

INTERNAL QUALITY ASSURANCE CELL (IQAC)
RAJENDRA ACADEMY FOR TEACHERS' EDUCATION
MINUTES OF THE MEETING

Ref:RATE/IQAC/PROCEEDINGS

DATE:15/7/2019

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 15/7/2019 at 2:30pm in Principal's office with following member:

- 1.Prof.(Dr.) B. C Swain
- 2.Mr. Pranabesh Bhattacharya
- 3.Mr.Mahadev
Chattapadhyay
- 4.Mr.Parimal
Das
- 5.Mr.Sourav Paul
- 6.Mrs. Pallabi Chattapadhayaa
- 7.Ms.Sonia Yasmin
- 8.Ms. Kasturi Datta
- 9.Mrs.Jhuma Deb
- 10.Mrs.Papiya Adhikary
- 11.Mr.Satyasundar Sarkar
- 12.Mr.Soumyakanta Bhattacharya
- 13.Mr.Anirudh Kr Dwivedi
- 15.Mr.Bappa Roy



AGENDAS:

1. New Member Added In IQAC Committee And Constituted Staff Council
2. Formation Of Various Committees
3. Reformation Of Placement Cell
4. Implementing of institutional best practice for academic session 2019-2020.
5. Proposal for visiting professors.
6. Proposal of Research Project
7. Action plan for session 2019-2020.

MINUTES:

1.New Member Added in IQAC Committee And Constituted Staff Council:

It was resolved in the meeting some of the staff of RATE has been resigned who were the members of IQAC Committee. Therefore, IQAC Committee decided to include new members and coordinator to operate to process smoothly and to implement various policy to enhance the education system.

It was resolved that the executive committee has selected Asst Prof. Mahadev Chattapadhyas as the Coordinator of this committee, Mr. Pranabesh Bhattacharya as Management Representative and Mr. Bappa Roy as Alumni Representative. The committee has also included new members Dr. Dhirendra Mahapatra, Mr. Soumyakanta Bhattacharya, Mrs. Susmita Ghosh.

It was also resolved in the meeting to reform the staff council committee and revised the rules and regulations. All the committee under the monitoring of staff council. Mrs. Susmita Ghosh was selected as convener of the staff council.

2.FORMATION OF VARIOUS COMMITTEES:

It was resolved in the meeting that various committees were being formed to observe a lot of work which will be conducted in rate for smooth functioning and enrichment. The

Names of various committees with their respective members are listed below:

LIST OF COMMITTEE NAME

- Cultural committee
- Music and recreation committee
- Art gallery committee
- Swachh Bharat Abhiyan committee
- Library committee
- Examination committee
- Beti Bachao Beti Padhao committee

- Time table and academic calendar committee

- Sports committee
- Discipline committee
- Beautification committee
- Innovation teaching committee

3. REFORMATION OF PLACEMENT CELL

It was resolved in the meeting that the placement cell was reformed for better placement opportunities for our trainee teachers with respect of their qualification and expertise.

4. IMPLEMENTING OF INSTITUTIONAL BEST PRACTICE FOR ACADEMIC SESSION 2019-2020

It was resolved in the IQAC committee decided to implement the best practice which will be executed successfully in the academic session 2019-2020 with respect to the following points.

- Formative assessment
- classroom discussion
- First aid and health awareness
- Mentoring system

- Placement and career development
- Adequate teaching practice with proper supervision

5.PROPOSAL FOR VISITING PROFESSORS :

It was reserved in the meeting that according to norms of NCTE fulfillment of the requirement IQAC decided to invite visiting professors to the College. This is to enhance to quality of the academics and also create a standardized out look over the stimulating the trainee teachers towards their Course study.

6.PROPOSAL OF RESEARCH PROJECT

It was resolved in the IQAC meeting and the members unanimously decided to send the research proposals to Rajendranath Education and Welfare Trust (REWT) for sanctioning the two minor projects for the Research Cell. These projects will be conducted by the Research Cell under the supervision of experienced faculties for the academic year 2019-20. It was decided that if these two projects are sanctioned by the Trust then the teachers should be given the remuneration and other expenditures will also be met.

7.ACTION PLAN FOR SESSION 2019-2020.

It was resolved in the IQAC Committee Meeting that for smooth functioning of the College, the Action Plan for the Academic year 2019-20 has been prepared by the Staff Council. It has been formed by keeping in mind the overall progress of the College balancing the development of the students and implementation of the same successfully

Tamaso Ma Yotirgamaya

IQAC Coordinator

Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)
RAJENDRA ACADEMY FOR TEACHERS' EDUCATION
MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDINGS

DATE:8/8/2019

As per the directives of honourable chairperson, the coordinator of Rajendra Academy for Teachers' Education convened IQAC meeting on 8th August 2019 at 12:30 pm at principal office in order to discuss the following agendas with following members:

1. Prof(DR.) B.C SWAIN
2. MR. MAHADEV CHATTOPADHAYYA
3. DR.DHIRENDRA KUMAR MAHAPATRA
4. MR.ANIRUDH KUMAR DWIVEDI
5. MR.SOUMYA KANTA BHATTACHARYYA
6. MRS.SUSMITA GHOSH
7. MRS.JHUMA DEB
8. MISS.SONIA YASMIN
9. MISS.KASTURI DATTA
- 10.MRS.PAPIYA ADHIKARY
- 11.MR.PARIMAL ADHIKARY
- 12.MR. BAPPA ROY
- 13.MR.PRANABESH BHATTACHARYA

AGENDAS:

- 1.Celebration of Vishwakarma Puja
- 2.Celebration of Foundation day

PROCEEDINGS

1.Celebration of Vishwakarma Puja: It was resolved in the meeting that the viswakarma puja will be celebrated in the college premises in 18th September,2019.The various committees were formed for the smooth functioning of the programme. The duties were allotted to the respective members of the committee and details were discussed with work sincerely to fulfill the celebration.

