



# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## RERFGI Governing Body, 2022-23

Name	Designation
Dr. Nandan Gupta	Chairman
Dr. Ashok Binaykia	Member
Dr. Rakesh Binaykia	Member
Mr. Chandan Gupta	Member
Mr. Rana Pratap Singh	Member
Dr. Rajorshi Bandyopadhyay	Member Secretary
Nominee AICTE	Member
Nominee DTE	Member
Nominee MAKAUT	Member
Nominee WBSCTVESD	Member
Dr. Sudip Chatterjee	Member
Prof.(Dr.) Chandan Das	Member
Mr. Subhankar Ghosh	Member
Dr. Arindita Saha	Member



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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## MINUTES OF THE GOVERNING BODY MEETING HELD ON 2<sup>nd</sup> January, 2023

Minutes of the Governing Body Meeting held on 2<sup>nd</sup> January, 2023 in RERFGI Board Room  
(2023-24 Academic Year)

In attendance were the following individuals:

Name	Designation
Dr. Nandan Gupta	Chairman
Dr. Ashok Binaykia	Member
Dr. Rakesh Binaykia	Member
Mr. Chandan Gupta	Member
Mr. Rana Pratap Singh	Member
Dr. Rajorshi Bandyopadhyay	Member Secretary
Dr. Sudip Chatterjee	Member
Prof. (Dr.) Chandan Das	Member
Mr. Subhankar Ghosh	Member
Dr. Arindita Saha	Member

Members who did not attend:

Nominee AICTE	Member
Nominee DTE	Member
Nominee MAKAUT	Member
Nominee WBSCTVESD	Member

The Chairman extended a warm welcome to all the assembled members.  
The Principal, Member Secretary delivered a comprehensive PowerPoint presentation summarizing the overall advancements of the institute.  
After thorough discussion among the members during the meeting, the subsequent decisions were made in accordance with the agenda:

**Agenda: Confirmation of the minutes of the previous Governing Body meeting.**

**Resolution:** As no additional comments or feedback have been received regarding the minutes of the preceding Governing Body meeting.

*[Signature]*  
Principal

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**Agenda: Approved Intake, Enrolment of students, Closure/New addition of Courses related.**

**Resolution:**

- BOG Members encompassed an in-depth discussion on several critical aspects related to the institute's academic structure. The BOG reviewed the sanctioned strength for each program offered by the institute and the number of candidates who were successfully admitted. The discussions emphasized the importance of maintaining a balanced ratio between the sanctioned intake and the actual number of students enrolled.
- It was unanimously decided that no new branches or specializations would be introduced at this time. The BOG members acknowledged the significance of maintaining a focused and well-structured academic portfolio to ensure efficient resource utilization and academic excellence.
- The possibility of reducing the intake capacity for certain programs was evaluated, and the consensus was that there would be no reduction in the intake numbers. The BOG acknowledged the need to uphold the institute's commitment to admitting qualified students and maintaining a vibrant academic community.
- The meeting concluded that there is no need for the closure of any existing branches or specializations. The BOG recognized the importance of offering a diverse range of academic programs to cater to students' aspirations and maintain the institute's reputation for providing comprehensive education. T

The discussions and decisions made during the meeting were carefully documented to ensure clarity and accountability. The BOG's commitment to academic quality and the well-being of the institution was evident throughout the meeting, and the outcomes will serve as a guide for the institute's continued growth and development.

**Agenda : Semester Results Analysis**

**Resolution:**

The Chairman opened the discussion by emphasizing the importance of critically analyzing the results of the previous semester. He highlighted that understanding the performance trends and identifying areas of improvement are crucial for maintaining the institution's academic excellence.

The Principal presented a comprehensive report containing a detailed statistical evaluation of the previous semester's results. The report included data on pass percentages, average grades, and subject-wise performance. The Principal's presentation highlighted both the strengths and areas that need improvement. The main areas were-

- Performance Analysis: The Principal presented a detailed breakdown of the semester results, discussing the overall performance of students. He highlighted areas where students excelled and areas where the performance was below par.
- Subject-wise Analysis: The subject-wise analysis brought attention to subjects with consistently low performance. Members discussed the possible reasons behind this and debated strategies to address these concerns.

