



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

Campus Address:

Bara Kanthalia, Barrackpore
P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

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



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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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16.	Mr. Jit Modak		Alumni	
17.	Ms. Koheli Adhikary		Student	Koheli Adhikary
18.	Ms. Ashalata Ghosh		Guardian	Ashalata Ghosh

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.

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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 IEI.
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.


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