



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**RAJEEV GANDHI COLLEGE OF MANAGEMENT
STUDIES**

CIDCO, PLOT NO.1, SECTORE - 8, GHANSOLI, NAVI MUMBAI.

400701

www.rgcms.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rajeev Gandhi College of Management Studies was established in 2009 under the dynamic leadership of Hon'ble Shree V. M. Jadhav, Chairman of our Jawaharlal Nehru Institute of Education, Science and Technological Research (JNISTR) Trust. The trust also runs more than 30 educational Institutes all over Maharashtra in various fields like management, engineering, agriculture, bio-technology, research etc.

His ideology is reflected in the Vision and Mission of RGCMS. Coming from humble background, he understood that Management is the need of every hour and day-to-day life and he established the institute with a vision of spreading quality education and awareness in the society

RGCMS has received various Awards and Accolades received till now. It was recognized as the "Management Institute of the Year" in the year 2018 from Higher Education Review and also is also featured in Edupreneurs from Times Group in the year 2019.

RGCMS offers MMS (Master of Management Studies) with specialization in Finance, HR, Marketing, Operations and IT.

The college is located at Ghansoli and has a strategic location advantage due to its proximity to Thane-Belapur Industrial belt and Reliance Corporate Park.

A sprawling 3.5 Acres campus in heart of Navi Mumbai is shared by RGCMS and Smt. Indira Gandhi College of Engineering another unit run by Jawaharlal Nehru Institute of Education, Science and Technological Research Trust.

Governance has evolved with an objective to improve service delivery, stakeholder participation in decision making process making institute accountable, transparent and effective.

In order to bridge Industry-academia gaps, RGCMS has been organizing Industrial Visits – local, national and international. Various Seminars, interaction with industry leaders gives students a very wide and relevant exposure.

RGCMS strongly believes and has adopted Outcome Based Education which is reflected in teaching learning pedagogy adopted by its dedicated faculty. Care is taken for wholistic development of students who come from diverse background.

Vision

To be an institute that nurtures business professional to deliver social and economic impact.

Mission

- To provide a platform for academic delivery in coherence with defined teaching process.
- To encourage our faculty and students for Industry Academia Interaction.
- To expose and inculcate social ethical values in students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Academic Excellence – Outcome Based Teaching pedagogy
2. State-of-the-art Infrastructure as per AICTE requirements.
3. Strategic Location – proximity to Thane-Belapur Industrial belt and Reliance Corporate Park
4. Well documented SOP, Policy and Strategic Plan documents for efficient functioning of organization.
5. Working Environment with Strong leadership and excellent support by faculty members and staff
6. Highly qualified, talented and dedicated Faculty meeting the requirement ratio i.e. 1:20 as per AICTE guidelines.
7. Qualified technical and support staff.
8. There is transparency in all academic and administrative processes.
9. Sponsorship & Awards Scheme that promotes faculty development through research publication, seminars, workshops, conferences, FDP, PhD and motivation through rewards, etc.

Institutional Weakness

1. Shortage of senior faculty members with doctorate qualification and/or industry/research background
2. Absence of autonomy for curriculum improvement to suit the industry
3. Limitation of funds for organising advanced academic and professional programme
4. Being a self-finance private Institute, brand building at par with the premier Institutes is difficult task
5. Inadequate funds from Government agencies for Research.
6. Limitation on non-recurring expenditure for replacement of obsolete equipment/machinery/computers
7. Improvements need to be done in non-teaching staff training

Institutional Opportunity

1. Strengthen Internship program for students and faculty.

2. Enhance Industry-Institute interaction for networking.
3. Use the alumni base for improving Institutional processes.
4. Improve Research and Development activities
5. Strengthen Online courses & certifications.
6. Establishment of PhD Centre
7. Strengthen entrepreneurial ecosystem
8. Facilities for learning beyond curriculum to broaden student and faculty knowledge, skills and employability.

Institutional Challenge

1. Private Institution- No central or state grant hence dependent on student fees for meeting the ever-increasing cost of running the institute and programmes without increasing the fees.
2. Requirement from regulatory bodies to fulfil infrastructure and institutional facilities particularly for accreditation.
3. Fast changing requirements of the IT Industry due to advancement of technology.
4. Fluctuations in the job market and placement
5. Limitation on international collaboration due to various constraints.
6. Admissions are regulated by statutory authorities, making it difficult to achieve 100 percent admission
7. Limited facility for R&D and Consultancy.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being affiliated to the University of Mumbai, RGCMS follows the syllabi and course curricula provided by the University including its revision from time to time. However, RGCMS has a well-defined curriculum planning, implementation, monitoring and evaluation mechanism for delivery of course curriculum with a strong focus on achieving desired outcomes.

To facilitate academic planning, review and effective teaching, a centralized Academic Planning and Review Committee (APRC) is formed in the institute. The primary objective of the committee is to ensure quality academics in the institute. APRC is responsible for drafting, regulating and implementing different academic policies and is meant for smooth & uniform conduction of academics throughout the institute to excel in university results and to develop the students into competent graduate Executives/Managers. The role Academic planning and Review committee includes semester planning, execution and mentoring of academic activities.

The Planning, implementation, monitoring and evaluation mechanism has following elements;

- Preparation of Academic Calendar
- Preparation of Lecture Plan for each subject by the faculty
- Making sure that all units are delivered as per Cognition-knowledge Matrix
- Identify Bright Learner / Slow Learner
- Planning, scheduling and budgeting of co-curricular (Projects, Internships, Guest Lecture, Seminars, short term courses etc.) and extra-curricular activities supported by students' and faculty members.

- Review of syllabus coverage and Continuous Internal Evaluation (CIE) in faculty meeting.
- Mentoring of the students for academic as well as personality development
- Feedback of the students and other stakeholders related to academic delivery and curricular aspects

Regular faculty Meetings and Academic Committee Meetings are held to take a review of situation and desired action. Additional programmes are offered to the students in skills areas in demand in order to enhance their employability. In addition to hard core course curriculum, the institute takes various steps to sensitize the students on gender issues, environment, human and moral values and professional ethics.

Teaching-learning and Evaluation

RGCMS caters to diversity of students in terms of various socio-economic backgrounds.

The institute ensures that student centric methods are used with emphasis on experiential learning, participative learning and the usage of problem solving techniques.

The teachers use innovative and creative teaching methodologies and ICT tools to ensure a complete learning experience. These include role plays, group discussions, case studies, management games and guest lectures by industry experts.

Learning levels of both bright and weak students are assessed right in the beginning through a well-defined mechanism. Basic Intelligence and subject aptitude test (BISAT) is conducted at the beginning of the session. Based on the analysis of BISAT, respective Subject teacher customize lesson plans along with mode of content delivery. Delivery of every unit in the syllabus is planned as per Cognition-knowledge matrix which is derived from Bloom's Taxonomy. This also helps teacher to frame their course outcomes and set attainment targets.

Beyond academics, RGCMS has designed mentoring program, where students are allocated to respective faculty members for mentoring. Mentoring program provides platform which helps mentees (students) to discuss academic and non-academic related topics with their mentor, such as career planning, academic planning, summer internship projects and final project planning as well as guide the students through periods of stress for their growth and development.

Evaluation:

Continuous Internal Evaluation (CIE) provides early indications of the performance of students based on smaller portions on a regular basis.

Semester End Examination (SEE) is comprehensive evaluation of the course conducted at the end of the semester.

Both CIE and SEE are conducted as per guidelines issued by the university from time to time.

CIE, SEE and Course exit survey help evaluate the progress of the learners towards attainment of the Course Outcomes (COs). The gap in the CO attainment target set at the beginning of the course and final actual attainment, helps faculty to create action plan to bridge the gap by either modifying the cognition level / targets and/or aligning expert lectures where ever required. (Closing the quality loop)

CO along with other indirect evaluation thus form basis for calculating Program Outcomes (POs).

Research, Innovations and Extension

RGCMS takes pride in constantly striving for the accomplishment of this goal with the support and dedication of faculty members and students. RGCMS has a tradition of fostering and nurturing research aptitude for faculty and students. RGCMS promotes research through Research and Development (R&D) committee by providing financial assistance to research related activities. This has resulted in faculty making continuous efforts for publishing their research work in reputed journals / publications.

Research is facilitated by library equipped with e-resources and well-equipped computer systems.

The Institute provides assistance and support to engage in various internship programmes so that the students can evolve as more empowered human resources. Field visits are organised to bridge the gap between theoretical and practical application of knowledge. Students too have been actively participating in the research activities through project works. The institute organised seminars/workshops on “IPR and Patents”, “Publishing in Open Access Journals” etc towards industry-academia innovation practices in last five years.

Entrepreneurship Development committee at RGCMS dedicated to promote the spirit of entrepreneurship among students throughout the college. It provides the budding entrepreneurs with a platform to convert their dreams into reality, organizes activities and events within the college for its students which brings out their entrepreneurial skills with support of start-ups Incubation center viz., “Ignition Incubation Center” hosted in Institution premise. Activities such as “Idea Generation Contest”, “Post-mortem of failed start-ups”, “Business Proposal Writing competition”, “live projects” are conducted by ED Committee which is helping to create environment for self-employment and entrepreneurship through formal and informal programs.

