



Rajeev Gandhi College of Management Studies
Office of: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2021-22/06

Date: 1/06/2022

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-----------------------|------------------------|
| 1. Dr. Dinesh Gabhane | 6. Ms. Niyati Joshi | 11. Ms. Pratha Vora |
| 2. Ms. Ashvini Jadhav | 7. Ms. Sameen Shaikh | 12. Mr. Ashish Yadav |
| 3. Dr. Radhika Wadhera | 8. Mr. Ashish Pant | 13. Ms. Dakshata |
| 4. Ms. Ashvini Jadhav | 9. Mr. Atul Mumbarkar | 14. Ms. Mitali Bhosale |
| 5. Ms. Bidisha Goswami | 10. Mr. Atul Ramteke | |

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 2/06/2022. You are kindly requested to attend the same.

Date of meeting: 2/06/2022

Time: 3:00 pm

Venue: RGCMS, Staffroom

Agenda:

1. Confirmation of minutes held on 05-04-2022 and Action Report review
2. Program Exit Analysis for Batch 20-22 A.Y. 21-22
3. Faculty Feedback Analysis For Sem IV Batch 20-22 & Sem I Batch 21-23
4. Recruitment of Faculty for A.Y. 22-23
5. Academic Calendar preparation A.Y. 22-23
6. Academic Term Semester II Batch 21-23 A.Y. 22-23- Commencement, Syllabus completion & All CIE completion dates
7. Subject Allocation & Faculty Workload Distribution - Semester II Batch 21-23 A.Y. 22-23
8. Lesson Plan & course outcomes submission - Semester II Batch 21-23 A.Y. 22-23
9. Any other agenda



Ms. Farheen Ahmad
(APRC, Member Secretary)

Copy Submitted: APRC/Meeting 2021-22 file





Rajeev Gandhi College of Management Studies
Office of: Academic Planning & Review Committee (APRC)

MINUTES OF MEETING

Date and Time: 2/06/2022 at 3:00pm
Ref No: RGCMS/APRC/MOM/2021-22/06

Location: RGCMS Staffroom

Attendees:

Members Present		Members Absent
<ul style="list-style-type: none">• Dr. Dinesh Gabhane• Ms. Farheen Ahmad• Dr. Radhika Wadhera• Ms. Bidisha Goswami• Mr. Sunil kumar Sharma (special invitee- industry representative)	<ul style="list-style-type: none">• Ms. Niyati Joshi• Ms. Sameen Shaikh• Mr. Ashish Pant• Mr. Atul Mumbarkar• Ms. Pratha Vora• Ms. Mitali Bhosale	<ul style="list-style-type: none">• Ms. Ashvini Jadhav• Mr. Atul Ramteke• Mr. Ashish Yadav• Ms. Dakshata

Minutes of Meeting and Resolutions

<p>Topic #1: <u>Welcome, Confirmation of minutes held on 05-04-2022 and Action Report review</u></p> <p>Discussion</p> <ul style="list-style-type: none">- Ms. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting- Ms. Farheen read the Minutes of the meeting held on 05-04-2022 and it was decided to confirm / accept the same- Action Report, with running list of actions to be acted upon was reviewed and accepted <p>Resolution# 1.1: It was resolved to confirm Minutes of Meeting held on 05-04-2022.</p> <p>Resolution# 1.2 It was resolved to accept an Action Report along with a running list of actions to be acted upon from the Meeting held of 05-04-2022.</p>
<p>Topic #2 <u>Program Exit Analysis for Batch 20-22 A.Y. 21-22</u></p> <p>Discussion:</p> <ul style="list-style-type: none">- Ms. Farheen Ahmad shared that the survey was taken from Batch 20-22 on the last day of their Semester IV examination. 38 out of 54 students answered the program exit survey.- The APRC coordinator read suggestions for improvement received from survey- Dr. Dinesh Gabhane sir stated concern for Infrastructural changes viz. beautification of campus as per institute capacity- Dr. Dinesh Gabhane sir also suggested that O & A must look into online fee collection system through college by online payment. <p>Resolution 2.1: It was resolved that Office & Administration will explore online fee collection options.</p> <p>Resolution 2.2 It was resolved that beautification of campus must be discussed further in IQAC meeting</p>

Topic #3: Faculty Feedback Analysis For Sem IV Batch 20-22 & Sem I Batch 21-23

- Discussion**
- APRC coordinator mentioned that faculty feedback analysis for all faculty members during Sem IV & I ranged between FPAR 13 – 14.4 points.
 - Dr. Dinesh Gabhane sir expressed that the overall the feedbacks analyzed for all faculty members was positively good
 - Ms. Ahmad mentioned few students wanted notes to be posted on G-classroom & Students could not reach out to faculty for doubt clearance more often in case of certain faculty member. For this; APRC coordinator send faculty specific mails respectively to help them improve in lacking areas
 - Ms. Ahmad also read suggestions drawn from analysis.

Resolution# 3.1: This was approved by all.

Topic #4: Recruitment of Faculty for A.Y. 22-23

- Discussion**
- Dr. Dinesh Gabhane mentioned that Ms. Pratha Vora will be leaving the job by Sept' 22 hence we will have a faculty member deficit.
 - Ms. Ahmad on seconding the discussion stated the requirement for recruitment of at least 2 faculty members i.e. one marketing faculty & one operations specialization faculty member.

