Ref. No.: RERF/IQAC/Aug/08-19   Date: 27/08/2019
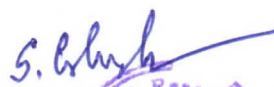
<u>NOTICE</u>

All the IQAC members are hereby informed that a meeting of the IQAC Committee members is scheduled on, 30th August 2019, at 3.00 p.m., in the RERF Board Room.
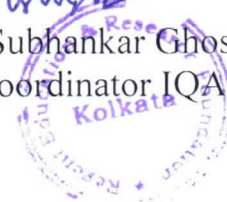
Agenda of the Meeting is as follows:-

1. Approved of minutes of previous meeting of IQAC held on 09/08/2019.
2. Planning for Academic activities Semester-I 2019-20.
3. Planning for Students technical training.
4. To improve the content of the Website of RERF.
5. Review of student's achievement and internship.
6. Review of CO-PO attainment in August 2019 after result of May 2019 exams.
7. General discussions.

You are requested to confirm your presence.

Looking forward to hearing from you.
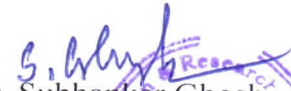
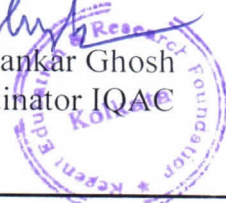Mr. Subhankar Ghosh
Coordinator IQAC

Minutes of Meeting

Meeting of the IQAC Committee members was held on, 30th August 2019, at 3.00 p.m., in the RERF Board Room. Following IQAC members were present.

1. Prof. Mahuya Das, Principal,RERF	Chairman
2. Dr. Nandan Gupta, Management Trustee, RERF	Member
3. Mr. Subhankar Ghosh, HOD/CSE, RERF	IQAC Coordinator
4. Prof. Amlan Chakraborty, (Dean) Calcutta University	Member
5. Dr. Ashok Kumar Shaw, Dean Academics, RERF	Member
6. Dr. Sudip Chatterjee, R&D Cell, RERF	Member
7. Ms. Anamika Mukherjee	Member
8. HOD of Electronics and Communication Engineering	Member
9. HOD of Mechanical Engineering	Member
10. HOD of Electrical Engineering	Member
11. HOD of Electrical and Electronics Engineering	Member
12. HOD of Civil Engineering	Member
13. HOD of Basic Science	Member
14. HOD of MBA	Member
15. HOD of MCA	Member
16. Dr. Rajorshi Bandyopadhyay	Member
17. Mr. Sanjay Biswas	Member
18. Mr. Gourab Sarkar, Student	Member

Minutes of meeting

1. The minutes of previous meeting of IQAC were confirmed.
2. The chairperson Principal Dr. Mahuya Das requested all the members for open house discussion on Academic activities for academic excellence and reviewed Academic activities done so far for academic improvements.
3. All heads of departments described the various events conducted in their respective departments under technical training Programs along with review of academic monitoring.
4. Mr. Sanjay Biswas, Training Placement Officer explained about number of drives conducted and students placed so far and TPO was suggested by IQAC members to improve the placement count and more drives.
5. Meeting concluded with permission of chair.
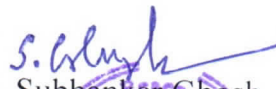
Mr. Subhankar Ghosh
Coordinator IQAC

Campus : Regent Education & Research Foundation Group of Institutions
Bara Kanthalia (Barrackpore), Post : Sewli Telinipara, P.S. : Titagarh, Kolkata - 700 121, Tel.: 033 2535-3051 / 3052, Fax : 033-2535-3052
Regd. Office : 88, Chowringhee Road, Kolkata - 700 020, E-mail : rerfkolkata@gmail.com, Website : www.rerf.co.in
City Office : 3rd Floor, 60B Chowringhee Road, Kolkata - 700 020, Tel : (+91 33) 2290 0112 / 13 / 14 , Fax No.: 033-2290-0115

Date: 03/10/2019

Action Taken on points discussed in meeting held on, 30th August 2019.

Sl. No.	Point Discussed	Action Taken
1	Planning for Academic activities Semester-I 2019-20.	Plan for Academic activities Semester- I 2019-20 prepared.
2	Planning of placement training Programs.	Technical, Aptitude and Soft skill training programs were executed.
3	Planning for student's technical training and industrial training in summer vacation.	Industrial training in summer vacation was done for students of Mechanical, Electronics, Electrical & Electronics, Electrical and Civil Engineering Departments. In Computer Engineering Department two training programs were conducted that includes Technical training on Core JAVA and Machine Learning. Technical training will be supported with training on Aptitude and Soft Skill, around 350 students were benefited.
4	CO-PO attainment after result of May 2019 exams.	CO-PO attainment computed. Necessary actions decided.
5	Planning for student's achievement and internship.	Internship programs were executed. Many students' successfully completed it through "Internshala, AICTE".

