



# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

## DEPARTMENTAL ADVISORY COMMITTEE

### DEPARTMENT OF CIVIL ENGINEERING

Academic Year: 2022-2023

Following are the members nominated as Departmental Advisory Committee for this academic year

- |                            |   |
|----------------------------|---|
| 1. HoD                     | : Mr. Yuvaraj Mondal / Mr. Shouvik Sarkar |
| 2. Faculty Representative  | : Dr. Kaushik Dutta Roy                   |
| 3. Faculty Representative  | : Mrs. Labani Nandi                       |
| 4. Faculty Representative  | : Ms. Payel Chakraborty                   |
| 5. Industry Representative | : Mr. Nilendu Mondal                      |
| 6. Alumni Representative   | : Mr. Sourin Dutta                        |
| 7. Parent Representative   | : Md. Noor Alam                           |

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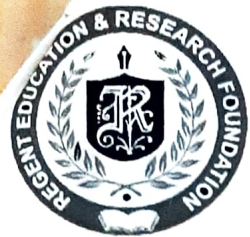
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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Date: 24/08/2022

## Minutes of Departmental Advisory Committee Meeting

**Venue: Faculty Room of Civil Engineering Department**

**Date: 24/08/2022**

**Time: 02:00PM**

On 24th August 2022 Civil Engineering Department conducted Departmental Advisory Committee meeting. Many points are discussed and department has got some fruitful connects and outcomes from meeting.

Following members were present for DAB meeting:

1. Mr. Yuvaraj Mondal (HOD of Civil Engineering department)
2. Mrs. Labani Nandi (Assistant HOD of Civil Engineering department)
3. Dr. Kaushik Dutta Roy (Associate Professor of Civil Engineering department)
4. Ms. Payel Chakraborty (Convenor\_Faculty of Civil Engineering department)
5. Mr. Nilendu Mondal (External Industry Expert)
6. Mr. Sourin Dutta (Alumni member)
7. Md. Noor Alam (Parent member)

The agenda of the meeting is as follows:

- Discussion on Departmental Workshop
- Discussion on professional training
- Discussion on value added Courses/Guest Lectures/Workshops/Events organized by the department
- Discussion on online FDP
- Miscellaneous...

The meeting started with the welcome speech by Head of the Department, Mr. Yuvaraj Mondal.

The points were discussed:

- Role of Teacher in modern industrialization.
- Committee instructed all the Faculty to CO-PO attainments for the subjects for the academic year 2022-23.
- Committee suggested the department to organize more numbers of workshops for which help the students for their employability and the department achieve the POs and as well as which helps in their higher education/placement.
- Subjects to be taken as extracurricular courses to match the current trends in industry.
- How to enhance industry connect and make students industry-ready.
- Committee instructed the Faculty to arrange remedial classes to improve the results.
- Training the Faculty members for current trends in industry.
- Value added courses on Aptitude and logical reasoning skills for 2<sup>nd</sup> year students, Basic communication skills, Group discussions

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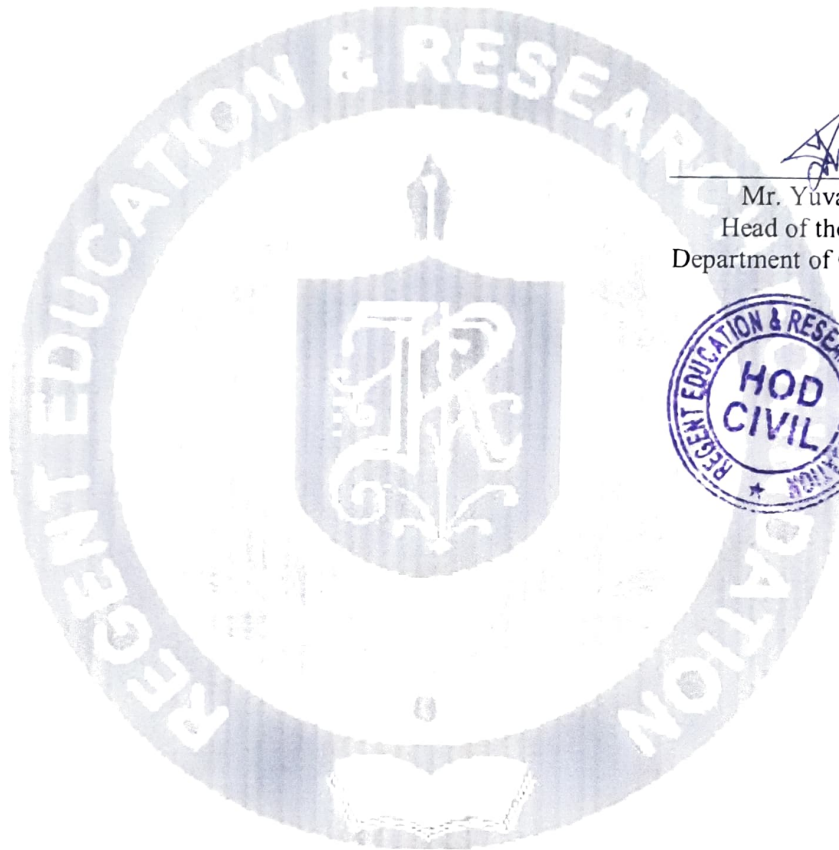
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for 3<sup>rd</sup> year students and Aptitude learning program for 4<sup>th</sup> year students have been proposed for the academic year 2022-23, which helps their placement. Committee instructed the placement Co-ordinators to encourage the students to attend all the sessions.

- Getting MOU with the industry for sponsored projects, internships, visits, etc.

The minutes should be forwarded to Departmental Advisory Committee for the approval.

The meeting concluded with a vote of thanks by Mrs. Labani Nandi, Assistant HOD of Civil Engineering department.



*Mondal*

Mr. Yuvaraj Mondal  
Head of the Department  
Department of Civil Engineering



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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Date: 24/02/2023

## Minutes of Departmental Advisory Committee Meeting

Venue: Civil Engineering Faculty Room

Date: 24/02/2023

Time: 02:00PM

On 24th February 2023 Civil Engineering department conducted Departmental Advisory Committee meeting. Many points are discussed and department has got some fruitful connects and outcomes from meeting.

Following members were present for DAC meeting:

1. Mr. Shouvik Sarkar (HOD of Civil Engineering department)
2. Mrs. Labani Nandi (Assistant HOD of Civil Engineering department)
3. Dr. Kaushik Dutta Roy (Associate Professor of Civil Engineering department)
4. Ms. Payel Chakraborty (Convenor\_Faculty of Civil Engineering department)
5. Mr. Nilendu Mondal (External Industry Expert)
6. Mr. Sourin Dutta (Alumni member)
7. Md. Noor Alam (Parent member)

The agenda of the meeting is as follows:

- Discussion on course attainments
- Discussion on feedback from stakeholders on curriculum
- Discussion on value added Courses/Guest Lectures/Workshops/Events organized by the department
- Discussion on previous semester results
- Miscellaneous...

The meeting started with the welcome speech by Head of the Department, Mr. Shouvik Sarkar.