Resolution# 4.1: It was resolved that the mentioned faculty members' slack will be discussed in CDC by Dr. Dinesh Gabhane sir

Topic #4: Academic Calendar template preparation A.Y. 22-23

- Discussion**
- Dr. Dinesh Gabhane mentioned that academic calendar preparation for the academic year 22-23 must be initiated.
 - Dr. Radhika discussed that all committee coordinators must embed there tentative events/ activities once the template is shared

Resolution# 4.1: It was resolved that Ms. Farheen Ahmad will create A.Y. 22-23 academic calendar template & infuse all university holidays & all tentative dates of vacations

Resolution# 4.2: Dr. Dinesh Sir will present the duly filled tentative Academic calendar A.Y. 22-23 in CDC meeting

Topic #5 Academic Term Semester II Batch 21-23 A.Y. 22-23- Commencement, Syllabus completion & All CIE completion dates

- Discussion**
- APRC coordinator initiated the discussion on planning for mentioned Academic Term Semester II Batch 21-23 A.Y. 22-23.
 - Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from 2nd July'22 till mid Oct'22 & October month will be utilised for exam
 - Dr. Dinesh sir mentioned watch on 90 days term criteria and then on discussion all finalized respective Commencement, Syllabus completion & All CIE completion dates
 - Commencement of sem II - 2 July'22
 - Syllabus completion date - 30 Sept'22
 - All CIE completion dates - 24 Sept'22

Resolution# 5.1 It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all CIE completion date

Resolution# 5.2 It was resolved that Ms. Farheen (APRC coordinator) will embed these dates in the academic calendar

Topic #6: Subject Allocation & Faculty Workload Distribution - Semester II Batch 21-23 A.Y. 22-23

- Discussion**
- The APRC coordinator stated subjects of semester two & initiated the discussion on understanding faculty members interest for the same
 - Mr. Sunil kumar Sharma sir verified the relevance of the chosen elective subjects in the current scenario – Cost & Management Accounting, Entrepreneurship Management & Management Information Systems
 - Dr. Dinesh stated his interest in teaching Operations Research
 - Ms. Niyati shared her interest in teaching Financial Management , Cost &Mgt. Accounting
 - Ms. Ahmad shared her interest in teaching Business Research Methods, marketing Management
 - Dr. Radhika shared her interest in teaching HRM & Entrepreneurship Management
 - Mr. Mumbarkar shared his interest in teaching Financial Management
 - Ms. Bidisha shared his interest in teaching MIS
 - Mr. Ashish Pant shared his interest in teaching HRM
 - Ms. Pratha Vora shared her interest in teaching Business Research Methods
 - Subject allocation keeping faculty workload in mind was then collectively finalized

Resolution# 6.1: It was resolved that the APRC coordinator will create the list & communicate the same to faculty members

Resolution# 6.2: It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement

Topic #7: Lesson Plan & course outcomes submission - Semester II Batch 21-23 A.Y. 22-23

Discussion Dr. Radhika mentioned Quality assurance is essential right at the start of the term hence it was asked by all faculty members to submit Sem II courses Lesson Plan & course outcomes

Resolution# 7.1 It was resolved that all faculty members will submit newly prepared/ updated Sem II courses Lesson Plan & course outcomes to APRC coordinator

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



Ms. Farheen Ahmad
(APRC Coordinator)

Copy Submitted: APRC MoM File 21-22



Dr. Dinesh Gadhane
(Director)

Director

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
Office of: Academic Planning & Review Committee (APRC)

Date: 5/06/2022

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 2nd June'2022 are circulated amongst its following members for their kind comment/consent and necessary action.

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Ms. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Mr. Bidisha Goswami	Member (Faculty Representative)	
6	Ms. Niyati Joshi	Member (Faculty Representative)	
7	Ms. Sameen Shaikh	Member (Faculty Representative)	
8	Mr Atul Mumbarkar	Member (Faculty Representative)	
9	Mr. Ashish Pant	Member (Faculty Representative)	
10	Mr. Ashish Yadav	Member (Faculty Representative)	
11	Ms. Pratha Vora	Member (Faculty Representative)	
12	Mr. Atul Ramteke	Member (Faculty Representative)	
13	Ms. Dakshata More	Member (Student Representative)	
14	Ms. Mitali Bhosale	Member (Student Representative)	
15	Mr. Sunil kumar Sharma	Special invitee (industry representative)	



Ms. Farheen Ahmad
Coordinator - APRC



Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

NOTICE FOR MEETING

Ref No: RGCMS/APRC/Notice/21-22

Date: 24/12/2021

Subject: APRC Meeting

Kind Attn:

1. All Teaching staff

Dear All,

An APRC meeting has been scheduled as follows:

Date of meeting: 3rd January 2021,

Time: 4:00pm

Venue: Google Meet link

Agenda:

1. Discuss completion of tasks resolved from earlier Meeting minutes
2. Course exit survey conduction & BISAT preparation
3. Regular Academic work

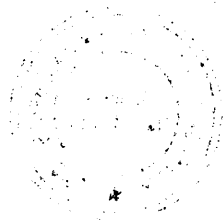
Prof. Farheen Ahmad
APRC Co-ordinator



Dr. Dinesh Gabhane
(In-charge Director)

Copy Submitted:

1. Above, via email
2. APRC / Meeting Notices & Minutes 21-22 file





Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

APRC MEETING

Ref No: RGCMS/APRC/MOM/21-22

Date and Time: 3/1/2022 at 4:00 pm

Location: G-Meet Virtual Meeting Link

Attendees:

Members Present		Members Absent
<ul style="list-style-type: none">● Dr. Radhika W.● Prof. Bidisha G.● Prof. Atul Ramteke● Prof. Ashvini J.● Pro. Pratha Vora	<ul style="list-style-type: none">● Dr. Dinesh Gabhane● Prof. Farheen A.● Prof. Niyati J.● Prof. Atul Mumbarkar● Prof. Ashish Yadav	<ul style="list-style-type: none">● NIL

Minutes of Meeting and Resolutions

Meeting was chaired by the Incharge Director- Dr. Dinesh Gabhane, as he commenced the meeting he asked Prof. Farheen Ahmad, the Coordinator to steer the meeting & initiate discussion of listed agendas

