>Nandan Gupta</i>
3.	Mr. Subhankar Ghosh	Registrar, RERF	Member	<i>Subhankar Ghosh</i>
4.	Dr. Rajdeep Chakravarty	HOD, BSH	IQAC Coordinator	<i>Dr. Rajdeep Chakravarty</i>
5.	Mr. Suprovat Basu	Deputy Registrar, RERF	Member	<i>Suprovat Basu</i>
6.	Mr. Sabyasachi Mukherjee	HOD, ME	Member	<i>Sabyasachi Mukherjee</i>
7.	Mr. Avik Ghosh Dastidar	Assistant Professor, BSH	Member	<i>Avik Ghosh Dastidar</i>
8.	Mr. Subhadeep Mondal	Assistant Professor, CE	Member	<i>Subhadeep Mondal</i>
9.	Ms. Anamika Basu	Assistant Professor, BSH	Member	<i>Anamika Basu</i>
10.	Ms. C. Rajalakshmi	Assistant Professor, EE	Member	<i>C. Rajalakshmi</i>
11.	Dr. Pabitra Maji	Assistant Professor, ME	Member	<i>Pabitra Maji</i>
12.	Dr. Soma Chakraborty	Assistant Professor, ECE	Member	<i>Soma Chakraborty</i>
13.	Mr. Mrinmoy Das	Assistant Professor, EE	Member	<i>Mrinmoy Das</i>
14.	Mr. Ritesh Agarwal	Owner & Director, Royal Balaji Engineering Pvt. Ltd.	Industry Expert	<i>Ritesh Agarwal</i>
15.	Mr. Raju Kumar Shaw		Nominee, Local Society	<i>R. K. Shaw</i>

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16.	Mr. Jit Modak		Alumni	<i>Jit Modak</i>
17.	Ms. Koheli Adhikary		Student	<i>Koheli Adhikary</i>
18.	Ms. Ashalata Ghosh		Guardian	<i>Ashalata Ghosh</i>

1. The minutes of the previous meeting of IQAC were confirmed.
2. Subcommittees were formed for the smooth running of activities.
3. HoDs were informed to check the laboratory equipment for the upcoming semester examination.
4. Cultural programs, sports, workshops and seminars were organized and proposals were invited in this regard.
5. Participation in Smart India Hackathon (SIH), 2K23.

Meeting concluded with permission of the Chair.

Rajdeep Chakravarty
Dr. Rajdeep Chakravarty
Coordinator IQAC

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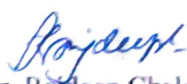


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RERF-IQAC AQAR SUBCOMMITTEE COMPOSITION

Sl	Subcommittee	Members	Designation
1.	Curricular Aspects	Mr. Subhadeep Mondal (Head) Mr. Arkadeep Mondal Mr. Arpan Mondal	Assistant Professor, CE Assistant Professor, EE Assistant Professor, ME
2.	Teaching, Learning and Evaluation	Ms. Anamika Basu (Head) Ms. Ipsita Bose Dr. Rahul Kanti Nath Mr. Pulak Mazumder	Assistant Professor, BSH Assistant Professor, BSH Assistant Professor, ME Assistant Professor, VCE
3.	Research, Innovations and Extension	Ms. Rajalakshmi Chandrasekhar (Head) Dr. Suman Jana Mr. Debatanu Patra Mr. Swarnendu Sekhar Das	Assistant Professor, EE Associate Professor, EE Assistant Professor, ME Assistant Professor, CE
4.	Infrastructure and Learning Resources	Mr. Sabyasachi Mukherjee (Head) Mr. Chintan Roy	Assistant Professor, ME Assistant Professor, ECE
5.	Student Support and Progression	Dr. Pabitra Maji (Head) Ms. Debarati Ghosh Mr. Subhankar Sen	Assistant Professor, ME Assistant Professor, BSH Assistant Professor, BSH
6.	Governance, Leadership and Management	Dr. Soma Chakraborty (Head) Ms. Enakshi Nandi Mr. Sanjib Pal Mr. Arindam Bar	Assistant Professor, ECE Assistant Professor, EEE HOD, EE Assistant Professor, CE
7.	Institutional Values and Best Practices	Mr. Mrinmoy Das (Head) Dr. Suman Kumar Dey Dr. Pritish Banerjee	Assistant Professor, EE HOD, EEE Associate Professor, ME


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Coordinator IQAC

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REGENT EDUCATION & RESEARCH FOUNDATION

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Date ~~30~~ 12/2023

Action Taken on points discussed in the meeting held on, 18th November 2023.

