V. Overall Program – PO & PSO Attainment Table - Batch 2020-22:

Formula:

Direct PO / PSO Attainment (X)	**= Average of Consolidated PO/ PSO attainment levels of courses & dissertation projects**
In Direct PO / PSO Attainment (Y)	**= Average of Consolidated PO/ PSO attainment levels of Surveys & Feedback**
Overall PO Attainment (Z)	**= 0.9X + 0.1Y**

Sr No	Assessment Tool	PO1	PO2	PO3	PO4	PO5	PSO1
1	Average Direct PO / PSO Attainment (X)	2.15	2.07	1.87	1.86	1.84	2.13
2	Average In-direct PO / PSO Attainment (Y)	2.75	3.00	2.67	2.67	3.00	2.33
	Overall PO / PSO Attainment (Z)	**2.21**	**2.16**	**1.95**	**1.94**	**1.95**	**2.15**

VI. PO & PSO Target Vs Attainment Table - Batch 2020-22:

Formula:

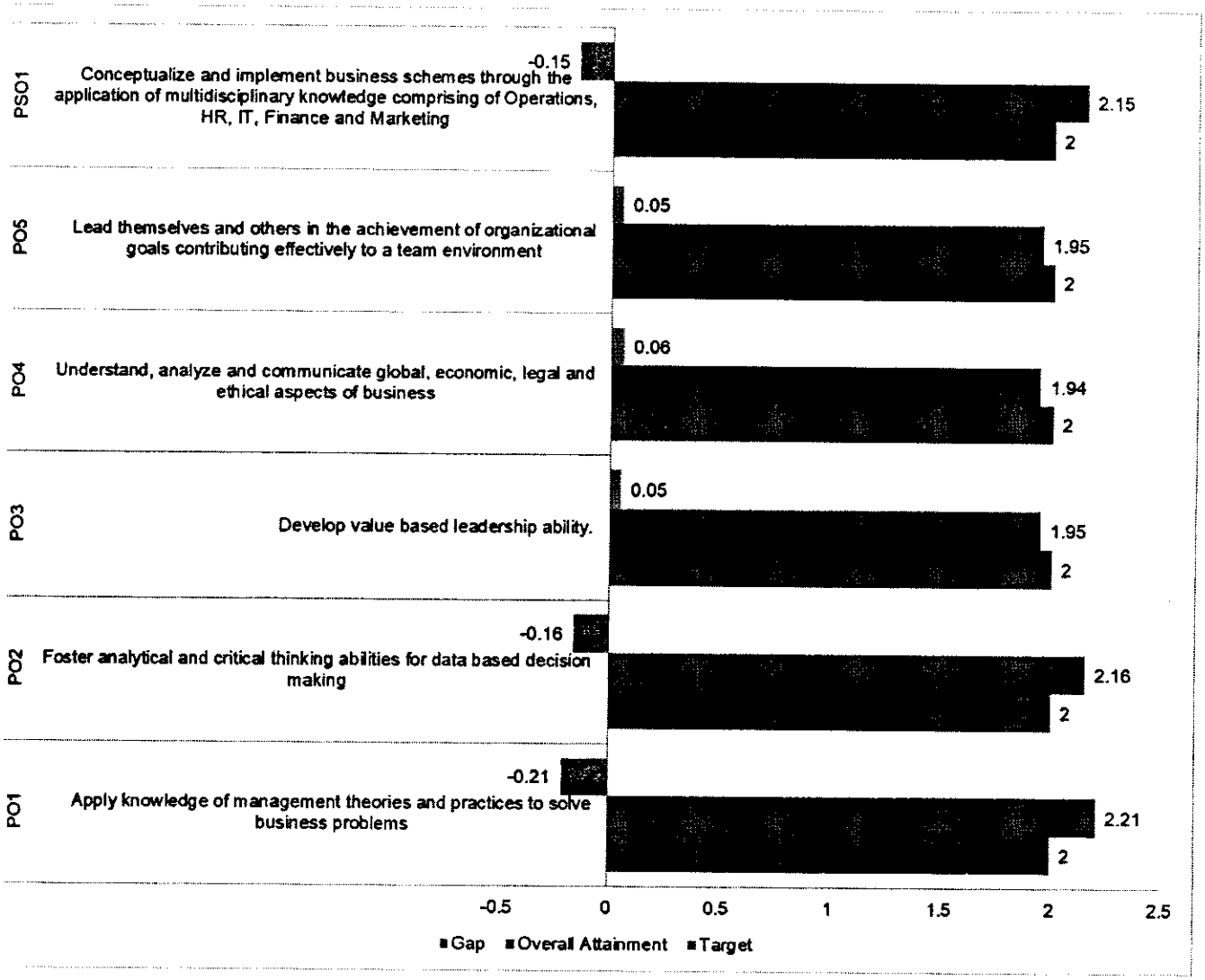
Gap = PO/PSO Target – Overall PO/PSO Attainment

