



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Ref No. RERF/IQAC/Oct./02-17

Date : 25/10/2017

NOTICE

On behalf of All Internal Quality Assurance Cell (IQAC) the following members of IQAC are cordially invited to attend an meeting in Board Room on 31/10/2017 at 4 pm to execute the following agenda

Prof. Mahuya Das, Principal RERF	Chairman
Prof. Sudhindu Bikash Mandal., Registrar RERF	Co-ordinator
Dr. Nandan Gupta. , Managing Trustee RERF	Member
Prof. Amlan Chakrabarti, Dean (Tech.) University of Calcutta	Member
Prof. Ashok Shaw, Dean (Academic) RERF	Member
Dr. Sudip Chatterjee R&D cell RERF	Member
Mr. Avik Ghosh Dastidar	Member
Ms Anamika Mukherjee	Member
HOD of Computer Science and Engineering	Member
HOD of Electronics and Communication Engineering	Member
HOD of Electrical Engineering	Member
HOD of Electrical and Electronics Engineering	Member
HOD of Civil Engineering	Member
HOD of Basic Science	Member
HOD of Mechanical Engineering	Member
HOD of MCA	Member
HOD of MBA	Member
Mr. Niladri Ghosh, Student RERF	Member

Agenda :

1. Approval of minutes of Internal Quality Assurance Cell Meeting held on 03/08/2017
2. To formulate the R&D Norms of the institutions
3. To address the needs of academically weaker students
4. To encourage faculty members for research and development
5. To conduct NSS activity

hsl
IQAC Coordinator)

Campus : Regent Education & Research Foundation Group of Institutions

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MINUTES OF THE SECOND MEETING

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Date: 31/10/2017

Time : 4 pm

Venu : Board Room, RERF

Members Present:

1. Prof. Mahuya Das, Principal RERF	Chairman
2. Prof. Sudhindu Bikash Mandal., Registrar RERF	Co-ordinator
3. Dr. Nandan Gupta. , Managing Trustee RERF	Member
4. Prof. Amlan Chakrabarti, Dean (Tech.) University of Calcutta	Member
5. Prof. Ashok Shaw, Dean (Academic) RERF	Member
6. Dr. Sudip Chatterjee R&D cell RERF	Member
7. Mr. Avik Ghosh Dastidar	Member
8. Ms Anamika Mukherjee	Member
9. Mr. Nabarun Ghosh	Member
10. HOD of Computer Science and Engineering	Member
11. HOD of Electronics and Communication Engineering	Member
12. HOD of Electrical Engineering	Member
13. HOD of Electrical and Electronics Engineering	Member
14. HOD of Civil Engineering	Member
15. HOD of Basic Science	Member
16. HOD of Mechanical Engineering	Member
17. HOD of MCA	Member
18. HOD of MBA	Member
19. Mr. Niladri Ghosh, Student RERF	Member

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Agenda 1/2: Approval of minutes of Internal Quality Assurance Cell Meeting held on 03/08/2017

Resolution 1/2: Resolved that the IQAC unanimously approved the minutes of 1st meeting held on 03/08/2017

Agenda 2/2: To formulate the R&D Norms of the institutions

To develop R&D awareness in under graduate students

To discuss and approve the policy for Teaching Assistant and Research Assistants.

Resolution 2/2: It was resolved that the R&D norms presented by Dr. Sudip Chatterjee was unanimously approved.

Agenda 3/2: To address the needs of academically weaker students

Resolution 3/2: The following points were suggested by IQAC coordinator

Prof. S.B. Mandal

1. Remedial classes should be conducted for failure student.

2. Extra classes for mathematics should be conducted for direct second year students.

All members approved the above suggestions. The responsibility of conduction of all remedial classes was given to Prof. Shubankar Ghosh.

Agenda 4/2: To encourage faculty members for research and development

Resolution 4/2: It was suggested by Chairman IQAC Prof. Mahuya Das and approved by IQAC coordinator Prof. S. B. Mandal that faculties and students should be encouraged to participate in conferences and seminars. Further he suggested that national conferences should be organized by departments. It was resolved that all departments would start preparations for organizing national conference in the department.

Agenda 5/2: To conduct NSS activity

Resolution 5/2: The Chairman IQAC Prof. Mahuya Das suggest to organised tree plantation program by the students and campus cleaning activity as a part of Swacha Bharat programme.

The meeting concluded with vote of thanks proposed by IQAC Coordinator Prof. S. B. Mandal

S. B. Mandal
(IQAC Coordinator)