RGCMS through its extension activities helps develop, integrate and initiate collaborations with stakeholders for social welfare activities in the areas of health, education, community development, and environment.

RGCMS’ students with support of faculty have conducted CSR activity - Zila parishad school, Asangaon, Thalassemia Awareness Campaign, Blood Donation Camp, CPR, Eye & Organ donation, Organ Donation Skit, Road Safety awareness and Swachh Bharat Campaign. These activities provide a unique platform for the all-round, holistic development of the personality and inculcate a sense of responsibility, discipline, compassion and service among the learners.

Infrastructure and Learning Resources

RGCMS is located at Ghansoli, Navi Mumbai with **3.5 Acres** land including built up area of 1986 Sq. Mtr. to provide state of art infrastructure and learning resources,

The college has 4 furnished classrooms / tutorial rooms with whiteboards, notice boards, lights and fans, ACs and 2 well-equipped computer laboratories as per the requirement of modern curriculum. All classrooms are well ventilated and equipped with audio-visual facilities, LCDs, LAN/Wi-Fi connection, backup supply facilities, and have comfortable seating arrangements for the students.

Apart from separate common rooms for girls and boys the institute also has facility of lift for the students and a

canteen.

The computer laboratory consists of 40 Computers, LAN, Printers and Scanners connected in one network with 100 MBPS high speed internet connectivity. Institute also has Language Lab equipped with software.

Seminar hall is meant for conference/seminar/meeting with 200+ capacity.

RGCMS library has stacking room and independent reading room with multimedia facility. The library subscribes to national journals and e-journals from allied areas of management in the college campus through DELNET subscription. The Institute is a club member of National Digital Library of India (NDLI) which helps for accessing scholarly publications, electronic databases of journals and reference sources, etc. The institute has an OPAC tool which facilitates quick search of books with any one of the keywords.

G-Suite for education is used for delivering online and offline lectures. Online assignment, tests are conducted through Google class rooms. Google drive is used for digital repositories of class room resources.

There is dedicated ground for playing cricket and football within the campus. Students are even encouraged to play Lawn Tennis and Basketball at YCEMS, Koparkhairne campus.

The Institute has a dedicated common area for playing indoor games equipped with Chess, Carrom, Ludo and Table Tennis.

Housekeeping and Maintenance function of Office and Admin committee monitors the overall cleanliness activities of the campus and AMC. It also takes care of repairs of civil work, maintenance of plumbing work, repairs of furniture and fixtures, maintenance of water purifiers and maintenance of firefighting equipment. Feedback of stakeholders is sought regularly for improvement purposes.

Student Support and Progression

Students are at the heart of every activity and initiative at RGCMS as it recognizes that students' development and their growth is critical to the institute. Scholarships through Government schemes are offered to students. Apart from this, scholarship to covid warriors and deserving candidates was initiated from parent Jawaharlal Nehru Institute during Covid-19 period. RGCMS also provides support through regular follow-up with the agencies on behalf of students. Various capacity enhancement initiatives are undertaken to ensure holistic development of the students. These include soft skills training, personal and career counselling and grooming. Workshops, seminars, guest lectures and sessions aimed at bridging the skills gap are undertaken. The institute has student representatives on key committees to give suggestions and be a part of the decision making process. Participation of all students in activities planned by committees help students to analyse know-how procedures and suggest changes thereafter.

RGCMS provides 100% placement assistance for placement to students. Students' placement committee and faculty placement coordinator take steps to bring in companies for On-Campus and Off-Campus recruitment. Students are encouraged to pursue higher education in India and abroad. The institute has an active Students Body whose elected representative organizes its Annual Festival which is the amalgamation of cultural, sports and co-curricular activities. Students actively participate in activities outside the campus lectures and seminars, research conferences, industrial visits and inter- collegiate events. This year the institute has registered its Alumni Association and would now take steps to foster alumni relations through provision of funding.

Governance, Leadership and Management

Governance has evolved with an objective to improve service delivery, stakeholder participation in decision making process making institute accountable, transparent and effective. Governance relies on the pillars of People, Process, Resources and technology.

RGCMS is lead, governed, and managed through a robust structure and mechanism. The apex decision making bodies are the Board of Governors constituted as per AICTE norms and the College Development Committee (CDC) constituted as per University of Mumbai guidelines. The Board of Governors as well as the CDC has eminent personalities from the field of Business, Academia, Research, Social Sector, nominees from AICTE, DTE and the University besides teachers and student representatives. At operational level the institute functions through committees formed for specific function areas such as Academic Committee, Placement Committee and Examination Committee to formulate strategies, action plans and execution. The Institute has elected student body and ensures that students also participate in managing affairs of the college besides organising various events. Thus the institute practices decentralised and participative decision making.

The institute believes staff members are the pillar that will ultimately determine the success of the institute. It has well-defined recruitment and career advancement policy as per guidelines of AICTE/University of Mumbai and welfare schemes for teaching and non-teaching staff. The performance and contribution of staff are accessed through a performance appraisal system. Faculty Performance Appraisal Review is used for teaching staff and performance appraisal evaluation form is used for non-teaching

RGCMS' well defined policies and process helps reduce ambiguity and results in efficient and effective functioning of the organisation and structure.

RGCMS is moving towards digitization of most of its process to help optimal use of resources and bring transparency.

Regular student feedback is also taken and teachers are provided the feedback for enhancing the quality of teaching-learning process. Teaching faculties are evaluated based on Faculty.

The Institute has established Internal Quality Assurance Cell which takes initiatives for enhancement of quality in various processes. A detailed budget is made at the beginning of every academic year. A Financial Audit is done by internal and external auditors to provide transparency to the financial transactions.

Institutional Values and Best Practices

The values of the institute are reflected through its Inclusive, Participatory, Consensus oriented culture. Effort is made to include all stakeholder including students wherever appropriate in all the committees. RGCMS also takes its pride in promoting Social Responsibility.

Women's Development Committee is entrusted with promotion of general well-being of female students teaching and non-teaching women staff on the campus. It is also responsible to undertake the awareness programmes on gender sensitization, women rights and women empowerment in campus.

RGCMS encourage its faculty members to attend FDPs in Universal Human Values organized by AICTE.

This will help to deliver session in Universal Human Values to the students

The institute is committed to sustainability of the environment. Responsible waste management practices are in place. The Institute promotes environment friendly green practices by making efforts to use least paper and promoting use of electronic communication and digitization of records.

Safety measures like CCTV surveillance, Security Guards, Counsellor and in-house doctor facility is also provided.

RGCMS' students with support of faculty have conducted CSR activity in Zila parishad school, Asangaon under Unnat Bharat Abhiyan. Thalassemia Awareness Campaign, Blood Donation Camp, CPR, Eye & Organ donation seminar, Organ Donation Skit in collaboration with Rotary Club. Road Safety awareness and Swachh Bharat Campaign in collaboration with Navi Mumbai Municipal Corporation. Tree plantation drive was conducted by student body members in campus to promote Green Campus

Best Practices:

- Spreading Awareness About Various Scholarships Schemes of State and Central Government.
- Feedback mechanism at RGCMS has helped in Continuous Improvement and bridging the quality loop.
- Student mentoring for Academic and Non- Academic guidance
- Well defined teaching learning pedagogy for bridging the gap between Academia and Industry
- Regular training, including value added programs are imparted in the area of communication skill and aptitude to the students to make them employable.
- In order to promote research culture, financial assistance is provided to Faculty and students for Research activities.
- Fair and transparent appraisal system
- Value based leadership is inculcated in students through student body election and then including them in most of the committees for participative decision making

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Address	CIDCO, PLOT NO.1, SECTORE - 8, GHANSOLI, NAVI MUMBAI.
City	NAVI MUMBAI
State	Maharashtra
Pin	400701
Website	www.rgcms.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director(in-charge)	Dinesh T. Gabhane	01234-1234567891	9967759617	-	naac@rgcms.edu.in
IQAC / CIQA coordinator	Radhika Wadhera	-	8976583396	-	radhikawadhera@rgcms.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	03-06-2022	12	Extended Annually

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	CIDCO, PLOT NO.1, SECTORE - 8, GHANSOLI, NAVI MUMBAI.	Urban	3.5	1986

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MMS, Management	24	Any Graduation	English	120	114

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				9			
Recruited		0	0	1	0	1	0	1	4	5	0	9
Yet to Recruit	0				1				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				1				10			
Recruited		0	0	1	0	1	0	1	4	6	0	10
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	2	3	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	6	0	10
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting /Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	3	0	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	56	1	0	0	57
	Female	57	0	0	0	57
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	9	11	5	8
	Female	2	5	5	5
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	1	10	5	4
	Female	2	3	4	1
	Others	0	0	0	0
General	Male	47	37	18	40
	Female	52	33	12	49
	Others	0	0	0	0
Others	Male	3	4	3	5
	Female	1	1	4	2
	Others	0	0	0	0
Total		117	104	56	114

