



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Ref. No. - RERF/ADM/ATR/2023-24/0604/01

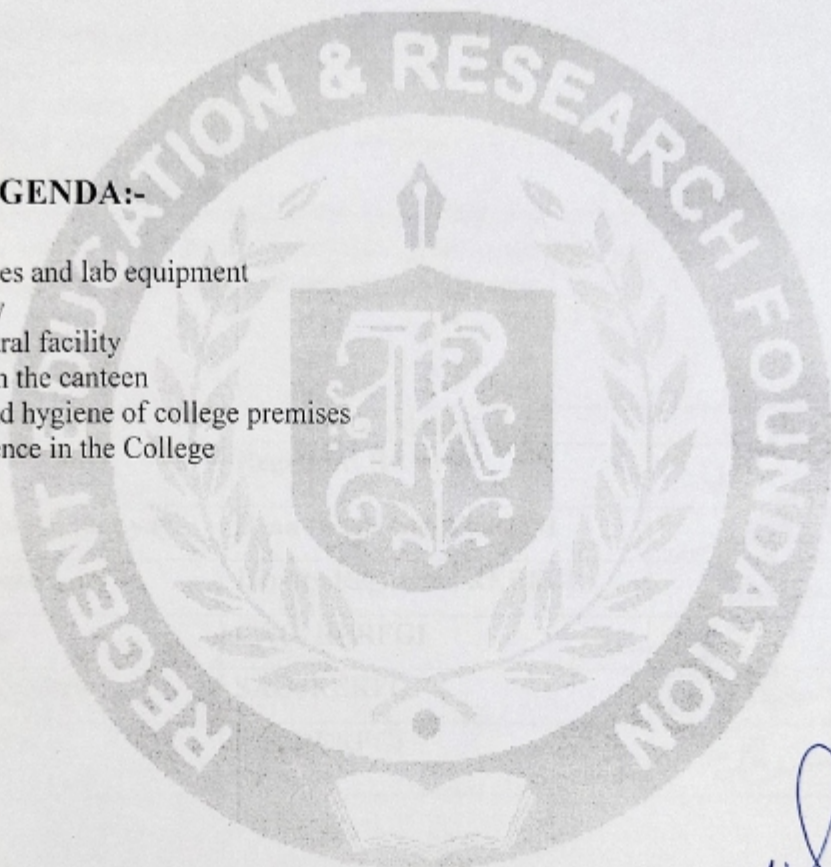
Date: 12/09/2023

NOTICE

All the members of administration are hereby informed that a meeting will be held on 16/09/2023 at board room of RERFGI at 3:30 pm.

MEETING AGENDA:-

1. Subject faculties and lab equipment
2. College library
3. Sports & cultural facility
4. Food quality in the canteen
5. Cleanliness and hygiene of college premises
6. General ambience in the College



S. Ghosh 12/09/2023

Mr. Subhankar Ghosh
Registrar, RERFGI

Registrar
Regent Education and Research
Foundation
Barrackpore, W.B.-700121

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : rerrfolkata@gmail.com, Website : 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:

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



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MINUTES OF THE MEETING

A meeting for the following agenda was held on 16 /09/2023 at 3:30 pm in the board room.

1. An action plan is created to address the problems and potential areas for improvement based on the feedback analysis.
2. If the college library is to remain excellent and user-friendly, feedback must be regularly requested and applied.
3. Resolving student concerns about cultural and sports amenities can increase student engagement and college satisfaction.
4. Regular quality checks of the food supplied in the canteen may be carried out by the college administration. They might also assess food vendors' effectiveness by looking at things like total meal quality, cleanliness, and flavor.
5. A friendly and well-kept campus may foster an exciting and motivating learning environment for pupils.
6. Engaging in a variety of educational activities gives students a wide range of knowledge and abilities that help them become more flexible and well-rounded people.

Members present:-

Name	Designation	Signature
Mr. Subhankar Ghosh	Registrar, RERFGI	
Dr. Rajorshi Bandyopadhyay	Dean Academic, RERFGI	
Mr, Suprovat Basu	Deputy Registrar, RERFGI	
Mr. Pramod Kar	CAO, RERFGI	
Mr. Raju Kumar Shaw	SAO, RERFGI	
Mr. Indrajit Dawn	AO, RERFGI	

As there were no other points to discuss, the meeting ended at 4:30 pm with a vote of thanks.

