



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

RERF/ADM/ATR/2021/0308/003

Date: 03/ 08/2021

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 03 /08/2021 at 2 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- Faculty members modification
- Improvement of laboratory equipment.

Following points are discussed:

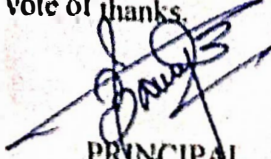
1. To deal with the issues and find possible areas for improvement, an action plan is made.
2. An action plan details the due dates, responsible parties, and specific strategies.
3. All action plan were made based on the issues from the feedback analysis.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) PRAMOD KAR	CAD, RERF
(2) SUPROVAT BASU	HOD, MBA
(3) SABYASACHI MUKHERJEE	HOD, ME
(4) SUMAN KUMAR DEY	HOD, EEE
(5) YUVARAJ MOADAL	HOD, CE
(6) RAJORSHI BANDYOPADHYAY	PRINCIPAL

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 3pm with a vote of thanks.

  
PRINCIPAL

**DR. RAJORSHI BANDYOPADHYAY, (Principal)**



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RERF/ADM/ATR/2021/0209/002

Date:02/09/2021

MINUTES OF THE MEETING

A meeting for the following agenda was held on 02/09/2021 at 02.00 pm in the conference/seminar hall/room.

- College book collection

Following points are discussed:

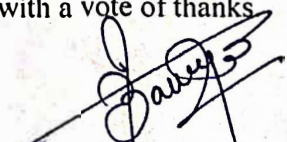
1. Having input from library patrons, the librarian and assistant librarian should be able to pinpoint the issues.
2. For the purpose of enhancing the library's resources and facilities, a continual procedure should be followed.
3. The college library keeps high-quality resources on hand, and the interface needs to be simple to use.
4. Both faculty members and students able to access the digital resources such as databases, e-books, and online journals, etc.
5. The higher authority must get regular feedback and take appropriate action.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) RAJORSHI BANDYOPADHYAY	PRINCIPAL, RERF
(2) PUSPENDU CHANDRA CHANDRA	LIBRARY MEMBER, ME
(3) AMARTYA GHOSH	LIBRARY MEMBER, CSE
(4) INDRAJIT DAWN	AO, RERF
(5) SHOUVIK SARKAR	LIBRARY MEMBER, CE

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 03.00 pm with a vote of thanks

  
PRINCIPAL



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RERF/ADM/ATR/2021/0510/005

Date: 05/10/2021

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 05/10/2021 at 02:00 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- Sports & social facility at the college

Following points are discussed:


1. Student participation in sports and other cultural activities improves devotion to those activities and brings enjoyment.
2. Students involvement into the sports and other cultural activity foster happiness and increases commitment to the same.
3. External cultural and sporting events should be conducted by making partnerships with other schools, groups, or clubs, etc.
4. Promote and support these activities inside or outside the institution to encourage students to take part in various cultural events, festivals, and competitions.

The following committee members were elected during the meeting:

	MEMBER'S NAME	DESIGNATION
(1)	PRAMOD KAR	CAO, RERF
(2)	RAJU KUMAR SHAH	SAO, RERF
(3)	ARPAN MANDAL	MEMBER, ME
(4)	CHINMAY MAJUMDER	CONVENOR (SPORTS)
(5)	AMARTYA GHOSH	MEMBER, CSE

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 03.00 pm with a vote of thanks.

  
PRINCIPAL



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RERF/ADM/ATR/2021/1111/004

Date:11/11/2021

MINUTES OF THE MEETING

A meeting for the following agenda was held on 11/11/2021 at 02.00 pm in the conference/seminar hall/room.

MEETING AGENDA

- Availability and quality of canteen foods

Following points are discussed:

1. A person from the college administration who frequently checks and examines the canteen's food quality and availability.
2. Canteen must uphold its commitment to food safety and hygienic conditions.
3. Canteen needs to be sanitized properly time to time.
4. Selection of good food vendors who always provide standard and quality items.
5. Examined the canteen menu on a regular basis and based on those inputs (feedback) implanted accordingly.
6. Canteen should providedifferent dietary supplies and preferences by offering a more varied and nutritious menu to the students.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) SUPROYAT BASU	HOD, MBA
(2) RAJU KUMAR SHAW	SAO, RERF
(3) PRABAL BASAK	MEMBER, EE
(4) DRAMOD KAR	CAO, RERF
(5) SHOUVIK SARKAR	MEMBER, CE

The above points were passed and confirmed.