Institutional preparedness for NEP**1. Multidisciplinary/interdisciplinary:**

The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens, is well taken. A discussion among the faculty members was initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. In view of the NEP, academic programmes may be redesigned to include Multidisciplinary / Interdisciplinary courses as electives so that students get maximum flexibility to choose elective courses offered by other Departments. It can be said that the University is

	proactively working towards implementation of the suggestions given in the NEP.
2. Academic bank of credits (ABC):	Under the university, the institute will also offer an online repository for all academic awards under the Digital India Program. Our Institute is working towards the nad.digitallocker.gov.in platform in which the National Academic Bank of Credits (ABC) portal will be integrated. The institute is already following a choice-based credit system for all of its programs and will follow the process related to the ABC as directed by the Academic Council of <i>University of Mumbai</i> . The institute will formally register in the ABC portal as soon as the resolution is being approved by the higher academic bodies.
3. Skill development:	This will help to enhance the employability of our post graduates as per the industry's current human resources requirements. Value Added Programs are introduced by the college to march towards the implementation of NEP in the real sense.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institute is of the opinion that the inclusion of knowledge from ancient India to modern India will clear the sense of India's future aspiration about education, health, and the environment.
5. Focus on Outcome based education (OBE):	The institute has implemented outcome-based education with clearly stated Program Outcomes, Program Specific Outcomes, and Course Outcomes. All courses are designed with outcomes centered on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating, and Creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsibility and ethics, as well as entrepreneurial skills so that students contribute proactively to the economic, environmental, and social well-being of the nation.
6. Distance education/online education:	Due to Covid -19 pandemic, educational institutions in the country have increasingly evolved in using digital platforms for engaging classes, conducting conferences and meetings. Due to the experience gained during the closure period of Covid-19, access to online resources by educators and students will not be a constraint anymore. Institute has successfully imparted all its course content delivery in online mode during the Pandemic (COVID-19) and also conducted online examinations successfully.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
169	154	210	221	195
File Description		Document		
Institutional data in the prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 12

File Description	Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
40.00	23.44	83.2	80.33	54.21

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

RGCMS is affiliated to University of Mumbai. It follows the syllabi prescribed by the University of Mumbai from time to time. With the provision of academic flexibility in delivering the course work by the University, careful and systemic planning is done to ensure effective delivery while maintaining the quality of work as detailed below.

Academic Calendar: The Academic Performance and Review Committee (APRC) prepare Academic Calendar before commencement of each academic year, outlines major events and timelines inclusive of commencement and end of semesters, examinations, sanctioned vacations and other related activities. This gets published on website for student referral.

Course Allotment: Courses are allotted to the faculty at the beginning of each semester. This is done by the Director in consultation with respective faculty based on the cadre and specialization.

Lesson Plan: Each faculty is required to submit a Lesson plan in the prescribed format. As such, the faculty is given flexibility in terms of pedagogy usage and attaining levels of cognition to make lectures enriching for the students. Delivery of every unit is planned as per Cognition – Knowledge Matrix.

Course Outcome: Based on the lesson plan and Cognition-Knowledge Matrix of curricula delivery, Course Outcomes are documented upon approval and review from APRC. These Course Outcomes are explained to students at the start of the course and are very well disseminated on website and Google Classroom.

Time-table: Depending on the number of hours stipulated for each subject by Mumbai University, a time-table is prepared for each semester.

Guest Lectures: Eminent personalities from Academia and Industry are invited for Guest Lectures to give first-hand knowledge of contemporary business practices to students. Such sessions are planned and the main purpose is to give students practical and industry approach.

Teaching & Learning Feedback: Students' feedback on teachers is formally taken in online mode and communicated to the concerned faculty member highlighting the areas of strengths and improvement.

Continuous internal assessment: The internal marks are assigned as per scheme prescribed by affiliating university considering timely conduction of class tests, submissions of assignment, presentation as per rubrics and attendance. Assessments are mapped to Course Outcome which facilitates eventual CO Attainment calculations.

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 5

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 77.87

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
169	154	0	221	195

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

RGCMS implements curriculum framed by the University of Mumbai and thereby strives to integrate the above-mentioned issues wherever possible. Moreover efforts are undertaken to integrate cross-cutting issues relevant to gender, Environment and Sustainability, Human Values and Professional Ethics by conducting various awareness programs for the students and faculty through Seminars, Workshops, Discussions and other activities driven by students.

Gender Sensitization

The Institute is conscious towards gender issues and practices gender equality in the way work is done on day to day basis. The setting up of a Women's Development Cell is a step in this direction. The same has been done in order to provide a safe, dignified and congenial working environment for women faculty, students and supporting staff. Guest's Talks are organized pertaining to issues related to women like

challenges faced by women at work place, gender sensitization, etc. International Women's Day is celebrated every year and students are encouraged to participate in theme selection, planning and implementation. Eminent women from all walks of life grace the occasion. Internal Complaint Committee has been constituted to address any grievances related to harassment at workplace.

Environment and Sustainability

Sustainability skills and environmental awareness are a priority in many corporate placements. The students are made aware about this important aspect through activities like Tree plantation drive at Campus & at Wada along with Rotary Club also Swachh Bharat Abhiyan at Balwadi, Asangaon & Balwadi School, Panvel, etc. The study tours and field visits expose the students to sustainable business practices.

Human Values

Courses related to human values are imparted to the students so that they turn out to be good human beings and corporate citizens. The list of courses include - Personal Effectiveness, Effective Management Communication, etc. Faculty is encouraged to attend Universal Human Value training sessions organized by AICTE and guide students as and when required.

Professional Ethics

The students are made aware of professional ethics through regular interactions with persons from diversified fields who are invited to interact with students. In view of recent cases of frauds, scams and other unethical practices being reported, it has become mandatory to sensitize the students. The institute is planning to implement a plagiarism policy in place and the projects are checked with the software.

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 31.9%

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 54

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 83.1%

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
107	54	104	117	117

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
120	120	120	120	120

File Description	Document
Institutional data in the prescribed format	View Document

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 39.6%

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	23	35	18	18

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	60	60	60

File Description	Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 14.08

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

RGCMS believes in outcome based learner-centric active teaching strategies as an effective learning tool. The techniques used are broadly applicable and easily modifiable to suite the course goals.

Experiential Learning

Project Based Learning

Students work on internship and Academic project for a respective two semesters and also live projects are offered to advanced students for experiential learning. They demonstrate their assimilated knowledge and skills by developing a presentation for staff members. As a result, students develop deep content knowledge as well as critical thinking, creativity, and communication skills in the context of doing an authentic project.

Industry Visit Study Tours

Various industrial visits allow students to learn about the work environment and processes. They meet and interact with managers and employees who are there on shop floors, This experience make their studies more meaningful, gain concept clarity, and provide them with useful direction for their career. It also provides an opportunity to get a foot in the door and broaden their network of contacts.

Study Tours are arranged to give exposure of real company environment and make the students exposed to functioning of the company. After the study tour students are asked to make Visit reports of their knowledge assimilated.

Presentation

To improve public speaking and communication skills, students are asked to prepare on a specific topic for

a presentation either individually or in group as per respective courses taught. Among best practises common presentation activity is also conducted to upscale current topics, trends, innovation etc.

Role Play

In role plays students get an opportunity to act as per scripted scenario. During roleplays students put themselves in somebody else's shoes. This helps critical, logical and analytical way of analysing the situation. Introvert students are encouraged to express themselves.

Participative Learning

Group Discussion

Group Discussion is another technique used to ensure that every student contributes to the discussion. This way every student is made to think and react so that their analytical abilities and communication skills are shaped and sharpened.

Problem Solving

Case Studies

Multidisciplinary case studies are used, which allow application of theoretical concepts on the case situation bridging the gap between theory and practice and help in improving critical thinking.

Teachers use ICT enabled tools to deliver effective teaching learning to all students irrespective of their teaching learning abilities. Use of ICT in teaching learning has enhanced the necessary technical skills of the teachers and the students. The Institute is Wi-Fi enabled and has an internet connection with 100 Mbps facilitates access to various e-resources by teachers and students. Teachers and students are able to access resources which are available online on the Institutes registered Google drives. Students use these resources for project work, lab assignments, and course work.

Institute has four ICT enabled classrooms / tutorial rooms equipped with PCs and projectors to facilitate lecture delivery using PowerPoint with other visual aids like digital pen tablets etc to help in online / offline and hybrid mode. Teachers use tools to make the lecture sessions more engaging and interactive as follows –

- Videos
- Animations
- Demonstrations of software tools
- Teachers & students use G-suite management as LMS

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

File Description**Document**

Upload supporting document

[View Document](#)**2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 30**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	4	3	3

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient****Response:**

RGCMS has taken various efforts to improve the performance of students by continuous internal evaluation at institutional level. Students are made aware of the evaluation process through Orientation Program. The main objective of this orientation is to give a clear vision and understanding to students about current examination system including internal evaluation having 40% weightage and external evaluation (Semester End Examination – SEE) consisting of 60% weightage, so that they can prepare accordingly. At RGCMS, Continuous internal evaluation (CIE) consists of 40 marks. These 40 marks are distributed into four parts as follows as per criteria prescribed by University of Mumbai:

1. Class Test consisting of 10 marks, conducted after 30% completion of syllabus

2. 10 marks are reserved for Attendance and Class Room Participation
3. For remaining 20 marks faculty conducts any two of the activities among the Group Presentations, Role Plays, Case Studies, Assignments, Projects and Quizzes having weightage of 10 marks each

In internal 40 marks assessment, if student is not satisfied with evaluation, student discusses one to one with concern faculty. Faculty explains area of improvement to student which helps them to overcome his/her limitations.