PO / PSO	Statements	Target	Overall Attainment	Gap	Observations
PO1	Apply knowledge of management theories and practices to solve business problems	2	2.21	-0.21	Target achieved; hence attainment will further be increased
PO2	Foster analytical and critical thinking abilities for data based decision making	2	2.16	-0.16	Target achieved; hence attainment will further be increased
PO3	Develop value based leadership ability.	2	1.95	0.05	Target not achieved; hence attainment gap to be further addressed
PO4	Understand, analyze and communicate global, economic, legal and ethical aspects of business	2	1.94	0.06	Target not achieved; hence attainment gap to be further addressed
PO5	Lead themselves and others in the achievement of organizational goals contributing effectively to a team environment	2	1.95	0.05	Target not achieved; hence attainment gap to be further addressed
PSO1	Conceptualize and implement business schemes through the application of multidisciplinary knowledge comprising of Operations, HR, IT, Finance and Marketing	2	2.15	-0.15	Target achieved; hence attainment will further be increased

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
Office of: Academic Planning & Review Committee

PO & PSO Target Vs Attainment & Gap Chart - Batch 2020-22



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: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2022-23 **Date:** 16/08/2022

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Dr. Radhika Wadhera
3. Ms. Ashvini Jadhav
4. Ms. Bidisha Goswami
5. Ms. Niyati Joshi
6. Ms. Sameen Shaikh
7. Mr. Ashish Pant
8. Mr. Atul Mumbarkar
9. Mr. Atul Ramteke
10. Ms. Pooja Jadhav
11. Ms. Kajal Mitra
12. Mr. Ashish Yadav
13. Mr. Sunil Kumar Sharma
14. Ms. Pragya Upadhyay

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 20/08/2022. You are kindly requested to attend the same.

Date of meeting: 20/08/2022
Time: 3:00 pm
Venue: RGCMS, Boardroom
Agenda:

1. Discussion on Curriculum Gaps for Batch 2022-24 & action to be taken to cover them
2. Discussion on PO/PSO target setting for Batch 2022-24
3. Discussion on PO/PSO Attainment Gaps for Batch 2020- 22 & action for improvement

Ms. Farheen Ahmad
(APRC, Faculty Coordinator)

Copy Submitted: APRC/Meeting 2022-23 file

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

MINUTES OF MEETING

Date and Time: 20/09/2022 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2022-23

Attendees:

Members Present		Members Absent
• Dr. Dinesh Gabhane • Ms. Farheen Ahmad • Dr. Radhika Wadhera • Ms. Ashvini Jadhav • Ms. Bidisha Goswami • Ms. Kajal Mitra • Mr. Ashish Yadav • Mr. Sunil Kumar Sharma	• Ms. Niyati Joshi • Ms. Sameen Shaikh • Mr. Ashish Pant • Mr. Atul Mumbarkar • Mr. Atul Ramteke • Ms. Pooja Jadhav • Ms. Pragya Upadhyay	

Minutes of Meeting and Resolutions

Topic #1: **Discussion on Curriculum Gaps for Batch 2022-24 & action to be taken to cover them**

- Dr. Farheen mentioned the overall **Courses - PO/PSO mapping & the Gaps derived** are as follows:
- **Course - PO/PSO Mapping Averages** are PO1-2.25, PO2-1.91, PO3-1.34, PO4-1.62, PO5 - 1.56 & PSO1 - 1.29
- **Curriculum Gaps for Batch 2022-24** are PO1-0.75, PO2-1.09, PO3- 1.66, PO4-1.38, PO5 - 1.44 & PSO1 - 1.71
- Dr. Dinesh advised that since we work through committees it is crutial for events to be planned through different committees which should be mapped with POs/PSO.
- Mr. Sunil Sharma mentioned that knowledge gaps such as familiarity with concepts & skills like Financial literacy, Business Model canvas, How to plan for Start-up and legal & ethical steps
- Social business must be planned & executed as they are the need of the hour.
- APRC should plan enriching VAPs as mandated by AICTE and to substantiate Program Outcome 3 – Develop Value based leadership; we have Ms. Sameen who is a trained to deliver sessions on Universal Human Values (UHV) course; even guest lecture was aligned to substantiate the same.
- Placement committee must plan and execute an Excel skills course.
- E- cell must inculcate creativity , entrepreneurship and innovation in students through planning workshops revolving around entrepreneurship, seminars and activities like Idea generation contest, talks by entrepreneurs etc.
- I.V. committee must also expose students to different industry environment to learn better therefore catering to knowledge gap