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- Student Engagement: The need for better student engagement and study resources was emphasized. Members discussed the possibility of providing additional support to students facing difficulties in specific subjects.
- Faculty Feedback: Members emphasized the importance of seeking feedback from both students and faculty. This would provide insights into teaching methods, curriculum gaps, and assessment challenges.

### Agenda : Corrective Measures to Improve Performance

#### Resolution:

The Chairman also initiated the discussion on devising corrective measures to enhance academic performance. He included the followings:

- Student Support Programs: Members proposed the implementation of additional tutoring sessions, study groups, and mentorship programs for struggling students.
- Faculty Development: Enhancing faculty training and professional development was seen as essential for adopting effective teaching methodologies and updated curriculum strategies.
- Curriculum Enhancement: Suggestions were made to revamp the curriculum to make it more relevant, engaging, and aligned with industry demands.
- Remedial Workshops and online classes : The importance of organizing remedial workshops and Extra remedial evening classes targeting weak areas was highlighted to provide students with extra practice and clarity.
- Regular Assessment: Members proposed more frequent assessments to monitor students' progress and address issues promptly.

The Chairman expressed gratitude to the members for their valuable insights and contributions during the discussion. He stressed the need for collaborative efforts among faculty, administrators, and students to implement the suggested measures effectively. The Director was tasked with preparing a comprehensive action plan based on the discussions.



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### Agenda : Grievance Redressal & Anti-Ragging

#### Resolution:

There were discussions focused on the details of grievances received, actions taken for redressal, anti-ragging committee and squad activities, and the institute administration's initiatives to improve the situation. Principal presented a comprehensive report on the grievances received from students, faculty, and other stakeholders during the previous academic year. The following points were highlighted during the presentation:

- **Grievance Redressal Mechanism:** An analysis of the nature of grievances and their resolutions was shared with the BOG members. The institute has a well-established grievance redressal mechanism in place, including an online portal and offline grievance-box system, located strategically with proper designated officer to address the concerns of students and staff. Both the online and offline grievance redressal systems are connected to our Grievance Redressal Cell, ensuring that every concern is addressed promptly and comprehensively. Each grievance is carefully evaluated, investigated, and resolved through the appropriate channels.
- **Anti-Ragging Measures:** The institute is committed to maintaining a safe and ragging-free environment for all students. Members discussed and expressed contentment and appreciation for the commendable efforts of the Anti-Ragging Committee and Squad in ensuring a zero-tolerance environment for ragging within our institution. Anti-Ragging Committee and Squad have been instrumental in implementing a variety of measures to prevent ragging which include-regular monitoring, counselling students, conducting sessions etc. BOG Members encouraged them to continue vigilant stance and proactive approach to prevent any form of ragging and also to uphold the dignity of the institution and create a culture that promotes camaraderie and mutual respect. The Board committed to provide the necessary resources and support to ensure their continued success.


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### Agenda : Placement and Strategies for Improvement

#### Resolution:

The Principal presented a comprehensive report on the placement outcomes of the outgoing students over the past academic years. The report encompassed data on placement percentages, industry sectors, average salaries, and notable recruiters. The followings were discussed among all the members.

- **Industry Collaboration:** Members discussed the importance of forging stronger ties with industries to better understand their needs and align curriculum accordingly. It was suggested that internships and industry visits could be increased to bridge the gap between academia and industry.
- **Skill Enhancement:** Strategies for enhancing students' employability skills were deliberated upon. Members proposed integrating soft skills training, communication workshops, and mock interviews into the curriculum.
- **Alumni Engagement:** The role of alumni in mentoring and guiding current students in terms of placement preparation was emphasized. It was proposed to establish a formal platform to connect alumni with students seeking career advice.
- **Networking Opportunities:** Members proposed organizing more networking events, industry talks, and job fairs to create a conducive environment for students to connect with potential employers.