If a student is not satisfied and has grievance with marks allotted to him/her, he/she approaches exam head and discuss the problem. The Examination Head, after verifying the facts ask the students to give in writing areas where he/she feels that he/she deserve more marks. Concerned faculty re-counts and re-verifies answer. Any rectification in marks is communicated to student. Examination committee tries to resolve issues within a reasonable time period. Examination committee preserves all main answer sheets for the period of three years. This practice helps to resolve any issue that may arise related to examination within academic tenure of students.

Along with College Level examination conduction, Examination committee also helps in the administration of University of Mumbai examinations including examination form filling, hall ticket distribution, displaying seating arrangement etc. In the matter of grievance related to the hall ticket, mark sheet like printing of wrong name, the Examination Committee immediately investigates the matter and takes necessary actions. The examination related issues of the students are dealt with high priority and solved as soon as possible. If required, the committee contacts the concerned authorities of the University and tries to resolve issues on priority.

In the case of re-verification or re-counting of University of Mumbai result, the University of Mumbai needs to be contacted, a standard fee is collected by the University of Mumbai. Upon receiving the fee, the college in-charge follows the issue with University of Mumbai till it is resolved. The University of Mumbai then re-evaluates the student's performance and communicates their decision. All grievances are, therefore, solved with utmost care to the student's satisfaction. The college is dedicated to provide students with time-bound, transparent and efficient solutions for their examination related grievances. This procedure (SoP) is documented in Examination SoP document and is available to students on internal google drive as well as website.

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Vision and Mission statements are displayed on the institute website and various places like entrance of the Institute, Corridor, Classrooms, Library, Director cabin etc.

Program Educational Objectives (PEOs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on the day of Student & Faculty orientation. It is disseminated through Institute's website, at the entrance of the

Institute, Corridor, Library, Classrooms, Director cabin etc.

The course outcomes are written by the respective faculty members. All the faculty members are maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course.

Method of Measuring PO, PSO, and CO Attainment:

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely: Planning, Implementation, Evaluation and Action Taken.

1. Planning

Various outcomes are defined and a correlation is established between outcomes and tools used. A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects.

2. Implementation

An individual faculty member uses different direct assessment tools like Class Tests, University Exam, Assignments, Seminars, Projects etc., for the evaluation of Course Outcomes (COs). POs and PSOs are evaluated by using Course Outcome Attainment and Indirect assessment Tools like Surveys/ feedback from Alumni, Employer, Parents, Students etc.

3. Evaluation

Attainment of all outcomes are calculated and compared with Target level of attainment for COs, POs, PSOs and PEOs.

4. Action Taker

If attainment was up to the expectation, then faculty is expected to either increase the Target level attainment or increase the cognition level in case of deviation from the expected attainment of outcome necessary corrective actions like arranging expert lectures, more tutorials etc are initiated to improve the outcome as per expectations.

2.6.2 Pass percentage of Students during last five years

Response: 94.9%

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
46	97	101	102	69

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
55	98	103	107	74

File Description	Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process**

Response: 4

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Research and Development Committee and Entrepreneurship committee has been constituted to create conducive ambience, infrastructure, resources, confidence for enhancement of the capability of students and teachers in research and innovations. These committee conduct various activities to nurture and nourish youth's minds. This helps students to understand various problems and enables them to resolve the same. The Institute has implemented several activities and initiatives like:

(i) facilitating and rewarding the research contribution undertaken by the faculty and students, in terms of research paper publication, book publications, patents etc.

(ii) taking significant efforts in cultivating research culture and aptitude among the faculty as well as the students.

(iii) encouraging the faculty members to pursue Doctorate so as to update their academic knowledge, study the contemporary issues, and publish research papers in reputed research journals and to undertake major/minor research projects. Similarly, financial assistance and duty leave is given to the faculty attending workshops, seminars, conferences, refresher and orientation course at university, State, National and International level.

(iv) The faculty is also motivated to present research papers in the conferences and seminars.

The academic calendar is prepared at the beginning of every academic year for effective planning of research related activities. Libraries are well equipped with resources to cater to research activities by students and / or faculty members.

The college also takes efforts to create research awareness among the students. Various research activities are organized in the college to inculcate research culture and increase research aptitude among the students. The college has introduced many Short Term Value Added Programs / Certificate Courses for enhancement of the skills and employability of the students. Student Development programs are arranged by institute wherein students prepare & present on Topics like – “Google Form-A digital data collection tool”, “Designing effective PowerPoint presentation”.

Institute has Entrepreneurship Development committee that consistently conducts programs like Post-mortem of failed start-ups and Idea Generation contests. In addition to this, Seminars by eminent Entrepreneurs are conducted to create an ecosystem of innovation and incubation.

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 59

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	11	14	20	8

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.33

3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	1	2	2	5

File Description	Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.67

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	1	1	2

File Description	Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

In view of its social accountability, the institute, through Student Body committee, has made momentous efforts to sensitize its faculty and students about their social responsibilities through their participation in several direct or indirect activities associated with burning social issues.

The institute, since its inception over the period, has developed a sense of responsibility and culture which promotes holistic development of the students by engaging them in various activities. This leads to development of social responsibility and concern towards healthcare and community services. Major activities undertaken are: Tree plantation, Blood donation camp, Health check-up camp/Thalassemia/ Organ Donation Seminar, Swatch Bharat Abhiyan, Unnat Bharat Abhiyan, various flood relief funds / initiative etc.

The institute ensures the students' involvement in various social movements / activities that promote citizenship roles through continuous monitoring.

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Sr.No	Name of Activity	Details of award/ recognition received
1	Unnat Bharat Abhyan (27/11/2017)	Appreciation Letter received from G.P. Prathamik Shala, Asangaon
2	Thalesemia Awareness program (18/11/2017)	Award Letter received from Rotary club , Navi Mumbai
3	Swachh Bharat Abhiyan (22/12/2017)	Appreciation Letter received from NMMC
4	Blood Donation Camp (12/02/2018)	Appreciation Letter received from Rotary Club of satellite city, navi mumbai
5	Tree Plantation drive (29/7/2018)	Appreciation Letter received from Rotary Club of satellite city, navi mumbai
6	Kerala Flood Relief (31/8/2018)	Appreciation Letter received from Dept. of Tourism, Govt. of Kerala
7	Vigilance Awareness Week, 2018 Essay competition	Appreciation Letter received from CIDCO
8	Beti bachao beti padhao Marathon (15 /12/2019)	Appreciation Letter received from Panvel Mahanagar Palika
9	Compression only life support and Poster making Competition (25/8/2019)	Award Letter received from Rotary club , Navi Mumbai & Maharashtra Ophthalmological Society
10	Blood Donation Camp (27/02/2020)	Appreciation Letter received from NMMC
11	Road Safety Training Program (2/1/2019)	Appreciation Letter received from United Way, mumbai
12	Awareness Campaign – seminar (7/2019)	Appreciation Letter received from Shtri Mukti sangathan
13	Women safety program (6/3/2020)	Appreciation Letter received from Maharashtra Pencak Silat Association
14	Gender sensitization webinar (8/3/2021)	Appreciation Letter received from Shtri Mukti sangathan
15	Cancer Awareness Webinar (12/4/2021)	Appreciation Letter received from Sanjeevani NGO
16	Road Safety E- Awareness (15/1/22)	Appreciation Letter received from CSR box SMEC trust in association with Govt. of Uttar

17	Organ donation Awareness campaign (21/7/22)	pradesh Appreciation Letter received from Thane Belapur Industrial Association
18	Women empowerment & health program (10/3/22)	Appreciation Letter received from Thane Belapur Industrial Association
19	Thalassemia Awareness program (2/8/2022)	Appreciation Letter received from Arpan Thalassemia Society

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 22

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	7	6	4

File Description	Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 The number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field project, On-the- job training, research and other academic activities during the last five years

Response: 14

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

RGCMS is located at Ghansoli, Navi Mumbai with **3.5 Acres of campus** land including built up area of 1986 Sq. Mtr. to provide state of art infrastructure and learning resources, affiliated to University of Mumbai, Mumbai and approved by AICTE and Directorate of Technical Education, Maharashtra State. It is designed to provide an excellent ambience for academic activities. Its proximity to Thane- Belapur-Turbhe Industrial belt facilitates industrial and academic collaborations and easy placements.

The college has 4 furnished classrooms / tutorial rooms with whiteboards, notice boards, lights and fans, ACs and 2 well-equipped computer laboratories as per the requirement of modern curriculum. All classrooms are well ventilated and equipped with audio-visual facilities, LCDs, LAN/Wi-Fi connection, backup supply facilities, and have comfortable seating arrangements for the students.

The computer laboratory consists of 40 Computers, LAN, Printers and Scanners connected in one network with 100 MBPS high speed internet connectivity. Institute also has Language Lab equipped with software.

Seminar hall is meant for conference/seminar/meeting with 200+ capacity.

RGCMS library has an independent reading room with multimedia facility. The library subscribes to national journals and e-journals from allied areas of management in the college campus through DELNET subscription. The Institute is a club member of National Digital Library of India (NDLI) which helps for accessing scholarly publications, electronic databases of journals and reference sources, etc.