Mr. Subhankar Ghosh
Coordinator IQAC

Ref. No.: RERF/IQAC/Nov/09-19
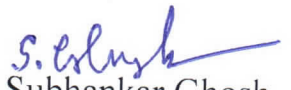
Date: 14/11/2019

NOTICE

All the IQAC members are hereby informed that a meeting of the IQAC Committee members is scheduled on, 20th November 2019, at 3.00 p.m., in the RERF Board Room.

Agenda of the Meeting is as follows:-

1. Approved of minutes of previous meeting of IQAC held on 30/08/2019.
2. Review of Students training activities.
3. Review of academic monitoring.
4. General discussions.

You are requested to confirm your presence.

Looking forward to hearing from you.

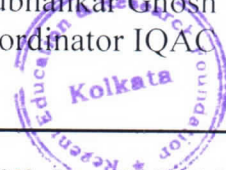Mr. Subhankar Ghosh
Coordinator IQAC

Minutes of Meeting

Meeting of the IQAC Committee members was held on, 20th November 2019, at 3.00 p.m., in the RERF Board Room. Following IQAC members were present.

1. Prof. Mahuya Das, Principal, RERF	Chairman
2. Dr. Rakesh Binayakia, Management Trustee, RERF	Member
3. Mr. Subhankar Ghosh, HOD/CSE, RERF	IQAC Coordinator
4. Dr. Rajorshi Bandyopadhyay	Member
5. Dr. Ashok Kumar Shaw, Dean Academics, RERF	Member
6. Dr. Anindita Das, RERF	Member
7. Ms. Anamika Mukherjee	Member
8. HOD of Electronics and Communication Engineering	Member
9. HOD of Mechanical Engineering	Member
10. HOD of Electrical Engineering	Member
11. HOD of Electrical and Electronics Engineering	Member
12. HOD of MCA	Member
13. HOD of Basic Science	Member
14. HOD of MBA	Member
15. Mr. Sanjay Biswas	Member
16. Mr. Gourab Sarkar, Student	Member

Minutes of meeting

1. The minutes of previous meeting of IQAC were confirmed.
2. The chairperson Principal Dr. Mahuya Das requested all the members for open house discussion on Academic activities for academic excellence and reviewed Academic activities done so far for academic improvements.
3. All heads of departments described the various events conducted in their respective departments under technical training Programs along with review of academic monitoring.
4. Submission of question bank to exam cell for preparation of question papers for internal examination.
5. Mr. Sanjay Biswas, Training Placement Officer explained about number of drives conducted and students placed so far and TPO was suggested by IQAC members to improve the placement count and more drives.
6. Meeting concluded with permission of chair.

Mr. Subhankar Ghosh
Coordinator IQAC

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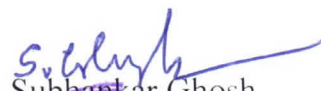
Date: 11/12/2019

Action Taken on points discussed in meeting held on, 20th November 2019.

Sl. No.	Point Discussed	Action Taken
1	Review of academic monitoring.	Academics proficient successfully.
2	Planning of industrial training.	Plan for industrial training prepared and will be executed after examinations.
3	Submission of question bank to exam cell for preparation of question papers for internal examination.	Resolved to prepare a question bank consisting of 10 questions for Part A and Part B with 5 easy, 2 medium and 3 tough questions and submit to exam cell for internal exams question paper preparation.
4	Training Placement officer got Suggestion by IQAC members to improve the placement and more drives.	More drives planned and some executed some are in queue. The count of number of students placed improved.

Mr. Subhankar Ghosh
Coordinator IQAC

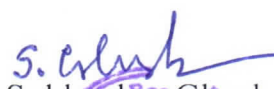Ref. No.: RERF/IQAC/Jan/10-20

Date: 21/01/2020

NOTICE

All the IQAC members are hereby informed that a meeting of the IQAC Committee members is scheduled on, 30th January 2020, at 3.00 p.m., in the RERF Board Room.

Agenda of the Meeting is as follows:-

1. Approved of minutes of previous meeting of IQAC held on 20/11/2019.
2. Academic Schedule for the Even Semester (2019-20).
3. Teaching-Learning and Evaluation.
4. General discussions.

You are requested to confirm your presence.

Looking forward to hearing from you.

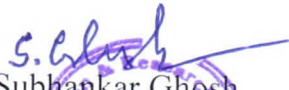Mr. Subhankar Ghosh
Coordinator IQAC

Minutes of Meeting

Meeting of the IQAC Committee members was held on, 30th January 2020, at 3.00 p.m., in the RERF Board Room. Following IQAC members were present.