The Chairman extended the discussion to include efforts aimed at enhancing the placement prospects of students who graduated 4-5 years ago. The following strategies were discussed:

- **Alumni Refresher Workshops:** The importance of conducting skill refresher workshops for alumni to prepare them for the changing job market was discussed.
- **Alumni Mentorship:** Members proposed establishing an alumni mentorship program where successful alumni could guide and support recent graduates in their career journey.
- **Skill Development Courses:** It was suggested that the institute could offer skill development courses to alumni to update their skills and stay relevant in their respective fields.



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### Agenda: Entrepreneurship Initiatives

#### Resolution:

The BOG recognized the significance of fostering an entrepreneurial spirit among the institution's stakeholders. They emphasized the importance of instilling an entrepreneurial mindset among the institution's students and alumni. Such an approach not only contributes to economic growth but also nurtures innovation and problem-solving abilities.

- The BOG discussed about the entrepreneurship initiatives by the institute. The innovative startup idea-'Startupshala', involved current students, alumni, and faculty members to cultivate an entrepreneurial ecosystem.
- The portal has been designed to serve as a platform that nurtures and supports entrepreneurial ventures and aimed to explore ideas, access resources, funding opportunities, skill development, build networks and mentorship to transform the innovative ideas into viable startups.
- Members conveyed admiration for the remarkable endeavors of 'Startupshala' to establish successful startup projects like Career & Courses (C&C), School Dekho, etc.
- The BOG highlighted the integration of 'Startupshala' into the institution's regular practices, allowing students to receive practical exposure to entrepreneurial concepts, business planning, and startup management.
- The meeting emphasized the role of alumni as mentors and potential influencers in the startups incubated through Startupshala. Alumni engagement would foster a sense of community and facilitate knowledge transfer. Collaboration with industry experts and successful entrepreneurs would offer mentorship and guidance to startups on the platform.

The BOG again expressed its enthusiastic support to 'Startupshala' initiative, recognizing its potential to catalyze innovation and entrepreneurial activities. There was a real need with a shared commitment to nurture an environment where creative ideas can flourish, startups can thrive, and the institution can contribute to economic growth and societal development.



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### Agenda : Recruitment and Selection

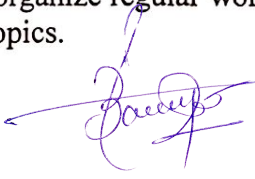

#### Resolution:

The Chairman urged all members to actively promote the culture of respect and empathy among students, faculty, and staff. He emphasized the importance of discussing recruitment of both academic and administrative staff during the previous academic year and laying out plans for the upcoming ratification process.

- Faculty Ratification Report: A detailed report on the faculty appointments made during the previous academic year. This included the number of appointments, departments, and positions filled, along with the credentials of the ratified faculty members.
- Performance Evaluation: The Chairman underscored the need to ensure that ratified faculty members maintain high academic and ethical standards. He mentioned the importance of conducting periodic performance evaluations to gauge their contributions to teaching, research, and institution building.
- Feedback Mechanism: Members discussed the implementation of a feedback mechanism where students and peers can provide inputs on the performance of ratified faculty members. This feedback would contribute to a more comprehensive evaluation.
- Faculty Development: The members stressed the significance of continuous faculty development and highlighted the need for providing opportunities for faculty members to enhance their skills, pursue advanced degrees, and participate in workshops and conferences

#### Future Plan:

- Performance Metrics: Members agreed to establish clear performance metrics for ratified faculty members, encompassing teaching excellence, research output, and involvement in academic and co-curricular activities.
- Mentoring System: It was proposed to implement a mentoring system where senior faculty members provide guidance and support to newly ratified faculty, helping them integrate into the institution and excel in their roles. The institution's commitment to faculty development was reiterated, and it was decided to organize regular workshops on pedagogy, research methodologies, and other relevant topics.