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Ref. No. - RERF/ADM/ATR/2023-24/0604/02

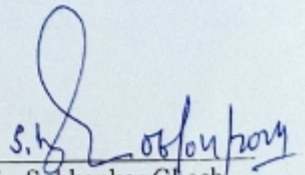
Date: 06/04/2024

NOTICE

All the members of administration are hereby informed that a meeting will be held on 11/04/2024 at board room of RERFGI at 3:30 pm.

MEETING AGENDA:-

1. Institution provides multiple opportunities to learn and grow
2. Opinion about the Department staff and their support
3. Approachable is the authorities regarding any quarries
4. Rating the infrastructure of this institute
5. Promoting internship, industrial visit
6. Opinion about the Department staff and their support


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MINUTES OF THE MEETING

A meeting for the following agenda was held on 14/04/2023 at 3:30 pm in the board room.

1. An action plan is created to address the problems and potential areas for improvement based on the feedback analysis.
2. If the college library is to remain excellent and user-friendly, feedback must be regularly requested and applied.
3. Resolving student concerns about cultural and sports amenities can increase student engagement and college satisfaction.
4. Regular quality checks of the food supplied in the canteen may be carried out by the college administration. They might also assess food vendors' effectiveness by looking at things like total meal quality, cleanliness, and flavor.
5. A friendly and well-kept campus may foster an exciting and motivating learning environment for pupils.
6. Engaging in a variety of educational activities gives students a wide range of knowledge and abilities that help them become more flexible and well-rounded people.

Members present:-

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Date- 23rd May 2024

ANALYSIS OF FEEDBACK REPORT FOR 2023-2024

Feedback	Action Taken	Impact
Subject faculties and lab equipment	The action plan's execution is routinely examined and tracked to ensure the recommended enhancements are executed with success. Feedback collection is an ongoing activity, and fresh input from lab users and subject matter experts is considered to evaluate the efficacy of the procedures followed and identify any new issues.	Based on the feedback analysis, an action plan is developed to address the issues and possible areas for development. Deadlines, responsible parties, and specific strategies to resolve the concerns brought up by the feedback may all be included in the action plan.
College library	the availability and use of digital resources, such as online journals, databases, and e-books.	Users can be a helpful tool for library directors and staff to identify problem areas and make ongoing improvements to the resources and services offered by the library. Feedback must be routinely solicited and implemented if the college library is to continue to be of high quality and user-friendly.
Sports & cultural facility	To provide kids more possibilities, collaborations with other schools, organizations, or clubs may be sparked by outside cultural and athletic activities. Promote and assist cultural activities, festivals, and competitions inside the college to encourage student engagement.	In a college setting, a strong sports and cultural ecosystem may promote teamwork, creativity, and a healthy work-life balance. Addressing student feedback regarding athletic and cultural facilities can improve student involvement and satisfaction with the college experience.
	The college administration may	The college administration may

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Food quality in the canteen	conduct routine quality inspections on the food served in the canteen. They may also judge the efficacy of food vendors based on factors including flavour, cleanliness, and overall meal quality. Comments about food preferences and quality may lead to a revaluation of the canteen menu. By offering a more diverse and wholesome food, the canteen can satisfy a range of dietary needs and preferences.	conduct routine quality inspections on the food served in the canteen. They may also judge the efficacy of food vendors based on factors including flavor, cleanliness, and overall meal quality. Comments about food preferences and quality may lead to a revaluation of the canteen menu. By offering a more diverse and wholesome food, the canteen can satisfy a range of dietary needs and preferences.
Cleanliness and hygiene of college premises	The college may make investments in landscaping, gardening, and upkeep to create an aesthetically pleasing setting with green areas, flowerbeds, and well-kept lawns. Placing artwork, murals, or motivational quotes throughout the campus can help to create a positive and motivating ambiance. Regular upkeep and cleaning of the classrooms, restrooms, and common areas are required to maintain a clean and hygienic campus. Organizing engaging events, workshops, cultural programs, and extracurricular activities can liven up and excite the campus atmosphere.	For students, a welcoming and well-maintained campus may create an inspiring and encouraging learning atmosphere. When the campus is vibrant and bustling, students are more likely to participate in extracurricular activities and become more interested in college life. A friendly atmosphere can boost faculty morale and enthusiasm, which can lead to better mentorship and instruction. Positive campus experiences increase the likelihood that alumni will stay active and support the university.
General ambience in the College	Higher education institutions may offer a broad range of academic programs and courses in many subjects, enabling students to explore a multitude of academic specialties and identify their areas of interest. Institutions can provide a broad range of extracurricular	Students who participate in a range of educational activities get a broad range of knowledge and skills that contribute to their development as adaptable and well-rounded individuals. Study abroad programs and exposure to diverse activities help students develop their cultural