Institute believes that outdoor play keeps students active and can boost their physical stamina and fitness. Playing outdoor games inculcates team spirit, sportsmanship, fair play, leadership qualities, etc.

There is dedicated ground for playing cricket and football within the campus. Students are even encouraged to play Lawn Tennis and Basketball at YCEMS, Koparkhairne campus.

Members of Students' Body organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Drama etc. Institute promotes students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year.

The Institute has a dedicated common area for playing indoor games equipped with Chess, Carrom, Ludo and Table Tennis.

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 20.98

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
7	9	15	16	12

File Description	Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Institute library is automated with (LMS) E- Granthalaya Software, version 3.0. E- Granthalaya is a database administration module designed and developed by NIC for automation & development of Indian libraries. The software provide web Online Public Access Catalog (OPAC) used to locate books from library collection by Title, Author, Publisher and Accession Number.

The software is featured with the following 6 modules to facilitate all the essential functions of the library in a computerized environment.

- Acquisition
- Catalogue
- Circulation
- OPAC
- Serials controls
- Administration

Subscription to e-resources: -

- 1.e-journals: DELNET Subscription.
- 2.e-ShodhSindhu: Institute Level Membership
- 3.Shodhganga Membership: Faculty Level Membership
- 4.e-books: Free e-books Available
- 5.Databases: Available in Hard and Soft Copy
- 6.Remote access to e-resource: e-library tab created on institutional website.

Amount spent on purchase of books, journals: -

In last 5 years 10 % amount is spent on purchase of books, journals and other allied library activities.

Per day usage of library: -

On an average more than 30 students and 5 faculty members use the library on any day.

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

Institute provides computer laboratories of required configuration with 40 computer systems. These are distributed among the various departments for academic and administrative work.

The institute has high speed internet of 100 Mbps to cater the need of academics as well as allied processes.

Key Features:

- To facilitate internet access for all the students, staff and faculty members, computer laboratory facility is provided that enables users to access meaningful information available online.
- Exclusive Language Laboratory having sufficient computers with software which enable the students to learn life skills by improving pronunciations with proper accent which in turn helps them in overall personality development.
- LCD Projectors, White Boards, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Library with high speed internet connection helps the students and faculty to browse NPTEL videos, e-journals, e-magazines, e-newspapers etc.
- Every Student and faculty has official email rgcms.edu.in domain with unlimited space usage
- Google Classroom for effective Teaching-Learning is implemented recently.
- Institute has appointed dedicated team to maintain and update the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals.

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 4.23

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 40

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 15.6%

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
8	7	11	9	9

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freships provided by the Government and Non-Government agencies during last five years

Response: 40.2%

5.1.1.1 Number of students benefited by scholarships and freships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
97	95	94	57	39

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills

2. Language and communication skills

3. Life skills (Yoga, physical fitness, health and hygiene)

4. ICT/computing skills

Response: A. All of the above

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.1.3 Percentage of students benefited by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 100

5.1.3.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
169	154	210	221	195

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies
- 2.Organisation wide awareness and undertakings on policies with zero tolerance
- 3.Mechanisms for submission of online/offline students' grievances
- 4.Timely redressal of the grievances through appropriate committees

Response: B. Any 3 of the above

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 75.8

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
35	78	82	73	64

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
69	102	101	97	69

File Description	Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (e.g: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
114	48	71	70	53

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
114	48	71	70	53

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 5

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	2	3

File Description	Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	3	3	3

3

File Description	Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

It is our pride to share that our alumni have held various positions like presidents, vice presidents, CEOs, entrepreneurs, and heads in major MNCs, public sector, and government organizations on a global, national, regional and state level.

We have registered Alumni association this year.

To strengthen the alumni network by bringing all graduates together to share their experiences, offer support, and provide guidance to students. Alumni are connected to each other and teachers in various parts of world through social media sites.

Every year, the institute hosts the alumni meet. The event attracts 30 to 50 alumni on an average. During the meeting, alumni share their memories as student, experience as alumni, bond with teachers, attachment and also express their ideas for improving the institute's overall success.

Alumni effectively contribute by visiting to the college to provide guidance through guest lectures, seminar and workshops. Now a days, they guide students using online platforms also. Students interested in pursuing higher education abroad contact alumni and get guidance from alumni who have completed higher education or pursuing higher education. Teachers act as mediators between alumni and students. Students communicate with Alumni via phone, email, and social media.

Alumni provide input through feedback forms on the college's infrastructure and other academic processes, as well as suggest gaps in the curriculum based on current industry demands.

In short, our alumni instil confidence in the students by relating their own journey, extending their support for extensive career and social responsibilities.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vision:-

- To be an institute that nurtures business professional to deliver social and economic impact.

Mission:-

- To provide a platform for academic delivery in coherence with defined teaching process.
- To encourage our faculty and students for Industry Academia Interaction.
- To expose and inculcate social ethical values in students.

Governance:

The objective of RGCMS Governance is to improve service delivery, stakeholder participation in decision making process making institution more accountable, transparent and effective. This is achieved through a very well-defined organization structure with Committed leadership. The culture is People focused with emphasis on flexibility, high collaboration / decentralization.

Most of the work and activities are delegated to committees who report directly to Director. These committees have clear mandates and roles and responsibilities with adequate financial powers to aid execution. The committees present annual reports based on activities conducted throughout the Academic year.

After analyzing these reports, IQAC prepares comprehensive Institution's Annual Performance report. This report is presented to CDC and then Governing Body who can determine how institute is functioning as per the Strategic Plan and can take further action based on this report.

The highest policy making committee is Governing Body which is entrusted with monitoring of academic and administrative functions. It also is responsible for final approval of the budgets, staff selection, policy updates and to provide leadership and to make sure that the institute is functioning as per the set vision and mission.

College Development Committee takes care of planning, sanctioning, monitoring and evaluating academic and administrative wings' working. Major academic decisions like implementation and evaluation of teaching learning process and proposal for infrastructure improvement and addition are taken by CDC.

The college governance tries to attain the vision and mission through Strategic Plan document.

Decentralization and Participative Management:-

Organization structure of RGCMS is set up to facilitate how activities such as tasks allocation, coordination and supervision are directed towards the achievement of organization goals.

RGCMS organization structure facilitates better cooperation, flexibility and decentralization to provide best of the strategic management alignment.

The institute has well defined processes and Policies to promote efficiency and reduce ambiguity.

Most of the work and activities (academic, administrative, co-curricular etc) are delegated to committees who report directly into Director. These committees have clear mandates and roles and responsibilities with adequate financial powers to aid execution.

There is staffs, students and various other stakeholders like alumni, parents, industrialist etc participation in the committees, thus promoting participative decision making. This results in accountability, transparency, responsiveness and participation in governance.

For financial matters the Director and various committees hold the responsibility of management and monitoring. In all these matters, there is adequate representation of the teaching and the non-teaching staff, and in some cases, of students and alumni.

The planning and decision making at all levels is collective and collaborative. The teaching staff also contributes to various administrative responsibilities. The committee coordinators of various committees take the responsibility of the activities and manage their affairs.

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

Administrative Set Up:

RGCMS has a well defined organization structure to facilitate how activities such as tasks allocation, coordination and supervision are directed towards the achievement of organization goals.

At the top of the organizational structure, there is a parent trust and Governing Body (GB) and College Development Committee (CDC). The strategic plans and decisions are taken by these bodies.

Most of the work and activities are delegated to various other committees who report directly to the Director. These committees have clear mandates and roles and responsibilities along with adequate financial powers to aid execution. Roles, responsibilities, functions, membership, tenure etc are clearly documented in Committee Manual which is available of Google Drive for ready reference.

Every committee has appropriate membership representation of stake holders like teaching, non-teaching

staff, students, parents, Alumni, Industry experts, educationalist, etc wherever required. At the end of the year, every committee submits their Annual Performance Report to IQAC. IQAC compiles this report as Institute Annual Performance Report which is presented by Director in CDC and submitted to Governing Body. This report highlights significant achievement and developmental goals, and alignment with strategic plan.

Policies and Procedures

A clearly documented Policies and procedure document (RGCMS Policies and SOP) help these committees to execute their respective work to achieve organizations goals. IQAC performs periodic audits across organization to assure quality. It is also responsible to review RGCMS Policies and Procedures periodically.

Appointment and Service Rules

HR policies are stated in the RGCMS HR Policy document. They were published in 2018. Staff members are familiarized with these policies at the time of orientation and as and when policies are updated. All rules pertinent to Service rules, appointment are documented in HR Policy Document and this document is readily available on Google Shared drive.

Strategic Plan

The Strategic Plan provides a comprehensive road map that will lead the college forward for the next five years—serving as a blueprint for our future, supporting the college mission, vision and values and ensuring the success of our students. Strategic Plans are typically done once in 5 years, by incorporating vision of the leadership as well as various inputs like state of the economy, technological advancements, industry requirements, learning and educational demands of learners, regulation from the authorities etc.

Strength, weakness, opportunities and threats are considered every year and become input to updating or fine-tuning strategic plans. The Director or Head of the Institute will submit the Institution Annual Performance Report (IAPR) for the year, which will consist of significant achievements, development goals, Gaps and action to be taken and various other quality KPIs. This report also consists of how well Strategic Plan was implemented and how activities were aligned to the Strategic Plan.