	- Dr. Radhika added that the Research committee is planning to align SDPs to ascertain skill gaps such as efficiency in using Google forms, writing research papers, canva presentations, etc. - Dr. Farheen mentioned events that inculcate self confidence, Stage courage and presentation skills activities like Intercollege Debate competition will be planned & organized - Ms. Sameen mentioned inclusion of Program exit survey as a tool to gauge satisfaction on overall POs & PSO.
Resolution# 1.1:	Resolved that all discussed events must be planned & executed
Topic #2:	**Discussion on PO/PSO target setting for Batch 2022-24**
Discussion	- 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. - Since now we have Batch 2020-22 target levels in hand; setting PO/PSO Targets for batch 2022-24 will be dependent on it. - Dr. Dinesh mentioned PO1,PO2 & PSO attainment is achieved for batch 2020-22. we must raise specific targets for the current batch 22-24. - Dr. Radhika suggested targets to be PO1:2.30, PO2: 2.20, PO3-2, PO4-2, PO5 - 2 & PSO1 - 2.20 - All agreed to the suggested targets.
Resolution# 2.1:	This was approved by all.
Topic #3:	**Discussion on PO/PSO Attainment Gaps for Batch 2020- 22 & action for improvement**
Discussion	- Ms. Farheen read through PO/PSO attainments for the Batch 2020-22 i.e. Target -for all POs/PSO was 2. - Overall Attainment : PO1-2.21, PO2-2.16, PO3-1.95, PO4-1.94, PO5 - 1.95 & PSO1 - 2.15 - Attainment Gaps - PO1: -0.21, PO2: -0.16, PO3: 0.05, PO4: 0.06, PO5 - 0.05 & PSO1: -0.15 & mentioned the observations that PO1, PO2 & PSO1 were achieved and PO3, PO4 & PO5 were not achieved. - Dr. Dinesh mentioned that we must bring in events, courses & activities as per curriculum gap more aligned with PO3, PO4 & PO5.
Resolution# 3.1	- This was approved by all.

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

Ms. Farheen Ahmad
(APRC Coordinator)

Dr. Dinesh Gabhane
(Director)

Copy Submitted: APRC MoM File 22-23

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Date: 20/09/2022

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 20th September 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. Pooja Jadhav	Member (Faculty Representative)	
12	Mr. Atul Ramteke	Member (Faculty Representative)	
13	Ms. Kajal Mitra	Member (Industry Representative)	
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
15	Ms. Pragya Upadhyay	Member (Student Representative)	

Ms. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 22-23 File

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/MOM/2022-23/07

Date: 10/06/2023

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Dr. Radhika Wadhera
3. Ms. Bidisha Goswami
4. Ms. Niyati Joshi
5. Ms. Sameen Shaikh
6. Mr. Sunilkumar Sharma
7. Mr. Atul Mumbarkar
8. Ms. Pooja Jadhav
9. Ms. Ashvini Jadhav
10. Mr. Ashish Pant
11. Mr. Rushikesh Patil

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 30/06/2023. You are kindly requested to attend the same.

