



**REGENT  
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Group of Institutions

RERF/ADM/ATR/2022/0909/003

Date:09/09/2022

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 09 /09 /2022 at 2 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- Faculty members for the respective subjects
- Concern laboratory equipment.

Following points are discussed:

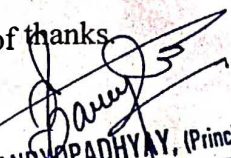
1. An action plan is created to address the problems and identify the potential areas for improvement.
2. An action plan includes the deadlines, accountable parties, and particular tactics.
3. All action plan were made based on the issues from the feedback analysis.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) RAJU KUMAR SHAW	SAO, RERF
(2) PRAMOD KAR	CAO, RERF
(3) SUPROVAT BASU	HOD, MBA
(4) INDRAJIT DAWN	AO, RERF
(5) SABYASACHI MUKHERJEE	HOD, ME
(6) SHOUVIK SARKAR	MEMBER, CE

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 3pm with a vote of thanks.

  
DR. RAJORSHI BANERJEE, (Principal)  
REGENT EDUCATION & RESEARCH FOUNDATION  
Bara Kathalia, Sewli Telihipara  
Barrackpore, Kolkata - 700121.



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RERF/ADM/ATR/2022/2610/004

Date:26/10/2022

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 26/10/2022 at 02.00 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- College Library

Following points are discussed:


1. Librarian and Asst. Librarian should identify the problems by taking feedback from the library users.
2. They should go through a continuous process for an improvement of library's services and resources.
3. The college library maintains a high-quality resources and the system has to be user-friendly.
4. The accessibility and availability of digital resources including databases, e-books, and online journals to the faculty members as well as students.
5. Regular feedback must be presented to the higher authority and implemented accordingly.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) INDRAJIT DANN	AO, RERF
(2) SHOUVIK SARKAR	MEMBER, CE
(3) PRAMOD KAR	CAO, RERF
(4) RAJU KUMAR SHAW	SAO, RERF
(5) SANJIB PAL	MEMBER, EE
(6) SUMAN KUMAR DEY	HOD, EEE

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 03.00 pm with a vote of thanks.

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





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RERF/ADM/ATR/2022/1511/005

Date: 15/11/2022

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 15/11/2022 at 02:00 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- Sports and Cultural facility at the college premises.

Following points are discussed:

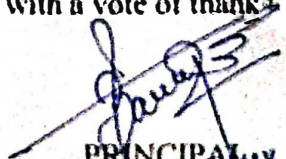
1. The college campus should develop a healthy and cultural ecosystem which could raise teamwork, creativity as well as keep a good work-life.
2. Student engagement into the sports and other cultural activity during their tenure brings happiness and increases commitment to the same.
3. External cultural and sporting events should be conducted by making partnerships with other schools, groups, or clubs, etc.
4. Motivate the students for participation in different cultural events, festivals, and competitions by promoting and supporting them within or outside the college.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) PRAMOD KAR	CAO, RERF
(2) NIBEDITA MUKHERJEE	HOD, BASIC SCI.
(3) AMARTYA GHOSH	MEMBER, CSE
(4) SHOUVIK SARKAR	MEMBER, CE
(5) CHINMAY MAJUMDER	CONVENOR (SPORTS)
(6) INDRAJIT DAWN	AO, RERF

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 03.00 pm with a vote of thanks.

  
PRINCIPAL  
DR. RAJORSHI BANDYOPADHYAY, Principal  
REGENT EDUCATION & RESEARCH FOUNDATION  
Bara Katnaita, Sewli Telinipara  
Barrackpore, Kolkata - 700124



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RERF/ADM/ATR/2022/1811/003

Date:18/11/2022

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 18/11/2022 at 02.00 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- Food quality and well availability of food items at the college Canteen.

Following points are discussed:


1. College administration should provide a representative who regularly audits and inspects the food quality of canteen.
2. Canteen should keep promise to maintain the health hygienic and food safety.
3. Canteen needs to be sanitized properly time to time.
4. Selection of good food vendors who always provide standard and quality items.
5. Regularly reviewed the canteen menu from comments (feedback) received regarding food preferences and quality.
6. Canteen should provide different dietary supplies and preferences by offering a more varied and nutritious menu to the students.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) SURROVAT BASU	HOD, MBA
(2) RAJU KUMAR SHAW	SAO, RERF
(3) SABYASACHI MUKHERJEE	HOD, ME
(4) AMARTYA GHOSH	MEMBER, CSE
(5) NIBEDITA MUKHERJEE	HOD, BASIC SCI.