2. Celebration of Foundation day: It was resolved in the meeting that the foundation day will be celebrated in the college premises on 19th and 20th September 2019. The various committees were formed for the smooth functioning of the programme. The duties were allotted to the respective members of the committee and details was discussed with them. Even through all the members are requested to work sincerely and effectively.

IOAC EXECUTIVE COMMITTEE

SLNO.	NAME	DESIGNATION
1.	PROF(DR) B.C SWAIN (PRINCIPAL,RATE)	CHAIRPERSON
2.	MR.MAHADEV CHATTAPADHYA	CO-ORDINATOR
3.	DR. DHIRENDRA KR. MAHAPATRA	ADMINISTRATIVE DIRECTOR
4.	MR.SOUMYAKANTA BHATTACHARJE	FACULTY MEMBER
5.	MISS.SONIA YASMIN	FACULTY MEMBER
6.	MISS.KASTURI DATTA	FACULTY MEMBER
7.	MR.ANIRUDH DWIVEDI	FACULTY MEMBER
8.	MRS.JHUMA DEB	FACULTY MEMBER

9.	MR.PARIMAL DAS	FACULTY MEMBER
10.	MRS.SUSMITA GHOSH	FACULTY MEMBER
11.	MRS.PAPIYA ADHIKARY	FACULTY MEMBER
12.	MR.PRANA BESH BHATTACHARJEE	MANAGEMENT REPRESENTATIVE
13.	MR.BAPPA ROY	ALUMNI REPRESENTATIVE

IQAC Coordinator



Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)
RAJENDRA ACADEMY FOR TEACHERS' EDUCATION
MINUTES OF THE MEETING

Ref:RATE/IQAC/PROCEEDINGS

DATE:24/9/2019

As per the directives of the chairperson, the coordinator of Rajendra Academy for Teachers' Education convened a meeting of IQAC on 24th September 2019 at 12:30 pm, principals office in order to discuss the agendas with following members:

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- 1.Prof(DR.) B.C SWAIN
 - 2.MR. MAHADEV CHATTOPADHAYYA
 - 3.DR.DHIRENDRA KUMAR MAHAPATRA
 - 4.MR.ANIRUDH KUMAR DWIVEDI
 - 5.MR.SOUMYA KANTA BHATTACHARYYA
 - 6.MRS.SUSMITA GHOSH
 - 7.MRS.JHUMA DEB
 - 8.MISS.SONIA YASMIN
 - 9.MISS.KASTURI DATTA
 - 10.MRS.PAPIYA ADHIKARY
 - 11.MR.PARIMAL ADHIKARY
 - 12.MR. BAPPA ROY
 - 13.MR.PRANABESH BHATTACHARYA

AGENDAS:

1. ORGANIZATION OF STATE LEVEL SEMINAR
2. ORGANIZATION OF SWACCH BHARAT ABHIYAAN AND BETI BACHAO BETIPADHAO

PROCEEDINGS:

1. ORGANIZATION OF STATE LEVEL SEMINAR:

It was resolved in the IQAC meeting that a state level seminar should be organized, this seminar is to enhance the institutional educational status by providing a forum for sharing valuable knowledge by eminent academicians. Gradually an in depth analysis is to provide with updated knowledge.

2. ORGANIZATION OF SWACCH BHARAT ABHIYAAN AND BETIBACHAO BETI PADHAO:

It was resolved that Swacch Bharat Abhiyaan will be organised as per the guidelines. In order to actualize the campaign, the committee organized a short programme to promote the slogan of cleanliness. Also a campaign should be organized of BETI BACHAO BETI PADHAO according to the NCTE guidelines and instructions. A committee was formed who ensure about the smooth functioning of the campaign proceedings. They also ensure that maximum student would be requested to participate.

IOAC EXECUTIVE COMMITTEE

SLNO.	NAME	DESIGNATION
1.	PROF(DR) B.C SWAIN (PRINCIPAL,RATE)	CHAIRPERSON
2.	MR.MAHADEV CHATTAPADHYA	CO-ORDINATOR
3.	DR. DHIRENDRA KR. MAHAPATRA	ADMINISTRATIVE DIRECTOR
4.	MR.SOUMYAKANTA BHATTACHARJEE	FACULTY MEMBER
5.	MISS.SONIA YASMIN	FACULTY MEMBER
6.	MISS.KASTURI DATTA	FACULTY MEMBER
7.	MR.ANIRUDH DWIVEDI	FACULTY MEMBER
8.	MRS.JHUMA DEB	FACULTY MEMBER
9.	MR.PARIMAL DAS	FACULTY MEMBER
10.	MRS.SUSMITA GHOSH	FACULTY MEMBER
11.	MRS.PAPIYA ADHIKARY	FACULTY MEMBER
12.	MR.PRANABESH BHATTACHARJEE	MANAGEMENT REPRESENTATIVE
13.	MR.BAPPA ROY	ALUMNI REPRESENTATIVE

IQAC Coordinator

Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref:RATE/IQAC/PROCEEDINGS

DATE:04/11/2019

As per the directives of the Chairperson, the Co-ordinator of Rajendra Academy for Teachers' Education convened a meeting of IQAC on 4th November, 2019 at 12pm at Principal office with the following members:

1. Prof. (Dr.) B.C. Swain (Chairperson)
2. Mr. Mahadev Chattopadhyay
3. Mrs. Sushmita Ghosh
4. Dr. Madhumita Baidya (Co-ordinator)
5. Ms. Kasturi Dutta
6. Ms. Sonia Yasmin
7. Mrs. Jhuma Deb
8. Mrs. Papiya Adhikary
9. Mr. Anirudh Dwivedi
10. Dr. D. K. Mohapatra
11. Mr. Tanmoy Singha
12. Mr. Pranabesh Bhattacharyya
13. Mr. Debangshu Pramanik

AGENDAS:

