Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Notice

Ref No: rgcms/IQAC/notice/ **Date**: 01/07/2023

Subject: Presentation of IAPR 22-23

Kind Attn:

All staff members

A meeting on discussion of IAPR 2022-2023 and Development Goals for 2023-2024 is scheduled.

Date of meeting: 13/07/2023
Time: 11:30 onwards
Venue: Boardroom
Agenda:

1. Presentation of IAPR 2022-2023 and Development goals for year 2023-2024

Dr. Radhika Wadhera
IQAC, Co-ordinator

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Dr. Dinesh Gahbane
Director

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2023-24

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

MINUTES OF MEETING

Date and Time: July 13, 2023 at 11:30pm

Location: RGCMS Board room

Ref No: RGCMS/QAC/MOM/2022-2023

Attendees:

Members Present		Members Absent
• Mr. Sunil Jadhav • Ms. Ashvini Jadhav • Dr. Dinesh Gabhane • Dr. Radhika Wadhera • Mr. Atul Ramteke • Ms. Sameen Shaikh • Ms. Farheen Ahmad • Mr. Rushikesh Patil	• Ms. Bidisha Goswami • Ms. Niyati Joshi • Mr. Ashish Yadav • Mr Atul Mumbarkar • Mr. Ashish Pant • Mr. C.V Jadhav • Mr. Prathamesh Deshpande • Mr. Shubham Pawar	• Mr. Deepesh Diwakaran

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 07-02-2023 and Action Report review**

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 24-03-2023 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1:

- It was resolved to confirm Minutes of Meeting held of 24-03-2023.

Resolution# 1.2

- It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 24-03-2023.

Topic #2: **Institute Annual Performance Report Academic year 22-23 presentation**

Points discussed

- Dr. Radhika Wadhera presented the IAPR Institute Annual Performance Report of Academic year 2022-2023.
  Dr. Wadhera shared the process of creating IAPR. Significant Achievements and Development goals were read.
- Following SIGNIFICANT ACHIEVEMENTS were applauded
  - RGCMS attracted 124 admissions for the academic year 2022-23.
  - RGCMS was awarded NAAC "A" Grade
  - Alumni association was registered as Trust and Society
  - RGCMS has established an Institution's Innovation Council in the campus as per the norms of Innovation Cell, Ministry of Education, Govt. of India during the academic calendar year 2022-23

- Annual Day – Zest-22 was celebrated with zeal and enthusiasm offline post Covid. 199 students registered in 8 categories
- Sports activities were conducted in college for all around development of students. Students secured first position in inter-college Neon cricket tournament conducted by IIBM, Sanpada.
- Several extension activities were carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development - Thalassemia awareness program with Arpan Group, Skin & Organ Donation session with Rotary Club, Walk for the Soil with Isha Foundation, Swachch Bharat Abhiyan-activity with CIDCO
- RGCMS applied for Research Centre from Mumbai University
- JNI Scholarship of Rs. 87,000 was given to 7 students on merit basis after proper conduction of exam and personal interview.
- Beautification of campus was undertaken: It included installing glass partitions, Floor polishing, wall painting, updating boards, Library renovation, 2 new projectors were installed in classrooms
- Collaboration with College Dekho and SNK web solutions helped in creating RGCMS's Strong Digital presence
- RGCMS attracted highest package of 8.70 LPA.
- Digitalization of employee's record on Google Cloud
- 83% students of Batch 2020-2022 successfully cleared MMS course
- For awareness regarding women health and Gender equality various sessions were organized
- To bridge the gap between Academics and Industry - Local Industrial Visits to Common Effluent treatment plant & Mazgaon dock shipbuilders Ltd were planned.
- Students got an opportunity to visit Vardhman auro spinning mill and Shawl Factory during National IV.
- ERP in office has helped in facilitating recording, maintaining and retrieval of the student data with ease.
- 70% students of those who applied got Internship
- Sessions were taken to keep students informed about Statutory Committees like Anti-Ragging, SC/ST, ICC.
- Faculty enrolled and completed courses from Swayam/MOOC's
- Library was stocked with journals, e-journals and magazines
- Virtual National Conference on "Future Trends in Business management: Challenges and sustainability" was jointly organized with MGMIMSR(Mahatma Gandhi Mission Institute of Management Studies and Research)

• Following DEVELOPMENTAL GOALS were discussed

- Focus on Initiatives related to industry including executive education, industry sponsored labs, and industry sponsorship of student activities
- Involvement of industry professional as members of various academic bodies/board
- Focus on quality of placement
- Improve Lab and Library utilization
- Focus of Sponsored Research
- Faculty as consultant of the industries
- Initiatives related to industry including executive education, industry sponsored labs, and industry sponsorship of student activities

- Students' publications
- Student Development Programs to be incorporated as one of the Professional activities
- Value Added Programs to be incorporated
- Better recruitment opportunities to be provided to students.
- All faculty members should be motivated to publish Research papers
- Digital classroom, smart boards and studio recording facility.
- Focus on Global Immersion programs – Student Exchange & Faculty Exchange
- Focus on Research Consultancy, Management Development Programs
- Non-Teaching soft skills Training
- Focus on more no. of Industry visit during National & International I.V
- Develop short term courses on various platforms
- Focus on Faculty Training Industry Professionals
- Methodology to connect with Alumni and its implementation
- Encourage faculty to get higher education and industry relevant certification.
- Focus on maximum utilization of library and laboratory resources Effective engagement with Alumni community for mentoring, placements and financial assistance and RGCMS Branding
- Students should be encouraged to submit Feedback where they are requested. At least 70% should submit feedback
- Dr. Wadhera also presented Budget utilisation of Academic year 2022-2023 and stated 84% budget was utilized by all committees.
- Mapping of significant achievement and Development goals with Strategic Plan document was presented.
- Institute Annual Performance Report was unanimously approved by all members

Resolution 2.1

- Resolved that Dr. Dinesh Gabhane will compile all Development goals and segregate them in Faculty Driven, Management Driven and Collaborative goals and present them in coming CDC meeting.

Topic 3

- **Discussion on inputs shared during NBA preparation session by Dr. Nitin Joshi (Director-** VNBRIMS)

Discussion

Dr. Radhika Wadhera presented suggestions shared by Dr. Joshi.

- Librarian should be able to talk about Library (Technology in lib)
- Everything that we are doing should be student centric
- Rules & Regulations available, services to students not
- Student – Book requisition SoP
- Library Feedback (Infrastructure and Resources)
- SoP for Library utilization to be executed
- Reading room to be utilized, should look
- Databases in Library (E.g International journal SAGE publication – Package)
- Technology as per MU requirements
- Proper computer set up- Photo copier, Camera, Power back up, Static IP, Separate Dongle
- Our walls should reflect our Culture, Values, Student engagement, quotes, and Innovation
- List of software – Basic simulation software, SAS, Turn it in
- Use Lab for assignments and for Projects

- APRC Project guidelines should include plagiarism check – Policy to be in place
- Gear up students for interaction
- Focus on Academic Quality
- Impact of Teaching Learning Technology on student engagement
- Students to showcase Professional behavior
- Show effectiveness of webinars by closing Syllabus gap
- It is advised to make a sheet

Guest Lecture	Focus Area	PO correlation

- Re-do PO attainment
- Re-do Course File
- Washroom in GCR
- Remove Switch off mobile
- Vision Mission mapping required
- Check Vision statement
- Communicate Strategic plan and its objectives to students
- Frequency of dissemination – Vision, Mission, Values to students
- Teaching cases compilation
- PEO Survey
- Show your college as Progressive Institution
- Divide activities as per Strategic Plan Focus Areas
- Faculty to be send out to build Industry relationship
- Listing of events how stakeholders are contributing to vision and mission
- Quarterly review of committee budget
- GB, CDC Action Taken
- Delegation of power document- Director empowerment
- Stability of Academic Leaders- Director, IQAC, APRC- Appointment Letters
- Committee overshooting budget – MoM required
- Students to be members of BMA, AIIMA, etc
- MDP Brochure
- Develop e-content for SAWAYAM and MOOCs
- Designing program for Executives- 6 months programs for mid-level managers
- International Connect: MOU, Online sessions, Collaborative session, School
- About us can be the first tab
- To update (Alumni registration, Guru Purnima etc.)
- Meeting with students – are they happy with placements, their expectations, after how many offer letters, they are not allowed to sit for next interview
- Specialization wise Alumni should be involved

Mr. Sunil Jadhav suggested to prepare an action item list committee wise and share it with all staff members

Ms. Ashvini Jadhav suggested that all committee coordinators should take a meeting and discuss action items shared in the report

Resolution 3.1 Resolved to prepare action items committee wise and share by 17.07.2023

Resolution 3.2 Resolved that all committees will discuss in meeting the action items listed.