6.2.2 Implementation of e-governance in areas of operation

- 1.Administration**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

Response: A. All of the above

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

Institute implements following welfare measure for faculty and non-teaching staff.

Faculty:

- Motivate and depute faculty for pursuing higher education.
- Encouragement for the faculty for attending workshops, conferences, seminars, short term courses and faculty development program.
- Encourages the faculty to become members of professional bodies and to participate in the activities organized by them along with financial support.
- Encourages the faculty to undergo industrial training and visit the industry of their domain.
- Encourages the faculty to receive research grants for their projects and provides support.
- Promotes and motivates the faculty to use the ICT tools in their teaching-learning process.
- Encourages the faculty for publication of research papers in reputed Journals/conferences along with financial support.

Non-Teaching Staff:

Institute organizes training programs as per the need for skill development of non-teaching staff. They are encouraged to participate in the organization of technical events. Non-teaching staff are also part of important committee where ever needed,

The other welfare provisions made for both faculty and staff as described as below:

1. Provident Fund
2. Fees concession and priority in admissions to the wards of faculty and staff.
3. Leaves (Casual, Earned, Medical, Vacation) as per University norms.
4. Maternity leaves for female faculty and staff.
5. Medical Facility/ First Aid.
6. Group medical Insurance.
7. PF and Gratuity as per government norms.

Performance Appraisal System for teaching and non-teaching staff:-

RGCMS has a effective performance appraisal system in the form of Faculty Performance Appraisal Report for teaching staff and Non-Teaching Appraisal Form. It is established to provide annually, a planned, scheduled, opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period

The evaluation process is conveyed at the beginning of the Academic year that consists of 4 parameters for teaching staff- Academic Performance Index, Institute Development Index, Research Contribution Index

and special awards & achievements. All teaching staff are expected to complete Self Performance Appraisal Report at the end of academic year. Based on the Self appraisal report and performance, Faculty Performance Appraisal Committee will evaluate the faculty based on the criteria and marks indicated in the F-PAR (Faculty Performance Appraisal Report)

All non-teaching staff are evaluated based on "Non-teaching Appraisal form" which is completed by Director based on the administrative duties assigned. Any future promotions / increments will be based on the evaluation. These evaluations also become part of permanent record of the staff personal files.

A 30-60-90 day evaluation plan for is also implemented for new faculty members. Institute take responsibility for professional growth of Faculty members and aligning their goals to Institute's goals.

The Performance Appraisal procedure is documented in HR Policies documented.

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 100

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 100

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
17	17	17	17	17

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	5	5	5	5

File Description	Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:**Strategies for mobilization and optimal utilization of resources:-**

The institute is self-financing and the main source of the income is tuition fees and development fees. As per the annual requirement, proposed budget is prepared by Director and account officer with the help of various committee coordinators considering previous year actual expenditure and future plans. Proposed budget is finalized in meetings with College Development Committee and presented to Governing Body for approvals. Deficit, if any, is taken care by management through bank loans or advances from the parent trust.

Office and Administration Committee plays an important role in coordination of the Budget Process.

- Towards end of financial year or upon availability of the tentative Balance sheet of previous year, Director of Head of the Institute will call for budget meeting for upcoming year. This meeting will be coordinated by O&A committee.
- Invitees will include
 - Representation of Accounts team (Mandatory)
 - IQAC coordinator (mandatory)
 - APRC Coordinator (mandatory)
 - Infrastructure Committee Coordinator (Mandatory)
 - All other Committee coordinators (Optional but desirable)
 - Representation of Management (optional)
 - Any other member as per discretion of Director (optional)
- Accounting Team will present headwise previous years Balance Sheet (Income or institutional receipts and Expenses which include salary and non-salary expenses)
- Committee coordinators discuss last years utilization and upcoming years plan and tentative budget need
- A First cut of budget is drafted and sent to CDC / Governing Body for further processing and

approval

Procurement:

As per the requirements of different committees, laboratories, central library, store and student support and infrastructure facilities, quotation are invited from the suppliers/dealers/contractors. The comparative statements are prepared by Office Superintendent forward the recommendations in consultation with the committee coordinators to Director. Order is placed by the office to respective agencies.

Mechanism of Internal and External Financial Audit:-

The budget estimates and audited statements are prepared regularly. The internal and external audits are carried out to ensure effective and efficient use of financial resources. There is a proper allocation and utilization of the annual budget.

Institution Internal Audit:-

Internal financial audit is the continuous process and accounts officer mainly handle it. Internal audit is carried out annually.

Institution External Audit:-

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institute's financial records and book as per guidelines of the income tax department. For external audit Management has appointed chartered accountant Mr. Santosh Ingale and Associates who takes care about external audit at the end of every financial year.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC is constituted to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College and promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices. IQAC has played an active and significant role in institutionalizing the quality assurance strategies and process. Some of its significant Achievements and contribution are listed below:

- Streamlining the execution of Institute work to achieve institution objectives and goals by clearly documenting committee manual, which facilitated smooth, decentralized culture. Committee Manual has clear definition of the functions of the committee and roles and responsibilities of its

members making sure that adequate representation is given to stake holders as per requirements.

- At the end of the academic year, IQAC recommended that every committee should document its significant achievements and developmental goals in prescribed templates. This data is analysed and compiled as part of Institute Annual Performance reports which is authored by IQAC and is eventually presented to Governing Body. This is an evidence of true decentralization and bottom-up approach for highest policy making body to see if the execution is happening as per set vision and mission.
- In order to promote research culture, there was a need to incentivize Faculty Members to publish research papers, Books, patents etc in reputed journals (SCOPUS, UGC Care etc). IQAC recommended documenting and execution of Research Policy with clear guidelines of remuneration, benefits to faculty to aid and help research culture.
- IQAC proposed formal and unambiguous way of Staff Appraisal system in the form of Faculty – Performance Appraisal Report and Non-Teaching appraisal Report, considering overall development of the faculty as well as institute.
- IQAC recommended documenting Strategic Planning Document and process to evaluate its execution as per institutes vision and mission
- As rules regarding service matters are governed by various GRs of the government, IQAC recommended centralized inventory of all service related rules as part of RGCMS HR Policy Document which is maintained by Office and Admin Committee and reviewed and audited by IQAC every year.
- To facilitate smooth functioning of committees, various SOPs were compiled by IQAC as part RGCMS Policies and Procedures
- It is also responsible for conduction annual Administrative and academic audits to identify gaps and fix them as part of continuous improvements.
- Course File templates were modified as result of such academic audits which streamlined Course and Program Outcome attainments and targets.
- IQAC was instrumental in Introduction of Feedback culture for continuous improvements. This resulted in various feedback templates for different stake holders.
- Questions of Faculty feedback by students were modified by IQAC as per standardised Student Evaluations of Educational Quality - SEEQ format.

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)/ membership of international network;
- 3.Participation in NIRF
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

Response: C. Any 2 of the above

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Promotion of gender equity:-

To understand the importance of gender equality in students and employees, institute pays attention to provide equal chances to all for the activities which include their personal developments, higher education, extra-curricular and co-curricular activities, female students and staff has given equal representation on various committees formed at department as well as institute level. Institute has formed women's grievance cell to sort-out the issues raised. Awareness talks by various experts arranged throughout the year by Women Development Committee.

Security and Safety:

- Institute is very much serious about security and safety. 24*7 high security is provided by security team to all staff members and students in institute campus. Outsiders are not allowed in college premises until and unless they maintain their entry in security register.
- IDs are issued to all students and staff members and it is to be verified by security officer frequently.
- CCTV cameras are installed near the office and Exam cell which ensure safety of students, staff and facilities provided in institute.
- Institute is also having floor-wise fire extinguishers at appropriate places.
- Anti-Ragging Committee and Women Development Cell is formed to resolve student problems.
- Girls and boys together take parts in various events.
- Cultural events/festivals like Traditional Day, Navratri festival, and Fresher party etc. are conducted, which also create an awareness and make the students to understand the gender equality.
- Institute gives equal chance to both girls and boys to participate in college as well as inter collegiate activities
- Sanitary napkin vending machine as well as destroyer is provided to maintain the hygiene of all.

Counselling:

- Faculties are appointed as mentors to the group of students who take care of growth and safety of their students.

Common Rooms:

- Well-furnished and spacious common rooms for Girls and Boys is allotted separately.

Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals:-

National and international commemorative days:

1. Independence Day
2. Republic Day
3. International Women's Day
4. Teachers Day (Dr. Sarvapalli Radhakrishnan Birth Anniversary)
5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)
6. Engineer's Day (Sir M Visvesvaraya Birth Anniversary)
7. Yoga Day

Birth/ Death Anniversaries:

1. Gandhi Jayanti
2. Ambedkar Jayanti
3. Shiv Jayanti

Events:

1. Annual Sports
2. Annual Cultural
3. Student Body Activities

Festivals:

1. Diwali
2. Navratri
3. Christmas
4. Eid

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: D. Any 1 of the above

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The Institute provides education to all students irrespective to their culture, region, community, socioeconomic background and gender. The Institute has faculty and staff members from different culture, region and community. The Institute provides same platform to all students, irrespective to their culture, region and community. All students participate together in all activities of the institute like Sport, Cultural and student body activities.