Topic # 1 :	Discuss completion of tasks resolved from earlier Meeting minutes
Resolution #1	<ul style="list-style-type: none">● All 4 resolutions were duly completed as per scheduled time.
Topic # 2 :	Course exit survey conduction & BISAT preparation
Resolution #2	<ul style="list-style-type: none">● Resolved that APRC Coordinator should remind faculties for sem III course exit survey conduction before syllabus completion date● Resolved that APRC coordinator will prepare to remind faculties for sem I BISAT conduction within a week time since the classes has commences today.
Topic # 3:	Regular Academic work
Resolution #3:	Discussed that APRC COORDINATOR will take care... <ul style="list-style-type: none">● Resolved that Lecture Record SEM IV Batch 20-22 & SEM I Batch 21-23 link to be prepared & shared to all faculties● FY SEM I mentor & SY sem IV guide distribution to be prepared urgently & shared● sem 4 timetable must be communicated to students● sem 4 commencement will happen on 1st february 22 + co submission for peer review;● mailed pending mentoring marklist work to faculties;

Certified True Copy
For APRC Committee, RGCMS




Prof. Farheen Ahmad
(APRC Co-ordinator)



Rajeev Gandhi College of Management Studies

Office of: **APRC Committee**

Date: 4/1/2022

CIRCULATION OF MINUTES

Minutes of Meeting of APRC Committee of the College are circulated amongst its following Hon'ble Members for their kind comment/consent for confirmation.

Sr. No.	Name	Designation	Signature (Consent for Approval)
1)	Dr. Dinesh Gabhane	Incharge Director	
2)	Prof. Farheen Ahmad	APRC Coordinator (Teacher's Representative)	
3)	Prof. Niyati Joshi	EXAM Coordinator (Teacher's Representative)	
4)	Dr. Radhika Wadhera	IQAC Coordinator (Teacher's Representative)	
5)	Prof. Bidisha Goswami	Member (Teacher's Representative)	
6)	Prof. Atul Ramteke	Member (Teacher's Representative)	
7)	Prof. Atul Mumbarkar	Member (Teacher's Representative)	
8)	Prof. Ashvini J.	Member (Teacher's Representative)	
9)	Pro. Pratha Vora	Member (Teacher's Representative)	
10)	Prof. Ashish Yadav	Member (Teacher's Representative)	



Dr. Dinesh Gabhane
In-charge Director,
RGCMS, Ghansoli.



Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

NOTICE FOR MEETING

Ref No: RGCMS/APRC/Notice/21-22

Date: 15/11/2021

Subject: APRC Meeting

Kind Attn:

1. All Teaching staff

Dear All,

An APRC meeting has been scheduled as follows:

Date of meeting: 18th November 2021,

Time: 4:00pm

Venue: Google Meet link

Agenda:

1. Discuss completion of tasks resolved from earlier Meeting minutes
2. Planning for Commencement of Sem I
3. Faculty's Mentoring
4. Course file work
5. Sem III project- Viva voce

Prof. Farheen Ahmad
APRC Co-ordinator

Dr. Dinesh Gabhane
(In-charge Director)



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Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

APRC MEETING

Ref No: RGCMS/APRC/MOM/21-22

Date and Time: 18/11/2021 at 4:00 pm

Location: G-Meet Virtual Meeting Link

Attendees:

Members Present		Members Absent
<ul style="list-style-type: none">● Dr. Radhika W.● Prof. Bidisha G.● Prof. Atul Ramteke● Prof. Ashvini J.● Pro. Pratha Vora	<ul style="list-style-type: none">● Dr. Dinesh Gabhane● Prof. Farheen A.● Prof. Niyati J.● Prof. Atul Mumbarkar● Prof. Ashish Yadav	<ul style="list-style-type: none">● NIL

Minutes of Meeting and Resolutions

Meeting was chaired by the Incharge Director- Dr. Dinesh Gabhane, as he commenced the meeting he asked Prof. Farheen Ahmad, the Coordinator to steer the meeting & initiate discussion of listed agendas

Topic # 1 :	Discuss completion of tasks resolved from earlier Meeting minutes
Resolution #1	<ul style="list-style-type: none">● All 4 resolutions were duly completed as per scheduled time.
Topic # 2 :	Planning for Commencement of Sem I
Resolution #2	<p>Discussed that Fymms online orientation - roadmap will be prepared by Prof. Farheen,</p> <ul style="list-style-type: none">● Resolved that Commencement of Sem I will happen on 3/1/22, Tuesday.● Resolved that Fymms online orientation will happen on 23/12/21, Thursday, December 23, 2021- 11:15am – 1:00pm● Resolved that APRC coordinator will prepare SEM I & IV Timetable schedule keeping all faculty members engagement in mind, get director's sanction & later share the all specialization schedules with faculty & SYMMS students over mail ,website & social group too by at least a week before the classes commence● Aprc coordinator shall aligned sem 1 co review meeting on 16/12/22 after getting course content files from all faculties
Topic # 3:	Faculty's Mentoring
Resolution #3:	<p>Discussed the observed that new faculties aren't getting much work other than teaching hence</p> <ul style="list-style-type: none">● Resolved that for New Faculty scrutiny & providing guidance - Prof. Bidisha to mentor Sameen mam & Prof. Farheen to mentor Ashish sir for next 3 months



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	<ul style="list-style-type: none"> • 30-60-90 days work plan discussed with reference to new faculty members for doing sustainable work at Institute
Topic # 4 :	Course file work
Resolution #4	<p>Discussed that course file preparation & completion should be more regular</p> <ul style="list-style-type: none"> • Resolved that APRC Coordinator to send a reminder mail to all faculties for 1 Course File to be submitted by 30th November 2021 • Resolved that APRC Coordinator to review received course files & update in tracking sheet 20th December 22
Topic # 5 :	Sem III project- Viva voce & Course exit survey conduction
Resolution #5	<p>Discussed & resolved that...</p> <ul style="list-style-type: none"> • 23rd nov Tuesday - sip viva voce conduction- discussed & panel arrived FIN - NJ,SS, MKTG - RW,DG,AP , OPS/IT - BG,FA • Time slots to allotted groups are to be provided by the panel • 27th Nov Saturday -re-viva voce is scheduled - discussed *penalty (rs. 200) *(in case of medical emergency only) for RE- reviva rs.500 • Blackbook submission post viva done within a week time • Resolved that APRC Coordinator to send a reminder mail to all faculties for Course exit survey conduction in last sem III session