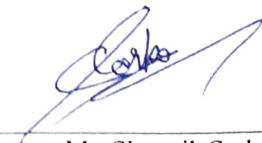
The points were discussed:

- Committee instructed all the Faculty to do CO-PO attainments for the subjects for the academic year 2018-19.
- Committee suggested the department to organize more numbers of workshops for which help the students for their employability and the department achieve the POs and as well as which helps in their higher education/placement.
- How to enhance industry connect and make students industry-ready.
- Committee instructed the Faculty to arrange remedial classes to improve the results.
- Value added courses on Aptitude and logical reasoning skills for 2<sup>nd</sup> year students, Basic communication skills, Group discussions for 3<sup>rd</sup> year students and Aptitude learning program for 4<sup>th</sup> year students have been proposed for the academic year 2018-19, which helps their placement. Committee instructed the placement Co-ordinators to encourage the students to attend all the sessions.

The minutes should be forwarded to Departmental Advisory Committee for the approval.

The meeting concluded with a vote of thanks by Mr. Shouvik Sarkar, Head of the Civil Engineering department.



  
Mr. Shouvik Sarkar  
Head of the Department  
Department of Civil Engineering

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

RERF/CSE/DAC/2022-23/001

Date: 23/09/2022

**DEPARTMENTAL ADVISORY COMMITTEE**  
**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**  
**Academic Year(2022-2023)**

Following are the members nominated as Departmental Advisory Committee for academic year 2022-2023

2022-2023				
SL. NO.	DAC members	Designation and Company	Position	Signature
1	Mr.SubhankarGhosh	HOD of CSE	Academic Member	
2	Mr.AmartyaGhosh	Assistant Professor, CSE	Faculty Members	
3	Mr.Atanu Kumar Das	Assistant Professor, CSE		
4	Mr.ShubhobrotoDey	Software Developer,IBM	Industry Member	
5	Ms. PrityMandal		Alumini	
6	Mr.SankhadipSen			
7	Mr. Ajay Kumar Saha		Parents	
8	Mr.NaniGopalMajumder			
9	Mr.Ritwik Pal		Students	
10	Ms.DebasmitaChanda			
11	Mr.PritamPandit			
12	Ms.BarnaliMajumder			
13	Md. Anas Jawed			
14	Ms.Gargi Shaw			

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Ref No.:RERF/CSE/DAC/2022-23/001

Date: 23/09/2022

## NOTICE

All the committee members of Computer Science and Engineering Department, RERF are hereby notified that a meeting of the Departmental advisory committee of CSE, will be held at 11am. on 24<sup>th</sup> September, 2022 at CSE LAB-1, to discuss the following agenda as under. Your gracious presence in the meeting is highly solicited.

The agenda of the meeting is as follows:

1. Read and confirm the minutes of last DAC meeting.
2. Discussion regarding improvement of student skill.
3. Discussion regarding enhancement of the Labs Equipment in our department.
4. Miscellaneous Departmental issues

Subhankar Ghosh  
Head of the Department  
Department of Computer Science & Engineering

**HOD**  
**Department of Computer Science and Engineering**  
**Regent Education & Research Foundation**  
**Barrackpore, Kolkata - 700 121**  
**College Code - 263**

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Date : 24/09/2022

## DEPARTMENTAL ADVISORY COMMITTEE

### DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

#### Minutes of Departmental Advisory Committee Meeting

The meeting started with the welcome speech by Head of the Department,

The points were discussed:

1. Asst. Prof. Mr. Subhankar Ghosh reads the last minutes of the DAC meeting.
2. Industry expert has suggested to enroll students in STUDENT CHAPTER in association with The Institution of Engineers(INDIA)(IEI).
3. It was discussed to enhance the lab equipment, install current software so that our student can able to do the advance projects in their upcoming semester.
4. All the TA's are requested to send a requisition of equipment for updation.

The minutes should be forwarded to Departmental Advisory Committee for the approval.

The meeting concluded with a vote of thanks by Subhankar Ghosh, Head of the Computer Science & Engineering department.

Subhankar Ghosh

Head of the Department

Department of Computer Science & Engineering

Department of Computer Science and Engineering  
Regent Education & Research Foundation

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

RERF/CSE/DAC/2022-23/002

Date: 28/04/2023

## NOTICE

All the committee members of Computer Science and Engineering Department, RERF are hereby notified that a meeting of the Departmental advisory committee of CSE, will be held at 2pm. on 29<sup>th</sup> April, 2023 at CSE LAB-1, to discuss the following agenda as under. Your gracious presence in the meeting is highly solicited.

The agenda of the meeting is as follows:

1. Read and confirm the minutes of last DAC meeting.
2. Discussion for student registration in Student chapter.
3. Discussion regarding E.-learning

  
Subhankar Ghosh

Head of the Department  
Department of Computer Science & Engineering

HOD  
Department of Computer Science and Engineering  
Regent Education & Research Foundation  
Barrackpore, Kolkata - 700 121  
College Code - 263

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Date : 29/04/2023

## DEPARTMENTAL ADVISORY COMMITTEE

### DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Academic Year 2022-2023

#### Minutes of Departmental Advisory Committee Meeting

The meeting started with the welcome speech by Head of the Department,

The points were discussed:

1. Asst. Prof. Mr. Subhankar Ghosh reads the last minutes of the DAC meeting.
2. All the Mentors are instructed to encourage student for the Student Chapter Registration..
3. It was discussed to provide e-learning facility to the student so that they can enhance their knowledge. To facilitate this Faculty members have advised to register in NDLI.

The minutes should be forwarded to Departmental Advisory Committee for the approval.

The meeting concluded with a vote of thanks by Subhankar Ghosh, Head of the Computer Science & Engineering department.

  
Subhankar Ghosh

Head of the Department  
Department of Computer Science & Engineering

Department of Computer Science & Engineering  
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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## DEPARTMENTAL ADVISORY COMMITTEE

### Department of Electronics & Communication Engineering Academic Year 2022-2023

Following are the members nominated as departmental advisory committee for this academic year.

- |                            |   |                          |
|----------------------------|---|--------------------------|
| 1. HoD                     | : | Dr. Dipankar Biswas      |
| 2. Faculty representative  | : | Mr. Milan Mazumdar       |
| 3. Faculty representative  | : | Mr. Pulak Mazumder       |
| 4. Industry representative | : | Mr. Saibal Malakar       |
| 5. Alumni representative   | : | Mr. Dipnarayan Choudhury |
| 6. Parent representative   | : | Mr. Uttam Kumar Paul     |



*Dipankar Biswas*

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**Department of ECE**  
**Minutes of meeting Departmental Advisory committee**

Date 08/09/2022

Time 11.30 am – 1.00 pm

Salient points that were discussed

1. The guests indicated their concern over conduction regular classes and appreciated the dept. on this issue.
2. Teachers also expressed their apprehension on conduction of regular classes and stressed on the attendance of the students.
3. The parent and alumni are conveyed to inform their children to maintain the student code of conduct and they should attend the classes with proper attire.
4. The guests are unanimously accepted the above point.
5. Guests queried on GATE / CAT / other competitive examinations, which their wards may appear after achieving their degree. The teachers explained in details on various examinations, particularly GATE, its standard, preparation methods, requirements and needs.
6. The guests requested to let their wards and they know the achievements and placement records of the senior / final year / graduated students of the dept.