1. To make collaboration with Auropath Society, Puducherry
2. To make collaboration with Red Cross Society, Durgamaya
3. To organize Student Development Fund
4. To organize a library Development Fund
5. Recruitment of D.El.Ed. faculties of sanctioned post
6. Apply for NOC to convert 50 D.El.Ed. seats from Bengali to Hindi
7. Reconstitute of IQAC Committee

1. TO MAKE COLLABORATION WITH AUROPATH SOCIETY, PUDUCHERRY

It was resolved that the IQAC executive members discussed the matter and unanimously decided to sign a MoU with the Auropath and Aurobindo Society one of the most promising and leading organization, working in education sector for long time successfully, as we have observed that there is an ample symmetry between our aims and objectives like:

- a) Cooperation on academic programme
- b) To develop and facilitate joint research activities
- c) University Staff exchanges or mutual visits to both Institution
- d) Doctoral Student training and development
- e) Student exchange or visiting programmes with other institutions associated with AUROPATH
- f) Exchange of information including the results of teaching and research collaboration
- g) To provide support towards quality, sustainability and employability aspects in Higher Education paradigms.
- h) To perform collaborative effort towards spiritual, social and intellectual development of the aspirants through conduction of various programs like seminars, conferences, workshops, Faculty Development programmes, youth camps and Community development programme, several development programmes, etc.
- i) To provide support in enriching curriculum aspects of RATE through integrate Education, sustainability aspects, employability attributes

TECHNICAL AREA OF COLLABORATION

- a) To enrich the quality of teaching faculty of RATE and a continuous quality improvement programme can be conducted jointly by RATE and AUROPATH. Faculty of RATE can also be sent to various associated institutions of AUROPATH for various training programs and RATE can also conduct at their own premises or affiliates.
- b) Provide academic interaction by delivering special lectures jointly on
- c) Provide necessary support in organizing seminar, workshops, conferences, International conference, youth camps and various other knowledge development programmes at the College campus or at mutually identified place for the enhancement towards quality and sustainability in respect to faculties, students and staff to the RATE.
- d) Utilization of academic infrastructure of RATE for social, mental, emotional, physical development of the faculty and students
- e) Guidance for the institutional infrastructure development
- f) Provide necessary assistance in setting up integral yoga centre at RATE
- g) Assistance in upgrading existing library infrastructure with modernization and digitalization of faculties along with advanced book collection education, psychology, sociology, Educational Management and spirituality so that the spiritual quotient of the students and faculties can also be enlightened.
- h) Assist the students and faculties for acquiring National and Internal scholarship.

- i) Implementation of AUROGRAM initiative for rural developmental based on Unnat Bharat Abhiyan, a flagship project of MHRD. Various other rural initiative programmes based on the projects identified by AUROPATH.

PROPOSED MODE OF COLLABORATION

Auropath and RATE proposed to collaborate through the following:

- a) Cooperation and promotion of education and training in areas of mutual interest.
- b) Any other appropriate mode of interaction agreed upon between AUROPATH and RATE.
- c) A specific plan will be worked out by the institutes depending upon the availability of resources. A specific agreement will be entered into for each activity.

2. TO MAKE COLLABORATION WITH RED CROSS SOCIETY

It was resolved that the meeting of the IQAC executive Committee discussed the matter and decided unanimously to produce a MoU with RED CROSS SOCIETY, the largest humanitarian network in the world for collaboration keeping in view that our students will work in school level as well as in other sectors throughout rural and urban area of our country. The three objectives to first aid are as follows: to save life, minimize injuries and has been healing, as reported by First Aid Regina. The purpose of the training is to inspire, encourage and initiate all forms of humanitarian activities so that human sufferings can be minimized or rather prevented and thus contribute and create more congenial climate for peace. The training was focused on creating awareness amongst the participants towards learning and mastering life saving skills as well as preliminary and immediate available assistance to the injured and in other life threatening and critical situations. This training will help our students as well as faculties to get first hand experience First aid which they can use when required.

3. TO ORGANIZE A STUDENT DEVELOPMENT FUND

It was resolved that the IQAC executive committee members discussed the matters and decided unanimously to sanction Student Development Fund to deal with various activities which ensures enrichment and development of the institution.

4. TO ORGANIZE A LIBRARY DEVELOPMENT FUND

It was resolved that the IQAC executive committee members discussed the matter and decided unanimously to sanction Library Development Fund so that Library can be enriched from time to time smoothly. This fund will be used for the benefit of our students as well as faculties of our Institution.

5. RECRUITMENT OF D.El.Ed. FACULTIES FOR SANCTIONED POST

It was resolved that the IQAC executive committee members discussed the matter and decided unanimously to conduct interview with the permission of West Bengal Board of Primary Education to fill up the vacancy in D.El.Ed. sections for smooth

functioning of the course. The “vacancy list” is mentioned below:

SL NO.	SUBJECT	O. OF VACANT POST
1	SANSKRIT	2
2	ENGLISH	4
3	LIFE SCIENCE	2
4	GEOGRAPHY	2
5	HISTORY	1
6	MATHEMATICS	1
7	ECONOMICS	1
8	MUSIC	1
9	FOUNDATION	2
10	PHYSICAL SCIENCE	1

6. Apply for noc to convert 50 D.El.Ed. SEATS FROM BENGALI MEDIUM TO HINDI MEDIUM

It was resolved that the IQAC Executive committee members discussed the matter and decided unanimously that 50 seats must be converted to hindi medium as students from other states can apply in our Institution. This will lead to an opportunity to our students to interact with students from other states, other cultural backgrounds which will ultimately enrich our cultural resources altogether.