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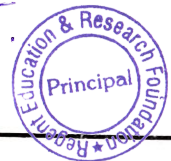
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### Agenda: R&D Funding Allocation

BOG recognized the significance of R&D in fostering innovation and knowledge creation, especially in the face of few Govt. fund constraints.

The Chairman highlighted the critical role that research and development play in advancing the institution's academic and technological excellence.

- Funds for Faculties: The BOG deliberated on the allocation of funds specifically earmarked for faculty members to conduct research projects. These funds are aimed at encouraging faculty engagement in R&D activities that contribute to the institution's growth and reputation. Principal was requested to encourage faculties to enhance publications, attend conferences/seminars, pursue PhD etc.
- Funds for Students: In addition to faculty members, the meeting emphasized the allocation of funds to enable students to participate in research initiatives. This inclusion of students aims to foster a culture of research from the grassroots level and provide them with hands-on experience. Members again requested Principal to inspire students to attend various model competitions, technical fest etc.
- Research Proposal Evaluation: The BOG discussed the establishment of a transparent mechanism for evaluating research proposals submitted by both faculty members and students. The goal is to ensure that the allocated funds are utilized for impactful and meaningful research projects.
- Industry Collaborations: The meeting explored the possibility of forging partnerships with industries and organizations to augment R&D activities. Collaborations with the industries and organizations would facilitate practical application of research outcomes.

The BOG committed to nurture a vibrant R&D culture despite the challenges, and looks forward to witnessing the positive outcomes of these research endeavors.



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### Agenda :NAAC/NBA Work Progress Report

#### Resolution

The Principal presented a comprehensive report on the ongoing activities and progress in preparation for the upcoming NAAC/NBA assessment. The following points were highlighted during the presentation:

- Self-Study Report (SSR):The SSR preparation is in full swing with active involvement from various departments and stakeholders.IQAC Committee is overseeing the collection of necessary data and evidence to support the institute's claims for quality enhancement.
- Documentation: The documentation process, including gathering academic, administrative, and financial information is partially completed. Evidence of best practices, student achievements, faculty development initiatives, and infrastructure improvements have been meticulously compiled.
- Quality Indicators: The institution has been closely aligning its processes with the NAAC/NBA quality indicators to ensure comprehensive coverage of all evaluation criteria. Specific initiatives undertaken to improve quality across various domains were presented.
- Infrastructure Upgrades: The institute has undertaken infrastructural improvements as per the recommendations provided during the previous assessment. Modernization of laboratories, classrooms, and campus amenities have been executed.
- Continuous Improvement: A detailed plan for continuous improvement has been formulated based on the feedback and recommendations from the previous assessment cycle.

The members engaged in a productive discussion regarding the progress made and the steps taken to ensure a successful NAAC/NBA assessment. It was emphasized that the collective efforts of the institution will contribute to achieving higher accreditation scores and continuous enhancement of the quality of education provided by the institute. Feedback and suggestions were noted and will be considered during the finalization of the SSR and other related activities

As the meeting approached its conclusion, the Chairperson extended heartfelt appreciation to the Principal and all the BOG members for delivering an extensive and enlightening discussions. The members' significant contributions and engaged participation during the discussions were duly recognized. The significance of collaborative endeavors within the institution was emphasized, underscoring their critical role in elevating our accreditation scores and enhancing the quality of education provided by the college. The importance of collective effort was reiterated, emphasizing that by joining forces, we would guide our institution towards strategic levels of excellence.



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## MINUTES OF THE GOVERNING BODY MEETING HELD ON 3<sup>RD</sup> JULY, 2023

Minutes of the Governing Body Meeting held on 3<sup>rd</sup> July, 2023 in RERFGI Board Room  
(2023-24 Academic Year)

In attendance were the following individuals:

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Dr. Rakesh Binaykia	Member
Mr. Rana Pratap Singh	Member
Prof. (Dr.) Samik Chakraborty	Member Secretary
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Members who did not attend:

Mr. Chandan Gupta	Member
Nominee AICTE	Member
Nominee DTE	Member
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Nominee WBSCTVESD	Member

The meeting commenced with opening remarks by the Chairperson, acknowledging the significance of collaboration for the institute's growth.