Sl. No.	Points Discussed	Action Taken
1	Review of academic activities	All academic activities were conducted successfully.
2	Reformation of IQAC	Subcommittees were formed for each QIF for smooth documentation of activities.
3	Academic issues	All instruments of different laboratories were thoroughly checked for upcoming semester examinations.
4	Cocurricular activities	Cultural programs, indoor games competitions were arranged as per schedule.
5	SIH, 2023	Students have participated in SIH, 2023 in Guwahati in December, 2023.

Rajdeep 30/12/2023
Dr. Rajdeep Chakravarty
Coordinator IQAC

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Ref. No.: RERF/IQAC/Jan/26-24

Date: 30/01/2024

NOTICE

All the IQAC members are hereby informed that a meeting is scheduled on 7th February 2024, at 3.00 p.m.

The Agenda of the Meeting is as follows:-

1. Approval of minutes of the previous meeting of IQAC held on 18/11/2023.
2. Discussion on NAAC visit.
3. Developmental activities.
4. Academic issues.
5. General discussions.

Your presence is highly solicited.

Dr. Rajdeep Chakravarty
Coordinator, IQAC

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Minutes of Meeting

A meeting of the IQAC members was held on, 7th February 2024, at 3:00 p.m. Following IQAC members were present.

1.	Dr. Samik Chakraborty	Principal, RERF	Chairperson	<i>Dr. Samik</i>
2.	Dr. Nandan Gupta	Chairman, RERF Trust	Member	<i>Nandan Gupta</i>
3.	Mr. Subhankar Ghosh	Registrar, RERF	Member	<i>S. Ghosh</i>
4.	Dr. Rajdeep Chakravarty	Associate Professor, BSH	IQAC Coordinator	<i>Rajdeep</i>
5.	Mr. Suprovat Basu	Deputy Registrar, RERF	Member	<i>Basu</i>
6.	Mr. Puspendu Chandra Chandra	HOD, ME	Member	<i>P. Chandra</i>
7.	Mr. Avik Ghosh Dastidar	Assistant Professor, BSH	Member	<i>agdashid</i>
8.	Mr. Subhadeep Mondal	Assistant Professor, CE	Member	<i>Subhadeep Mondal</i>
9.	Ms. C. Rajalakshmi	Assistant Professor, EE	Member	<i>C. Rajalakshmi</i>
10.	Dr. Soma Chakraborty	Assistant Professor, ECE	Member	<i>S. Chakraborty</i>
11.	Mr. Mrinmoy Das	Assistant Professor, EE	Member	<i>Mrinmoy Das</i>
12.	Dr. Pabitra Maji	Assistant Professor, ME	Member	<i>P. Maji</i>
13.	Ms. Anamika Basu	Assistant Professor, BSH	Member	<i>Anamika Basu</i>
14.	Mr. Ritesh Agarwal	Owner & Director, Royal Balaji Engineering Pvt. Ltd.	Industry Expert	<i>Ritesh Agarwal</i>
15.	Mr. Raju Kumar Shaw		Nominee, Local Society	<i>R.K Shaw</i>

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16.	Ms. Koheli Adhikary		Student	Koheli Adhikary
17.	Ms. Ashalata Ghosh		Guardian	Ashalata Ghosh

1. The minutes of the previous meeting of IQAC were confirmed.
2. Subcommittees were formed for the smooth running of activities.
3. Interactive workshops, competitions were proposed for the students.
4. Proposals were invited for seminars, awareness programs.
5. Details of SIP for newly admitted students was discussed.
6. Discussion was made for special initiatives for girl students, female staffs.
7. Different surveys were proposed about the working environment

Meeting concluded with permission of the Chair.

Dr. Rajdeep Chakravarty
Coordinator IQAC

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REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Date: 02/04/2024

Action Taken on points discussed in the meeting held on, 7th February 2024.