7. RECONSTITUTION OF IQAC EXECUTIVE COMMITTEE:

It was resolved anonymously selected and reformed according to the new guidelines the following members of the IQAC Committee are included in the session 2019-20

Tamaso Ma Yotirgamaya

IQAC EXECUTIVE COMMITTEE

SL NO	NAME	DESIGNATION
1	Prof. (Dr.) B. C. Swain Principal	Chairperson
2	Dr, Madhumita Baidya	Co-ordinator
3	Mr. Mahadev Chattopadhyay	Faculty Member
4	Ms. Adrija Dutta	Faculty Member
5	Mr. Aniruddha Dwivedi	Faculty Member
6	Ms. Sonia Yasmin	Faculty Member
7	Mrs. Sushmita Ghosh	Faculty Member

8	Mrs. Papiya Adhikary	Faculty Member
9	Mr. Pranabesh Bhattacharyya	Management Representative
10	Dr. D. K. Mohapatra	Administrative Officer
11	Mr. Tanmoy Singha	Administrative Officer
12	Ms. Kasturi Datta	Faculty Member
13	Mrs. Jhuma Deb	Faculty Member
14	Mr. Debangshu Pramanik	Alumni Representative

Co-ordinator

Chairperson



INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDINGS

DATE- 02.12.2019

As per the directives of honourable Chaiman, the Principal of Rajendra Academy for Teachers' Education(RATE) convened a meeting of IQAC on 2nd December, 2019 at 12p.m. at Principal's office in order to discuss the following agendas:

AGENDAS:

1. Joining of new D.El.Ed. faculties
2. Faculty recruitment of B.Ed. course as per sanctioned posts
3. Meeting for the International Conference
4. Change in the name of the College

RESOLUTION ADOPTED:

Agenda 1: **JOINING OF THE NEW D.El.Ed. FACULTIES**

It was resolved in the meeting that the recruitment of D.El.Ed. faculties would be done strictly as per the norms and regulations of West Bengal Board of Primary Education. The new faculties will be joining provisionally and sent for the further approval from the Primary Board. The joining list of the new D.El.Ed. faculties are mentioned below:

SL NO	NAME OF THE FACULTY	SUBJECT	JOINING DATE
1	Debojyoti Mishra	Sanskrit	15.11.2019
2	Shampa Pal	Philosophy	15.11.2019
3	Manali Mallick	English	15.11.2019
4	Sneha Dutta	Bengali	15.11.2019
5	Pallabi Chattopadhyay	Bengali	15.11.2019
6	Satya Sundar Sarkar	English	15.11.2019
7	Anamika Pandey	Life Science	15.11.2019
8.	Barnali Karmakar	Geography	15.11.2019
9	Pradip Srakar	History	15.11.2019
10	Subhadip Ghosh	Life Science	15.11.2019
11	Satyajit Basak	Education	15.11.2019
12	Sutapa Koley	English	15.11.2019
13	Dhrubananda Mahato	Sanskrit	15.11.2019
14	Sheuli Banerjee	Music	15.11.2019
15	Shyamalendu Roy	Life Science	15.11.2019

16	Shaswati Ghosh	Economics	15.11.2019
17	Rituparna Nandi	English	15.11.2019

Agenda 2: FACULTY RECRUITMENT OF B.Ed. COURSE FOR SANCTIONED POSTS

It was resolved in the meeting that the IQAC executive members discussed the matter and decided unanimously to conduct interview with the permission of the university of Burdwan to fill up the vacancy in B.Ed section for the smooth functioning of the course .The vacancy list is mentioned below.

Recruitment of Sanctioned Post.

SI No	Subject	No of Vacant
1	Bengali	3
2	English	2
3	Mathematics	2
4	Commerce	2
5	Political Science	1
6	Music	1
7	Foundation	2
8	Philosophy	1
9	Geography	2
10	Fine Arts	1

AGENDA 3 : MEETING FOR THE INTERNATIONAL CONFERENCE .

It was resolved in the meeting that the college is planning to organized International Conference on the month of February with the topic “ Dynamics of Teachers Education Across the Globe : with reference to India” Different committees were formed for organizing the conference.

AGENDA 4 : CHANGE OF NAME OF THE COLLEGE.

It was resolved in the IQAC meeting that an Undergraduate College needs to be formed . There should be change in the name of the college for Composite unit and also the UG courses. All these should be clubbed under one name.

SL NO	NAME	DESIGNATION
1	Prof. (Dr.) B. C. Swain Principal	Chairperson
2	Dr, Madhumita Baidya	Co-ordinator
3	Mr. Mahadev Chattopadhyay	Faculty Member
4	Ms. Adrija Dutta	Faculty Member
5	Mr. Aniruddha Dwivedi	Faculty Member
6	Ms. Sonia Yasmin	Faculty Member
7	Mrs. Sushmita Ghosh	Faculty Member

8	Mrs. Papiya Adhikary	Faculty Member
9	Mr. Pranabesh Bhattacharyya	Management Representative
10.	Dr. D. K. Mohapatra	Administrative Officer
11.	Mr. Tanmoy Singha	Administrativer Officer
12	Mrs. Susmita Ghosh	Faculty Member
13	Mr. Kaushik Chattaraj	Alumni Representative
14	Mr. Debanshu Paramanik	Alumni Representative

Co-ordinator

Chairperson



INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDING

17/01/2020

As per the directives of honourable chairperson, the coordinator of Rajendra Academy for Teachers' Education convened IQAC meeting on 17th Jan 2020 at 12:30 pm at principal office in order to discuss the following agendas with following members:

1. Prof(Dr.) B.C SWAIN
2. MR. MAHADEV CHATTOPADHAYYA
3. DR.DHIRENDRA KUMAR MAHAPATRA
4. MR.ANIRUDH KUMAR DWIVEDI
5. MR.SOUMYA KANTA BHATTACHARYYA
6. MRS.SUSMITA GHOSH
7. MRS.JHUMA DEB
8. MISS.SONIA YASMIN
9. MISS.KASTURI DATTA
- 10.MRS.PAPIYA ADHIKARY
- 11.MR.PARIMAL ADHIKARY
- 12.MR.KOUSIK CHATTARAJ
- 13.MR.PRANABESH BHATTACHARYA



AGENDAS:

1. Innovative Teaching
2. Starting Of Spoken English Class
3. Joining Of B.Ed Faculties
4. Organization Of First Aid Training Programme

PROCEEDINGS:

1. Innovative Teaching:

It was resolved in the meeting that the innovative teaching will be organized with the objective to create value and creativity to develop more understanding process and to apply and integrate academic disciplines, enterprising behavior , different innovative teaching strategies like teaching through smart boards, teaching through collaboration etc were used by teachers to make their teaching learning process more interesting.