**Agenda :** The minutes of the previous meeting were perused and officially endorsed.

**Resolution :** The minutes of the gathering were validated and approved.

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**Agenda:** Report on the follow-up Actions for the decisions made in the previous meeting

### **Resolution :**

In the earlier BOG meeting, the college presented an Action Taken Report (ATR) which provided a detailed update on the progress made in implementing these decisions. The report included information about faculty recruitment, infrastructure enhancement, and student enrollment. It also outlined how the mentorship program was structured, the number of mentors and mentees involved, and the positive impact it had on student engagement. Few ATR are mentioned below.

### **Action Taken Report (ATR) on Resolutions of the previous Academic Council Meeting (RACM)**

**RACM-1:** The minutes of the previous Academic Council meeting were read and confirmed.

**ATR:** The minutes were duly verified, edited for accuracy, and circulated among all members for their reference.

**RACM-2:** It was decided to organize a faculty development workshop on "Innovative Teaching Techniques" in collaboration with external experts.

**ATR:** One committee was formed and discussions were held with potential resource persons. A detailed plan for the workshop, including topics, dates, and logistics, has been drafted. Invitations will be sent out to faculty members shortly.

**RACM-3:** The Academic Council expressed the need for enhancing research output among the faculty members.

**ATR:** Departmental HODs are encouraging faculties to attend seminars, conferences and research related activities, where they can present their ongoing research projects. The response has been encouraging, leading to increased collaboration and knowledge-sharing.

**RACM-4:** MAKAUT, the affiliating University may introduce improved guidelines for the process of Continuous Assessment (CA), encompassing CA-1, CA-2, CA-3, and CA-4.

**ATR:** The proposal was presented to the Examination Committee, which would be reviewed and action would be taken as per university guidelines. Following MAKAUT guidelines, Institute should aim at enhancing the assessment methods and providing a comprehensive evaluation of students' academic progress throughout their courses.

**RACM-5:** The suggestion to offer more online remedial evening classes (for slow learners) and special classes for preparing Govt. Examinations (for advanced learners).

**ATR:** The Routine Committee convened multiple sessions, yielding a productive outcome. Both online evening remedial classes and special classes for Govt Examinations like RRB, SSC, WBCS, IBPS etc. have been initiated. More sessions are anticipated as well.

After reviewing ATRs, the Board of Governors acknowledged the efforts made by the college members. They also found that the college had successfully met the objectives set out and that the decisions were being implemented in a timely manner. Therefore, the BOG noted and approved the Action Taken Report, signifying their satisfaction with the progress made and the commitment of the college in realizing the decisions made earlier.

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Agenda: Fund allocations to the faculty members/students for R& D activities

**Resolution:** RERF tries to cultivate an environment of intellectual exploration, contribute to the advancement of knowledge, and empower faculty and students to make meaningful contributions to their respective fields and society at large. Members had focussed on Innovation and Entrepreneurship, Publication Dissemination, Faculty and Management Development, seminars, symposiums, and conferences that facilitate the exchange of ideas and showcase research outcomes. The members also proposed the provision of funding to the above mentioned activities to support R & D endeavors.

### Agenda : Review of budget and upcoming financial plan

**Resolution :** The Committee reviewed the expenditure of the budget for the fiscal year 2022-23, and subsequently, conducted a comprehensive study and gave the nod to the budget for the upcoming year 2023-24.

### Agenda: Any Other Business

**Resolution:** Members shared updates on the college's upcoming NAAC accreditation process

The Chairman thanked all members for their active participation and contributions to the meeting. The meeting concluded with a note of optimism for the college's continued progress.

Principal

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