Date of meeting: 30/06/2023

Time: 10:00 AM

Venue: RGCMS, Boardroom

Agenda:

1) Confirmation of minutes held on 5-04-2023 and Action Report review
2) Program Exit Analysis for Batch 21-23 A.Y. 22-23
3) Discussion on Academic Term Semesters A.Y. 23-24 - discussion on syllabus, & selection of electives
4) Discussion on Academic Term Semesters A.Y. 23-24 - discussion on activities to cater PO & curriculum gap,
5) Any other agenda

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Dr. Farheen Ahmad

(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2022-24 file

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 30/06/2023 at 10:00am **Location: RGCMS Board room**

Ref No: RGCMS/APRC/MOM/2022-23/01

Attendees:

Members Present		Members Absent
Dr. Dinesh Gabhane Dr. Radhika Wadhera Ms. Bidisha Goswami Ms. Niyati Joshi	Ms. Sameen Shaikh Mr. Atul Mumbarkar Ms. Pooja Jadhav	Ms. Ashvini Jadhav Mr. Ashish Pant Mr. Sunil Kumar Sharma Mr. Rushikesh Patil

Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of the Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

Topic #1:	**Confirmation of minutes held on 5-04-2023 and Action Report review**
Discussion:	Dr. Farheen read the Minutes of the meeting held on 5-04-2023 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 5-4-2023
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 5-4-2023.
Topic #2:	Program Exit Analysis for Batch 21-23 A.Y. 22-23
Discussion:	Dr. Farheen Ahmad shared that the survey was taken from Batch 21-23 on the last day of their Semester IV examination. 63 out of 120 students answered the program exit survey. The APRC coordinator read suggestions for improvements, received from survey Dr. Dinesh Gabhane sir stated concern for computer lab & library upgrading Dr. Dinesh Gabhane sir also suggested that the Library must be available to students all days in the week.
Resolution# 2.1:	This was approved by all.
Topic #3:	Discussion on Academic Term Semesters A.Y. 23-24 - discussion on syllabus, & selection of electives

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Discussion:	"The coordinator initiated the discussion on planning for mentioned academic term Semester I Batch 23-25 A.Y. 23-24. The academic coordinator opened the discussion of feedback over choice of courses/elevtives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni. Feedback from stakeholders: Employer's representative Mr. Sunilkumar Sharma stated that the university of mumbai syllabus has a variety of electives; specific courses like Personal effectiveness & Effective Management Communication must be provided which will induce them to become placeable. The academic coordinator confirmed that such courses are already available. Alumni representative Mr. Ashish Chaurasia recalled that subjects like Financial accounting, Business statistics syllabus are rightly made by university but are hard for students to learn hence urged for more sessions for students learning. He stated having IT for management as an elective will help balance the difficulty level of the overall course offered under semester I. Student representatives Mr. Rushikesh Patil mentioned that all subjects syllabus are well designed & that elecive subject like Perosnal effecftiveness & Effective Mangement communication will help boost juniors personality as it catered to us as post graduate learners "The coordinator initiated the discussion on planning for mentioned academic term Semester III Batch 22-24 A.Y. 23-24. The academic coordinator opened the discussion of feedback over choice of courses/elevtives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni. Feedback from stakeholders: Employer's representative Mr. Sunil kumar Sharma sir verified the relevance of the elective subjects like Global HRM & Retail Management in the current scenario as Global HRM course must be learnt & retail Markets are booming & must be known to students. The academic coordinator confirmed that such courses are already available. Faculty representative mentioned that subjects like Global HRM , Cloud Computing and Virtualization, International Logistics, SCM all are currently relevant to industry Student representative Mr. Rushikesh Patil mentioned that Strategic Cost Management also is quite relevant to finance students "The coordinator initiated the discussion on planning for mentioned academic term Semester II Batch 22-24 A.Y. 23-24. The academic coordinator opened the discussion of feedback over choice of courses/elevtives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni. Feedback from stakeholders: Employer's representative Mr. Sunil kumar Sharma sir verified the relevance of the elective subjects like Cost & Management Accounting, Entrepreneurship Management course must be learnt & Management Information System course is booming & must be known to students. The academic coordinator confirmed that such courses are already available. Faculty representative mentioned that subjects like Cost & Management Accounting, Entrepreneurship Management & Management Information System all are currently relevant to industry Student representative Mr. Rushikesh Patil mentioned that Cost & Management Accounting also is quite relevant to finance field. The coordinator initiated the discussion on planning for mentioned academic term Semester IV Batch 22-24 A.Y. 23-24. The academic coordinator opened the

Resolution# 3.1:	This was approved by all.
Topic #4:	Discussion on Academic Term Semesters A.Y. 23-24 - discussion on activities to cater PO & curriculum gap,
Discussion:	The coordinator mentioned that the PO attainement for 2020-22 batch & emphasized that their exit substantial gap in all POs attainment. Dr. Radhika stated that we must continue with value added program, activities mapped with program outcomes. Director sir stressed the need for more po mapped guest sessions, seminars & activities for current academic year.
Resolution# 4.1:	It was resolved that all committees must be communicated to plan & embed activities mapped with program outcomes in academic calendar