2. Starting of spoken English class:

It was resolved in the meeting that spoken English class will be conducted for students and faculties for the improvement of English speaking . An English speaking class is important to improve the fluently and confidence of the students when speaking English and so improve the ability of students in communication . the main goal of this class is to help the students to improve spoken English skills to enable them to communicate more effectively in English .the aim of this class will be –

1. To use English effectively for study purpose and across the curriculum also.
2. To communicate effectively and appropriately in real life situation.
3. To develop and integrate the use of four language skills i.e reading, Writing, listening and speaking.
4. Reduce English phobia by “LEARNING BY DOING:”

The importance of spoken English is vital in shaping your entire life. It has its wide scope and plays a vital role as it is the common language which connects different people from various parts of the country and world.

3.JOINING OF B.ED FACULTIES:

It was resolved in the meeting that the recruitment of B.Ed faculties would be done strictly as per the norms and regulations of the university of Burdwan. The joining list of new faculties are mentioned below-

SL NO	NAME OF THE FACULTY	SUBJECT	JOIING DATE
1	SUBRATA KAR	BENGALI	1/9/2019
2	ANUP NANDI	BENGALI	1/9/2019
3	TAJU LASKAR	GEOGRAPHY	1/9/2019
4	PALASH SAHA	MATHEMATI CS	1/9/2019
5	ANUKUL MONDAL	MATHEMATI CS	1/9/2019
6	JAYANTA SARKAR	POLITICAL SCIENCE	1/9/2019
7	MRITYUNJOY DEB	COMMERCE	1/9/2019
8	GITANJALI MUKHOPADHYAY	GEOGRAPHY	1/9/2019
9	DR.ANINDITA MANDAL	MUSIC	1/9/2019
10	SUJIT KUMAR GHOSH	PHILOSOPHY	1/9/2019
11	ARPITA SHYAMAL	ENGLISH	1/9/2019
12	PRABIR BAIN	FINE ARTS	1/9/2019
13	CHIRANJIT SARKAR	COMMERCE	6/12/2019
14	JITU GHOSH	FOUNDATIO N	6/12/2019
15	SOUMEN MOKAMI	ENGLISH	6/12/2019
16	BEAUTY SARKAR	FOUNDATIO N	6/12/2019
17	SHIBSHANKAR DAS	BENGALI	6/12/2019

4. Organization Of First Aid Training Programme:

It was resolved in the meeting that the first aid training will be held from 23-25th Jan 2020 under the supervision of the All India Red Cross Society . The objective is to make the first aider equip with appropriate treatment for the purpose of preserving life during disaster management and emergencies through a 3 day training schedule.

IQAC EXECUTIVE COMMITTEE

SLNO.	NAME	DESIGNATION
1.	PROF(DR) B.C SWAIN (PRINCIPAL,RATE)	CHAIRPERSON
2.	MR.MAHADEV CHATTAPADHYA	CO-ORDINATOR
3.	DR. DHIRENDRA KR. MAHAPATRA	ADMINISTRATIVE DIRECTOR
4.	MR.SOUMYAKANTA BHATTACHARJEE	FACULTY MEMBER
5.	MISS.SONIA YASMIN	FACULTY MEMBER
6.	MISS.KASTURI DATTA	FACULTY MEMBER
7.	MR.ANIRUDH DWIVEDI	FACULTY MEMBER
8.	MRS.JHUMA DEB	FACULTY MEMBER
9.	MR.PARIMAL DAS	FACULTY MEMBER
10.	MRS.SUSMITA GHOSH	FACULTY MEMBER
11.	MRS.PAPIYA ADHIKARY	FACULTY MEMBER
12.	MR.PRANABESH BHATTACHARJEE	MANAGEMENT REPRESENTATIVE
13.	KOUSHIK CHATTARAJ	ALUMNI REPRESENTATIVE

INTERNAL QUALITY ASSURANCE CELL (IQAC)
RAJENDRA ACADEMY FOR TEACHERS' EDUCATION
MINUTES OF THE MEETING

Ref:RATE/IQAC/PROCEEDINGS

Date:14/02/2020

As per the directives of honourable chairperson, the coordinator of Rajendra Academy for Teachers' Education convened IQAC meeting on 8th August 2019 at 12:30 pm at principal office in order to discuss the following agendas with following members:

1. Prof(DR.) B.C SWAIN
2. MR. MAHADEV CHATTOPADHAYYA
3. DR.DHIRENDRA KUMAR MAHAPATRA
4. MR.ANIRUDH KUMAR DWIVEDI
5. MR.SOUMYA KANTA BHATTACHARYYA
6. MRS.SUSMITA GHOSH
7. MRS.JHUMA DEB
8. MISS.SONIA YASMIN
9. MISS.KASTURI DATTA
- 10.MRS.PAPIYA ADHIKARY
- 11.MR.PARIMAL ADHIKARY
- 12.MR.KOUSIK CHATTARAJ
- 13.MR.PRANABESH
BHATTACHARYA

AGENDAS:

1. Extra Curricular Activities
2. Book Bank Formation
3. Planning For The International Conference
4. Student Satisfaction Survey
5. Planning for Research Cell

PROCEEDINGS:

1.EXTRA CURRICULAR ACTIVITES:

It was resolved in the meeting that various activities will be conducted for the students of B.Ed ,D.El.Ed . The objective of this activity is to enhance students all round development . It will equip students with self skills etc. Such activities are very important part of todays learning system as they have to communicate across the globe.

2.BOOK BANK FORMATION:

It was resolved in the meeting that there will be necessity for formation of book bank. The objective of book bank formation is to spread awareness about the importance of education. The only way to succeed in life is through what they know, making reading, writing are most important skill .the child needs to learn. Book bank is very much helpful in providing knowledge to the unpreviledged.