This point was accepted with appreciation.

Conclusion:

The meeting ended with ecstasy and blissfully. The guests expressed their heartfelt gratitude for the meet. The teachers reciprocated with thankfulness and acknowledgment.

*Dipankar Bhowmik*

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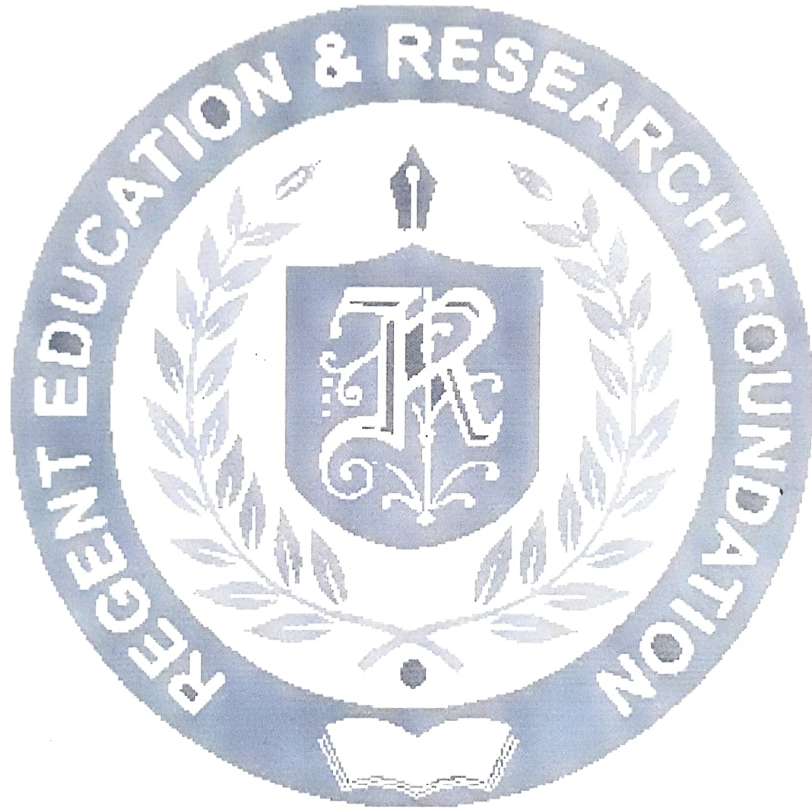


# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Members Present:

1. Dr. Dipankar Biswas
2. Mr. Milan Mazumdar
3. Mr. Pulak Mazumdar
4. Mr. Saibal Malakar
5. Mr. Dipnarayan Choudhury
6. Mr. Uttam Kumar Paul



*Dipankar Biswas*

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

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**Department of ECE**  
**Minutes of meeting Departmental Advisory committee**

Date 07/04/2023

Time 11.30 am – 1.00 pm

Salient points that were discussed

1. The guests are conveyed about the student code of conduct so they should attend the classes with proper attire.
2. Teachers also expressed their apprehension on conduction of regular classes and stressed on the attendance of the students.
3. The guests indicated their concern over conduction regular classes and appreciated the dept. on this issue.
4. The faculties are unanimously accepted the above point.
5. Guests queried on GATE / CAT / other competitive examinations, which their wards may appear after achieving their degree. The teachers explained in details on various examinations, particularly GATE, its standard, preparation methods, requirements and needs.
6. The guests requested to let their wards and they know the achievements and placement records of the senior / final year / graduated students of the dept.

This point was accepted with appreciation.

Conclusion:

The meeting ended with ecstasy and blissfully. The guests expressed their heartfelt gratitude for the meet. The teachers reciprocated with thankfulness and acknowledgment.

*Dipankar Biswas*

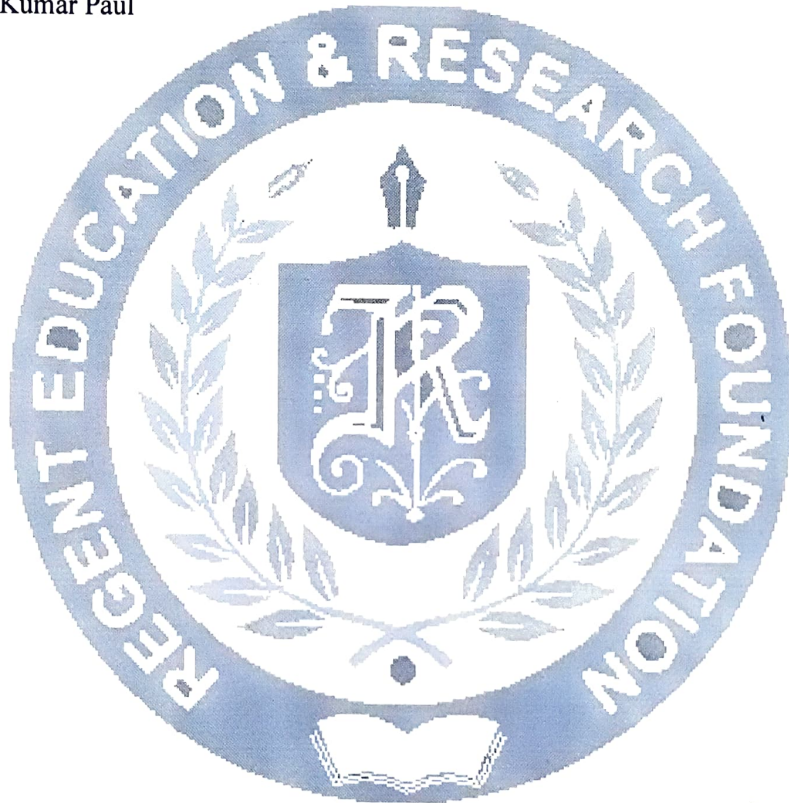


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## Group of Institutions

### Members Present:

1. Dr. Dipankar Biswas
2. Mr. Milan Mazumdar
3. Mr. Pulak Mazumder
4. Mr. Saibal Malakar
5. Mr. Dipnarayan Choudhury
6. Mr. Uttam Kumar Paul



*Dipankar Biswas*

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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

DEPARTMENT OF EEE  
SESSION: 2022-2023  
LIST OF ADVISORY COMITTEE

SL. NO	NAME	REMARKS
1	DR.SUMAN KR DEY	HOD & CHAIRPERSON
2	MR.PRODIP MAZUMDER	ASST.PROF & MEMBER
3	MRS.ASHMITA GUHA CHOWDHURY	ASST.PROF & MEMBER
4	MRS. MINATI BHATTACHARYA	PARENTS MEMBER
5	MR.SAYAN DAS	INDUSTRY EXPERT
6	MR. BABAI HALDER	ALUMNI MEMBER

(HOD)



(PRINCIPAL)

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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Date: 19.08.2022

## NOTICE

Sub: Notice for convening the departmental advisory committee meeting

Notice is hereby given that a meeting of EEE department, RERFGI will be held as under:

Date : 23.08.2022  
Time : 2 PM  
Venue : RERFGI Seminar Hall

The agenda of the meeting are as follows:

1. Discussion about Progress after Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Excellent Student Activities (CA1, CA2, CA3, CA4)
4. Discussion about Better Student Attendance in Class

All the members of EEE department advisory committee are requested to make it convenient to attend the aforesaid meeting.