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 03.00 pm with a vote of thanks.

  
DR. RAJORSHI BANDYOPADHYAY (Principal)  
REGENT EDUCATION & RESEARCH FOUNDATION  
Sewli Telini Para, SH 1, Malir Math, Barrackpore, West Bengal - 700121  
Barrackpore, Kolkata - 700121





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RERF/ADM/ATR/2022/1512/004

Date: 15/12/2022

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 15/12/2022 at 02:00 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- Improving proper sanitation and keeping hygiene in the college premises.
- Green initiatives have to be implemented to make a campus more environmentally sustainable and eco-friendly.
- Campus security has to be enhanced for pupils' safety and decreased the accident risk.

Following points are discussed:

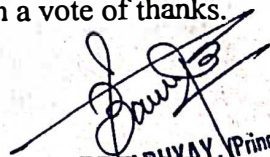
1. To maintain the campus litter-free, adequate trash cans and disposal units need to be installed, along with effective waste management procedures.
2. The cleanliness of restroom facilities should provide a special attention, and ensure about their good condition and well availability of sanitary items.
3. Colleges may encourage environmentally friendly activities like maintaining green areas and growing trees, which not only help to keep the environment cleaner but also create a welcoming atmosphere.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) RAJU KUMAR SHAW	SAO, RERF
(2) INDRAJIT DAWN	AO, RERF
(3) PRAMOD KAR	CAO, RERF
(4) SUPROVAT BASU	HOD, MBA
(5) RAJORSHI BANDYOPADHYAY	PRINCIPAL, RERF

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 03:00 pm with a vote of thanks.

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



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RERF/ADM/ATR/2023/0302/005

Date:03/02/2023

**MINUTES OF THE MEETING**

A meeting for the following agenda was held on 03/02/2023 at 02:00 pm in the conference/seminar hall/room.

**MEETING AGENDA**

- General ambience of the college

Following points are discussed:

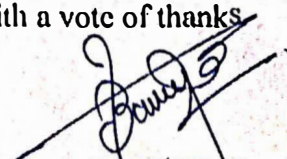
1. To provide a visually appealing environment with green spaces, flowerbeds along with well-kept lawns in the college premises. Thus, the authority should invest in landscaping, gardening, and maintenance.
2. To maintain a good and inspiring atmosphere over the campus by placing artwork, murals, or stimulating slogans around the premises.
3. To keep the college campus clean and disinfected. Thus, a regular maintenance and cleaning of the classrooms, restrooms, and common areas is compulsory.
4. The campus environment should be livelier and more exciting by planning interesting events, workshops, cultural programs, and extracurricular activities.

The following committee members were elected during the meeting:

MEMBER'S NAME	DESIGNATION
(1) RAJORSHI BANDYOPADHYAY	PRINCIPAL, RERF
(2) PRAMOD KAR	CAO, RERF
(3) RAJU KUMAR SHAW	SAO, RERF
(4) CHINMAY MAJUMDER	CONVENDOR (SPORTS)
(5) SHOUVIK SARKAR	MEMBER, CE

The above points were passed and confirmed.

As there were no other points to discuss, the meeting ended at 3:00 pm with a vote of thanks

  
PRINCIPAL  
DR. RAJORSHI BANDYOPADHYAY, (Principal)  
REGENT EDUCATION & RESEARCH FOUNDATION  
Bara Kalhatia, Swell Telinipara  
Barrackpore, Kolkata - 700121.