**Certified True Copy
For APRC Committee, RGCMS**


Prof. Farheen Ahmad
(APRC Co-ordinator)





Rajeev Gandhi College of Management Studies

Office of: **APRC Committee**

Date: 19/11/2021

CIRCULATION OF MINUTES

Minutes of Meeting of APRC Committee of the College are circulated amongst its following Hon'ble Members for their kind comment/consent for confirmation.

Sr. No.	Name	Designation	Signature (Consent for Approval)
1)	Dr. Dinesh Gabhane	Incharge Director	
2)	Prof. Farheen Ahmad	APRC Coordinator (Teacher's Representative)	
3)	Prof. Niyati Joshi	EXAM Coordinator (Teacher's Representative)	
4)	Dr. Radhika Wadhera	IQAC Coordinator (Teacher's Representative)	
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10)	Prof. Ashish Yadav	Member (Teacher's Representative)	



Dr. Dinesh Gabhane
In-charge Director,
RGCMS, Ghansoli.



Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

NOTICE FOR MEETING

Ref No: RGCMS/APRC/Notice/21-22

Date: 28/09/2021

Subject: APRC Meeting

Kind Attn:

1. All Teaching staff

Dear All,

An APRC meeting has been scheduled as follows:

Date of meeting: 30th September 2021,

Time: 3:30pm

Venue: Google Meet link

Agenda:

1. Discuss completion of tasks resolved from earlier Meeting minutes
2. Planning for Commencement of Sem III
3. Faculty Orientation
4. CO peer review meeting on sem III courses

Prof. Farheen Ahmad
APRC Co-ordinator

Dr. Dinesh Gabhane
(In-charge Director)



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Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

APRC MEETING

Ref No: RGCMS/APRC/MOM/21-22

Date and Time: 30/09/2021 at 3:30 pm

Location: G-Meet Virtual Meeting Link

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none">● Dr. Radhika W.● Prof. Bidisha G.● Prof. Atul Ramteke	<ul style="list-style-type: none">● Dr. Dinesh Gabhane● Prof. Farheen A.● Prof. Niyati J.● Prof. Atul Mumbarkar	<ul style="list-style-type: none">● NIL

Minutes of Meeting and Resolutions

Meeting was chaired by the Incharge Director- Dr. Dinesh Gabhane, as he commenced the meeting he asked Prof. Farheen Ahmad, the Coordinator to steer the meeting & initiate discussion of listed agendas


Topic # 1 :	Discuss completion of tasks resolved from earlier Meeting minutes
Resolution #1	<ul style="list-style-type: none">● All 4 resolutions were duly completed as per scheduled time.
Topic # 2 :	Planning for Commencement of Sem III
Resolution #2	<p>Discussed that first cut on sem 3 subject distribution & slack was mailed to director sir by Prof. Farheen in Oct month,</p> <ul style="list-style-type: none">● Resolved that for sem III two subjects electives students wanted a change as it was communicated by them that neighboring institutes are taking other relevant elective courses as per current trend, hence was decided to change Global HRM to O.T.S.D. & Rural Marketing to Digital Marketing as HR & Marketing electives respectively.● Resolved Commencement of Sem III will happen on 16/10/21● Resolved that APRC coordinator will prepare Timetable schedule keeping all faculty members engagement in mind, get director's sanction & later share the all specialization schedules with faculty & SYMMS students over mail ,website & social group too by 7th October'21● Resolved that Prof. Farheen will create & forward BISAT template,ask for submission of course content file to all faculties ; all given faculties with create whatsapp groups for respective specialisation-add other related faculty & students
Topic # 3:	Faculty Orientation





Resolution #3:	Discussed that Orientation Roadmap & D.O.R. will be drafted by Prof. Farheen ; later Orientation D.O.R. discussion must be conducted among faculty members for review sake. <ul style="list-style-type: none"> Resolved that RGCMS Faculty Orientation 2021 is scheduled on Saturday, October 9, 2021·6:00 – 7:30pm Resolved that Gsuite login & G-Classroom Usage Session to be conducted by Prof. Bidisha for all sem III faculty members on Thursday, October 21, 2021·6:00 – 7:00 pm to ensure smooth online class conduction
Topic # 4 :	CO peer review meeting on sem III courses
Resolution #4	Discussed dates for course outcome completion, review whenever possible for maintaining quality regularly <ul style="list-style-type: none"> Resolved that Pending CO formation/CO peer review or auditing to be scheduled on Monday, October 18, 2021·12:00 – 4:00pm Course outcome review and audit to be scheduled on Monday, October 18, 2021·6:00 – 7:00pm Finance co review to be scheduled on Tuesday, October 26, 2021·4:00 – 5:00pm

**Certified True Copy
For APRC Committee, RGCMS**


Prof. Farheen Ahmad
(APRC Co-ordinator)







Rajeev Gandhi College of Management Studies

Office of: **APRC Committee**

Date: 1/10/2021

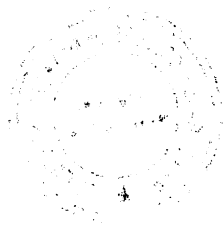
CIRCULATION OF MINUTES

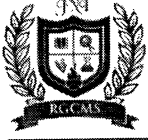
Minutes of Meeting of APRC Committee of the College are circulated amongst its following Hon'ble Members for their kind comment/consent for confirmation.

