



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

Ref. No.: RERF/IQAC/Nov/25-23

Date: 17/11/2023

### NOTICE

All the IQAC members are hereby informed that a meeting of the IQAC Committee members is scheduled on 18<sup>th</sup> November 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 20/07/2023.
2. Formation of AQAR subcommittees.
3. Academic issues.
4. Cocurricular activities.
5. General discussions.

Your presence is highly solicited.

  
Dr. Rajdeep Chakravarty  
Coordinator IQAC

*Campus : Regent Education & Research Foundation Group of Institutions*

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### Minutes of Meeting

A meeting of the IQAC members was held on, 18<sup>th</sup> November 2023, at 3:00 p.m. Following IQAC members were present.

1.	Dr. Samik Chakraborty	Principal, RERF	Chairperson	
2.	Dr. Nandan Gupta	Management Trustee, RERF	Member	
3.	Mr. Subhankar Ghosh	Registrar, RERF	Member	
4.	Dr. Rajdeep Chakravarty	HOD, 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. Subcommittees were formed for the smooth running of activities.
3. HoDs were informed to check the laboratory equipment for the upcoming semester examination.
4. Cultural programs, sports, workshops and seminars were organized and proposals were invited in this regard.
5. Participation in Smart India Hackathon (SIH), 2K23.

Meeting concluded with permission of the Chair.

Dr. Rajdeep Chakravarty  
Coordinator IQAC

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### RERF-IQAC AQAR SUBCOMMITTEE COMPOSITION

Sl	Subcommittee	Members	Designation
1.	Curricular Aspects	Mr. Subhadeep Mondal (Head) Mr. Arkadeep Mondal Mr. Arpan Mondal	Assistant Professor, CE Assistant Professor, EE Assistant Professor, ME
2.	Teaching, Learning and Evaluation	Ms. Anamika Basu (Head) Ms. Ipsita Bose Dr. Rahul Kanti Nath Mr. Pulak Mazumder	Assistant Professor, BSH Assistant Professor, BSH Assistant Professor, ME Assistant Professor, ECE
3.	Research, Innovations and Extension	Ms. Rajalakshmi Chandrasekhar (Head) Dr. Suman Jana Mr. Debtanu Patra Mr. Swarnendu Sekhar Das	Assistant Professor, EE Associate Professor, EE Assistant Professor, ME Assistant Professor, CE
4.	Infrastructure and Learning Resources	Mr. Sabyasachi Mukherjee (Head) Mr. Chintan Roy	Assistant Professor, ME Assistant Professor, ECE
5.	Student Support and Progression	Dr. Pabitra Maji (Head) Ms. Debarati Ghosh Mr. Subhankar Sen	Assistant Professor, ME Assistant Professor, BSH Assistant Professor, BSH
6.	Governance, Leadership and Management	Dr. Soma Chakraborty (Head) Ms. Enakshi Nandi Mr. Sanjib Pal Mr. Arindam Bar	Assistant Professor, ECE Assistant Professor, EEE HOD, EE Assistant Professor, CE
7.	Institutional Values and Best Practices	Mr. Mrinmoy Das (Head) Dr. Suman Kumar Dey Dr. Pritish Banerjee	Assistant Professor, EE HOD, EEE Associate Professor, ME

*Rajdeep* 18/11/2023  
Dr. Rajdeep Chakravarty  
Coordinator IQAC

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Date: 30/12/2023

Action Taken on points discussed in the meeting held on, 18<sup>th</sup> November 2023.

Sl. No.	Points Discussed	Action Taken
1	Review of academic activities	All academic activities were conducted successfully.
2	Reformation of IQAC	Subcommittees were formed for each QIF for smooth documentation of activities.
3	Academic issues	All instruments of different laboratories were thoroughly checked for upcoming semester examinations.
4	Cocurricular activities	Cultural programs, indoor games competitions were arranged as per schedule.
5	SIH, 2023	Students have participated in SIH, 2023 in Guwahati in December, 2023.

  
30/12/2023  
Dr. Rajdeep Chakravarty  
Coordinator IQAC

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