Signature of HoD  
Electrical and Electronics Engineering Department



Copy for information to:

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2. Website
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**Minutes of Meeting**  
**Departmental Advisory Committee Meeting**

**Department: Electrical and Electronics Engineering (EEE)**  
**Year: 2022 (ODD)**

**Date: 23.08.2022**

**Venue: Seminar Hall**

**Called By: Mr. Suman Kumar Dey, Head of Department (HoD)**

**Attendees:**

- Mr. Suman Kumar Dey, HoD
- Mr. Pradip Mazumder, Assistant Professor
- Mrs. Ashmita Guha Chowdhury, Assistant Professor
- Mr. Sayan Das, Industry Expert
- Mrs. Minati Bhattacharya, Parent Representative
- Mr. Babai Halder, Alumni

**Agenda:**

1. Discussion About Progress After Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Excellent Student Activities (CA1, CA2, CA3, CA4)
4. Discussion About Better Student Attendance in Class

**Summary of Discussion:**

**1. Discussion About Progress After Previous Meeting:**

The meeting opened with an update by the HoD, Mr. Suman Kumar Dey, on the department's progress since the last meeting, including the implementation of online strategies and engagement with students and parents during the pandemic. Achievements and areas needing further development were covered.

**2. Discussion on Betterment of the Department:**

The members focused on the overall growth and improvement of the department. Various strategies and initiatives were discussed to enhance the quality of education, promote innovation, and ensure the welfare of students and faculty.

**3. Discussion on Excellent Student Activities (CA1, CA2, CA3, CA4):**

The Committee members devoted considerable attention to student activities that signify excellence in different areas. They evaluated the outcomes of these activities (CA1, CA2, CA3, and CA4) and discussed ways to encourage and support more students to participate in them. The aim was to foster a culture of excellence, creativity, and holistic development.

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*Suman Kumar Dey*



Regd. Office Address:

11/3, Biresw Guha Street  
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# REGENT EDUCATION & RESEARCH FOUNDATION

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#### 4. Discussion about Better Student Attendance in Class:

Recognizing the importance of consistent class attendance for effective learning, the members deliberated on the reasons for any observed decrease in attendance. Strategies to improve student attendance were discussed, including more engaging teaching methods, tracking attendance, regular feedback, and communication with students and parents.

#### 5. Conclusions:

The meeting for the 2022 odd semester session was marked by constructive discussions on continuous improvement, student engagement, and excellence. Members were united in their commitment to the department's growth, student success, and adapting to evolving educational trends.

#### Action Items:

- Implementation of the discussed strategies for enhancing student activities and attendance.
- Continuous monitoring and evaluation of the implemented strategies.
- Regular communication with students and parents to ensure alignment and address any concerns.

The committee expressed satisfaction with the progress made and resolved to sustain the momentum in the upcoming academic year.

#### Attendance:

Position	Name	Signature
Chairman	Mr. Suman Kumar Dey, HoD	
Member	Mr. Pradip Mazumder	
Member	Mrs. Ashmita Guha Chowdhury	
Member	Mr. Sayan Das	
Member	Mrs. Minati Bhattacharya	
Member	Mr. Babai Halder	

Minutes Prepared By: Mr. Suman Kumar Dey, HoD

Approval By: Mr. Suman Kumar Dey, HoD



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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institution

Date: 22.02.2023

### NOTICE

**Sub: Notice for convening the departmental advisory committee meeting**

Notice is hereby given that a meeting of EEE department, RERFGI will be held as under:

**Date** : 24.02.2023  
**Time** : 2 PM  
**Venue** : RERFGI Seminar Hall

The agenda of the meeting are as follows:

1. Discussion about Progress after Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Evening Online Class Program for Lagged Students

All the members of EEE department advisory committee are requested to make it convenient to attend the aforesaid meeting.

Signature of HoD  
Electrical and Electronics Engineering Department



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**Minutes of Meeting**  
**Departmental Advisory Committee Meeting**

**Department: Electrical & Electronics Engineering (EEE) Department**  
**Year: 2023 (Even)**

**Date:** 24.02.2023

**Venue:** Seminar Hall

**Called By:** Mr. Suman Kumar Dey, Head of Department (HoD)

**Attendees:**

- Mr. Suman Kumar Dey, HoD
- Mr. Pradip Mazumder, Assistant Professor
- Mrs. Ashmita Guha Chowdhury, Assistant Professor
- Mr. Sayan Das, Industry Expert
- - Mrs. Minati Bhattacharya, Parent Representative
- Mr. Babai Halder, Alumni

**Agenda:**

1. Discussion about Progress after Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Evening Online Class Program for Lagged Students

**Summary of Discussion:**

**1. Discussion about Progress after Previous Meeting:**

- **Discussion by:** Mr. Suman Kumar Dey(HoD)
- **Summary:** Mr. Suman Kumar Dey initiated the discussion by summarizing the progress and outcomes of the previous meeting. The achievements, shortcomings, and areas of improvement were highlighted.
- **Action Items:** Continuation of ongoing efforts, addressing specific areas of concern, and development of new strategies to enhance departmental performance.

**2. Discussion on Betterment of the Department:**

- **Discussion by:** Mr. Pradip Mazumder, Mrs. Ashmita Guha Chowdhury
- **Summary:** An in-depth discussion was conducted on the betterment of the department. Focus areas included curriculum enhancement, student-faculty engagement, research opportunities, and infrastructure improvements.
- **Action Items:** Implementing suggested improvements, regular review of progress, and active collaboration with industry and alumni for continuous betterment.

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## 3. Discussion on Evening Online Class Program for Lagged Students:

- Discussion by: Mr. Suman Das

- Summary: The need for an evening online class program for lagged students was discussed. This included the analysis of the target group, potential course content, scheduling, faculty involvement, and expected outcomes.

- Action Items: Development of a comprehensive plan for the evening online class program, selection of appropriate faculty, and continuous monitoring of student progress and feedback.

## 4. Conclusions

The meeting emphasized the importance of continuous improvement within the department and the innovation of new strategies to support lagged students. The collective insights provided a solid foundation for the upcoming initiatives.