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1)	Dr. Dinesh Gabhane	Incharge Director	
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7)	Prof. Atul Mumbarkar	Member (Teacher's Representative)	
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Dr. Dinesh Gabhane
In-charge Director,
RGCMS, Ghansoli.





Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

NOTICE FOR MEETING

Ref No: RGCMS/APRC/Notice/21-22

Date: 2/08/2021

Subject: APRC Meeting

Kind Attn:

1. All Teaching staff

Dear All,

An APRC meeting has been scheduled as follows:

Date of meeting: 4th August 2021,

Time: 3:30pm

Venue: Google Meet link

Agenda:

- Discuss completion of tasks resolved from earlier Meeting minutes
- Attendance issue in Online class
- Review of current Course file template
- New joining Faculty members Orientation

Prof. Farheen Ahmad
APRC Co-ordinator

Dr. Dinesh Gabhane
(In-charge Director)



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Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

APRC MEETING

Ref No: RGCMS/APRC/MOM/21-22

Date and Time: 4/07/2021 at 3:30 pm

Location: G-Meet Virtual Meeting Link

Attendees:

Members Present		Members Absent
<ul style="list-style-type: none">● Dr. Radhika W.● Prof. Bidisha G.● Prof. Atul Ramteke● Prof. Ashish Yadav● Prof. Ashvini Jadhav	<ul style="list-style-type: none">● Dr. Dinesh Gabhane● Prof. Farheen A.● Prof. Niyati J.● Prof. Atul Mumbarkar● Prof. Pratha Vora	<ul style="list-style-type: none">● NIL

Minutes of Meeting and Resolutions

Meeting was chaired by the Incharge Director- Dr. Dinesh Gabhane, as he commenced the meeting he asked Prof. Farheen Ahmad, the Coordinator to steer the meeting & initiate discussion of listed agendas

Topic # 1 :	Discuss completion of tasks resolved from earlier Meeting minutes
Resolution #1	<ul style="list-style-type: none">● All 3 resolutions were duly completed as per scheduled time.
Topic # 2 :	Attendance issue in Online class sessions
Resolution #2	<p>Discussed by all faculty members that a considerable amount of dip in seen in last week during online class conduction</p> <ul style="list-style-type: none">● Resolved to schedule an urgent meeting on attendance for students (*mandated) today itself in evening i.e. 4/8/2021· 8:00 – 9:00pm, considering the importance of attending online classes in covid scenario● Dr. Dinesh Gabhane took responsibility to have a word with SYMMS in company of the APRC coordinator
Topic # 3:	Review of current Course file template
Resolution #3:	<p>Discussing all new insights learned from all, few pointers regards Course file template required review</p> <ul style="list-style-type: none">● Resolved that APRC Coordinator to align faculty working meet on Friday, September 17, 2021 · 1:30 – 2:30pm for reviewing course file template
Topic # 3:	New joining Faculty members Orientation
Resolution #3:	<p>Discussing that new joinees faculty members must be given a campus, obe,nba orientation by APRC coordinator later mailing them basic course file sop to read & get insights</p> <ul style="list-style-type: none">● Resolved new joinees faculty members formal orientation regarding detailed OBE philosophy & its implementation must be given along with CHB faculties while SEM III online classes commences

Certified True Copy




Prof. Farheen Ahmad



Rajeev Gandhi College of Management Studies


Office of: **APRC Committee**

Date: 5/8/2021

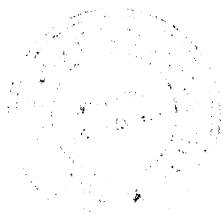
CIRCULATION OF MINUTES

Minutes of Meeting of APRC Committee of the College are circulated amongst its following Hon'ble Members for their kind comment/consent for confirmation.

Sr. No.	Name	Designation	Signature (Consent for Approval)
1)	Dr. Dinesh Gabhane	Incharge Director	
2)	Prof. Farheen Ahmad	APRC Coordinator (Teacher's Representative)	
3)	Prof. Niyati Joshi	EXAM Coordinator (Teacher's Representative)	
4)	Dr. Radhika Wadhera	IQAC Coordinator (Teacher's Representative)	
5)	Prof. Bidisha Goswami	Member (Teacher's Representative)	
6)	Prof. Atul Ramteke	Member (Teacher's Representative)	
7)	Prof. Atul Mumbarkar	Member (Teacher's Representative)	
8)	Prof. Ashish Yadav	Member (Teacher's Representative)	
9)	Prof. Pratha Vora	Member (Teacher's Representative)	
10)	Prof. Ashvini Jadhav	Member (Teacher's Representative)	


 Dr. Dinesh Gabhane
 In-charge Director,
 RGCMS, Ghansoli.







Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

NOTICE FOR MEETING

Ref No: RGCMS/APRC/Notice/21-22

Date: 30/06/2021

Subject: APRC Meeting

Kind Attn:

1. All Teaching staff

Dear All,

An APRC meeting has been scheduled as follows:

Date of meeting: 1st July 2021,

Time: 3:30pm

Venue: Google Meet link

Agenda:

- Discussion on Tentative Academic Calendar
- PO Attainment (Setting Up of Targets) for the upcoming batch
- Project Work Discussion
 - Sip timeline revision
 - Reallocation of mentors and sip guides
 - Remuneration for sip guidance
 - LR & citation session

Prof. Farheen Ahmad
APRC Co-ordinator

Dr. Dinesh Gabhane
(In-charge Director)



Copy Submitted:

1. Above, via email
2. APRC / Meeting Notices & Minutes 21-22 file



Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

APRC MEETING

Ref No: RGCMS/APRC/MOM/21-22

Date and Time: 30/06/2021 at 3:30 pm

Location: G-Meet Virtual Meeting Link

Attendees:

Members Present		Members Absent
<ul style="list-style-type: none">● Dr. Radhika W.● Prof. Bidisha G.● Prof. Atul Ramteke● Prof. Ashish Yadav● Prof. Ashvini Jadhav	<ul style="list-style-type: none">● Dr. Dinesh Gabhane● Prof. Farheen A.● Prof. Niyati J.● Prof. Atul Mumbarkar● Prof. Pratha Vora	<ul style="list-style-type: none">● NIL

Minutes of Meeting and Resolutions

Meeting was chaired by the Incharge Director- Dr. Dinesh Gabhane, as he commenced the meeting he welcomed Prof. Farheen Ahmad as the revised APRC Coordinator & asked her to carry the discussion of listed agendas

Topic # 1 :	Discussion on Tentative Academic Calendar
Resolution #1	Discussed that the APRC calendar template must be creates for the year 21-22 in google sheets <ul style="list-style-type: none">● Resolved that Prof. Farheen shall create it & share with all faculty members so that they can include all types of activities, events in the RGCMS calendar template for record purpose as and when they happen
Topic # 2 :	PO Attainment (Setting Up of Targets) for the upcoming batch
Resolution #2	Discussed that APRC will call a meeting including IQAC coordinator, Director, outside stakeholders, staff from neighboring business institute <ul style="list-style-type: none">● Resolved that keeping in last batch PO attainment in mind, new target level shall be drawn & communicated to all faculty members
Topic # 3:	Mentoring & Summer Project Guidance Work Discussion
Resolution #3:	<ul style="list-style-type: none">● Resolved that SEM III summer projects should be completed & sanction as per revised timeline notified date● Discussed & resolved that SEM III summer projects reallocation of mentors and sip guides be done as faculty attrition took place.hence reallocation is necessary<ul style="list-style-type: none">● Prof. Farheen shall revise above all & share mail to all students & faculties● Remuneration for sip guidance discussed & resolved to give 100 INR per student to allocated faculty guide.● discussed & resolved that Dr. Gabhane will take 'how to write literature review & citation work' session for symms students on Wednesday, July 14, 2021 8:00 – 9:00pm

Certified True Copy
For APRC Committee, RGCMS

Prof. Farheen Ahmad
(APRC Co-ordinator)







Rajeev Gandhi College of Management Studies

Office of: **APRC Committee**

Date: 2/7/2021

CIRCULATION OF MINUTES

Minutes of Meeting of APRC Committee of the College are circulated amongst its following Hon'ble Members for their kind comment/consent for confirmation.

Sr. No.	Name	Designation	Signature (Consent for Approval)
1)	Dr. Dinesh Gabhane	Incharge Director	
2)	Prof. Farheen Ahmad	APRC Coordinator (Teacher's Representative)	
3)	Prof. Niyati Joshi	EXAM Coordinator (Teacher's Representative)	
4)	Dr. Radhika Wadhera	IQAC Coordinator (Teacher's Representative)	
5)	Prof. Bidisha Goswami	Member (Teacher's Representative)	
6)	Prof. Atul Ramteke	Member (Teacher's Representative)	
7)	Prof. Atul Mumbarkar	Member (Teacher's Representative)	
8)	Prof. Ashish Yadav	Member (Teacher's Representative)	
9)	Prof. Pratha Vora	Member (Teacher's Representative)	
10)	Prof. Ashvini Jadhav	Member (Teacher's Representative)	

Dr. Dinesh Gabhane
In-charge Director,
RGCMS, Ghansoli.







Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

NOTICE FOR MEETING

Ref No: RGCMS/APRC/Notice/20-21

Date: 22nd Jan 2021.

Subject: APRC Meeting

Kind Attn:

1. Dr. Anil Matkar
2. All Teaching staff
3. Mr. Atul Mumbarkar (Alumni)
4. Mr. Koustubh Gokhale (Industry expert)

Dear All,

An APRC meeting has been scheduled as follows:

Date of meeting: 27th Jan 2021

Time: 3:00 pm

Venue: Google Meet link

Agenda:

1. Discussion on Curriculum Gaps for Batch 2020-22 & action to be taken to cover them
2. Discussion on PO/PSO target setting for Batch 2020-22
3. CO Attainment Calculation ratio proportion for Batch 2020-22

Ms. Farheen Ahmad
APRC Co-ordinator



Dr. Anil Matkar
(Director)

Copy Submitted: APRC Meetings 20-21 file



Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

APRC MEETING

Date and Time: 27th Jan 2021 at 3:00 pm

Location: G-Meet Virtual Meeting Link

Ref No: RGCMS/APRC/MOM/20-21

Attendees:

Faculty Members Present		Special Invitees Present
<ul style="list-style-type: none">• Dr. Anil Matkar• Dr. Vishal Chavan• Dr. Radhika W.• Ms. Bidisha G.	<ul style="list-style-type: none">• Dr. Dinesh Gabhane• Ms. Farheen A.• Ms. Niyati J.	<ul style="list-style-type: none">• Mr. Atul Mumbarkar• Mr. Koustubh Gokhale

Minutes of Meeting and Resolutions

Meeting was chaired by the Director- Dr. Anil Matkar, as he commenced the meeting he welcomed Ms. Farheen Ahmad as the new APRC Coordinator & asked her to carry the discussion of listed agendas