As there was no further topics to be discussed, the meeting was adjourned with vote of thanks

Dr.Radhika Wadhera
(IQAC coordinator)

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Copy Submitted
Above, via email
IQAC Committee MoM File 23-24

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

Dr. Dinesh Gabhane
(Director)

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies
(For Academic Year-2023-2024)

Developmental Goals for A.Y 2023-2024		
Faculty Driven		
1	Focus on quality of placement	T&P
2	Students' publications	R&D
3	Student Development Programs to be incorporated as one of the Professional activities	R&D
4	Better recruitment opportunities to be provided to students	T&P
5	All faculty members should be motivated to publish Research papers	R&D
6	Non- Teaching soft skills Training	IQAC
7	Focus on Faculty Training Industry Professionals	All Faculty
8	Methodology to connect with Alumni and its implementation	Alumni
9	Encourage faculty to get higher education and industry relevant certification.	All Faculty
10	Focus on maximum utilization of library and laboratory resources	Library and Laboratory
11	Students should be encouraged to submit Feedback where they are requested. At least 70% should submit feedback	All Staff
12	More focus on faculty participation in workshops, faculty exchange, seminars and retreats, as well as a leadership training program to facilitate career advancement.	All Faculty
13	Although institute has applied for University of Mumbai Research Centre, efforts should be taken to expedite the approval process.	R&D
14	Efforts should be taken to reach out to every student to help them with their development areas.	APRC
15	Explore options for keeping library open during weekends and off hours	Library
16	On boarding of Accounts and student information on this ERP should be expedited	O&A
17	Online system which has been created for requesting Transcripts and other student related data should be used effectively.	Alumni
18	Monitor and review RGCMS website traffic	Digital Media
19	Encourage and help Alumni to create various Alumni Chapters.	Alumni

20	Effective engagement with Alumni community for mentoring, placements and financial assistance and RGCMS Branding	Alumni
21	Certificate program and add-on courses to bolster students' academics and curriculum gap.	APRC
22	Design and deliver short term certificate courses	Faculty

	Management Driven
1	Faculty should be mandated to pursue Ph.D. and avail the facilities provided by institution for career progression.
2	Focus on hiring senior faculty who can contribute in Research, industry Consultancy and international connect.
3	For interactive and collaborative teaching, efforts should be taken to create a digital Classroom which will also aid in recording lectures for potential future use.
4	Renovation of Admin Block

Collaborative Goals	
1	Focus on Initiatives related to industry including executive education, industry sponsored labs, and industry sponsorship of student activities
2	Involvement of industry professional as members of various academic bodies/board
3	Focus of Sponsored Research
4	Initiatives related to industry including executive education, industry sponsored labs, and industry sponsorship of student activities
5	Focus on Global Immersion programs – Student Exchange & Faculty Exchange
6	Focus on Research Consultancy, Management Development Programs
7	Focus of more no. of Industry visit during National & International I.V
8	Apply for NBA accreditation (mandatory as per AITCE)
9	Efforts should be taken for getting NIRF ranking
10	Procure software and Hardware to cater to the needs of the students and industries and up-keep IT infrastructure.
11	Execution, monitoring, review and upgradation of all policies
12	Efforts need to be taken to increase MoUs with industry for Faculty exchange/Student exchange, training, placement, and consultancy activities.
13	Hybrid / sandwich program in collaboration with foreign universities should be explored

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 13/07/2023

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 13th Aug 2023 are circulated amongst its following members for their kind comment/consent and necessary action.

IQAC Committee			
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Deepesh Diwakaran	Industry Expert	
6	Ms. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Bidisha Goswami	Member (Faculty Representative)	
8	Ms. Niyati Joshi	Member (Faculty Representative)	
9	Ms. Sameen Shaikh	Member (Faculty Representative)	
10	Jyotika Pawar	Member (Non-Teaching Representative)	
11	Mr. Hemaraj Pomendkar	Laboratory Assistant	
12	Ms. Sonal Chavan	Library Assistant	
13	Ms. Asha Kamble	Member (Non-Teaching Representative)	
14	Mr. Shyamsundar Pawar	Local representative	
15	Rushikesh Patil	Student Representative Batch (2022-2024)	
16	Shubham Pawar	Alumni	

Dr. Radhika Wadhera
Coordinator, IQAC Committee

Copy Submitted:

1. Above, via email
2. IQAC Committee MoM 23-24

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

IQAC
Rajeev Gandhi College Of Management Studies
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Rajeev Gandhi College of Management Studies

Office of: **IQAC**

ACTION REPORT 13.07.2023

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
13/07/2023	2.1	Resolved that Dr. Dinesh Gabhane will compile all Development goals and segregate them in Faculty Driven, Management Driven and Collaborative goals and present them in coming CDC meeting.	DDG	In next CDC meeting	
13/07/2023	3.1	Resolved to prepare action items committee wise and share by 17.07.2023	DRW	15.07.2023	Done
13/07/2023	3.2	Resolved that all committees will discuss in meeting the action items listed.	All Staff	30/08/2023	

Legands:
DRW – Dr. Radhika Wadhera
DDG- Dr. Dinesh Gabhane
All Staff- Teaching & Non-Teaching Staff

Dr.Radhika Wadhera
(IQAC coordinator)

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IQAC Committee 23-24 MoM File

IQAC
Rajeev Gandhi College Of Management Studies
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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES ★ Ghansoli Navi Mumbai

Dr. Dinesh Gabhane
(Director)

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

MINUTES OF MEETING

Date and Time: Aug 8, 2023 at 3:30pm **Location:** RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2023-2024

Attendees:

Members Present		Members Absent
• Mr. Sunil Jadhav • Dr. Dinesh Gabhane • Dr. Radhika Wadhera • Mr. Atul Ramteke • Ms. Sameen Shaikh • Ms. Farheen Ahmad • Mr. Rushikesh Patil	• Ms. Bidisha Goswami • Ms. Niyati Joshi • Mr. Ashish Yadav • Mr Atul Mumbarkar • Mr. Ashish Pant • Mr. C.V Jadhav	• Ms. Ashvini Jadhav • Mr. Ashish Pant • Mr. Prathamesh Deshpande • Mr. Shubham Pawar • Mr. Deepesh Diwakaran

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 13-07-2023 and Action Report review**

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 13-07-2023 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 13-07-2023.

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 13-07-2023.

Topic #2: **Faculty Performance Appraisal Review for Academic year 2023-2024**

Points discussed

- Dr. Radhika Wadhera presented Faculty Performance Appraisal Form for Review
- **Section -1 Academic Performance Index Review**
- Dr. Dinesh Gabhane suggested to make the form self-explanatory and write specific and precise explanation wherever necessary.
- In *"Learning Material Developed"*. Clarity wrt to ppts., PDF, Word doc., Articles published in Learning material developed was clearly mentioned.
- *"Course Notes with evidence"* was changed to **Expert Lecture/ Practical Taken/Lab session/Field visit**
- As *"Steps to encourage self-learning"* is already covered in Training, it was changed to **Timely completion of Course File**
- In *"Additional Topics Covered beyond Syllabus"*, **Course Gap Identified and action taken** was added.

- In ***"Quality of Question Papers"***, mapping of question paper to Course Outcome was mentioned.

- **Section -2 Research Contribution Index Review**

- Dr. Dinesh Gabhane mentioned that during FPAR Review meeting, faculty members were not clear about ***"Resource Person"*** point in RCI. He made it clear that if any Faculty is expecting marks in that point, the expert talk/lecture/seminar etc. should be related to **Research**.

- **Section -3 Institute Development Index Review**

- Dr. Farheen Ahmad mentioned that instead of calling Corporate Social responsibility, committee can be renamed as Institute Social responsibility. Dr. Dinesh Gabhane seconded and it was unanimously approved.
- It was also unanimously decided that the total marks which are assigned to the IDI will be 20
- Since committees differ with respect to deliverables and magnitude of work, Mr. Sunil Jadhav mentioned that every committee coordinator and members should have different weightage and it should be published.
- Maximum of 5 marks will be assigned to each committee coordinator and members based on the published rubrics for each committee
- Final marks for IDI should be calculated based on weighted average of all committees for which faculty is coordinator or member
- It was also decided that each committee coordinators will create their deliverables of their respective committee, considering various stake holders like NBA, AQAR, Strategic plan and any stretch goals which they wish to accomplish.
- After brainstorming weightage was assigned to all committees. All faculty members unanimously agreed to the weightage assigned to respective committees.

- **Section -4 Additional Achievement Index Review**

- This section was accepted as it is.

Resolution 2.1
- Resolved that Dr. Radhika Wadhera will make changes in Faculty Appraisal Form as discussed above and disseminate with all Faculty members.