1. Prof. Mahuya Das, Principal, RERF	Chairman
2. Dr. Rakesh Binayakia, Management Trustee, RERF	Member
3. Mr. Subhankar Ghosh, HOD/CSE, RERF	IQAC Coordinator
4. Dr. Rajorshi Bandyopadhyay	Member
5. Dr. Ashok Kumar Shaw, Dean Academics, RERF	Member
6. Dr. Anindita Das, RERF	Member
7. Ms. Anamika Mukherjee	Member
8. HOD of Electronics and Communication Engineering	Member
9. HOD of Mechanical Engineering	Member
10. HOD of Electrical Engineering	Member
11. HOD of Electrical and Electronics Engineering	Member
12. HOD of MCA	Member
13. HOD of MBA	Member
14. Mr. Sanjay Biswas	Member
15. Mr. Gourab Sarkar, Student	Member

Minutes of meeting

1. The minutes of previous meeting of IQAC were confirmed.
2. The chairperson Principal Dr. Mahuya Das requested all the members for open house discussion on Academic activities for academic excellence and reviewed Academic activities done so far for academic improvements.
3. Detailed discussion for Academic Schedule for the Even Semester (2019-20). Encourage students and faculty to use ICT tools for teaching and assessments.
4. All the heads of departments discuss about the Teaching-Learning and Evaluation process.
5. Meeting concluded with permission of chair.

Mr. Subhankar Ghosh
Coordinator IQAC

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Date: 04/02/2020

Action Taken on points discussed in meeting held on, 30th January 2020.

Sl. No.	Point Discussed	Action Taken
1	Review of academic monitoring.	Academics skilled successfully.
2	Academic Schedule for the Even Semester (2019-20).	Resolved to accept the academic schedule from January 2020 to May 2020.
3	Teaching-Learning and Evaluation.	Implemented and received comments in class committee meetings. NPTEL enrolment and registration of Online courses. Many students and faculty members have registered for different NPTEL Courses and obtained NPTEL course certificates after successful completion.

Mr. Subhankar Ghosh
Coordinator IQAC

Ref. No.: RERF/IQAC/May/11-20

Date: 06/05/2020

<u>NOTICE</u>

Due to the unavoidable circumstances caused by the spread of COVID-19, all the IQAC members are hereby informed that a meeting of the IQAC Committee members is scheduled an online platform, 14th May 2020, at 3.00 p.m., in the Google Meet.
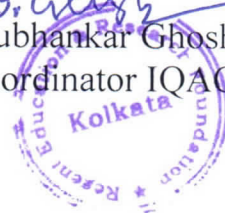
Agenda of the Meeting is as follows:-

1. Approved of minutes of previous meeting of IQAC held on 30/01/2020.
2. MAKAUT will conduct end semester examination for final year students.
3. Creation of course material for repository Google classroom.
4. General discussions.

You are requested to confirm your presence.

Looking forward to hearing from you.
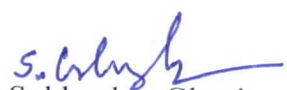
Mr. Subhankar Ghosh
Coordinator IQAC

Minutes of Meeting

Meeting of the IQAC Committee members was held on, 14th May 2020, at 3.00 p.m., in the Online Google Meet platform. Following IQAC members were present.

1. Prof. Mahuya Das, Principal, RERF	Chairman
2. Dr. Rakesh Binayakia, Management Trustee, RERF	Member
3. Mr. Subhankar Ghosh, HOD/CSE, RERF	IQAC Coordinator
4. Dr. Rajorshi Bandyopadhyay	Member
5. Dr. Ashok Kumar Shaw, Dean Academics, RERF	Member
6. Dr. Anindita Das, RERF	Member
7. Ms. Anamika Mukherjee	Member
8. HOD of Electronics and Communication Engineering	Member
9. HOD of Mechanical Engineering	Member
10. HOD of Electrical Engineering	Member
11. HOD of MCA	Member
12. HOD of MBA	Member
13. Mr. Sanjay Biswas	Member
14. Mr. Gourab Sarkar, Student	Member

Minutes of meeting

1. The minutes of previous meeting of IQAC were confirmed.
2. Discuss for MAKAUT end semester examination for final year students.
3. Detailed conversation that Creation of course material for repository Google classroom and creation of Google Classrooms for students.
4. Management Trustee Dr. Rakesh Binayakia maintained the HODs to give importance to Research and Publication Work.
5. Meeting concluded with permission of chair.

Mr. Subhankar Ghosh
Coordinator IQAC

Date: 04/06/2020

Action Taken on points discussed in meeting held on, 14th May 2020.

Sl. No.	Point Discussed	Action Taken
1	Review of academic monitoring.	Academics skilled successfully.
2	MAKAUT will conduct end semester examination for final year students.	Successfully implemented by online mode.
3	Creation of course material for repository Google classroom.	80 repository classrooms created for all courses and content uploaded by faculty. 80 Google classrooms created for second, third and final year students.
4	Research and Publication Work	Implemented department wise.

Mr. Subhankar Ghosh
Coordinator IQAC