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

Dr. Farheen Ahmad
(APRC Coordinator)

Dr. Dinesh Gabhane
(Director)

Copy Submitted: APRC MoM File 22-23

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 30/06/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 30/06/2023 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	Dr. 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	Ms. Pooja Jadhav	Member (Faculty Representative)	
11	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
12	Mr. Rushikesh Patil	Member (Student Representative)	

Dr. Farheen Ahmad

Coordinator - APRC

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Copy Submitted: APRC MoM 22-23 File

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 20/07/2023

Action taken report - APRC Meeting (30/06/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
4.1:	It was resolved that all committees must be communicated to plan & embed activities mapped with program outcomes in academic calendar	mailed to all comiittees	5.07.23	Completed

Dr. Farheen Ahmad

Coordinator - APRC

Copy Submitted: APRC MoM 22-23 File

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/MOM/2022-23/07 Date: 10/06/2023

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Dr. Radhika Wadhera
3. Ms. Bidisha Goswami
4. Ms. Niyati Joshi
5. Ms. Sameen Shaikh
6. Mr. Sunilkumar Sharma
7. Mr. Atul Mumbarkar
8. Ms. Pooja Jadhav
9. Ms. Ashvini Jadhav
10. Mr. Ashish Pant
11. Mr. Rushikesh Patil

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 30/06/2023. You are kindly requested to attend the same.

Date of meeting: 30/06/2023

Time: 10:00 AM

Venue: RGCMS, Boardroom

Agenda:

1) Confirmation of minutes held on 5-04-2023 and Action Report review
2) Program Exit Analysis for Batch 21-23 A.Y. 22-23
3) Discussion on Academic Term Semesters A.Y. 23-24 - discussion on syllabus, & selection of electives
4) Discussion on Academic Term Semesters A.Y. 23-24 - discussion on activities to cater PO & curriculum gap,
5) Any other agenda

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Dr. Farheen Ahmad

(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2022-24 file

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 30/06/2023 at 10:00am **Location: RGCMS Board room**

Ref No: RGCMS/APRC/MOM/2022-23/01

Attendees:

Members Present		Members Absent
Dr. Dinesh Gabhane Dr. Radhika Wadhera Ms. Bidisha Goswami Ms. Niyati Joshi	Ms. Sameen Shaikh Mr. Atul Mumbarkar Ms. Pooja Jadhav	Ms. Ashvini Jadhav Mr. Ashish Pant Mr. Sunil Kumar Sharma Mr. Rushikesh Patil

Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of the Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

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Resolution# 2.1:	This was approved by all.
Topic #3:	Discussion on Academic Term Semesters A.Y. 23-24 - discussion on syllabus, & selection of electives

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Discussion:	"The coordinator initiated the discussion on planning for mentioned academic term Semester I Batch 23-25 A.Y. 23-24. The academic coordinator opened the discussion of feedback over choice of courses/elevtives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni. Feedback from stakeholders: Employer's representative Mr. Sunilkumar Sharma stated that the university of mumbai syllabus has a variety of electives; specific courses like Personal effectiveness & Effective Management Communication must be provided which will induce them to become placeable. The academic coordinator confirmed that such courses are already available. Alumni representative Mr. Ashish Chaurasia recalled that subjects like Financial accounting, Business statistics syllabus are rightly made by university but are hard for students to learn hence urged for more sessions for students learning. He stated having IT for management as an elective will help balance the difficulty level of the overall course offered under semester I. Student representatives Mr. Rushikesh Patil mentioned that all subjects syllabus are well designed & that elecive subject like Perosnal effecftiveness & Effective Mangement communication will help boost juniors personality as it catered to us as post graduate learners "The coordinator initiated the discussion on planning for mentioned academic term Semester III Batch 22-24 A.Y. 23-24. The academic coordinator opened the discussion of feedback over choice of courses/elevtives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni. Feedback from stakeholders: Employer's representative Mr. Sunil kumar Sharma sir verified the relevance of the elective subjects like Global HRM & Retail Management in the current scenario as Global HRM course must be learnt & retail Markets are booming & must be known to students. The academic coordinator confirmed that such courses are already available. Faculty representative mentioned that subjects like Global HRM , Cloud Computing and Virtualization, International Logistics, SCM all are currently relevant to industry Student representative Mr. Rushikesh Patil mentioned that Strategic Cost Management also is quite relevant to finance students "The coordinator initiated the discussion on planning for mentioned academic term Semester II Batch 22-24 A.Y. 23-24. The academic coordinator opened the discussion of feedback over choice of courses/elevtives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni. Feedback from stakeholders: Employer's representative Mr. Sunil kumar Sharma sir verified the relevance of the elective subjects like Cost & Management Accounting, Entrepreneurship Management course must be learnt & Management Information System course is booming & must be known to students. The academic coordinator confirmed that such courses are already available. Faculty representative mentioned that subjects like Cost & Management Accounting, Entrepreneurship Management & Management Information System all are currently relevant to industry Student representative Mr. Rushikesh Patil mentioned that Cost & Management Accounting also is quite relevant to finance field. The coordinator initiated the discussion on planning for mentioned academic term Semester IV Batch 22-24 A.Y. 23-24. The academic coordinator opened the