Resolution 2.2
- Resolved that every committee coordinator will create rubrics and get it verified from Director

Resolution 2.3
- Resolved that the updated name of CSR function to ISR will reflected in all the documents (ex: Committee manual, SOP etc)

As there was no further topics to be discussed, the meeting was adjourned with vote of thanks

Dr. Radhika Wadhera
IQAC Coordinator

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Dr. Dinesh Gabhane
Director

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Copy Submitted:
All faculty
IQAC 23-24 File
Enclosed – FPAR Form 23-24, Committee weightage document

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES ★ Ghansoli Navi Mumbai

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
GHANSOLI, NAVI MUMBAI

Sr. No.	Committees	Weightage	Functions
1	Extension Activity	5	Cultural
		3	Sports
		5	ISR
		3	Student Body
2	Administration	5	O&A
		3	Infrastructure
		4	Digital Media/IT Services
		5	Admission
		3	Student Welfare Committee
			Accounts
3	ARC- Anti Ragging Committee	2	
4	ICC- Internal Complaint Committee	2	
5	SC/ST	2	
6	SGRC- Student Grievance Redressal Committee	2	
7	GRC- Grievance Redressal Cell	2	
8	IQAC	5	
9	APRC	5	
10	Exam	5	
11	Research & Development	5	
12	Library		
13	Computer Lab		
14	Training & Placement	5	
15	Entrepreneurship Development/IIC	5	
16	Alumni	5	
17	Industrial Visit	4	
18	WDC	3	

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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES ★ Ghansoli Navi Mumbai

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

JNI

Rajeev Gandhi College of Management Studies

NAVI MUMBAI

(Approved by AICTE New Delhi, DTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

Faculty Appraisal Report A.Y. 2022-23

A. Academic Performance Index (API)- 40M

Sr.No.	Criteria	Max Score	Self Appraisal Score	Evaluation Strategy	Score Obtained
1	Result (% of Pass)	10		Odd Sem: Course-1 / Course-2 / Course-3; Even Sem: Course-1 / Course-2 / Course-3; Avg. (%) 95-100=10Pts, 90-94=8Pts, 85-90=6Pts, 80-84=4Pts,75-79=2Pts)	
2	Good Practices	7		**1 Point for each Activity**	
				Learning Material Developed- ppts., PDF, Word doc., Articles published	
				Expert Lecture/ Practical Taken/Lab session/Field visit	
				Timely completion of Course File	
				Additional Topics Covered Beyond Syllabus / Course Gap Identified and action taken	
				Quality of Question Papers (Questions mapped with CO)	
				Steps Taken To Encourage Bright Students / Assist Weak Students	
				Case Studies/ Real Life Example Shown in the Course	
3	Innovation in teaching (Write a One page report)	5		Methodology followed, Difficulty faced, New Methods identified, Improvement in Results, (at least one instance to be showed), Usage of ICT technique in the classroom, Videos, PM, Simulations, Models, Course web page etc.	
4	Engagement with Outside World	8		**2 Points for each Activity**	
				Resource person for FDPs	
				Resource person for Webinars	
				Conference Chair	
				Resource Person for SDPs	
				Invited Talks	
				University Question Paper Setter	
				University Question Paper Evaluator	
				BOS Member of University/Autonomous College	
				Member of Syllabus Committee of University/Autonomous College	
				LIC Committee Member of University	
				Other University Level Committee Member	
				Guest/Expert Lectures	
				Any other Relevant Item (Kindly Mention)	
5	Training programs participated	5		4 Weeks & Above- 5Pts, 1 Week - 3Pts, 3 days - 2Pts, One day - 1Pts	
6	Student feedback	5		>=90 % - 5Pts, 80-89% - 4Pts, 70-79% - 3Pts, 60-69%-2Pts, 40-59% -1Pts	
Total		40			

B. Research Contribution Index (RCI)- 30M					
Sr.No.	Criteria	Max Score	Self Appraisal Score	Evaluation Strategy	Score Obtained
1	Research paper publication	7		SCI/ SCIE/Scopus/UGC Care/ABDC Indexed journals - 7 pts (Main Author), 2 Pts (Co-Author)	
				Peer Reviewed Journal having ISSN No.- 3 pts (Main Author), 1 Pt (Co-Author)	
				Conference Proceedings having ISSN No.- 3 pts (Main Author), 1 Pt (Co-Author)	
2	Book Publication	5		International Publisher- 5 Pts (Main Author), 3 Pts (Co-Author)	
				National Publisher- 3 Pts (Main Author), 2 Pts (Co-Author)	
				Chapter in Edited book- 1Pts	
3	Conference/FDP/Workshop/ Webinar / Reviewer	8		Organising Chair - 1 Week - 5Pts, 3 days - 3Pts, One day - 2Pts	
				Resource person (2 Pts per day of interaction, Topic- Research Based)	
				Member of organising Committee - 1 Week - 3Pts, 3 days - 2Pts, One day - 1Pts	
				Reviewer Ph.D. Thesis - 3 Pts per thesis	
				Reviewer of Peer Reviewed Journal - 1 Pt per paper	
4	Research Guidance	5		3 Pts- Per Ph.D Degree Awarded	
				2 Pts- Per Thesis Submitted	
				1 Pt-Per Ph.D student Enrolment	
				1 Pt -less than or equal to 10 PG Project Guided , 2 Pt - More than 10 or less than equal to 20 PG Project Guided	
5	Professional Activities	5		Research Consultancy >= 10 Lakhs - 5 Pts; < 10 lakhs- 3 Pts, < 5 lakhs- 1 Pt	
				Professional Membership- 2 Pts Per membership	
				Contribution in any other professional activities (Kindly Mention) - 2 Pts per	
Total		30			

C. Institutional Development Index (IDI)- 20M					
Sr.No.	Criteria	Max Score	Self Appraisal Score	Evaluation Criteria	Score Obtained
1	Completion of Assigned Work / Co and Extra Curricular Activities	20		**Rate yourself on a Scale of 1 to 5**	
				NAAC/NBA-IQAC Coordinator (1-5), Member- 1Pt	
				APRC Co-ordinator (1-5),Member- 1Pt	
				Examination Co-ordinator (1-5), Member- 1Pt	
				Placement Co-ordinator (1-5), Member- 1Pt	
				O&A Co-ordinator (1-5), Member- 1Pt	
				Library Co-ordinator (1-5),Member- 2Pt	
				Lab Co-ordinator (1-5), Member- 2Pt	
				Admission Co-ordinator (1-5), Member- 1Pt	
				Entreprenuer Co-ordinator (1-5), Member- 1Pt	
				Digital Media Co-ordinator (1-5), Member- 1Pt	
				R&D Coordinator (1-5), Member- 1Pt	
				Alumni Coordinator (1-5), Member- 1Pt	
				Industrial Visit Co-ordinator (1-5), Member- 1Pt	
				Institute Social Responsibility (1-5), Member- 1Pt	
				Sports Co-ordinator (1-5), Member- 1Pt	
				Cultural Co-ordinator (1-5), Member- 1Pt	
				Student Body Co-ordinator (1-5),Member- 1Pt	
2				Student Welfare Co-ordinator (1-5),Member -1 Pt	
				Women Developoment Committee Co-ordinator (1-5), Member -1 Pt	
				Infrastructure maintenance co-ordinator(1-5), Member -1 Pt	
				(1-3 Pt) for each (SC/ST, ICC, Anti-Ragging, SGRC, Grievance Redressal)	
				Any Other Extra-curricular Activity (Kindly Mention) - 5 Pts /Member- 1Pt	
Total		20			

D. Additional Achievement Index (AAI)- 10M					
Sr.No.	Criteria	Max Score	Self Appraisal Score	Evaluation Criteria	Score Obtained
1	Awards/ Patents	5		International- 5 Pts	
				National- 3 Pts	
2	Additional Initatives Taken	5		Submit a one page write-up of the initiatives you have taken other than work allocated to you * Issue / work identified * Methodology followed * Su-moto action resulting in tangible outcomes	
Total		10			

IQAC
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Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli.
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 08/08/2023

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 8th Aug 2023 are circulated amongst its following members for their kind comment/consent and necessary action.

IQAC Committee			
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)	Ab
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Deepesh Diwakaran	Industry Expert	Ab
6	Ms. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Bidisha Goswami	Member (Faculty Representative)	
8	Ms. Niyati Joshi	Member (Faculty Representative)	
9	Ms. Sameen Shaikh	Member (Faculty Representative)	
10	Jyotika Pawar	Member (Non-Teaching Representative)	
11	Mr. Hemaraj Pomendkar	Laboratory Assistant	
12	Ms. Sonal Chavan	Library Assistant	
13	Ms. Asha Kamble	Member (Non-Teaching Representative)	
14	Mr. Shyamsundar Pawar	Local representative	
15	Rushikesh Patil	Student Representative Batch (2022-2024)	
16	Shubham Pawar	Alumni	

Dr. Radhika Wadhera
Coordinator, IQAC Committee

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1. Above, via email
2. IQAC Committee MoM 23-24

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Notice

Ref No: rgcms/IQAC/notice/ **Date**: 13/07/2023

All faculty members are requested to attend Committee Manual & SoP document Review meeting

Date of FDP: 21th August 2023
Time: 3:30 onwards
Venue: RGCMS Boardroom

Dr. Radhika Wadhera
IQAC, Co-ordinator

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli.
Navi Mumbai - 400 701.