3.PLANNING FOR THE INTERNATIONAL CONFERENCE:

It was resolved in the meeting that INTERNATIONAL CONFERENCE will be organized on 28th -29th February . A successful conference require planning, expertise, preparation and dedicated resources. As a role of the conference organizer, it is important to define purpose of the event, no of key note speakers, chief guest, international guests and other delegates planning for budget and fund ,allocated duties to the organizers, registration process etc.

4.STUDENT SATISFACTION SURVEY:

It was resolved in the meeting that IQAC executive committee decided to organize the students satisfaction survey for betterment of teaching learning process . it will equip the students and the organization to conduct real time survey with easy and averagely determined measures.This is going to improve the educational attributes.

5.Planning for Research Cell:

It was resolved in the meeting that a research cell will be organized in the college for encouraging of research works, organizing seminars, workshop, conference for enrichment and growth of the college academics. The following members are selected unanimously:

1. PROF.(DR) BC SWAIN –CHAIRPERSON
2. DR.MADHUMITA BAIDYA-CO-ORDINATOR
3. DR.ANINDITA MONDAL-MEMBER
4. MR.MAHADEV CHATTOPADHYAY- MEMBER
5. MR.SOUMYAKANTA BHATTACHARYYA- MEMBER
6. MR.ANIRUDH KUMAR DWIVEDI- MEMBER
7. MR.ADRIJA DUTTA-MEMBER
8. MR.PRASENJIT MONDAL- MEMBER
9. PINTU SAINI- MEMBER

IQAC EXECUTIVE COMMITTEE

SLNO.	NAME	DESIGNATION
1.	PROF(DR) B.C SWAIN (PRINCIPAL,RATE)	CHAIRPERSON
2.	MR.MAHADEV CHATTAPADHYA	CO-ORDINATOR
3.	DR. DHIRENDRA KR. MAHAPATRA	ADMINISTRATIVE DIRECTOR
4.	MR.SOUMYAKANTA BHATTACHARJEE	FACULTY MEMBER
5.	MISS.SONIA YASMIN	FACULTY MEMBER
6.	MISS.KASTURI DATTA	FACULTY MEMBER
7.	MR.ANIRUDH DWIVEDI	FACULTY MEMBER
8.	MRS.JHUMA DEB	FACULTY MEMBER

9.	MR.PARIMAL DAS	FACULTY MEMBER
10.	MRS.SUSMITA GHOSH	FACULTY MEMBER
11.	MRS.PAPIYA ADHIKARY	FACULTY MEMBER
12.	MR.PRANABESH BHATTACHARJEE	MANAGEMENT REPRESENTATIVE
13.	KOUSHIK CHATTARAJ	ALUMNI REPRESENTATIVE

Co-ordinator

Chairperson



INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref:RATE/IQAC/PROCEEDINGS

Date: 10/03/2020

As per the directives of honourable chairperson, the coordinator of Rajendra Academy for Teachers' Education convened IQAC meeting on 10TH MARCH 2020 at 12 pm at principal office in order to discuss the following agendas with following members:

1. Prof(DR.) B.C SWAIN
2. MR. MAHADEV CHATTOPADHAYYA
3. DR.DHIRENDRA KUMAR MAHAPATRA
4. MR.ANIRUDH KUMAR DWIVEDI
5. MR.SOUMYA KANTA BHATTACHARYYA
6. MRS.SUSMITA GHOSH
7. MRS.JHUMA DEB
8. MISS.SONIA YASMIN
9. MISS.KASTURI DATTA
- 10.MRS.PAPIYA ADHIKARY
- 11.MR.PARIMAL ADHIKARY
- 12.MR.KOUSIK CHATTARAJ
- 13.MR.PRANABESH
BHATTACHARYA

AGENDAS:

1. INTRODUCE OF GUIDANCE AND COUNCELLING CELL IN OUR COLLEGE
2. PROPOSAL FOR ORGANISING WORKSHOP
3. TO MAKE COLLABORATION WITH BHARAT SCOUT GUIDE
4. SUBMISSION OF AQAR 2016-2017 ,2017-2018 AND 2018-2019
5. INSPECTION BY BURDWAN UNIVERSITY FOR RECOGNATION OF UGC2(F) OF THE ACT,1956.

6. ORGANISE AWARENESS CAMPAIGN ABOUT ABHAYA APP.
7. ORGANISING NATIONAL WORKSHOP

PROCEEDINGS:

1. INTRODUCE OF GUIDANCE AND COUNCELLING CELL IN OUR COLLEGE:

It was resolved that IQAC executive committee members discussed and decided unanimously to introduce guidance and counselling services too assists. Pupils alternatives so that students can benefit most fully from his/her education and life experiences. It will also aims to help students for their academic, behavioural and social growth in further career selection.

2. PROPOSAL FOR ORGANISING WORKSHOP:

It was resolved that IQAC executive committee members discuss unanimously and governing body desire and suggested to organize workshop on the month of October to develops skills and techniques among the teachers, scholar and students.

3. TO MAKE COLLABORATION WITH BHARAT SCOUT GUIDE:

It was resolved in the meeting that extra curricular activities will be organized so members are taking initiatives to sign a MOU with bharat scout guide and also planning to organize camp in our institute for making our students self disciplined dependent and a good citizen.

4. SUBMISSION OF AQAR 2016-2017 ,2017-2018 AND 2018-2019:

It was resolved that IQAC Executive members discuss unanimously to submit AQAR of year 2017-2018,2018-2019 on or before 15th March ,2020. But submission of AQAR of the year 2016-2017 is not successfully done. AQAR is done yearly for the enhancement and upliftment of our institution.