- The Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows:-

- The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.
- Various types of pledge taking activities, as per Government directives, are also organized from time to time in the Institute.
- The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood.
- Program: imbining Human Values and Professional Ethics are also organized regularly in the Institute under extension activity cell.
- Institute pays respectful homage to Missile Man and Former President of India Dr. APJ Abdul Kalam on his birth and death anniversary.

Institute also celebrates **Birth/ Death Anniversaries** of national leaders like

1. Gandhi Jayanti
2. Ambedkar Jayanti
3. Shiv Jayanti

- Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.
- For every Local, Vidhan Sabha and Lok Sabha election holiday was given for the students and staff to caste the vote, as well as awareness of voting is also spread in neighbourhood.

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice – [**1. Title of the Practice: Spreading Awareness About Various Scholarships Schemes of State and Central Government.****2. Objective of the Practice:**

To increase number of students post graduating in management field by spreading awareness about various scholarship schemes of state and national government.

3. The Context:

To provide the right of education to economically backward students who stays away from education stream because of lack of awareness about various schemes of government related to scholarships.

4. The Practice:

The various activities to make students aware about scholarship schemes of state and central government has been conducted as well as students were guided about do's and don'ts of scholarship form filling. We have observed that, because of sessions conducted, Institute is witnessing increase in reserve category students' admissions as well as economically backward students every year. Analysis of the same is given below.

5. Evidence of Success:

It is observed that students benefitting from scholarship provided by state and central government has notable count as tabulated below:-

Academic Year	Number of Students benefitted by Scholarship
2017-18	78
2018-19	78
2019-20	94
2020-21	83
2021-22	85

6. Problems Encountered and Resources Required:

To bring seriousness among the students of the deadlines, documents required is difficult task.

Best Practice – II**Title of the Practice: Feedback & Continuous Improvement****Objectives of the Practice:**

RGCMS being a student centric Institute focuses on giving best to the students. Students as our brand ambassadors bring laurels to the Institute by performing their best socially, ethically & financially in corporates and as Entrepreneurs.

The Context:

The Institute is affiliated to University of Mumbai and follows its curriculum and academic structure designed by the University. Students from remote parts of Maharashtra state are admitted in our institute- They lack in communication skills and soft skills. It is important for us to work keeping student's pace in mind.

The Practice:

The feedback policy aims at identifying the gaps with regards to curriculum, teaching, events, infrastructure, computer lab, Library, website, value added courses, projects guided, examination etc. Students are encouraged to give structured & unstructured feedback.

Evidence of Success:

Increase in average placement percentage in recruitment drives of various companies is seen.

Year	Feedback Conducted by	Feedback	Action taken
2021-22	Office and Administration	Alumni expressed that getting transcripts and documents from college is a tedious process	SOP was made for documents. A form was made in website for requesting documents. Alumni was informed regarding it.
2020-21	Website committee	Website is not continuously updated	Taken measures to update website as and when event is finished.

2019-20	APRC committee	Subject notes not updated	It was made compulsory for all faculty to give notes through g-classroom
2018-19	Cultural committee	Change certificate colours	Colourful certificates were made

Problems Encountered and Resources Required:

One of the major problems faced was to promote feedback & continuous improvement culture. Motivating students to give right feedback was a task. Students were ensured that feedback is anonymous and action will be taken as and when required.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

One area of RGCMS distinctiveness is *“Planning, Execution and monitoring of overall Institution performance, as per its vision, mission, core values and Focus Areas in an organized, systematic way through transparent roadmaps and feedback systems.”*

I] Context:

In 2016, Governing Body of RGCMS contemplated and deliberated of how to make sure that RGCMS is run and monitored as per the set vision and mission and need for comprehensive roadmap which can be tracked at granular level. It also deliberated on how RGCMS can be made more process oriented and become more Accountable, responsive, fair and more inclusive.

II] Action Items :

In response to above topics, Governing Body entrusted Local Management Committee to constitute Strategic Planning and Accounting Task force (SPA – Task Force) to address these concerns.

This task force met multiple times during academic year 2017. It reviewed general state of economy, Industry requirements, need of the society and community, requirement of the students and parents, opportunities, potential threats and strengths and proposed 5 years forward looking strategic plan. It was also recommended update in Vision and Mission Statements.

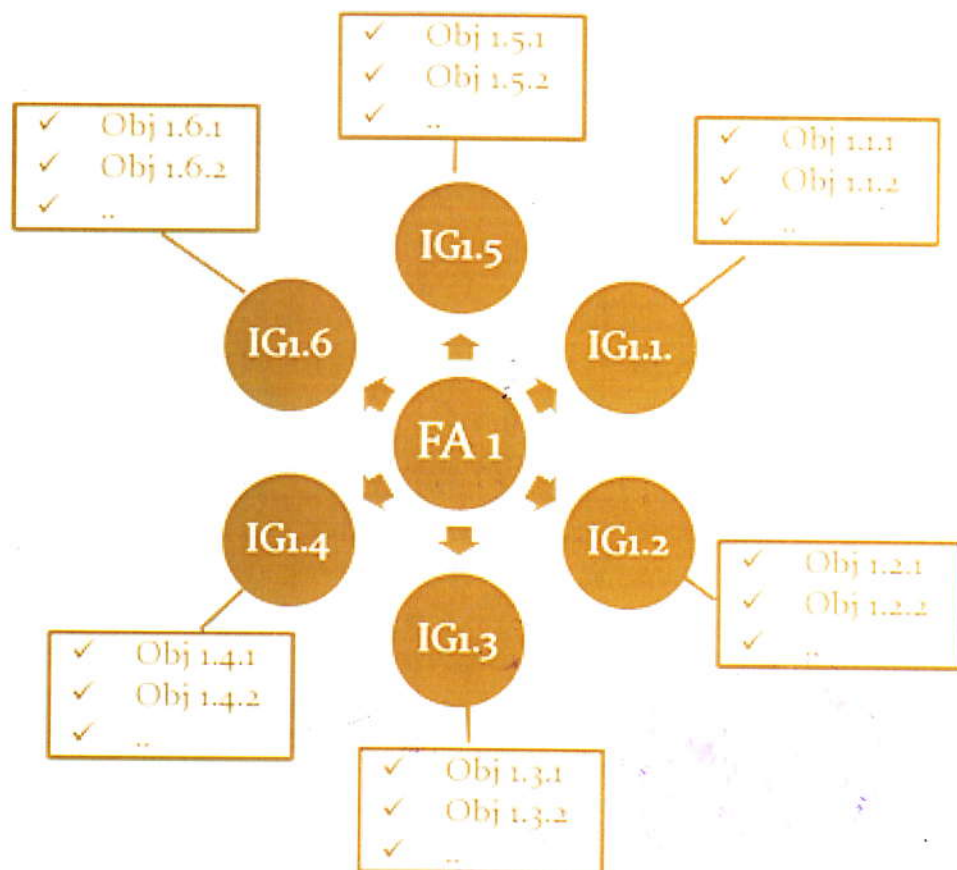
Vision Statement: To be an institute that nurtures business professional to deliver social and economic impact

III] Strategic Plan Document:

The Strategic Plan provides a comprehensive road map that will lead the college forward for the next five years—serving as a blueprint for our future, supporting the college Vision, mission and values.

Strategic Plan consists of aspirations (Institutional Goals - IG) of the leadership team for the institute categorized in various Focus / Thrust areas or Themes (FA).

In-order to achieve the Institutional Goals (IG), they are further subdivided in Objectives which can be tracked by their Planning (P), Implementation (I) and Monitoring (M) Phases year over year.



The Strategic Planning and Accountability Task Force recommended to Governing Body 5 Function /

Thrust Areas (FAs) to achieve its vision and mission, which were approved.

- FA 1 : Academic excellence
- FA 2 : Institutional Effectiveness
- FA 3 : College Relations
- FA 4 : Employment, Innovation and Entrepreneurship
- FA 5 : Student Support and Holistic Growth

IV] Sample specimen of how Focus Areas (FA) are divided into institutional Goals (IG) and Objectives along with tracking in Strategic Planning Document

a) Focus Area : FA1: Academic Excellence

- **IG 1.1: Institutional Goal** – Support teaching and learning environment with high quality professional development

- **Objectives:**

#	Objectives	2018- 2019	2019- 2020	2020- 2021	2021- 2022	2022- 2023
1	Create opportunities for faculty professional development, through Faculty Development Program, including participation in workshops, faculty exchange, seminars and retreats, as well as a leadership training program to facilitate career advancement.	P	P	I	M	
2	Focus on hiring and retaining talent	P	I	M	M	
3	Promote and encourage faculty to get higher education and industry relevant certification	P	I	I	I	
4	Implement effective Faculty Performance Appraisal system to provide timely feedback to the faculty	P	M	M	M	

- **IG 1.2: Institutional Goal** – Implement Outcome based Pedagogy and proven quality assurance processes.