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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Dr. Dinesh Gahbane
Director

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli.
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

ACTION REPORT 08.08.2023

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
08/08/2023	2.1	Resolved that Dr. Radhika Wadhera will make changes in Faculty Appraisal Form as discussed above and disseminate with all Faculty members post approval	DRW	In next CDC meeting	
08/08/2023	2.2	Resolved that every committee coordinator will create rubrics and get it verified from Director	All staff	30.09.2023	
08/08/2023	3.2	Resolved that the updated name of CSR function to ISR will reflected in all the documents (ex: Committee manual, SOP etc)	DRW	30.09.2023	Done

Legands:
DRW – Dr. Radhika Wadhera
DDG- Dr. Dinesh Gabhane
All Staff- Teaching & Non-Teaching Staff

Dr.Radhika Wadhera
(IQAC coordinator)

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IQAC Committee 23-24 MoM File

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Dr. Dinesh Gabhane
(Director)

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

MINUTES OF MEETING

Date and Time: Aug 21, 2023 at 3:30pm

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2023-2024

Attendees:

Members Present		Members Absent
• Mr. Sunil Jadhav • Dr. Dinesh Gabhane • Dr. Radhika Wadhera • Mr. Atul Ramteke • Ms. Sameen Shaikh • Ms. Farheen Ahmad • Mr. Rushikesh Patil	• Ms. Bidisha Goswami • Ms. Niyati Joshi • Mr. Ashish Yadav • Mr Atul Mumbarkar • Mr. Ashish Pant • Mr. C.V Jadhav	• Ms. Ashvini Jadhav • Mr. Ashish Pant • Mr. Prathamesh Deshpande • Mr. Shubham Pawar • Mr. Deepesh Diwakaran

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 13-07-2023 and Action Report review**

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 13-07-2023 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1:

- It was resolved to confirm Minutes of Meeting held on 08-08-2023.

Resolution# 1.2

- It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 21-08-2023.

Topic #2: **Review of Committee manual**

Points discussed

- Dr. Dinesh Gabhane suggested to consolidate:-
- Cultural, Student Body, Sports, Institute Social responsibility as functions of Extra-curricular committee
- Office & Administration, Infrastructure maintenance, Digital Media & IT services, Admission, Student & Staff welfare and Accounts were consolidated as functions of Administration Committee
- It was unanimously agreed that members of Extra-curricular committee will include function heads of Cultural, Student Body, Sports, and Institute Social responsibility functions. Extra-curricular committee coordinator will compile all MoMs.
- It was unanimously agreed that members of Administration Committee will include function heads of Office & Administration, Infrastructure maintenance, Digital Media & IT services, Admission, Student & Staff welfare and Accounts. Administration committee coordinator will compile all MoMs

- Dr. Radhika Wadhera suggested to update Organization structure

Resolution 2.1

- Resolved that Dr. Radhika Wadhera will make changes in Committee manual, present it and share with all staff members.

Topic #3: **Review of SoP manual**

Point Discussed: Mr. Sunil Jadhav suggested that all committee coordinators will read SoP's of their respective committees and mail changes to Dr. Radhika Wadhera .Dr. Wadhera will incorporate the changes, present it and share the same with staff members.

Resolution 3.1 Resolved that Dr. Wadhera will compile the changes shared by committee coordinators, present it and share the same with staff members.

Dr. Radhika Wadhera
IQAC Coordinator

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

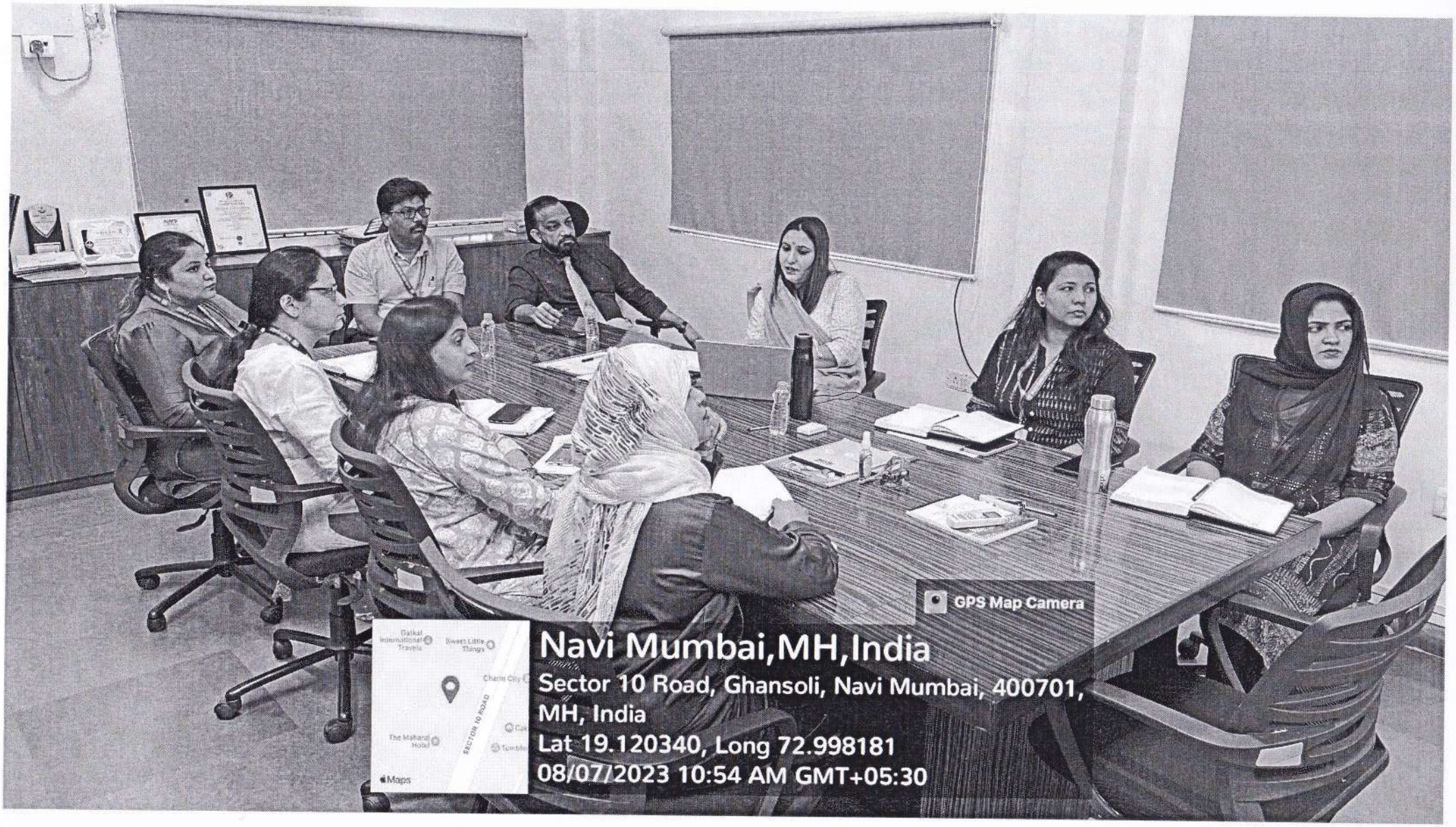
Copy Submitted:
All faculty
IQAC 23-24 File

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai.