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	activities, including as debate, music, theater, sports, the performing and visual arts, and student organizations. These activities give students the chance to develop their skills and interests outside of the classroom. Promoting research and giving students the opportunity to take part in research initiatives will help them become more innovative, critical thinkers, and creative problem solvers. promoting research and giving students the opportunity to take part in research initiatives.	sensitivity and global perspective. Potential students, instructors, and the community all have positive opinions of institutions that prioritize providing opportunities for growth and education, which leads to higher enrollment and support.
Institution provides multiple opportunities to learn and grow	Higher education institutions may offer a large range of academic programs and courses in numerous fields, enabling students to explore a wide range of academic fields and identify their interests. Institutions can provide a broad range of extracurricular activities, including as debate, music, theater, sports, the performing and visual arts, and student organizations. These activities give students the chance to develop their skills and interests outside of the classroom. Promoting research and giving students the opportunity to take part in research initiatives will help them become more innovative, critical thinkers, and creative problem solvers.	Students who participate in a range of educational activities get a broad range of knowledge and skills that contribute to their development as adaptable and well-rounded individuals. Study abroad programs and exposure to diverse activities help students develop their cultural sensitivity and global perspective. Potential students, instructors, and the community all have positive opinions of institutions that prioritize providing opportunities for growth and education, which leads to higher enrollment and support. promoting research and giving students the opportunity to take part in research initiatives.
Opinion about the Department staff and	Teachers and students can communicate openly and transparently through departments. Students can experience motivation and appreciated through regular	Supportive faculty members can help students perform better academically by providing guidance and assistance when required. When they are learning in a supportive and

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their support	meetings, email exchanges, and office hours. Offering faculty members the opportunity to take part in training sessions, seminars, and workshops can enhance their mentoring and teaching skills, which will benefit students. Using a systematic feedback process, students can express their opinions and worries about the department staff, which helps to pinpoint areas that want development.	helpful environment, students are more interested and driven. Positive opinions of department staff can lead to stronger student-faculty interactions, which will facilitate effective teaching and learning. Good relationships between students and department staff raise the possibility that they will remain in contact with the school as alumni and help it grow and succeed.
Approachable is the authorities regarding any quarries	People may be encouraged to contact authorities with their inquiries and issues because they may have an open-door policy. Deans, administrative personnel, and department heads are a few examples of these authority. People are given the freedom to interact whatever they choose by providing a range of channels, such as phone, email, and in-person meetings. By teaching authority effective interpersonal and communication techniques, a kind and sympathetic attitude can be promoted.	Open communication is encouraged in an approachable setting, which facilitates better understanding and resolution of queries and problems. An approachable style has a big impact on students' happiness since they feel valued and encouraged to pursue their academic goals. Effective problem-solving and assistance for people in need are made possible by the ease with which one can contact authorities. An open channel of communication encourages helpful criticism, which can lead to ongoing institutional procedure growth.
Rating the infrastructure of this institute	Institutions may spend in remodeling buildings, classrooms, labs, libraries, and other areas to raise the caliber and usefulness of their facilities. By implementing security measures to guarantee a safe and secure campus environment, the infrastructure grade can be raised.	Improved infrastructure enables a better learning environment for students, leading to a more satisfying educational experience. Increased enrollment and institutional growth can result from attracting more prospective students with a higher infrastructure score. A friendly and cozy learning atmosphere may have a good effect on student retention rates. Students