As there were no other points to discuss. the meeting ended at 03.00 pm with a vote of thanks.

  
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RERF/ADM/ATR/2022/1301/005

Date:13/01/2022

MINUTES OF THE MEETING

A meeting for the following agenda was held on 13/01/2022 at 02:00 pm in the conference/seminar hall/room.

MEETING AGENDA

- Sanitation of college premises.
- Green initiatives have to be implemented to make a campus more environmentally sustainable and eco-friendly.
- Campus security has to be enhanced for pupils' safety and decreased the accident risk.

Following points are discussed:

1. Pay close attention to the cleanness of restrooms and make sure about the availability of the quality sanitary supplies.
2. To maintain the campus litter-free, adequate trash cans and disposal units need to be installed, along with effective waste management procedures.
3. Colleges may encourage environmentally friendly activities like maintaining green areas and growing trees, which not only help to keep the environment cleaner but also create a welcoming atmosphere.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) PRAMOD KAR	CAO, RERF
(2) INDRAJIT DAHN	AO, RERF
(3) RAJU KUMAR SHAW	SAO, RERF
(4) RAJDEEP CHAKRAVARTY	MEMBER, BASIC SCI.
(5) YUVARAJ MONDAL	HOD, CE

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 03:00 pm with a vote of thanks.

  
PRINCIPAL

DR. RAJORSHI BANDYOPADHYAY, (Principal)



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RERF/ADM/ATR/2022/2201/003

Date:22/01/2022

MINUTES OF THE MEETING

A meeting for the following agenda was held on 22/01/2022 at 02:00 pm in the conference/seminar hall/room.

MEETING AGENDA

- Overall mileu of the college

Following points are discussed:

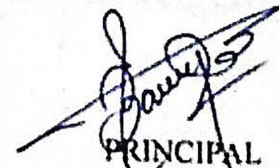
- 1.To maintain a good and inspiring atmosphere over the campus by placing artwork, murals, or stimulating slogans around the premises.
- 2.To provide a visually appealing environment with green spaces, flowerbeds along with well-kept lawns in the college premises. Thus, the authority should invest in landscaping, gardening, and maintenance.
3. The campus environment should be livelier and more exciting by planning interesting events, workshops, cultural programs, and extracurricular activities.
4. To keep the college campus clean and disinfected. Thus, a regular maintenance and cleaning of the classrooms, restrooms, and common areas is compulsory.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) RAJORSHI BANDYOPADHYAY	PRINCIPAL, RERF
(2) SUPROVAT BASU	HOD, MBA
(3) SABYASACHI MUKHERJEE	HOD, ME
(4) SUMAN KUMAR DEY	HOD, EEE
(5) RAJU KUMAR SHAW	SAO, RERF

The above points were passed and confirmed.

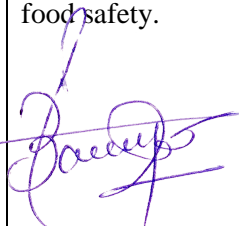
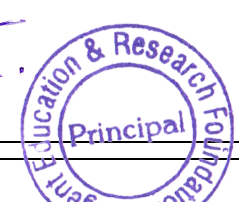
As there were no other points to discuss, the meeting ended at 3:00 pm with a vote of thanks.

  
PRINCIPAL



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**ANALYSIS OF FEEDBACK REORT FOR 2021-2022**

<b>Feedback</b>	<b>Action Made</b>	<b>Impact</b>
Subject Teacher and lab equipment Improvement	<p>The implementation of the action plan is regularly reviewed and monitored to make sure the suggested improvements are carried out successfully.</p> <p>Feedback gathering is a continuous process, and new feedback received from subject matter experts and lab users is taken into account to assess the effectiveness of the steps performed and spot any emerging problems.</p>	<p>An action plan is created to address the problems and potential areas for improvement based on the feedback analysis.</p> <p>The action plan may include deadlines, accountable parties, and particular tactics to address the issues raised by the feedback.</p>
Book bank of college	The accessibility and availability of digital resources including databases, e-books, and online journals.	Library directors and staff can use library users as a useful tool to pinpoint problem areas and continuously improve the library's services and resources. For the college library to remain high-quality and user-friendly, feedback must be regularly sought and implemented.
Sports & social facility	External cultural and sporting events could inspire partnerships with other schools, groups, or clubs to give children more options. Encourage student participation in cultural events, festivals, and competitions by promoting and supporting them within the college.	Teamwork, creativity, and a good work-life balance may all be fostered in a college setting by a robust sports and cultural ecosystem. Student engagement and happiness with the college experience can be increased by responding to student comments on athletic and cultural amenities.
Availability and quality of canteen foods	Food supplied in the canteen may undergo routine quality checks by the college administration. On the basis of sanitation, flavour, and general food quality, they may also assess the effectiveness of food vendors. A reassessment of the canteen menu may result from comments received regarding food preferences and quality. The canteen can accommodate various dietary requirements and preferences by presenting a more varied and nutritious menu.	The above-mentioned steps can help the canteen greatly raise the standard and flavour of the food it serves, which will increase student happiness. Regular audits and inspections guarantee that the canteen complies with health and safety laws, supporting hygienic practices and food safety.
		 