Dr. Dinesh Gabhane
Director

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai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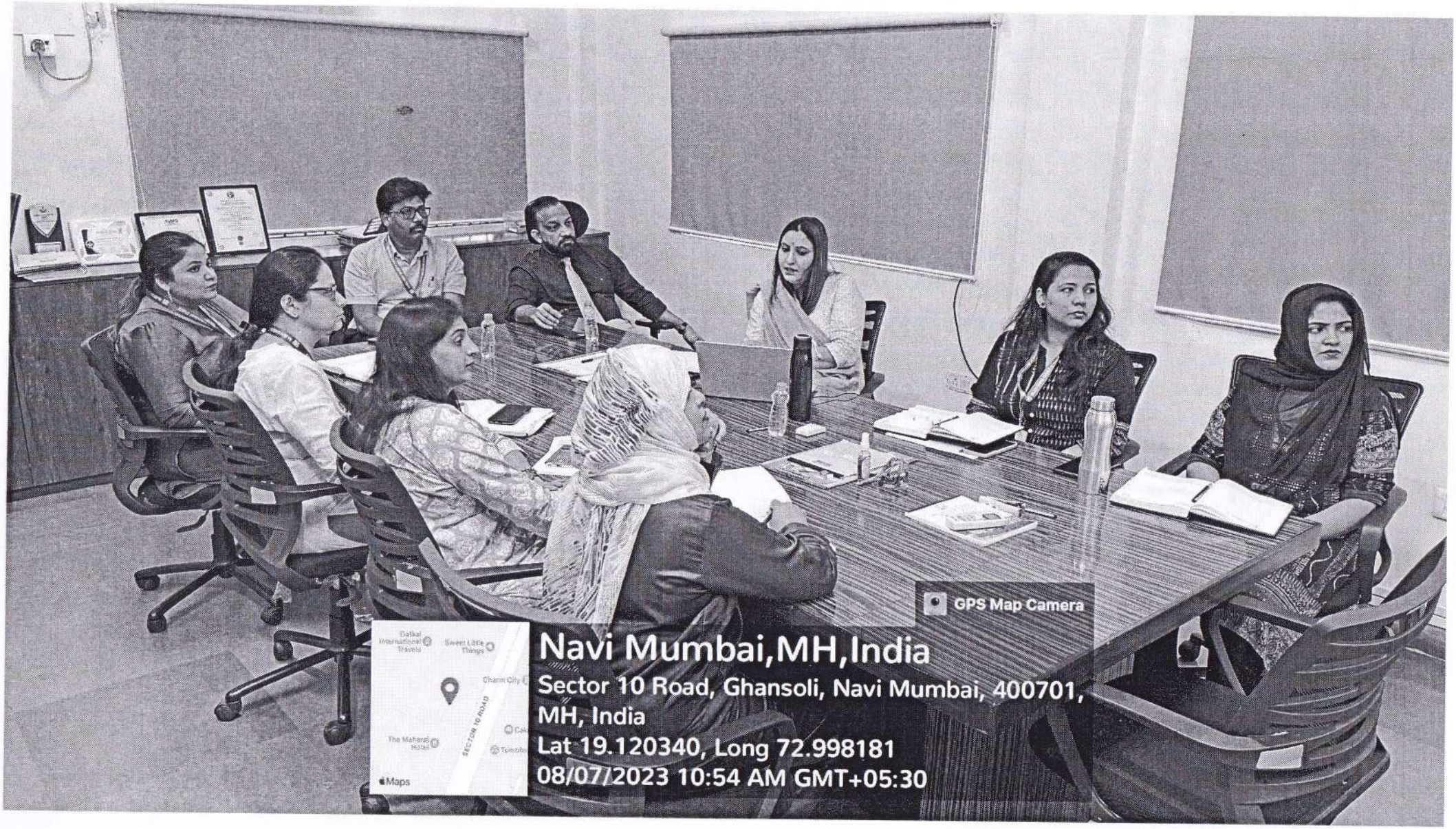

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 21/08/2023

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 21th Aug 2023 are circulated amongst its following members for their kind comment/consent and necessary action.

IQAC Committee			
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)	Ab
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Deepesh Diwakaran	Industry Expert	Ab
6	Ms. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Bidisha Goswami	Member (Faculty Representative)	
8	Ms. Niyati Joshi	Member (Faculty Representative)	
9	Ms. Sameen Shaikh	Member (Faculty Representative)	
10	Jyotika Pawar	Member (Non-Teaching Representative)	
11	Mr. Hemaraj Pomendkar	Laboratory Assistant	
12	Ms. Sonal Chavan	Library Assistant	
13	Ms. Asha Kamble	Member (Non-Teaching Representative)	
14	Mr. Shyamsundar Pawar	Local representative	Ab
15	Rushikesh Patil	Student Representative Batch (2022-2024)	
16	Shubham Pawar	Alumni	

Dr. Radhika Wadhera
Coordinator, IQAC Committee

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2. IQAC Committee MoM 23-24

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

ACTION REPORT 21.08.2023

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
21/08/2023	2.1	Resolved that Dr. Radhika Wadhera will make changes in Committee manual and share withal staff members post approval from Dr. Dinesh Gabhane	DRW	30.08.2023	Done
21/08/2023	3.1	Resolved that Dr. Radhika Wadhera will compile changes shared by all committee coordinators and share SoP document	DRW	30.09.2023	Inputs still coming from staff members

Legands:
DRW – Dr. Radhika Wadhera

Dr.Radhika Wadhera
(IQAC coordinator)

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IQAC Committee 23-24 MoM File

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Dr. Dinesh Gabhane
(Director)

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

MINUTES OF MEETING

Date and Time: November 8, 2023 at 10:30am **Location:** Virtual

Ref No: RGCMS/IQAC/MOM/2023-2024

Attendees:

Members Present		Members Absent
• Mr. Sunil Jadhav • Ms. Ashvini Jadhav • Dr. Dinesh Gabhane • Dr. Radhika Wadhera • Dr. Farheen Ahmad • Ms. Chahat Hargunani • Dr. Puja Kaushik	• Ms. Niyati Joshi • Mr. Ashish Pant • Mr. C.V Jadhav • Ms. Jyotika Pawar • Ms. Sonal Chavan • Mr. Hemraj Pomendkar	• Mr. Prathamesh Deshpande • Mr. Shubham Pawar • Mr. Deepesh Diwakaran • Ms. Sameen Shaikh • Mr. Rushikesh Patil • Ms. Bidisha Goswami • Dr. Arshi Siddiqui

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 21-08-2023 and Action Report review**

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 21-08-2023 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1:
- It was resolved to confirm Minutes of Meeting held of 21-08-2023.

Resolution# 1.2
- It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 21-08-2023.

Topic #2: **Pre-qualifier Data for NBA**

Points discussed
- Dr. Radhika updated members regarding fee paid for NBA pre-qualifier. After follow ups with NBA support the portal for filling Pre-qualifier data (New application) is now available.
- Dr. Radhika Wadhera mentioned about generation of new application on NBA portal. She presented data requirement for NBA (pre-qualifier) and discussed what needs to be filled in six sections of pre-qualifier on NBA portal.
- While filling data in pre-qualifier - Ms. Jyotika Pawar shared Program related info. (Section-1), Student admission data (Section-2) , AICTE approval letters of 3 Academic years and information of Faculty, Student Faculty Ratio(Section-3 & Section-4) along with Dr. Farheen Ahmad. Placement no.'s (Section -5) were shared by Dr. Arshi Siddiqui and Ms. Bidisha Goswami

Resolution #2.1:
- It was resolved to approve the pre-qualifier data after review and verification

Topic #3: **Program Assessment and Quality Improvement Committee**

- Dr. Dinesh mentioned that there is compliance need to have a Program Assessment and Quality Improvement Committee
- This committee is responsible for tracking CO, PO, PSO; Teaching learning process, Monitor student performance, feedback, quality assurance, continuous improvement etc.
- Upon review of IQAC and APRC committee functions, it was decided that most of the functions of Program Assessment and Quality improvements are performed by existing IQAC and APRC.
- It was also discussed that it is mandatory by NAAC and University of Mumbai to have IQAC committee
- It was also discussed that Rajeev Gandhi College of Management Studies Institute only runs one program, so having separate IQAC and Program Assessment and Quality improvement Committee will have unnecessary duplication of work

Resolution # 3.1

- It was resolved to not to form a new committee called Programs assessment and quality improvement committee

Topic #4: **Criteria wise data requirement for NBA**

Points discussed

- Dr. Radhika Wadhera shared the list of tasks assigned to all staff members and the methodology to work.

SAR Criteria owners			
1	Vision, Mission and Program Educational Objectives (50)	50	DRW
2	Governance, Leadership & Financial Resources (100)	100	DDG
3	Program Outcomes and Course Outcomes (100)	100	DFA
4	Curriculum and Learning Process (125)	125	DFA
5	Students' Quality and Performance (100)	100	BG
6	Faculty Attributes and Contributions (250)	250	SS
7	Industry Connect (60) + International Connect (40)	100	DRW
8	Infrastructure (75)	75	DDG
9	Alumni Performance and Connect (50)	50	NJ
10	Continuous Improvement (50)	50	DRW
		1000	

SAR filling template was status sheet was shared with all staff members.
https://docs.google.com/spreadsheets/d/1PirH8Gv8pw9OOJNvMfPKHoOvJaZWf1R9/edit#gid=203940364

Resolution # 4.1

- It was resolved that all staff members will keep on updating the g-sheet and SAR google-doc. and will report on every Monday.

Dr. Radhika Wadhera
IQAC coordinator

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES ★ Ghansoli Navi Mumbai

Dr. Dinesh Gabhane
Director

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

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2. IQAC Committee MoM 23-24 File

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 08/11/2023

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 8th Nov 2023 are circulated amongst its following members for their kind comment/consent and necessary action.