Topic # 1 :	Discussion on Curriculum Gaps for Batch 2022-22 & action to be taken to cover them
Discussion & Resolution	<p>Ms. Farheen mentioned that each course's to PO & PSO average mapping strength is derived by the % of CO Hours taught contributing to specific PO/PSO in class minus 100; the answer that we got was taken as levels as per mentioned band i.e. if $\geq 40\%$ of Hrs --> Mapping Strength = 3, if 25% to 40% of Hrs --> Mapping Strength = 2 and if 05% to 25% of Hrs --> Mapping Strength = 1</p> <p>On taking the average of all courses being mapped to said program outcomes & program specific outcome the overall Courses - PO/PSO mapping & the Gaps derived are as follows: Course - PO/PSO Mapping Averages are PO1-2.26, PO2-2.89, PO3-2.74, PO4-2.59, PO5 - 2.47 & PSO1 - 2.77 Curriculum Gaps for Batch 2020-22 are PO1-0.74, PO2-0.11, PO3-0.26, PO4-0.41, PO5 - 0.53 & PSO1 - 0.23</p> <p>Although good levels of mapping are observed through the courses, substantial gaps exist.</p> <p>Dr, Anil Matkar advised that we should to achieve the same by indirect assessment tools such as short term courses/ value added programs where the chosen topic/ course is curriculum enriching such as advanced excel training for business analysis, SAP modules on business functional specialisations</p> <p>Dr. Dinesh stated ideally industrial visit learning would be a good indirect assessment tool too and lectures & activities which are enriching in learning to students</p> <p>Dr. Radhika emphasized that with the ongoing pandemic the above said indirect assessments must be executed in online mode as there is no other mode currently feasible</p>

	<p>Ms. Niyati suggested including the Program exit survey as a tool to gauge satisfaction on overall POs & PSO.</p> <p>Dr. Dinesh said the indirect courses/ events to be conducted must be mapped to POs & PSO respectively as as all above discussed tools will help achieve PO & PSO attainments</p> <ul style="list-style-type: none"> Resolved that all discussed events must be planned & executed.
Topic # 2 :	Discussion on PO/PSO target setting for Batch 2020-22
Discussion & Resolution	<p>Dr. Radhika mentioned that target setting must be done in levels ranging from 1 to 3; 3 is the highest level of quality education outcome achieved through PO/PSO attainments & required courses & other indirect activities to be catered at full potential.</p> <p>Since this is the first time we are setting PO/PSO Targets for a batch it would be feasible to set moderate targets at all listed POs & PSO</p> <ul style="list-style-type: none"> Resolved that agreed to the suggestion & therefore the target set for all POs & PSO1 is 2.
Topic # 3:	CO Attainment Calculation ratio proportion for Batch 2020-22
Discussion & Resolution	<p>Dr. Dinesh explained that the CO Attainment calculation ratio proportion is a major decision since students are going through online learning and it is new way of learning & assessment to be adapted; we must consider 90% weightage to Direct Course Outcome attainments and only 10% weightage to be defined for Course exit surveys as students are usually online with videos off dues to multiple excuses. This will bring in better accuracy in attainment calculation. The industry & alumni representative seconded the discussion.</p> <ul style="list-style-type: none"> Resolved that the formula must be embedded in the course file template & disseminated to all faculty members.

**Certified True Copy
For APRC Committee
Rajeev Gandhi College of Management Studies**

Sd/-
Ms. Farheen Ahmad
(APRC Co-ordinator)





Rajeev Gandhi College of Management Studies

Office of: **APRC Committee**

Date: 27/1/2021

CIRCULATION OF MINUTES

Minutes of Meeting of APRC Committee of the College are circulated amongst its following Hon'ble Members for their kind comment/consent for confirmation.

Sr. No.	Name	Designation	Signature (Consent for Approval)
1)	Dr. Anil Matkar	Director of Institute	Sd/-
2)	Ms. Farheen Ahmad	APRC Coordinator (Teacher's Representative)	Sd/-
3)	Ms. Niyati Joshi	EXAM Coordinator (Teacher's Representative)	Sd/-
4)	Dr. Radhika Wadhera	IQAC Coordinator (Teacher's Representative)	Sd/-
5)	Dr. Dinesh Gabhane	Member (Teacher's Representative)	Sd/-
6)	Dr. Vishal Chavan	Member (Teacher's Representative)	Sd/-
7)	Ms. Bidisha Goswami	Member (Teacher's Representative)	Sd/-
8)	Mr. Atul Mumbarkar	Alumni representative	Sd/-
9)	Mr. Koustubh Gokhale	Industry representative	Sd/-



Sd/-
Dr. Anil Matkar
Director, RGCMS, Ghansoli.



Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

NOTICE FOR MEETING

Ref No: RGCMS/APRC/Notice/21-22

Date: 1/07/2021

Subject: APRC Meeting

Kind Attn:

1. Dr. Anil Matkar
2. All Teaching staff
3. Mr. Prasad Jadhav (Alumni)
4. Mr. Sunil Sharma (Industry expert)

Dear All,

An APRC meeting has been scheduled as follows:

Date of meeting: 4th July 2021,

Time: 3:30pm

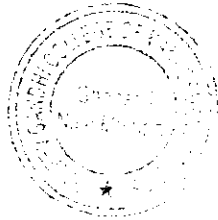
Venue: Google Meet link

Agenda:

1. Discussion on Curriculum Gaps for Batch 2021-23 & action to be taken to cover them
2. Discussion on PO/PSO target setting for Batch 2021-23
3. CO Attainment Calculation ratio proportion for Batch 2021-23

Sd/-

Ms. Farheen Ahmad
APRC Co-ordinator



Sd/-

Dr. Dinesh Gabhane
(In-charge Director)

Copy Submitted: APRC / Meeting Notices & Minutes 21-22 file



Rajeev Gandhi College of Management Studies
Office of: **APRC – Academic Planning & Review Committee**

APRC MEETING

Ref No: RGCMS/APRC/MOM/21-22

Date and Time: 30/06/2021 at 3:30 pm

Location: G-Meet Virtual Meeting Link

Attendees:

Faculty Members Present

- Dr. Radhika W.
- Ms. Bidisha G.
- Mr. Atul Ramteke
- Mr. Ashish Yadav
- Ms. Ashvini Jadhav
- Dr. Dinesh Gabhane
- Ms. Farheen A.
- Ms. Niyati J.
- Mr. Atul Mumbarkar
- Ms. Pratha Vora