Sl. No.	Points Discussed	Action Taken
1	Review of academic activities	All academic activities were conducted successfully.
2	Developmental policy for students	All departments will arrange value added courses as per departmental academic calendar. BSH department has already completed a course on "Learn Spanish Language" from 12-23 March, 2024. Course on "Introduction to AI-ML" from CSE department will be 18-27 April, 2024.
3	FDP	IIC has organized a FDP on "Dream weaving" from 06/02-10/02.
4	Community Development Program	Workshop on Self Defense Program was organized for Nilganj Sikshayatan (H.S. Co-ed School) on 14.03.2024 as a part of community outreach program.
5		Self-defense program is scheduled for girl students throughout the semester.
6	Student Training	"Impactor" – An interschool indoor games competition was organized as a part of community development program from 20-21 March, 2024.
7	Co and Extra-Curricular Activities	Industrial training program (site visit) for CE students is arranged by the department on 9, 10 and 12 April, 2024. Different cultural programs/ seminars/ technical film shows/ awareness programs etc. have been organized as per schedule. Annual sports were organized 31/01-02/02/2024

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Coordinator IQAC

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REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Ref. No.: RERF/IQAC/May/27-24

Date: 02/05/2024

NOTICE

All the IQAC members are hereby informed that a meeting is scheduled on 9th May, 2024 at 3.00 p.m.

The Agenda of the Meeting is as follows:-

1. Approval of minutes of the previous meeting of IQAC held on 07/02/2024.
2. Academic activities.
3. Co-Curricular and Extra-Curricular activities.
4. End semester examination.
5. AQAR (23-24) preparation.
6. Community outreach program.
7. General discussions.

Your presence is highly solicited.


Dr. Rajdeep Chakravarty
Coordinator IQAC

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Minutes of Meeting

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1.	Dr. Nandan Gupta	Chairman, RERF Trust	Member	Nandan Gupta
2.	Mr. Subhankar Ghosh	Registrar, RERF	Member	S. Ghosh
3.	Dr. Rajdeep Chakravarty	HOD, BSH	IQAC Coordinator	Rajdeep
4.	Mr. Suprovat Basu	Deputy Registrar, RERF	Member	Basu
5.	Mr. Puspendu Chandra Chandra	HOD, ME	Member	P. Chandra
6.	Mr. Avik Ghosh Dastidar	Assistant Professor, BSH	Member	ag. dastidar
7.	Mr. Subhadeep Mondal	Assistant Professor, CE	Member	Subhadeep Mondal
8.	Ms. C. Rajalakshmi	Assistant Professor, EE	Member	C. Rajalakshmi
9.	Dr. Pabitra Maji	Assistant Professor, ME	Member	P. Maji
10.	Dr. Soma Chakraborty	Assistant Professor, ECE	Member	S. Chakraborty
11.	Mr. Mrinmoy Das	Assistant Professor, EE	Member	M. Das
12.	Mr. Ritesh Agarwal	Owner & Director, Royal Balaji Engineering Pvt. Ltd.	Industry Expert	Ritesh Agarwal
13.	Mr. Raju Kumar Shaw		Nominee, Local Society	R.K. Shaw
14.	Mr. Jit Modak		Alumni	Jit Modak
15.	Ms. Koheli Adhikary		Student	Koheli Adhikary

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16.	Ms. Ashalata Ghosh		Guardian	Ashalata Ghosh
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Member Absent:

1. Dr. Samik Chakraborty
2. Ms. Anamika Basu

1. The minutes of the previous meeting of IQAC were confirmed.
2. Reviewed all academic activities of the previous session.
3. HODs were asked about the syllabus completion status.
4. Reports of different cocurricular and extra curricular activities were checked.
5. Community outreach program was planned.
6. Detailed discussion were made about the workplace environment.
7. Discussions were made for preparation of AQAR (2023-2024).

Meeting concluded with permission of the Chair.

Dr. Rajdeep Chakravarty
Coordinator IQAC

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REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Date: 28/06/2024

Action Taken on points discussed in the meeting held on 9th May, 2024.

Sl. No.	Points Discussed	Action Taken
1	Review of academic activities	All academic activities in the previous session were conducted successfully. CIEs were taken as per institutional policy.
2	Syllabus completion status	Syllabuses were completed successfully prior to the end semester examinations. Remedial classes were taken for slow learners. .
3	Seminars/ Webinars/FDPs	All departments have organized seminars/webinars as per their schedule. IIC-RERF has organized workshops/webinars/expert talk etc. for the academic development. A FDP, "Dream Weaving II", was organized from 21-25 May, 2024.
4	Community Outreach Program	"AUTOMATIONXTREME" – A workshop organized by the Robotics Club for school students, 21-22 May, 2024.
5	Preparation for AQAR	Necessary steps have been taken.
6	Survey about Institution	Different surveys were conducted by the Internal Committee of RERF regarding workplace environment.
7	Cocurricular activities	Different cultural programs were organized as a part of co- and extracurricular activities for students.

Dr. Rajdeep Chakravarty
Coordinator IQAC

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