IQAC Committee			
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Deepesh Diwakaran	Industry Expert	Ab
6	Ms. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Bidisha Goswami	Member (Faculty Representative)	Ab
8	Ms. Niyati Joshi	Member (Faculty Representative)	
9	Ms. Sameen Shaikh	Member (Faculty Representative)	Ab
10	Jyotika Pawar	Member (Non-Teaching Representative)	Ab
11	Mr. Hemaraj Pomendkar	Laboratory Assistant	
12	Ms. Sonal Chavan	Library Assistant	
13	Ms. Asha Kamble	Member (Non-Teaching Representative)	
14	Mr. Shyamsundar Pawar	Local representative	Ab
15	Rushikesh Patil	Student Representative Batch (2022-2024)	
16	Shubham Pawar	Alumni	

Dr. Radhika Wadhera
Coordinator, IQAC Committee

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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Notice

Ref No: rgcms/IQAC/notice/ **Date**: 13/07/2023

All faculty members are requested to attend Committee Manual & SoP document Review meeting

Date of FDP: 21th August 2023
Time: 3:30 onwards
Venue: RGCMS Boardroom

Dr. Radhika Wadhera
IQAC, Co-ordinator

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli.
Navi Mumbai - 400 701.

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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Dr. Dinesh Gahbane
Director

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli.
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

ACTION REPORT 08.08.2023

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
08/08/2023	2.1	Resolved that Dr. Radhika Wadhera will make changes in Faculty Appraisal Form as discussed above and disseminate with all Faculty members post approval	DRW	In next CDC meeting	
08/08/2023	2.2	Resolved that every committee coordinator will create rubrics and get it verified from Director	All staff	30.09.2023	
08/08/2023	3.2	Resolved that the updated name of CSR function to ISR will reflected in all the documents (ex: Committee manual, SOP etc)	DRW	30.09.2023	Done

Legands:
DRW – Dr. Radhika Wadhera
DDG- Dr. Dinesh Gabhane
All Staff- Teaching & Non-Teaching Staff

Dr.Radhika Wadhera
(IQAC coordinator)

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IQAC Committee 23-24 MoM File

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Dr. Dinesh Gabhane
(Director)

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

MINUTES OF MEETING

Date and Time: Aug 21, 2023 at 3:30pm

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2023-2024

Attendees:

Members Present		Members Absent
• Mr. Sunil Jadhav • Dr. Dinesh Gabhane • Dr. Radhika Wadhera • Mr. Atul Ramteke • Ms. Sameen Shaikh • Ms. Farheen Ahmad • Mr. Rushikesh Patil	• Ms. Bidisha Goswami • Ms. Niyati Joshi • Mr. Ashish Yadav • Mr Atul Mumbarkar • Mr. Ashish Pant • Mr. C.V Jadhav	• Ms. Ashvini Jadhav • Mr. Ashish Pant • Mr. Prathamesh Deshpande • Mr. Shubham Pawar • Mr. Deepesh Diwakaran

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 13-07-2023 and Action Report review**

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 13-07-2023 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1:

- It was resolved to confirm Minutes of Meeting held on 08-08-2023.

Resolution# 1.2

- It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 21-08-2023.

Topic #2: **Review of Committee manual**

Points discussed

- Dr. Dinesh Gabhane suggested to consolidate:-
- Cultural, Student Body, Sports, Institute Social responsibility as functions of Extra-curricular committee
- Office & Administration, Infrastructure maintenance, Digital Media & IT services, Admission, Student & Staff welfare and Accounts were consolidated as functions of Administration Committee
- It was unanimously agreed that members of Extra-curricular committee will include function heads of Cultural, Student Body, Sports, and Institute Social responsibility functions. Extra-curricular committee coordinator will compile all MoMs.
- It was unanimously agreed that members of Administration Committee will include function heads of Office & Administration, Infrastructure maintenance, Digital Media & IT services, Admission, Student & Staff welfare and Accounts. Administration committee coordinator will compile all MoMs

- Dr. Radhika Wadhera suggested to update Organization structure

Resolution 2.1

- Resolved that Dr. Radhika Wadhera will make changes in Committee manual, present it and share with all staff members.

Topic #3: **Review of SoP manual**

Point Discussed: Mr. Sunil Jadhav suggested that all committee coordinators will read SoP's of their respective committees and mail changes to Dr. Radhika Wadhera .Dr. Wadhera will incorporate the changes, present it and share the same with staff members.

Resolution 3.1 Resolved that Dr. Wadhera will compile the changes shared by committee coordinators, present it and share the same with staff members.

Dr. Radhika Wadhera
IQAC Coordinator

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Copy Submitted:
All faculty
IQAC 23-24 File

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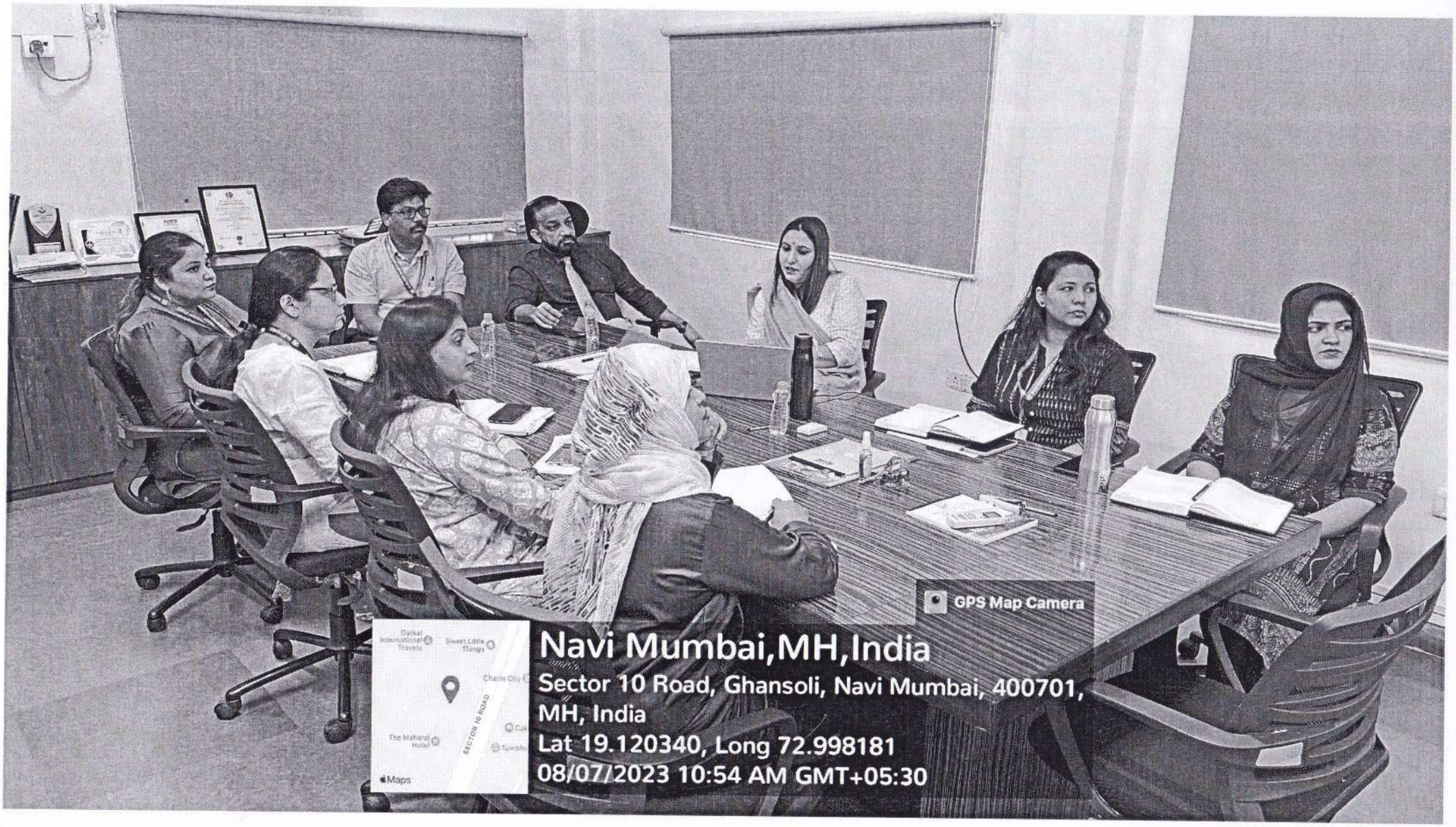
Ghansoli
Navi Mumbai.