5. INSPECTION BY BURDWAN UNIVERSITY FOR RECOGNATION OF UGC 2(F) OF THE ACT,1956:

As it was resolved in the meeting held on 20th jan,2019 that our institute will apply for recognition of UGC(f) .After the completion of the procedure Burdwan University our affiliating body will inspect joint registrar and HOD of department of Education(BU) for the UGC act to uplift the level of our students as well as the aspirants who are seeking opportunities for higher education.

6. ORGANISE AWARENESS CAMPAIGN ABOUT ABHAYA APP:

It was resolved in the meeting that IQAC EXECUTIVE members discuss the matter and decided unanimously that we are willing to organize awareness campaign about ABHAYA APP on 12th March, by police commissioners, circle inspector and Inspector of Durgapur Zone. They delivered the lectures about this App and aware women for safety and given the helpline no. where continues location tracking information via sms and helps to find the location of the victim quickly and can be rescued safely.

7. ORGANISING NATIONAL WORKSHOP:

It was resolved that the IQAC executive committee decided to organize the National Workshop ,the month of November 2020. The organizing committee will be formed and select the topic.



IQAC EXECUTIVE COMMITTEE
Tamaso Ma Yotirgamaya

SLNO.	NAME	DESIGNATION
1.	PROF(DR) B.C SWAIN (PRINCIPAL,RATE)	CHAIRPERSON
2.	MR.MAHADEV CHATTAPADHYA	CO-ORDINATOR
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12.	MR.PRANA BESH BHATTACHARJEE	MANAGEMENT REPRESENTATIVE
13.	KOUSHIK CHATTARAJ	ALUMNI REPRESENTATIVE



Co-ordinator

Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)
RAJENDRA ACADEMY FOR TEACHERS' EDUCATION
MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDINGS

DATE: 17/3/2020

As per the directives of honourable chairperson, the coordinator of Rajendra Academy for Teachers' Education convened IQAC meeting on 17TH MARCH 2020 at 12 pm at principal office in order to discuss the following agendas with following members:

1. Prof(DR.) B.C SWAIN
2. MR. MAHADEV CHATTOPADHAYYA
3. DR.DHIRENDRA KUMAR MAHAPATRA
4. MR.ANIRUDH KUMAR DWIVEDI
5. MR.SOUMYA KANTA BHATTACHARYYA
6. MRS.SUSMITA GHOSH
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- 11.MR.PARIMAL ADHIKARY
- 12.MR.KOUSIK CHATTARAJ
- 13.MR.PRANABESH
BHATTACHARYA

AGENDAS:

1. COLLEGE REMAINS CLOSED DURING COVID-19 LOCKDOWN AND PANDEMIC SITUATION
2. WORK FROM HOME: INITIATIVE IN PANDEMIC SITUATION
3. PURCHASING OF LIBRARY BOOKS.
4. INSTALLATION OF LMS AND MIS
5. INTERNAL AND EXTERNAL ACADEMIC AUDIT

PROCEEDINGS:

1.COLLEGE REMAINS CLOSED DURING COVID-19 LOCKDOWN AND PANDEMIC SITUATION:

It was resolved in the IQAC meeting on an urgent notice that all colleges and schools should close down as the government has declared lockdown to fight the fatal pandemic Situation to spread . Abiding by the guidelines issued through the notification of state government and also the concerning universities, the principal ensured a notice to WORK FROM HOME.

The committee members expressed their views in regards to the agenda and then accepted to work from home with a submission of daily report of their work.

2. WORK FROM HOME:

It was resolved and also declared by the Principal, that all at non-reaching and teaching staff should stay back home and proceed with work from home. For teachers online classes through trusted apps will be conducted in order to facilitate the trainee teachers in continuing their study .The Principal also added that in case students demand for study material, it will be provided online.

Furthermore, it is also resolved that office will remain open from 11 am- 4 pm to conduct urgent work of administration .There will be a lot of co-operation during this period from the end of the College but by maintaining period the norms of the pandemic period.

3.BOOK PURCHASING FOR LIBRARY:

It was resolved in the IQAC meeting that new books and journals for the Composite courses are required. The Principal instructed the head. Librarian to buy list of books D.El Ed, B.Ed and M. Ed courses. The Principal also asked to purchase books for the Library very soon from the noteworthy publisher.

The entire process was the responsibility of the Library Department. Lateron reports along with purchased list were to be submitted to the principal.

4.INSTALLATION OF LMS AND MIS IN THE COLLEGE CAMPUS

It was resolved in the IQAC meeting that immediate steps to install the LMS and MIS System should be Channelized. LMS (learning Management System) Can promote the operational control and transaction proceeding of the entire college. The Principal also added that the installation of two software can help us out with Significant documentation at the same time Keep aside the manual mistakes.

The members in the committee all raised their Support in farvour of the agendas discussed in the meeting. They also exchanged feedbacks regarding the same.

5.INTERNAL AND EXTERNAL ACADEMIC AND ADMINISTRATIVEAUDIT:

Academic and Administrative (AAA is a trend that is prevalent in many institutions. Infact the institutions is striving for excellence, reviews and also various other procedures as well as activities organized by the administration. The audit team meets the requirement by focusing upon the internal as well as external matters.

The Internal Academic and Administrative Team comprises of the Governing Body. IQAC Executive Committee of RATE. The team will provide independent assurance that every organization operates effectively. They are supposed to assess the internal control along with checks and episodes. They can point out to any weakness and suggest ways to strengthen them in future proceedings.

The External Academic Audit Team comprises of an expert team for assessment. The External Team of THE PROGRESS: A journey towards perfectional institutional enrichment program. Sri Aurobindo Yoga and Knowledge Foundations Durg Chattisgarh . Through a continues audit process by visiting individual departments, they will interact and provide suggestions accordingly.