- **Objectives:**

#	Objectives	2018- 19	2019- 20	2020- 21	2021- 22
1	Application of the Blooms taxonomy in lesson plan creation	P	I	I	M
2	Awareness of course and program outcomes amongst students and faculty and mapping activities and course curriculum to outcome	p	I	M	M
3	Apply for NBA / NAAC accreditation to validate the quality of the Outcome based Pedagogy. This will also help promote and recognize excellence in technical education and continuous quality improvement.	P	I	I	I

b) Evidence of Success - Outcome of attainment of Objectives in FA-1 (IG -1.1 and IG 1.2)

Institutional Goal - IG 1.1:

- Significant enrolment of faculty in FDP, higher education etc
- Staff position advertisement on various online platforms like indeed, linkedIn to open up talent attraction beyond local vicinity.
- Evolution of policies to incentivise faculty for attending FDPs and research
- A fair Staff Performance appraisal system mapped to compensation / incentives to track Academic, Research, Institution development and self-initiatives contribution

Institutional Goal - IG 2.2:

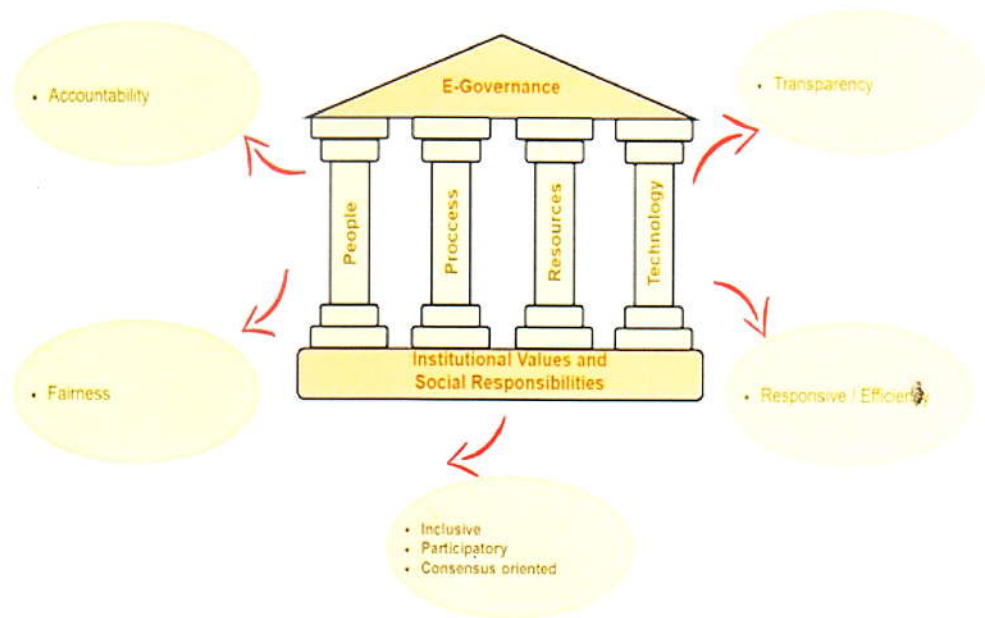
- A well-defined lesson plan preparation and execution based on Blooms Taxonomy
- All units as per the syllabus which need to be taught are categorized into Cognition-Knowledge matrix, based on the quality of the students and goals of the teacher, which also helps in framing Course Outcomes.
- Course File templates in excel to increase efficiency and ease of calculation of CO, PO attainments.

In similar manner all Functional Areas (FA 1 to FA 5) listed above in section (III) are divided into respective Institutional Goals, objectives and tracked and updated year over year

V] Evidence of Success - Overall Concrete and Tangible Results:

a) Evolution of Governance and Management:

Governance evolved with an objective to improve service delivery, stakeholder participation in decision making process making institution more accountable, transparent and effective, resting on the pillars of People, Process, Resources and Technology



b) Well defined lean but effective organization structure for agile execution

- People focused culture with focus on flexibility, high collaboration, and almost horizontal organization structure, with committed leadership.
- Brainstorming, taking suo moto initiatives beyond comfort zones is encouraged
- Significant Achievements and Developmental goals are communicated through Staff Appraisal system every year, which is also basis for increments and incentives.
- Execution of all the function is through various well-defined committees
- As documented in Committee manual each Committee has defined roles, responsibilities and has all relevant stakeholder participation for collaborative and participative decision making.

c) Well defined policies and Procedure for efficient execution

- RGCMS Policies and Procedures (SoP) and HR Policy Document has helped RGCMS become System and Process oriented and reduced ambiguity in execution
- About 150 SoPs, addressing Strategic Planning, Academics, Research, Examination, HR, Event management, Admission, technology management (Website, Social media, G-Suite) etc help committee members coordinate and conduct its activities more efficiently, reducing the learning curve and adhering to standard and prescribed formats.
- Participative Budget Process helps proper allocation of resources to satisfy developmental goals as identified by various committees in upcoming year.

d) Feedback and closing the quality loop for continuous improvements, accountability, and responsiveness

- RGCMS through its IQAC has devised comprehensive feedback mechanism, internal and external audits and action taken to close the quality loop.
- As execution is through committees, all committees submit Annual Committee report, which

highlights its performance vis-à-vis Institutional Goals as documented in Strategic Plan document

- Significant Achievements and Gaps are identified by IQAC and is eventually presented to Governing Body as Annual Institute Performance Report, which gives Governing body a visibility into how RGCMS is performing as per set vision and mission.
- This report helps Governing Council to act / guide by setting up Strategic Planning and Accountability task force and changing / updating any institutional goals or objectives.
- IQAC also tracks Developmental goals for next academic year and categories it into Faculty driven, Management driven and Collaborative goals

5. CONCLUSION

Additional Information :

The institute has a dream of creating a benchmark in imparting management education and it aims to produce quality graduates through extensive teaching, learning and continuous all-round activities.

The Institute involves all stakeholders by organizing parents, alumni, and employer meetings.

Moreover, the stakeholders are invited on various committees either to contribute in academic or non-academic affairs or to keep students upgraded with latest happenings in respective fields. Faculty and staff also have representation on various committees where they contribute in decision making.

In a nutshell, the institute is working for the betterment of society by involving all stakeholders.

Concluding Remarks :

With effective governance and committed staff, stakeholder participation in decision making process and well-defined policies and process RGCMS is becoming more accountable, transparent and effective with focus on improved service delivery to stakeholders.

RGCMS has proud Alumni creating social and economic impact by working in various Government and corporate sectors.

We cordially invite the NAAC peer team to visit Rajeev Gandhi College of Management Studies and evaluate or assess the institute for the accreditation process.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Number of Add on /Certificate/Value added programs offered during the last five years</p> <p>Answer before DVV Verification : 7 Answer After DVV Verification :5</p>																																								
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2 1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 169 Answer after DVV Verification: 54</p> <p>Remark : Input edited as per given list of students and internship certificates, the Industrial Visit given in the data, but HEI not provided any reports, hence it is not consider.</p>																																								
2.1.1	<p>Enrolment percentage</p> <p>2.1.1 1. Number of students admitted year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>114</td><td>56</td><td>104</td><td>117</td><td>117</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>107</td><td>54</td><td>104</td><td>117</td><td>117</td></tr></table> <p>2.1.1 2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>120</td><td>120</td><td>120</td><td>120</td><td>120</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>120</td><td>120</td><td>120</td><td>120</td><td>120</td></tr></table> <p>Remark : Input edited as per given documents in the 2.1 extended profile.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	114	56	104	117	117	2021-22	2020-21	2019-20	2018-19	2017-18	107	54	104	117	117	2021-22	2020-21	2019-20	2018-19	2017-18	120	120	120	120	120	2021-22	2020-21	2019-20	2018-19	2017-18	120	120	120	120	120
2021-22	2020-21	2019-20	2018-19	2017-18																																					
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120	120	120	120	120																																					
2021-22	2020-21	2019-20	2018-19	2017-18																																					
120	120	120	120	120																																					
2.1.2	<p>Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyang jan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)</p>																																								

2.1.2 1. Number of actual students admitted from the reserved categories year - wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
25	23	34	18	18

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
25	23	35	18	18

2.1.2 2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	60	60	60

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	60	60	60

Remark : Input edited as per given list of students.

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**3.2.2 1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
6	11	14	20	8

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6	11	14	20	8

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**3.3.1 1. Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	2	5	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6	1	2	2	5

Remark : Input edited as per given documents, considering only the journals with ISSN no..

3.4.3

Number of extension and outreach programs conducted by the institution through NSS/NC C/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

3.4.3 1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	5	8	7	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	7	6	4

Remark : Input edited as per given reports of extension and outreach programs conducted .

5.1.1

Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

5.1.1 1. Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
114	100	94	57	37

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
97	95	94	57	39

Remark : Input edited as per given list of students benefited by scholarships and freeships provided by the Government and Non-Government agencies.

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : Input edited as per observation response.

5.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2 1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks

	<p>3. Participation in NIRF</p> <p>4. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc</p> <p>Answer before DVV Verification : B. Any 3 of the above</p> <p>Answer After DVV Verification: C. Any 2 of the above</p> <p>Remark : Input edited as per given documents.</p>
7.1.2	<p>The Institution has facilities and initiatives for</p> <ol style="list-style-type: none"> 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and nondegradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment <p>Answer before DVV Verification : A. 4 or All of the above</p> <p>Answer After DVV Verification: A. 4 or All of the above</p>
7.1.3	<p>Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. All of the above</p> <p>Answer After DVV Verification: D. Any 1 of the above</p> <p>Remark : Certificates provided by the HEI are not from the recognized auditing agency.</p>

7. Extended Profile Deviations

Extended Profile Deviations	
No Deviations	