Dr. Dinesh Gabhane
Director

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai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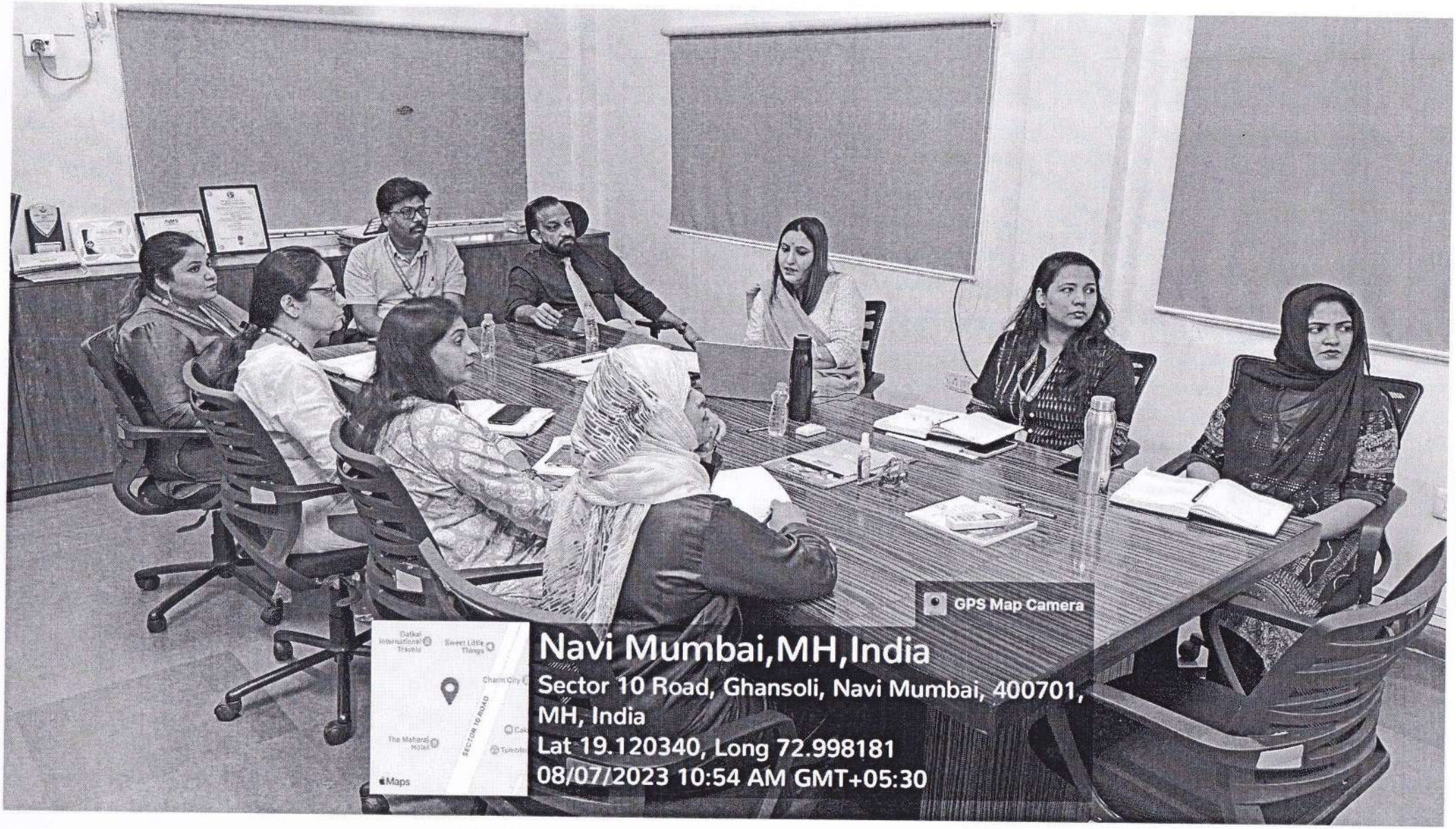
Lat 19.120340, Long 72.998181
08/07/2023 10:54 AM GMT+05:30
Maps



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 21/08/2023

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 21th Aug 2023 are circulated amongst its following members for their kind comment/consent and necessary action.

IQAC Committee			
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)	Ab
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Deepesh Diwakaran	Industry Expert	Ab
6	Ms. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Bidisha Goswami	Member (Faculty Representative)	
8	Ms. Niyati Joshi	Member (Faculty Representative)	
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10	Jyotika Pawar	Member (Non-Teaching Representative)	
11	Mr. Hemaraj Pomendkar	Laboratory Assistant	
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13	Ms. Asha Kamble	Member (Non-Teaching Representative)	
14	Mr. Shyamsundar Pawar	Local representative	Ab
15	Rushikesh Patil	Student Representative Batch (2022-2024)	
16	Shubham Pawar	Alumni	

Dr. Radhika Wadhera
Coordinator, IQAC Committee

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2. IQAC Committee MoM 23-24

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

MINUTES OF MEETING

Date and Time: February 5, 2024 at 10:30am **Location:** BoardRoom

Ref No: RGCMS/IQAC/MOM/2023-2024

Attendees:

Members Present		Members Absent
• Mr. Sunil Jadhav • Ms. Ashvini Jadhav • Dr. Dinesh Gabhane • Dr. Radhika Wadhera • Dr. Farheen Ahmad • Ms. Chahat Hargunani • Dr. Puja Kaushik • Ms. Jyotika Pawar • Mr. Hemraj Pomendkar • Ms. Shravanti Hable	• Ms. Niyati Joshi • Ms. Bidisha Goswami • Dr. Arshi Siddiqui • Mr. Prathamesh Deshpande • Mr. Shubham Pawar • Ms. Sameen Shaikh • Mr. Rushikesh Patil • Mr. C.V Jadhav	• Mr. Deepesh Diwakaran

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 17-11-2023 and Action Report review**

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 17-11-2023 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 17-11-2023

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 17-11-2023 .

Topic #2: **Teaching & Non- Teaching Training**

Points discussed

- Dr. Dinesh suggested to align Training for Teaching and Non-Teaching staff
- Few topics suggested by Mr. Sunil Jadhav included
  - Insights on Constitutional Rights, e-waste, Professional Ethics
  - Training session for Non-Teaching and Teaching Staff

Resolution #2.1: • It was resolved that IQAC will conduct/facilitate Training for Teaching & Non- Teaching staff

Topic #3: **Digital Panel for better experience in classroom**

Points discussed - Dr. Farheen Ahmad expressed her concern regarding engagement of students in classroom. She suggested to use technology to engage the students. Ms. Ashvini Jadhav suggested to explore Digital panels etc.

Resolution #3.1:

- It was resolved that Dr. Dinesh Gabhane in consultation with Infrastructure committee will explore technology options for making the classes more interactive and engaging students

Dr.Radhika Wadhera

(IQAC coordinator)

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Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Dr. Dinesh Gabhane

(Director)

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 05/02/2024

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 5th Feb 2024 are circulated amongst its following members for their kind comment/consent and necessary action.

IQAC members			
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Deepesh Diwakaran	Industry Expert	
6	Ms. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Bidisha Goswami	Member (Faculty Representative)	
8	Ms. Niyati Joshi	Member (Faculty Representative)	
9	Ms. Sameen Shaikh	Member (Faculty Representative)	
10	Jyotika Pawar	Member (Non-Teaching Representative)	
11	Mr. Hemaraj Pomendkar	Laboratory Assistant	
12	Ms. Sonal Chavan	Library Assistant	
13	Ms. Asha Kamble	Member (Non-Teaching Representative)	
14	Mr. Shyamsundar Pawar	Local representative	
15	Rushikesh Patil	Student Representative Batch (2022-2024)	
16	Shubham Pawar	Alumni	

Dr. Radhika Wadhera
Coordinator, IQAC Committee

Copy Submitted:

1. Above, via email
2. IQAC Committee MoM 23-24 File

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

IQAC
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701.

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

MINUTES OF MEETING

June 14, 2024

Date and Time: June 14, 2024 at 10:30am

Location: Board Room

Ref No: RGCMS/IQAC/MOM/2023-2024

Attendees:

Members Present

- Dr. Dinesh Gabhane
- Dr. Radhika Wadhera
- Dr. Farheen Ahmad
- Ms. Chahat Hargunani
- Dr. Puja Kaushik
- Ms. Jyotika Pawar
- Mr. Hemraj Pomendkar
- Ms. Shravanti Hable
- Dr. Arshi Siddiqui

Special Invitee

- Dr. Chandrahauns Chavan (Esteemed Auditor)

Members Absent

- Mr. Deepesh Diwakaran
- Mr. Prathamesh Deshpande
- Mr. Shubham Pawar
- Ms. Sameen Shaikh
- Mr. Rushikesh Patil
- Mr. C.V Jadhav

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 05-2-2024 and Action Report review**

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 05-02-2024 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1:
- It was resolved to confirm Minutes of Meeting held of 05-02-2024

Resolution# 1.2
- It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 05-02-2024.