## Attendance:

Position	Name	Signature
Chairman	Mr. Suman Kumar Dey, HoD	
Member	Mr. Pradip Mazumder	
Member	Mrs. Ashmita Guha Chowdhury	
Member	Mr. Sayan Das	
Member	Mrs. Minati Bhattacharya	
Member	Mr. Babai Halder	

Minutes Prepared By: Mr. Suman Kumar Dey, HoD



Approval By: Mr. Suman Kumar Dey, HoD



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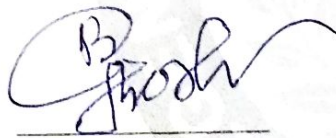
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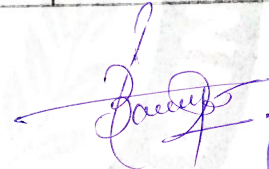
# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## LIST OF ADVISORY COMITEE DEPARTMENT OF EE SESSION: 2022-2023

SL. NO	NAME	REMARKS
1	MR. .BIDYUT KR GHOSH	HOD & CHAIRPERSON
2	MR SANJIB PAL	ASST.PROF & MEMBER
3	MR.PRABAL KR BASAK	ASST.PROF & MEMBER
4	MR.ASHOKE KUMAR ADHIKARY	PARENTS MEMBER
5	MR.PRABAL GANGULLY	INDUSTRY EXPERT
6	MR.ARIJIT PODDAR	ALUMNI MEMBER

  
(HOD)





(PRINCIPAL)



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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Date: 19.08.2022

## NOTICE

**Sub: Notice for convening the departmental advisory committee meeting**

Notice is hereby given that a meeting of EE department, RERFGI will be held as under:

**Date** : 23.08.2022  
**Time** : 2 PM  
**Venue** : RERFGI Seminar Hall

The agenda of the meeting are as follows:

1. Discussion about Progress after Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Excellent Student Activities (CA1, CA2, CA3, CA4)
4. Discussion about Better Student Attendance in Class

All the members of EE department advisory committee are requested to make it convenient to attend the aforesaid meeting.

Signature of HoD  
Electrical Engineering Department



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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## Minutes of Meeting Departmental Advisory Committee Meeting

**Department: Electrical Engineering (EE) Department**  
**Year: 2022 (ODD)**

**Date:** 23.08.2022

**Venue:** Seminar Hall

**Called By:** Mr. Bidyut Kumar Ghosh, Head of Department (HoD)

**Attendees:**

- Mr. Bidyut Kumar Ghosh, HoD
- Mr. Prabal Kumar Basak
- Mr. Sanjib Pal
- Mr. Ashoke Kumar Adhikary
- Mr. Arijit Poddar
- Mr. Prabal Ganguly

**Agenda:**

1. Discussion about Progress after Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Excellent Student Activities (CA1, CA2, CA3, CA4)
4. Discussion about Better Student Attendance in Class

**Summary of Discussion:**

**1. Discussion about Progress after Previous Meeting:**

The meeting opened with an update by the HoD, Mr. Bidyut Kr Ghosh, on the department's progress since the last meeting, including the implementation of online strategies and engagement with students and parents during the pandemic. Achievements and areas needing further development were covered.

**2. Discussion on Betterment of the Department:**

The members focused on the overall growth and improvement of the department. Various strategies and initiatives were discussed to enhance the quality of education, promote innovation, and ensure the welfare of students and faculty.

**3. Discussion on Excellent Student Activities (CA1, CA2, CA3, CA4):**

The Committee members devoted considerable attention to student activities that signify excellence in different areas. They evaluated the outcomes of these activities (CA1, CA2, CA3, CA4) and discussed ways to encourage and support more students to participate in them. The aim was to foster a culture of excellence, creativity, and holistic development.

**4. Discussion about Better Student Attendance in Class:**



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Recognizing the importance of consistent class attendance for effective learning, the members deliberated on the reasons for any observed decrease in attendance. Strategies to improve student attendance were discussed, including more engaging teaching methods, tracking attendance, regular feedback, and communication with students and parents.

### 5. Conclusions:

The meeting for the 2022 odd semester session was marked by constructive discussions on continuous improvement, student engagement, and excellence. Members were united in their commitment to the department's growth, student success, and adapting to evolving educational trends.

### Action Items:

- Implementation of the discussed strategies for enhancing student activities and attendance.
- Continuous monitoring and evaluation of the implemented strategies.
- Regular communication with students and parents to ensure alignment and address any concerns.

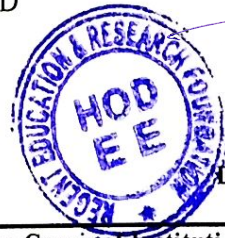
The committee expressed satisfaction with the progress made and resolved to sustain the momentum in the upcoming academic year.

### Attendance:

Position	Name	Signature
Chairman	Mr. Bidyut Kumar Ghosh, HoD	
Member	Mr. Prabal Kumar Basak	
Member	Mr. Sanjib Pal	
Member	Mr. Ashoke Kumar Adhikary	
Member	Mr. Arijit Poddar	
Member	Mr. Prabal Ganguly	

Minutes Prepared By: Mr. Bidyut Kumar Ghosh, HoD

Approval By: Mr. Bidyut Kumar Ghosh, HoD



Date: 22.02.2023



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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## LIST OF ADVISORY COMITEE DEPARTMENT OF EE SESSION: 2022-2023

SL. NO	NAME	REMARKS
1	MR.SANJIB PAL	HOD & CHAIRPERSON
2	MR.BIDYUT KR GHOSH	ASST.PROF & MEMBER
3	MR.PRABAL KR BASAK	ASST.PROF & MEMBER
4	MR.ASHOKE KUMAR ADHIKARY	PARENTS MEMBER
5	MR.PRABAL GANGULLY	INDUSTRY EXPERT
6	MR.ARIJIT PODDAR	ALUMNI MEMBER

*Sanjib Pal*

(HOD)



*Principals*



(PRINCIPAL)

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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## NOTICE

Date: 22.02.2023

**Sub: Notice for convening the departmental advisory committee meeting**

Notice is hereby given that a meeting of EE department, RERFGI will be held as under:

**Date** : 24.02.2023  
**Time** : 2 PM  
**Venue** : RERFGI Seminar Hall

The agenda of the meeting are as follows:

1. Discussion about Progress after Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Evening Online Class Program for Lagged Students

All the members of EE department advisory committee are requested to make it convenient to attend the aforesaid meeting.

Signature of HoD  
Electrical Engineering Department



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**Minutes of Meeting**  
**Departmental Advisory Committee Meeting**

Department: Electrical Engineering (EE) Department  
Year: 2023 (Even)

Date: 24.02.2023

Venue: Seminar Hall

Called By: Mr. Sanjib Pal, Head of Department (HoD)

**Attendees:**

- Mr. Sanjib Pal, HoD
- Mr. Prabal Kumar Basak
- Mr. Bidyut Kumar Ghosh
- Mr. Ashoke Kumar Adhikary
- Mr. Arijit Poddar
- Mr. Prabal Ganguly

**Agenda:**

1. Discussion about Progress after Previous Meeting
2. Discussion on Betterment of the Department
3. Discussion on Evening Online Class Program for Lagged Students

**Summary of Discussion:**

**1. Discussion about Progress after Previous Meeting:**

- **Discussion by:** Mr. Sanjib Pal (HoD)
- **Summary:** Mr. Sanjib Pal initiated the discussion by summarizing the progress and outcomes of the previous meeting. The achievements, shortcomings, and areas of improvement were highlighted.
- **Action Items:** Continuation of ongoing efforts, addressing specific areas of concern, and development of new strategies to enhance departmental performance.