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**ANALYSIS OF FEEDBACK REPORT FOR 2022-2023**

<b>Feedback</b>	<b>Action Taken</b>	<b>Impact</b>
Subject faculties and lab equipment	The implementation of the action plan is regularly reviewed and monitored to make sure the suggested improvements are carried out successfully. Feedback gathering is a continuous process, and new feedback received from subject matter experts and lab users is taken into account to assess the effectiveness of the steps performed and spot any emerging problems.	An action plan is created to address the problems and potential areas for improvement based on the feedback analysis. The action plan may include deadlines, accountable parties, and particular tactics to address the issues raised by the feedback.
College library	The accessibility and availability of digital resources including databases, e-books, and online journals.	Library directors and staff can use library users as a useful tool to pinpoint problem areas and continuously improve the library's services and resources. For the college library to remain high-quality and user-friendly, feedback must be regularly sought and implemented.
Sports & cultural facility	External cultural and sporting events could inspire partnerships with other schools, groups, or clubs to give children more options. Encourage student participation in cultural events, festivals, and competitions by promoting and supporting them within the college.	Teamwork, creativity, and a good work-life balance may all be fostered in a college setting by a robust sports and cultural ecosystem. Student engagement and happiness with the college experience can be increased by responding to student comments on athletic and cultural amenities.
Food quality in the canteen	Food supplied in the canteen may undergo routine quality checks by the college administration. On the basis of sanitation, flavour, and general food quality, they may also assess the effectiveness of food vendors. A reassessment of the canteen menu may result from comments received regarding food preferences and quality. The canteen can accommodate various dietary requirements and preferences by presenting a more varied and nutritious menu.	The above-mentioned steps can help the canteen greatly raise the standard and flavour of the food it serves, which will increase student happiness. Regular audits and inspections guarantee that the canteen complies with health and safety laws, supporting hygienic practices and food safety.
	To maintain the campus tidy and litter-free, adequate trash cans and disposal units have been installed, along with effective waste management procedures. The cleanliness	A better campus environment is created by improved sanitation and hygiene, which lowers the possibility of infectious and degenerative diseases

*[Handwritten Signature]*  
Principal  
Regent Education & Research Foundation

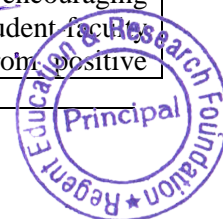




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<p>Cleanliness and hygiene of college premises</p>	<p>and hygiene of restroom and bathroom facilities are given special consideration, and it is made sure that they are kept in good condition and fully stocked with necessities like soap and tissue. Colleges may encourage environmentally friendly activities like maintaining green areas and growing trees, which not only help to keep the environment cleaner but also create a welcoming atmosphere.</p>	<p>spreading. The ability of pupils to concentrate, pay attention, and perform well in class can all be enhanced by a tidy and organized learning environment. Green initiatives can be implemented to make a campus more environmentally sustainable and eco-friendly. Accident risk is decreased and campus security and safety are generally improved in a clean setting.</p>
<p>General ambience in the College</p>	<p>In order to provide a visually appealing environment with green spaces, flowerbeds, and well-kept lawns, the college may invest in landscaping, gardening, and maintenance. A good and inspiring atmosphere can be created on campus by placing artwork, murals, or inspirational slogans around the area. To keep the campus clean and hygienic, regular maintenance and cleaning of the classrooms, restrooms, and common areas is necessary. The campus environment can be made more lively and exciting by planning interesting events, workshops, cultural programs, and extracurricular activities.</p>	<p>An inviting and well-kept campus environment can foster a supportive and motivating learning environment for students. Students are more likely to join in extracurricular activities and get more involved in college life when the campus is lively and busy. A welcoming environment can increase faculty enthusiasm and morale, which will result in more effective teaching and mentoring. Alumni who have a positive experience on campus are more likely to remain involved and support the college.</p>
<p>Institution provides multiple opportunities to learn and grow</p>	<p>Institutions of higher learning may provide a wide selection of academic programs and courses in many disciplines, allowing students to investigate numerous academic specialties and discover their areas of interest. A wide range of extracurricular activities, including sports, the performing and visual arts, music, theatre, debate, and student groups, can be offered by institutions. These pursuits provide chances for pupils to cultivate interests and abilities outside of the classroom. Students' ability to think critically, solve problems creatively, and innovate can be improved through encouraging research and providing chances for students to participate in research projects.</p>	<p>Students who take advantage of a variety of educational opportunities develop a wide range of information and abilities, which help them, become well-rounded and flexible people. Students' cultural sensitivity and global perspective are fostered by study abroad programs and exposure to a variety of activities. Institutions that place a high priority on offering chances for development and learning are viewed favourably by potential students, teachers, and the community, which results in increased enrolment and support.</p>
<p>Opinion about the Department staff and their support</p>	<p>Departments can provide transparent and open lines of communication for teachers and students. Students can feel encouraged and valued via frequent encounters, email correspondence, and office hours. Giving faculty members the chance to participate in workshops, seminars, and training sessions can improve their mentoring and</p>	<p>The academic performance of students can be improved by supportive faculty members by offering direction and support as needed. Students are more motivated and engaged when they are learning in a setting that is encouraging and helpful. Stronger student faculty relationships can result from positive</p>