Topic #2: **Suggestions during Audit**

Points discussed

- Dr. Chandrahauns Chavan sir mentioned the following
  - Accreditation is of 6 years and 3 years, SAR is of 1000 marks, minimum 40% passing marks for Criteria 6, 20% Ph.d's in CAY and CAYm1, minimum 60% enrollment in CAY, CAYm1 & CAYm2, Minimum 1 Professor – 1 Associate Professor or 2 Professors are required
  - Placement is calculated on 3 things- Actual placement in Industry, Enrollment in Higher studies and Entrepreneurs
  - SAR is submitted to expert members, All committee members (auditors) are well-versed with SAR, they come with notes. Presentation is very important- It involves Director's presentation and NBA/APRC/HoD's presentation
  - Second presentation covers all criteria

- Using NBA language/terminology in presentation
- SAR contents must be aligned with documentation
- Documents must reflect Teaching Learning

Resolution #2.1:

- It was resolved that IQAC will conduct meeting and explain all above point to staff members

Topic #3: **Criteria wise inputs**

Points discussed

- In Criteria 1, Dr. Chavan suggested
  - Economic impact is missing in Mission
  - Vision words to reflect in Mission
  - Core Values to reflect on objectives
  - Invitation and acceptance letters of Strategic Planning & Accountability Taskforce committee members to be added in Cr 1 file
  - Signature in circulation and MoM's
  - Feedbacks to be reassessed
- In Criteria 2, Dr. Chavan suggested
  - Invitation and acceptance letters of Governing Body, College Development committee, APRC (Academic Planning & Review Committee), IQAC (Internal Quality Assurance Cell), Training and placement members to be filed in Cr.2 file
  - Action Reports to be filed with MoMs (Minutes of meetings)
  - Add Academic Calendar (RGCMS and University Academic Calendar)
  - Strategic Plan to reflect – Infrastructure Development, Value added Courses, Autonomy and Accreditation
  - Measure everything with outcomes
  - Letter of power delegated to Director and staff in Leadership Role with respect to Academics, Administration and Finance issued by Chairman to be filed in Cr 2 file
- In Criteria 3, Dr. Chavan suggested
  - Graphical representation of Co's attained
  - CO-PO mapping to be strong
  - Revise the attainment band for levels as per quality of students
- In Criteria 4, Dr. Chavan suggested
  - Addressing gaps is important
  - Scope of writing letter to University for gaps to be explored
  - Summary list for all tables
  - For Project guidance – A Performa can be given to students wherein 10 times meeting guide is made compulsory to get best results
  - Pie charts of student diversity
  - Use of SAR terminology CAY, CAYm1 and CAYm2 in documentation
  - List of student publication to be complete
  - All event reports on website for 3 years
- In Criteria 5, Dr. Chavan suggested
  - Two types of mentoring – faculty student and Alumni student can be documented
  - Provision of change of Faculty as guide
  - Guest sessions in mentoring can be written
- In Criteria 6, Dr. Chavan suggested

- Summary List of Research and publication specifying UGC Care/ Scopus etc
- Preparation of teaching cases and publishing the same as Research papers can be explored
- Charts, graphs, to be used to show case the documentation
- Data for Student Faculty ratio etc to be kept ready with evidence

- In Criteria 7, Dr. Chavan suggested
  - International Industrial Visits can be documented for Global immersion
  - Focus on Sponsored Research
  - Focus on Research grants
- In Criteria 8, Dr. Chavan suggested
  - Focus on utilization of computer lab and library, space & resources
  - Increase library budget for books
  - Displaying of database list outside library
  - Computers to be upgraded
- In Criteria 9, Dr. Chavan suggested
  - Alumni documents to be in place
  - Alumni membership nos. should be increased
  - Attempt to make Newsletter
- In Criteria 10, Dr. Chavan suggested
  - This is in alignment with Cr 3
  - 3 years Academic Audit required with signature/approval of esteemed Auditor

Resolution #3.1:

- It was resolved that Criteria 1-10 owners will make respective changes in documentation. Audit Report is published with MoM

Dr.Radhika Wadhera
(IQAC coordinator)
Annexure- Audit Report 23-24

IQAC
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Dr. Dinesh Gabhane
(Director)

Director
Rajeev Gandhi College Of Management Studies
Plot No.1, Sector -8, Ghansoli,
Navi Mumbai - 400 701

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Academic & Administrative Audit Report 2023-2024

Date and Time: June 14, 2023 at 10:30am **Location:** Board Room

Attendees: RGCMS Directors & Faculty

General Suggestions

- Accreditation is of 6 years and 3 years, SAR is of 1000 marks,
- For Three years Accreditation minimum 40% passing marks for Criteria 6, 20% Ph.d's in CAY and CAYm1,
- Minimum 60% enrollment in CAY, CAYm1 & CAYm2,
- Minimum 1 Professor – 1 Associate Professor or 2 Professors are required and 60./.
- Placement is calculated on 3 things- Actual placement in Industry, Enrollment in Higher studies and Entrepreneurs 60./. is significant
- All committee members (auditors) are well-versed with SAR, they come with notes.
- Presentation is very important- It involves Director's presentation and NBA/APRC/HoD's presentation
- Second presentation covers all criteria and OBE Adopted framework
- Using NBA language/terminology in presentation
- SAR contents must be aligned with documentation

Criteria wise suggestions

Criteria 1 Vision Mission and Programme Educational Objectives

- Alignment of Vision and Mission statements (Economic impact is missing in Mission statement)
- Vision words to reflect in Mission
- Core Values to some extent reflected in PEOS
- Invitation and acceptance letters of Strategic Planning & Accountability Taskforce committee members
- Signature in circulation and MoM's
- Feedbacks to be reassessed

Criteria 2, Governance , Leadership and Financial Resources

- Invitation and acceptance letters of Governing Body, College Development committee, APRC (Academic Planning & Review Committee), IQAC (Internal Quality Assurance Cell), Training and placement members to be filed in Cr.2 file
- Action Reports to be filed with MoMs (Minutes of meetings)
- Add Academic Calendar (RGCMS and University Academic Calendar)
- Strategic Plan to reflect – Infrastructure Development, Value added Courses, Autonomy and Accreditation

- Letter of power delegated to Director and HOD's role with respect to Academics, Administration and Finance if any

Criteria 3, Program Outcome and course outcome

- Graphical representation of Co's attained
- CO-PO mapping to be strong
- Revise the attainment band for levels as per quality of students
- Achievement of attainment level is significant
- Documentation of all course files are important

Criteria 4 Curriculum and Learning Process

- Addressing gaps is important
- Scope of writing letter to University for gaps to be explored
- Summary list for all tables
- For Project guidance – A Performa can be given to students wherein 10 times meeting guide is made compulsory to get best results
- Pie charts of student diversity
- Use of SAR terminology CAY, CAYm1 and CAYm2 in documentation
- List of student publication with appropriate index
- To Display all event reports on institute website of assessment

Criteria 5 Student Quality and Performance

- Two types of mentoring – faculty student and Alumni student can be documented
- Provision of change of Faculty as project guide
- Appropriate calculation of various ratios and figures with documentations
- Innovation in Teaching and Learning.
- Improvement in MDP/FDP
- Provision for Visiting and Adjunct faculty
- Improvement in student participation in professional societies and chapters and student publication

Criteria 6 Faculty Attributes and Contribution

- Summary List of Research and publication specifying UGC Care/ Scopus etc. need improvement in quantity and quality of research publication.
- Need Improvement in Sponsored research
- Need Improvement in Consultancy and faculty as consultant.
- Preparation of teaching cases and class room discussion and publishing
- Appropriate calculation of various ratios and figures with documentations.

Criteria 7 Industry and International connect

- Improvement of International connect
- International Industrial Visits can be documented as a Global immersion Program
- Focus on Collaborative Research and online initiatives
- Faculty Exchange Programs

- Quantification and appropriate indexing of various events

Criteria 8, Infrastructure

- Documentation of utilization of computer lab and library, resources
- Utilization of library budget
- Display Library Resources outside library
- ICT & LMS Resources documentation with license copies.

Criteria 9, Alumina Performance and connect

- Alumni documents to be in place
- Alumni membership nos. should be increased
- Attempt to make Newsletter
- Alumina Portal and Database need to be increase.

Criteria 10 Continuous Improvement

- This is in alignment with Criteria 3
- 3 years Academic Audit required with signature/approval of esteemed Auditor
- Improvement in Placement and student quality

Dr. Dinesh Gabhane,
Director

Director
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Ghansoli
Navi Mumbai

Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 14/06/2024

CIRCULATION OF MINUTES

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IQAC members			
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
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Dr. Radhika Wadhera
Coordinator, IQAC Committee

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