IQAC EXECUTIVE COMMITTEE

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Co-ordinator

Chairperson

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDINGS

Date: 10/06/2020

As per the directives of honourable chairperson, the coordinator of Rajendra Academy for Teachers' Education convened IQAC meeting on 10TH JUNE 2020 at 12 pm at principal office in order to discuss the following agendas with following members:

1. Prof(DR.) B.C SWAIN
2. MR. MAHADEV CHATTOPADHAYYA
3. DR.DHIRENDRA KUMAR MAHAPATRA
4. MR.ANIRUDH KUMAR DWIVEDI
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AGENDAS:

1. REGISTRATION OF THE ALUMNI
2. PRINCIPAL'S OFFICE REMAINS OPEN TO CONDUCT THE SUBMISSION OF AQAR REPORTS.
3. INCREASING THE NUMBER OF SMART CLASS.
4. SUCCESSFUL L SUBMISSION OF RNI APPLICATION.
5. INTERNATIONAL WEBINAR ON 30TH JUNE,2020.
6. STUDENT SURVEY REPORT THROUGH ONLINE.
7. NEW PROSPECTUS OF 2019-2020 AND PREPARATIONS.

8. SUBMISSION OF AQAR REPORTS 2016-2017,2017-2018 AND 2018-2019

PROCEEDINGS :

1. REGISTRATION OF THE ALUMNI:

It was resolved in the IQAC meeting that an Alumni Registration was to set up officially. The registration needs to be set up legally. The college wants to make their Alumni official under the Alumni societies Registration Act of 1860 clause 1 to 20. The documentation, the by Law and the recognition of association shall operate all over the world as decided by the managing committee from time to time.

The committee members expressed their views and decided that the ALUMNI is going to take abiding interest in the progress and development of alma mater. Above all the committee members also joined their opinion to give shape to the professional knowledge organizing conferences, seminars, workshop and other training courses.

2.PRINCIPAL'S OFFICE REMAINS OPEN TO CONDUCT THE SUBMISSION OF AQAR REPORTS:

The principal's office will remain open so that the submission of AQAR is completed effectively. This includes AQAR Reports for the years 2016-2017,2017-2018,2018-2019 . with the submission of this report you can get to contribute and facilitate the heightened level of charity and focus of the institutional functioning towards the quality enhancement with institutional functioning towards the quality enhancement with good practices.

The COVID-19 Corona virus pandemic situation disturbed the work of the administration . The committee members put their opinion in favour of the decision.

3.INCREASING THE NUMBER OF SMART CLASS:

It was resolved in the IQAC Committee meeting that there should be an increase in the number of smart classes in the college . this is going to provide an interaction that results in more transparency. Smart class initiatives can follow a dynamic and classic sharing of information with paperless activities today's world.

The committee members also expressed their opinion in favour of the agenda and said that classes through smart classes would be more engaging and also interesting for both teachers and students.

4.SUCCESSFUL L SUBMISSION OF RNI APPLICATION:

It was resolved in the IQAC meeting that the college has applied for RNI and the print code number is 2019059263. This initiative is to lead the legal and regulatory requirements and become an active partner throughout the entire business cycle by offering support to the growth of the college.

The principal further added to regulate and monitor the printing as well as publication of the news paper based on the press and regulation of books Act,1867 and the registration of news paper.

5.INTERNATIONAL WEBINAR ON 30TH JUNE,2020:

It was resolved in the IQAC meeting that an international webinar is to be organized in the college online on 30 june,2020. The topic is impact of webinar due to pandemic situation . The topic is “ IMPACT OF COVID 19 ON TEACHING –LEARNING PROCESS: CHALLENGES AND SITUATIONS”.

This online event is aimed at imparting knowledge as well as skills to target the audience using video-audio, showing as well s information.

6.STUDENT SURVEY REPORT THROUGH ONLINE:

It was resolved in the IQAC meeting that the student survey report should take its form. This is totally an online procedure with the specific and the most measurable objectives, to conduct the teaching learning process as well as observed.

The committee further added that a survey report online is conducted with the objective to understand how effectively students are able to understand the concepts of the course meeting achieving the survey goals.

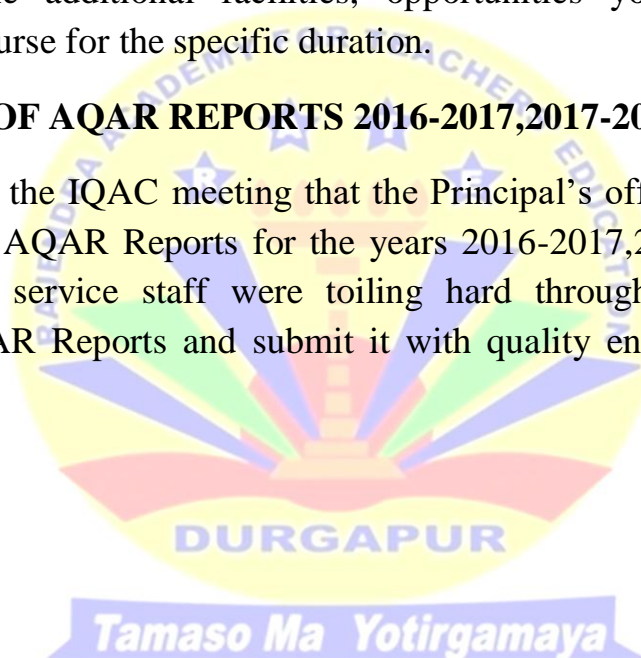
7. NEW PROSPECTUS OF 2019-2020 AND PREPARATIONS:

It was resolved in the IQAC meeting that new prospectus should be prepared for the session students with the hope to expand in the upcoming session.

A quality prospectus not only provides data regarding the courses but also make you aware of the additional facilities, opportunities you can avail while undertaking the course for the specific duration.

8.SUBMISSION OF AQAR REPORTS 2016-2017,2017-2018 AND 2018-2019:

It was resolved in the IQAC meeting that the Principal's office was open due to the submission of AQAR Reports for the years 2016-2017,2017-2018 and 2018-2019. The office service staff were toiling hard throughout to successfully complete the AQAR Reports and submit it with quality enhancement and good practices.



IQAC EXECUTIVE COMMITTEE

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Co-ordinator

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