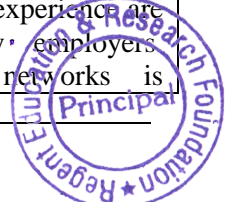




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	<p>teaching abilities, resulting in better assistance for students. Students can voice their ideas and concerns about the department personnel by using a structured feedback method, which aids in identifying areas that need improvement.</p>	<p>perceptions of department employees, which will support efficient teaching and learning. Positive interactions between students and department employees increase the likelihood that they will stay in touch with the institution as alumni and contribute to its expansion and success.</p>
<p>Approachable is the authorities regarding any queries</p>	<p>Authorities may have an open-door policy, encouraging people to contact them with their questions and problems. Examples of such authorities include department heads, deans, and administrative staff. By establishing a variety of communication channels, including email, phone, and in-person meetings, people are given the option to communicate in their preferred way. A welcoming and empathetic attitude can be fostered by training authorities in good communication and interpersonal skills.</p>	<p>An approachable environment promotes open communication, which helps to better comprehend and address questions and issues. Student happiness is significantly impacted by an approachable style since they feel respected and supported in their academic endeavours. Reaching out to authorities with ease enables effective problem-solving and help for those facing difficulties. An open line of communication promotes useful input, which can result in on-going development of institutional procedures.</p>
<p>Rating the infrastructure of this institute</p>	<p>Institutions may make investments to improve the quality and functionality of their facilities by refurbishing buildings, classrooms, labs, libraries, and other spaces. The infrastructure grade can be improved by ensuring a safe and secure campus environment through the application of security measures.</p>	<p>A better learning environment for pupils is made possible by improved infrastructure, which results in a more fulfilling educational experience. An improved infrastructure score can draw in more potential students, which will boost enrolment and institutional growth. The rates of student retention may be positively impacted by a welcoming and comfortable learning environment. With the help of industrial collaborations and teamwork, modern infrastructure can give students significant exposure to the working world. Alumni who are happy with the institution's infrastructure are more inclined to stay involved and support the organization.</p>
<p>Promoting internship, industrial visit</p>	<p>The procedure can be streamlined and improved by creating a specific cell or department to organize internships and industrial visits. Strong relationships with businesses and industries increase the number of internship possibilities available to students and guarantee their relevance to the topic of study they have selected. Students' enthusiasm and confidence in pursuing such chances are increased when</p>	<p>Students can gain practical experience in real-world work settings through internships and industrial trips. Students can improve and hone their technical, communication, problem-solving, and teamwork abilities by participating in internships and industry trips. Candidates with relevant experience are frequently favoured by employers. Building professional networks is</p>





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	given advice and counselling about the advantages of internships and how to approach employers. Making links with industries and securing placement chances can be facilitated by including alumni in the promotion of internships and industrial visits.	possible through internships and industrial trips.
Opinion about the Department staff and their support	Students can gain practical experience and exposure to real-world job situations through internships and industrial trips, which improves their practical knowledge and abilities. Internships and industrial visits give students the possibility to develop a professional network that can be useful for future job options. Employers frequently favour students who have internship experience because they provide a combination of theoretical knowledge and real-world experience. The interaction between the institute and industry is strengthened by encouraging internships and industrial visits.	A positive learning environment that fosters academic development and wellbeing is created by a caring and supportive department staff. Higher levels of student satisfaction with the department and the educational process as a whole are correlated with positive perceptions of department staff and their assistance. Academic and extracurricular involvement is more frequent in students who feel encouraged by the department staff. Stronger ties between alumni and the department are fostered through positive perceptions of the staff.