**2. Discussion on Betterment of the Department:**

- **Discussion by:** Mr. Arijit Poddar, Mr. Bidyut Kumar Ghosh
- **Summary:** An in-depth discussion was conducted on the betterment of the department. Focus areas included curriculum enhancement, student-faculty engagement, research opportunities, and infrastructure improvements.
- **Action Items:** Implementing suggested improvements, regular review of progress, and active collaboration with industry and alumni for continuous betterment.

**3. Discussion on Evening Online Class Program for Lagged Students:**

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# REGENT EDUCATION & RESEARCH FOUNDATION

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- **Discussion by:** Mr. Prabal Kumar Basak, Mr. Prabal Ganguly
- **Summary:** The need for an evening online class program for lagged students was discussed. This included the analysis of the target group, potential course content, scheduling, faculty involvement, and expected outcomes.
- **Action Items:** Development of a comprehensive plan for the evening online class program, selection of appropriate faculty, and continuous monitoring of student progress and feedback.

#### 4. Conclusions

The meeting emphasized the importance of continuous improvement within the department and the innovation of new strategies to support lagged students. The collective insights provided a solid foundation for the upcoming initiatives.

#### Attendance:

Position	Name	Signature
Chairman	Mr. Sanjib Pal, HoD	
Member	Mr. Prabal Kumar Basak	
Member	Mr. Bidyut Kumar Ghosh	
Member	Mr. Ashoke Kumar Adhikary	
Member	Mr. Arijit Poddar	
Member	Mr. Prabal Ganguly	

Minutes Prepared By: Mr. Sanjib Pal, HoD

Approval By: Mr. Sanjib Pal, HoD



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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

## ADVISORY COMMITTEE

DEPARTMENT: MECHANICAL ENGINEERING

YEAR: 2022-2023

INSTITUTE: REGENT EDUCATION & RESEARCH FOUNDATION

### MEMBERS:

1. HEAD OF THE DEPARTMENT: Mr. Sabyasachi Mukherjee
2. FACULTY MEMBERS:
  - a) Mr. Puspendu Chandra Chandra
  - b) Mr. Arpan Mandal
3. EXTERNAL MEMBER/ EXPERT: Mr. Deepak Mishra ( Technical Support Specialist  
Field Engineering Services, ExxonMobil  
Lubricants Pvt. Ltd., Karnataka)
4. ALUMNI REPRESENTATIVE: Mr. Chiranjit Sau
5. PARENT REPRESENTATIVE: Mr. Uttam Sau

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Date: 13/09/2022

## Minutes

As per the previous notification a meeting of the advisory committee of the Mechanical Engineering Department of RERFGI is organized on 13/09/2022 at the HOD's room at RERFGI. The following members were present in the meeting:

Mr. Sabyasachi Mukherjee	HOD, ME
Mr. Puspendu Chandra Chandra	Faculty Member
Mr. Arpan Mandal	Faculty Member
Mr. Deepak Mishra ( Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka)	External Member
Mr. Chiranjit Sau	Alumni
Mr. Uttam Sau	Parent Representative

At the beginning, the HOD, ME welcomed all the members and presented the following agendas of the meeting.

### Agenda

1. Review of the previous meeting
2. Departmental updates on teaching learning process
3. Technical training and research/projects
4. Placement
5. Student Support and extra-curricular activities
6. Infrastructure

The following discussions and resolutions are made in the meeting.

Agenda 1: Review of the previous meeting

The resolutions of the previous meeting was scrutinized thoroughly by the committee and evaluated with the action taken. The shortcomings in the action taken are considered for the next meeting resolutions.

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Agenda 2: Departmental update on teaching learning process

The results of the previous semester are analyzed. The weak students are identified. Thereafter the following resolutions are made:

- a. Special classes should be conducted for the weaker students.
- b. The teachers should register for faculty development programme.

Agenda 3: Technical training and research/projects

The training reports of the students who underwent technical training are evaluated. The status of ongoing projects is examined. The committee decides that the faculties should try to bring research projects.

Agenda 4: Placement

The number of students placed and the pay packages are discussed. The committee suggests that special training for the 4<sup>th</sup> year batch can be conducted.

Agenda 5: Student support and extra-curricular activities

The number of students getting scholarship is discussed. The participation of students in various extra-curricular activities is examined. The committee proposed that students may be informed and encouraged to apply for various scholarships provided by various government and non-government authorities. Also, the students may be promoted for extra-curricular activities.

Agenda 6: Infrastructure

The laboratory facility is examined. The machines and software related to different experiments as per the MAKAUT syllabus are compared. The committee emphasised that the laboratory facility must be improved.

As there was no more point to discuss, the HOD thanked everyone for their valuable contribution towards the development of the department and ended the meeting. The resolutions made is circulated among the faculty members.

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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Signature of the members	
Mr. Sabyasachi Mukherjee	
Mr. Puspendu Chandra Chandra	
Mr. Arpan Mandal	
Mr. Deepak Mishra ( Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka)	
Mr. Chiranjit Sau	
Mr. Uttam Sau	



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# REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS

Date:01/03/2023

## Minutes

As per the previous notification a meeting of the advisory committee of the Mechanical Engineering Department of RERFGI is organized on 01/03/2023 at the HOD's room. The following members were present in the meeting:

Mr. Sabyasachi Mukherjee	HOD, ME
Mr. Puspendu Chandra Chandra	Faculty Member
Mr. Arpan Mandal	Faculty Member
Mr. Deepak Mishra ( Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka)	External Member
Mr. Chiranjit Sau	Alumni
Mr. Uttam Sau	Parent Representative

At the beginning, the HOD, ME welcomed all the members and presented the following agendas of the meeting.

### Agenda

1. Review of the previous meeting
2. Departmental updates on teaching learning process
3. Technical training and research/projects
4. Placement
5. Student Support and extra-curricular activities
6. Infrastructure

The following discussions and resolutions are made in the meeting.

Agenda 1: Review of the previous meeting

The resolutions of the previous meeting was scrutinized thoroughly by the committee and evaluated with the action taken. The shortcomings in the action taken are considered for the next meeting resolutions.

Agenda 2: Departmental update on teaching learning process

Principal

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The results of the previous semester are analyzed. The weak students are identified. Thereafter the following resolutions are made:

- Special classes should be conducted for the weaker students.
- The teachers should register for faculty development programme.

## Agenda 3: Technical training and research/projects

The training reports of the students who underwent technical training are evaluated. The status of ongoing projects is examined. The committee decides that the faculties should try to bring research projects.

## Agenda 4: Placement

The number of students placed and the pay packages are discussed. The committee suggests that special training for the 4<sup>th</sup> year batch can be conducted.

## Agenda 5: Student support and extra-curricular activities

The number of students getting scholarship is discussed. The participation of students in various extra-curricular activities is examined. The committee proposed that students may be informed and encouraged to apply for various scholarships provided by various government and non-government authorities. Also, the students may be promoted for extra-curricular activities.