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		can gain substantial exposure to the working world through modern infrastructure with the aid of industrial partnerships and teamwork. Alumni are more likely to remain active and support the organization if they are satisfied with its facilities.
Promoting internship, industrial visit	Establishing a dedicated department or cell to plan internships and industry visits can expedite and enhance the process. Good connections with companies and sectors expand the pool of internship opportunities for students and ensure that they are pertinent to the field of study they have chosen. When students receive guidance and counseling regarding the benefits of internships and how to approach businesses, their excitement and confidence in pursuing such opportunities are boosted. Including alumni in the promotion of internships and industrial trips can help build connections with industries and secure placement opportunities.	Students can participate in industrial tours and internships to obtain hands-on experience in real-world job environments. By taking part in internships and industrial tours, students can develop and refine their technical, communication, problem-solving, and teamwork skills. Employers tend to favor candidates with relevant experience, fostering professional development through industry trips and internships.
Opinion about the Department staff and their support	Through internships and industrial excursions, students can obtain real-world work experience and exposure, which enhances their practical knowledge and skills. Students have the opportunity to build a professional network through internships and industry trips that may prove beneficial for future employment prospects. Students with internship experience	A friendly and caring department staff creates a pleasant learning atmosphere that promotes welfare and academic growth. Positive opinions of department employees and their support are associated with higher levels of student satisfaction with the department and the educational process overall. Students who feel supported by the department staff are more likely to

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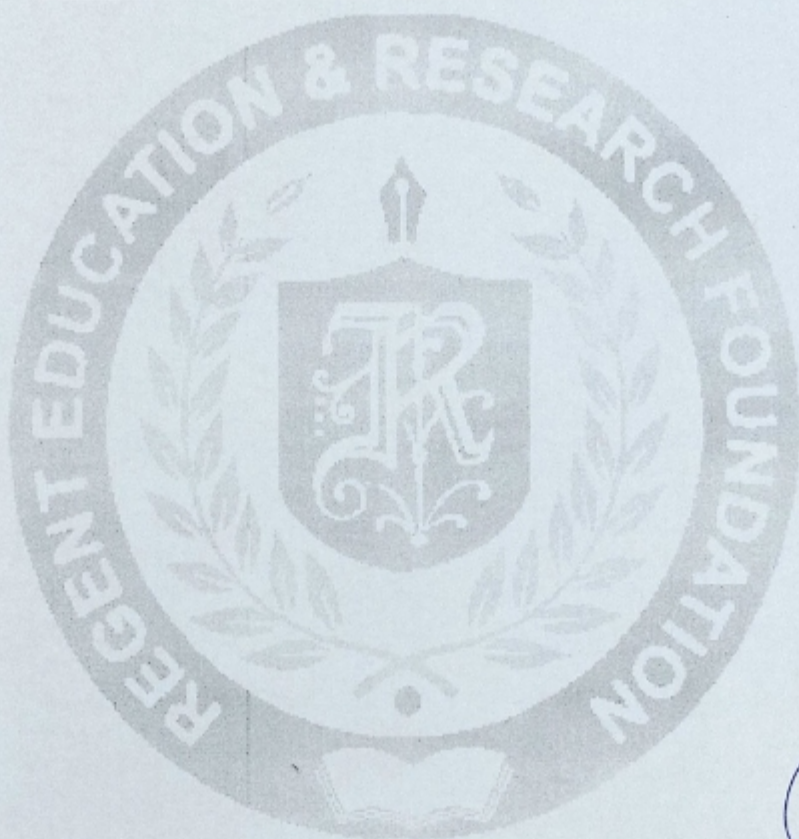


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are usually given preference by employers because they offer a blend of academic knowledge and practical expertise. Promoting internships and industry visits helps to improve the relationship between the institute and business.

participate in extracurricular and academic activities. Positive opinions of the personnel help to strengthen the bonds between the department and its graduates.



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