Special Invitees Present

- Mr. Prasad Jadhav (Alumni)
- Mr. Sunil Sharma (Industry expert)NIL

Minutes of Meeting and Resolutions

Meeting was chaired by the Incharge Director- Dr. Dinesh Gabhane, as he commenced the meeting he welcomed Ms. Farheen Ahmad as the revised APRC Coordinator & asked her to carry the discussion of listed agendas

Topic # 1 :	Discussion on Curriculum Gaps for Batch 2021-23 & action to be taken to cover them
Discussion & Resolution	<p>Ms. Farheen mentioned that we have stated mapping each course outcome & PO/PSO in level 1,2,3 based on the correlation ascertained by respective subject faculty as per their expertise on specific courses. The average of each CO & PO gives the Course to po/pso mapping strength now. we adopted this method upon learning further about outcome based education</p> <p>On taking the average of all courses being mapped to said program outcomes & program specific outcome the overall Courses - PO/PSO mapping & the Gaps derived are as follows:</p> <p>Course - PO/PSO Mapping Averages are PO1-2.23, PO2-1.89, PO3-1.91, PO4-1.51, PO5 - 1.48 & PSO1 - 1.27</p> <p>Curriculum Gaps for Batch 2021-23 are PO1-0.77, PO2-1.11, PO3- 1.09, PO4- 1.49, PO5 - 1.52 & PSO1 - 1.73</p> <p>The APRC Coordinator emphasized that the courses have curriculum gaps. Dr. Dinesh advised that we should to achieve the same by indirect assessment tools such as value added programs where the chosen topic/ course is curriculum enriching such as advanced excel training as we did for earlier batch as the response was good from students</p> <p>Mr. Sunil Sharma added that VAP such as Foreign language can be given to students such as French/ German. Ms. Farheen mentioned that she has learnt French while studying and can easily draw modules for the course & even impart knowledge. Dr. Dinesh welcomed the suggestion. Mr. Prasad Jadhav suggested VAP such as Digital marketing course as it is currently driven in the market. Dr. Radhika mentioned such free courses are available on our MOU partner's Excel R courses portal & must surely be explored further.</p> <p>Dr. Radhika mentioned that we must conduct workshops, seminars and even activities from innovation & entrepreneurship point of view to fill the curriculum gaps.</p>

	<p>Dr. Dinesh mentioned that since covid conditions are receding we should make industrial visit learning as a good indirect assessment tool too where we should not only plan for national visit to known companies but also local visits to other companies for students learning.</p> <p>Ms. Niyati mentioned inclusion of Program exit survey as a tool to gauge satisfaction on overall POs & PSO. The indirect courses/ events to be conducted must be mapped to POs & PSO respectively as as all above discussed tools will help achieve PO & PSO attainments</p> <ul style="list-style-type: none"> Resolved that all discussed events must be planned & executed.
Topic # 2 :	Discussion on PO/PSO target setting for Batch 2021-23
Discussion & Resolution	<p>Ms. Farheen mentioned that target setting must be done in levels ranging from 1 to 3; 3 is the highest level of quality education outcome achieved through PO/PSO attainments & required courses & other indirect activities to be catered at full potential.</p> <p>Since the earlier batch attainment is not yet complete; setting PO/PSO Targets for batch 21-23 will be independent. Dr. Dinesh mentioned let's stick to setting moderate targets at all listed POs & PSO i.e.</p> <ul style="list-style-type: none"> Resolved that agreed to the suggestion & therefore the target set for all POs & PSO1 is 2.
Topic # 3:	CO Attainment Calculation ratio proportion for Batch 2021-23
Discussion & Resolution	<p>Dr. Radhika mentioned that the CO Attainment calculation ratio proportion must be reconsidered since students are going back to traditional & hybrid mode of learning.</p> <p>Mr. Prasad said we must consider indirect attainment a bit more as the students will be more focussed in class so will be able to justify answers to satisfaction level at the course exit better.</p> <p>Dr. Dinesh suggested then 80% weightage to Direct Course Outcome attainments and 20% weightage to be defined for Course exit surveys.</p> <p>Sunil sharma sir seconded the thought.</p> <ul style="list-style-type: none"> Resolved that the formula must be embedded in the course file template & disseminated to all faculty members.

Certified True Copy
For APRC Committee, RGCMS



Sd/-

Ms. Farheen Ahmad
(APRC Co-ordinator)



Rajeev Gandhi College of Management Studies

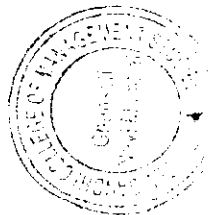
Office of: APRC Committee


Date: 4/7/2021

CIRCULATION OF MINUTES

Minutes of Meeting of APRC Committee of the College are circulated amongst its following Hon'ble Members for their kind comment/consent for confirmation.

Sr. No.	Name	Designation	Signature (Consent for Approval)
1)	Dr. Dinesh Gabhane	Incharge Director	Sd/-
2)	Ms. Farheen Ahmad	APRC Coordinator (Teacher's Representative)	Sd/-
3)	Ms. Niyati Joshi	EXAM Coordinator (Teacher's Representative)	Sd/-
4)	Dr. Radhika Wadhwa	IQAC Coordinator (Teacher's Representative)	Sd/-
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8)	Mr. Ashish Yadav	Member (Teacher's Representative)	Sd/-
9)	Ms. Pratha Vora	Member (Teacher's Representative)	Sd/-
10)	Ms. Ashvini Jadhav	Member (Teacher's Representative)	Sd/-
11)	Mr. Prasad Jadhav	Alumni representative	Sd/-
12)	Mr. Sunil Sharma	Industry representative	Sd/-




Sd/-
Dr. Dinesh Gabhane
In-charge Director,
RGCMS, Ghansoli.