## Agenda 6: Infrastructure

The laboratory facility is examined. The machines and software related to different experiments as per the MAKAUT syllabus are compared. The committee emphasised that the laboratory facility must be improved.

As there was no more point to discuss, the HOD thanked everyone for their valuable contribution towards the development of the department and ended the meeting. The resolutions made is circulated among the faculty members.

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Signature of the members	
Mr. Sabyasachi Mukherjee	
Mr. Puspendu Chandra Chandra	
Mr. Arpan Mandal	
Mr. Deepak Mishra ( Technical Support Specialist Field Engineering Services, ExxonMobil Lubricants Pvt. Ltd., Karnataka)	
Mr. Chiranjit Sau	
Mr. Uttam Sau	



Principal  
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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

## Departmental Advisory Committee Members Academic Session 22-23

Sl.No.	Name Of The DAC Members	Designation and Company	Position
1	Dr. Nibedita Mukherjea	Head Of The Department, Basic Science and Humanities, RERF	HOD,BSH
2	Amrita Chakraborty	Assistant Professor, Department, Basic Science and Humanities, RERF	Academic Member
3	Paramita Dutta	Assistant Professor, Department, Basic Science and Humanities, RERF	Academic Member
4	Dr.Abhijit Saha	Assistant Professor, Department Of Chemistry, SRM University	External Expert
5	Ishika Ghosh	Assistant Professor, Department Of Civil Engineering, RERF	Alumni
6	Ashis Ghosh	Businessman	Parents representative

Minutes of the Meeting with Departmental Advisory Committee Members of BSH, held on 14.10.2022 at 12:30 pm

In Chair: Dr. Nibedita Mukherjea  
HOD, BSH

The DAC meeting of BSH department was held on 14.10.2022 in departmental in the **Language Lab** from 12:30 p.m and the following resolutions were taken.

### Agenda of the Meeting:

1. Orientation program for the newly admitted students
2. Announcement of Mentorship program
3. Arrangement of seminar and webinar
4. Maintenance stock register, asset register and purchase register
5. Format and documents of budget, annual report and newsletter

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DR. RAJORSHI BANDYOPADHYAY (Principal)  
REGENT EDUCATION & RESEARCH FOUNDATION  
Bara Kanthalia, Sewli Telinipara  
Barrackpore, Kolkata - 700121



# REGENT EDUCATION & RESEARCH FOUNDATION

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In Chair: Dr. Nibedita Mukherjea  
HOD, BSH

The DAC meeting of BSH department was held on 12.05.2022 in departmental in the Language Lab from 02:00 p.m and the following resolutions were taken.

### Agenda of the Meeting:

1. Preparation of files for NAAC
2. Maintenance proper documentation for MAR.
3. Information regarding the next even semester examination
4. Preparation The draft of first year routine
5. Announcement of tutorial and remedial classes

### Proceedings:

#### 1. Following Files should be ready for NAAC on or before June 15<sup>th</sup>.

- (i) List of the program offered by the BSH Department (Regular & Extra)
- (ii) Feedback form from the students regarding institute, curriculum etc from (odd Sem 2018-onwards).
- (iii) Minutes of the departmental meetings
- (iv) Feedback form from the faculty regarding the University curriculum.
- (v) Academic Calendar year wise

2. Information regarding the next even semester examination was conveyed to the staff member.  
Laboratory exam will be from 23rd may to 26th May and Theoretical exam will start from 1st June.

3. 2<sup>nd</sup> internal examination for Diploma Will be conducted on 30<sup>th</sup> and 31<sup>st</sup> May,2023.

4. Mentors were requested to maintain proper documentation for MAR.

5. Mentors forms should be filled up properly. Therefore, all the mentors are requested to read the form and fill up the form properly.

6. The draft of first year routine was placed in front of the committee and it was checked and verified thoroughly by all the staff members.

7. All the tutorials/remedial classes have been assigned.

As there was no point to discuss, the meeting was ended with vote of thanks.

### Members present:

Sl.No.	Members Present	Signature
1	Dr. Nibedita Mukherjea	
2	Amrita Chakraborty	
3	Paramita Dutta	
4	Dr. Abhijit Saha	AS
5	Ishika Ghosh	
6	Ashis Ghosh	

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DR. RAJORSHI BANDHYOPADHYAY  
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# REGENT EDUCATION & RESEARCH FOUNDATION

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### Proceedings:

1. Orientation Program for the newly admitted B,Tech students will be held on 2<sup>nd</sup> week of September.
2. Faculties were assigned as the mentors of the 1<sup>st</sup> year students as follows:

Name Of the Faculty	Department
Ms. Amrita Chakraborty	CE
Ms. Raka Som	ME
Dr. Rajdeep Chakravarty	EE
Ms. Ipsita Bose	EEE
Ms. Ipsita Bose	ECE
Ms. Paramita Dutta	CSE(1-13)
Mr. Subhankar Sen	CSE(13-26)
Dr. Chiranjib Chakrabarti	CSE(27-39)
Ms. Debarati Ghosh	CSE(40-53)
Ms.Soma Barman	DCE
Mr. Banibrata Paul	DEE

3. Diploma 2<sup>nd</sup> Semester Internal Examination will be held on 20<sup>th</sup> and 21<sup>th</sup> October, 2022.  
Faculties are requested to submit the question paper in the prescribed format within due date.
4. At least one seminar/ webinar should be arranged in the Department in every month.
5. Faculties must maintain stock register, asset register and purchase register for lab oriented subjects.
6. Format and documents for budget, annual report and news letter was discussed in the meeting and members were requested to prepare the documents as needed.  
As there was no point to discuss, the meeting was ended with vote of thanks.

### Members present:

Sl.No.	Members Present	Signature
1	Dr. Nibedita Mukherjea	
2	Amrita Chakraborty	
3	Paramita Dutta	
4	Dr. Abhijit Saha	
5	Ishika Ghosh	
6	Ashis Ghosh	

Minutes of the Meeting with Departmental Advisory Committee Members of BSH, held on 12.05.2023 at 02:00 pm

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

DATE:- 05/08/2022.

### DEPARTMENTAL ADVISORY COMMITTEE

#### MASTER OF COMPUTER APPLICATION ACADEMIC YEAR OF 2022-2023

Following members are nominated as departmental advisory committee for this academic year.

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1. HOD                     | : | Mr. Arup Mallick.   |
| 2. FACULTY REPRESENTATIVE  | : | Mr. Shirsendu Dutta |
| 3. FACULTY REPRESENTATIVE  | : | Mr. Kaushik Paul    |
| 4. INDUSTRY REPRESENTATIVE | : | Mr. Mukul Basu      |
| 5. ALUMINI REPRESENTATIVE  | : | Mr. Sayan Roy       |
| 6. PARENT REPRESENTATIVE   | : | Mr. Amar Bairagya   |



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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Ref. No. :- RERGI/DAC/2022-2023/001

Date:- 05/11/2022.

## NOTICE

All the committee members of the MCA departmental advisory committee are hereby notified that a meeting will be held on 05/11/2022 at 11:00 a.m. to transact the following business. Your presence at the meeting is earnestly solicited.