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<p>Sanitation of college premises</p>	<p>To maintain the campus tidy and litter-free, adequate trash cans and disposal units have been installed, along with effective waste management procedures. The cleanliness and hygiene of restroom and bathroom facilities are given special consideration, and it is made sure that they are kept in good condition and fully stocked with necessities like soap and tissue. Colleges may encourage environmentally friendly activities like maintaining green areas and growing trees, which not only help to keep the environment cleaner but also create a welcoming atmosphere.</p>	<p>A better campus environment is created by improved sanitation and hygiene, which lowers the possibility of infectious and degenerative diseases spreading. The ability of pupils to concentrate, pay attention, and perform well in class can all be enhanced by a tidy and organized learning environment. Green initiatives can be implemented to make a campus more environmentally sustainable and eco-friendly. Accident risk is decreased and campus security and safety are generally improved in a clean setting.</p>
<p>Overall milieu of the college</p>	<p>In order to provide a visually appealing environment with green spaces, flowerbeds, and well-kept lawns, the college may invest in landscaping, gardening, and maintenance. A good and inspiring atmosphere can be created on campus by placing artwork, murals, or inspirational slogans around the area. To keep the campus clean and hygienic, regular maintenance and cleaning of the classrooms, restrooms, and common areas is necessary. The campus environment can be made more lively and exciting by planning interesting events, workshops, cultural programs, and extracurricular activities.</p>	<p>An inviting and well-kept campus environment can foster a supportive and motivating learning environment for students. Students are more likely to join in extracurricular activities and get more involved in college life when the campus is lively and busy. A welcoming environment can increase faculty enthusiasm and morale, which will result in more effective teaching and mentoring. Alumni who have a positive experience on campus are more likely to remain involved and support the college.</p>
<p>Facility offers by the institution</p>	<p>Institutions of higher learning may provide a wide selection of academic programs and courses in many disciplines, allowing students to investigate numerous academic specialties and discover their areas of interest. A wide range of extracurricular activities, including sports, the performing and visual arts, music, theatre, debate, and student groups, can be offered by institutions. These pursuits provide chances for pupils to cultivate interests and abilities outside of the classroom. Students' ability to think critically, solve problems creatively,</p>	<p>Students who take advantage of a variety of educational opportunities develop a wide range of information and abilities, which help them, become well-rounded and flexible people. Students' cultural sensitivity and global perspective are fostered by study abroad programs and exposure to a variety of activities. Institutions that place a high priority on offering chances for development and learning are viewed favourably by potential students, teachers, and the community, which results in increased enrolment and support.</p>

*[Handwritten Signature]*  
Principal  
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	and innovate can be improved through encouraging research and providing chances for students to participate in research projects.	
Opinion about the Department staff and their support	Departments can provide transparent and open lines of communication for teachers and students. Students can feel encouraged and valued via frequent encounters, email correspondence, and office hours. Giving faculty members the chance to participate in workshops, seminars, and training sessions can improve their mentoring and teaching abilities, resulting in better assistance for students. Students can voice their ideas and concerns about the department personnel by using a structured feedback method, which aids in identifying areas that need improvement.	The academic performance of students can be improved by supportive faculty members by offering direction and support as needed. Students are more motivated and engaged when they are learning in a setting that is encouraging and helpful. Stronger student-faculty relationships can result from positive perceptions of department employees, which will support efficient teaching and learning. Positive interactions between students and department employees increase the likelihood that they will stay in touch with the institution as alumni and contribute to its expansion and success.