### AGENDA

1. To read and confirm the minutes of the last departmental committee meeting.
2. To discuss how to improve students' performance even semester.
3. To discuss about research and publication of new or ongoing projects.
4. To verify class conduction reports each faculty members.
5. To conduct an industrial visit for betterment of students' carrier.
6. Misc.



Mr. Arup Mallick  
HOD / CONVENOR  
MCA,RERFGI

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# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

DATE:- 10/11/2022.

### DEPARTMENTAL ADVISORY COMMITTEE

MASTER OF COMPUTER APPLICATION  
ACADEMIC YEAR OF 2022-2023

### MINUTES OF THE MEETING

1. Asst. Prof. (HOD) Mr. Arup Mallick reads the last minutes of the advisory committee meeting.
2. The corresponding faculty members are discussed about the result analysis of each batch of students.
3. The faculty members are agreed to conduct an industrial visit at the mid of semester.
4. All the faculty members are discussed about ongoing projects for research publications.
5. Special grooming class schedule has been fixed.
6. Class conduction report has been verified.



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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

Ref. No. :- RERGI/DAC/2022-2023/002

Date:- 19/02/2023.

## NOTICE

All the committee members of the MCA departmental advisory committee are hereby notified that a meeting will be held on 02/03/2023 at 11:00 a.m. to transact the following business. Your presence at the meeting is earnestly solicited.

## AGENDA

1. To read and confirm the minutes of the last departmental committee meeting.
2. To discuss how to improve students' performance as course curriculum.
3. To discuss about research and publication of new or ongoing projects.
4. To setup a schedule of parent teacher meeting and mentorship meeting.
5. To conduct an industrial training for betterment of students' carrier.
6. Misc.



Mr. Arup Mallick  
HOD / CONVENOR  
MCA,RERFGI

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# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

DATE:- 02/03/2023.

## DEPARTMENTAL ADVISORY COMMITTEE

MASTER OF COMPUTER APPLICATION  
ACADEMIC YEAR OF 2022-2023

### MINUTES OF THE MEETING

1. Asst. Prof. (HOD) Mr. Arup Mallick reads the last minutes of the advisory committee meeting.
2. The corresponding faculty members are discussed about the result analysis of each batch of students.
3. The faculty members are agreed to conduct an industrial training at the mid of semester.
4. All the faculty members are discussed about ongoing projects for research publications.
5. Special grooming class schedule has been fixed.
6. Parent teacher meeting and student mentorship meeting schedule has been fixed.



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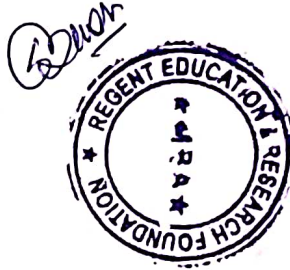
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**Departmental Advisory Committee (MBA Department), 2022-23**

<b><u>Name</u></b>	<b><u>Position</u></b>
Mr. Suprovat Basu, H.O.D., MBA	Chairman
Mr. Sourav Dutta, Asst. Prof.	Member
Mrs. Anamika Basu, Asst. Prof.	Member
Mr. A Barik, Guardian Representative	Member
Mr. B.K. Datta, Expert Member	Member
Mr. Tanay Saha, Alumni Representative	Member





**Minutes of meeting: Departmental Advisory Committee (MBA Department)**

**Date of the meeting:** 04/08/2022

**Venue:** MBA Faculty Room, Regent Education and Research Foundation

**Time:** 3.00 pm

**Agenda:**

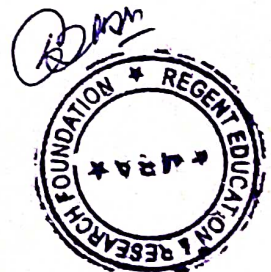
1. Departmental strategic planning for next semester
2. Development of teachers and student curriculums related discussions
3. Misc.

**Invitees:**

- 1) Mr. Suprovat Basu, H.O.D, MBA, RERF
- 2) Mr. A Barik, Parents Representative
- 3) Mrs. Anamika Basu, Asst.Prof, RERF
- 4) Mr. B.K. Datta, External expert
- 5) Mr. Tanay Saha, Alumni Member

**Meeting Discussions:**

- The Chairperson of the Departmental Advisory Committee gave a warm welcome speech and introduced purpose of the meeting.
- A comprehensive discussion took place on current academic programs, curriculum structure, and course offerings.
- Mr. B.K. Datta, External expert, gave an insight about the updated industrial scenario and relevant skills to make students industry ready.
- Faculties shared their views to enhance the effectiveness of teaching-learning process and student engagement in the upcoming student-led events, workshops, and seminars.
- Tanay Saha, Alumni Member, offered his valuable analysis and suggestions to reinforce the department's academic foundation.





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- Various faculty development programs and research work initiatives were finalized.
- Responsible individuals were assigned for each action item, and deadlines were set.
- Different strategies were made to provide student-oriented learning facilities like student-led workshop, seminars etc.
- H.O.D thanked all participants for their valuable contributions, fostering productive discussions and strategic planning.
- The meeting adjourned at 4.30 pm.

*[Handwritten signature]*





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**Minutes of meeting: Departmental Advisory Committee  
(MBA Department)**

**Date of the meeting:** 07/02/2023

**Venue:** MBA Faculty Room, Regent Education and Research Foundation

**Time:** 3.30 pm

**Agenda:**

1. Departmental development related discussions
2. Misc.

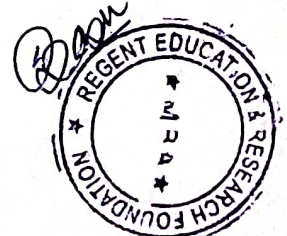
**Invitees:**

- 1) Mr. Suprovat Basu, H.O.D, MBA, RERF
- 2) Mr. Sourav Dutta, Asst.Prof, RERF
- 3) Mr. B.K. Dutta, External Expert
- 4) Mr. A Barik, Parents Representative
- 5) Mr. Tanay Saha, Alumni Member

**Meeting Discussions:**

- The Chairperson of the Departmental Advisory Committee welcomed all attendees and introduced the agenda.
- A comprehensive discussion took place on current academic programs, curriculum structure, and course offerings.
- Mr. B.K. Dutta, shared insights on potential enhancements to align with industry trends and evolving student needs.
- Tanay Saha, Alumni Member, shared his observations and recommendations for further strengthening the department's academic framework. He also offered insights into how the department's education contributed to their professional success.

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- As informed verbally, expert was busy with another meeting and could not attend the same, H.O.D. provided insights into the current industry landscape and skills expected from budding managers
- Faculties identified action items, including curriculum refinement, faculty development, and research initiatives etc.
- Responsible individuals were assigned for each action item, and deadlines were set.
- Future collaborations, such as seminars, and industry tie-ups etc. were proposed for enriching students' learning experiences.
- H.O.D thanked all participants for their valuable contributions, fostering productive discussions and strategic planning.
- The meeting adjourned at 4.30 pm.

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