Resolution# 3.1:	This was approved by all.
Topic #4:	Discussion on Academic Term Semesters A.Y. 23-24 - discussion on activities to cater PO & curriculum gap,
Discussion:	The coordinator mentioned that the PO attainement for 2020-22 batch & emphasized that their exit substantial gap in all POs attainment. Dr. Radhika stated that we must continue with value added program, activities mapped with program outcomes. Director sir stressed the need for more po mapped guest sessions, seminars & activities for current academic year.
Resolution# 4.1:	It was resolved that all committees must be communicated to plan & embed activities mapped with program outcomes in academic calendar

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

Dr. Farheen Ahmad
(APRC Coordinator)

Dr. Dinesh Gabhane
(Director)

Copy Submitted: APRC MoM File 22-23

RAJIV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 30/06/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 30/06/2023 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	Dr. 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	Ms. Pooja Jadhav	Member (Faculty Representative)	
11	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
12	Mr. Rushikesh Patil	Member (Student Representative)	

Dr. Farheen Ahmad

Coordinator - APRC

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Copy Submitted: APRC MoM 22-23 File

Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 20/07/2023

Action taken report - APRC Meeting (30/06/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
4.1:	It was resolved that all committees must be communicated to plan & embed activities mapped with program outcomes in academic calendar	mailed to all comiittees	5.07.23	Completed

Dr. Farheen Ahmad

Coordinator - APRC

Copy Submitted: APRC MoM 22-23 File

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2022-23/06 **Date:** 01/04/2023

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Ms. Ashvini Jadhav
3. Dr. Radhika Wadhera
4. Ms. Bidisha Goswami
5. Ms. Niyati Joshi
6. Ms. Sameen Shaikh
7. Mr. Ashish Pant
8. Mr. Atul Mumbarkar
9. Mr. Atul Ramteke
10. Ms. Pooja Jadhav
11. Ms. Kajal Mitra
12. Mr. Ashish Yadav
13. Mr. Sunil Kumar Sharma
14. Ms. Pragya Upadhyay
15. Mr. Rushikesh Patil

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 05/04/2023. You are kindly requested to attend the same.

Date of meeting: 05/04/2023
Time: 3:00 pm
Venue: RGCMS, Boardroom
Agenda:

1. Confirmation of minutes held on 1-03-2023 and Action Report review
2. Syllabus completion status -Sem IV Batch 21-23 & Sem II Batch 22-24
3. Faculty Feedback Analysis For Sem III, IV Batch 21-23 & Sem I Batch 22-24
4. Status for VAP courses held in year 2023
5. Status on Submission of Course File for Batch 21-23
6. Course files Audit for Batch 21-23
7. Recruitment of Faculty for A.Y. 23-24
8. Academic Calendar template preparation A.Y. 23-24
9. Any other agenda

Dr. Farheen Ahmad
(APRC, Faculty Coordinator)

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Copy Submitted: APRC/Meeting 2022-23 file

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

MINUTES OF MEETING

Date and Time: 05/04/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2022-23/06

Attendees:

Members Present		Members Absent
• Dr. Dinesh Gabhane • Dr. Farheen Ahmad • Dr. Radhika Wadhera • Ms. Ashvini Jadhav • Ms. Bidisha Goswami • Ms. Kajal Mitra	• Ms. Niyati Joshi • Ms. Sameen Shaikh • Mr. Ashish Pant • Mr. Atul Mumbarkar • Mr. Atul Ramteke • Ms. Pooja Jadhav	• Mr. Ashish Yadav • Mr. Sunil Kumar Sharma • Ms. Pragya Upadhyay • Mr. Rushikesh Patil

Minutes of Meeting and Resolutions

Topic #1:	**Welcome, Confirmation of minutes held on 08-1-2023 and Action Report review** - Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting - Dr. Farheen read the Minutes of the meeting held on 08-1-2023 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 08-1-2023
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 08-1-2023.
Topic #2:	**Syllabus completion status -Sem IV Batch 21-23 & Sem II Batch 22-24**
Discussion	- Dr. Dinesh Gabhane mentioned that all faculty members must convey how much syllabus has been completed for the term of semester IV & semester II - All faculty members conveyed that 70-75 % semester IV syllabus is completed have started with continuous internal evaluation too. - All faculty members conveyed that 15-20 % semester ii syllabus is completed & BISAT & class internal I was conducted respectively - The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes. - The student member representatives also confirmed the same from respective semesters
Resolution# 2.1:	This was approved by the Director.
Topic #3:	**Faculty Feedback Analysis For Sem III, IV Batch 21-23 & Sem I Batch 22-24**
Discussion	- APRC coordinator mentioned that faculty feedback analysis for all faculty members during Sem IV & I ranged between FPAR 13.5 – 14.4 points. - Dr. Dinesh Gabhane sir expressed that the overall the feedbacks analyzed for all faculty members was positively good - Ms. Ahmad also read suggestions drawn from analysis.
Resolution# 3.1:	This was approved by all.

Topic #4:	**Status for VAP courses held in year 2023**

Discussion	- Dr. Dinesh Sir asked the APRC Coordinator to read the VAP conducted in this academic year
	- Dr. Farheen Ahmad mentioned following execution details as
	  - VAP 1 - Digital Marketing - 12th -30th SEPT'22
	  - VAP 2 - application based program on Excel, ppt & Word - 7th -20th Nov'22
	  - VAP 3 - French language - 1st feb'23 - 30th march'23
	  - VAP 4 - UHV -1st feb'23 - 30th march'23

Resolution# 4.1:	- This was approved by Director Sir.
Topic #5:	**Status on Submission of Course File for Batch 21-23**
Discussion	- Dr. Dinesh Sir asked the APRC Coordinator to read the status on submission of course files for Batch 21-23 - Dr. Radhika Wadhera mentioned that any pending course files for Batch 21-23 from Sem 1,2,3 must be completed - Dr. Ahmad all course files must be submitted in duly completed soft copy on mail for review & in hard copy before 30th June'23 so that Direct PO attainment can be calculated as soon as possible.
Resolution# 5.1:	It was resolved that Ms. Farheen Ahmad will review & take hardcopy of the files in custody
Resolution# 5.2:	It was resolved that all faculty will do the submission of course files for Batch 21-23 must be done before 30/6/23
Topic #6:	**Course files Audit for Batch 21-23**
Discussion	Dr. Dinesh Gabhane mentioned that external course files review iis equally important & asked Mr. Sunil Kumar Sharma to kindly agree for the same as he is involved in the academic meetings Mr. Sunil Kumar Sharma sir agreed for the same & mentioned that he will come, review & attest the course files upon full completion of the same respectively.
Resolution# 6.1:	It was resolved that Mr. Sunil Kumar Sharma sir will do an external audit of course files in month of July'23

Topic #7:	**Recruitment of Faculty for A.Y. 23-24**
Discussion	- Dr. Dinesh Gabhane mentioned faculty member deficit, if any must be conveyed. - Dr. Ahmad commented that we must recruit at least 2 faculty members i.e. one IT faculty & one operations specialization faculty member. to strengthen these specializations.
Resolution# 7.1	It was resolved that the mentioned faculty members' slack will be discussed in CDC by Dr. Dinesh Gabhane sir
Topic #8:	**Academic Calendar template preparation A.Y. 23-24**
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# 8.1	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 Dr. Dinesh Sir will present the duly filled tentative Academic calendar A.Y. 22-23 in CDC meeting

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

Dr. Farheen Ahmad
(APRC Coordinator)

Dr. Dinesh Gabhane
(Director)

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

Copy Submitted: APRC MoM File 22-23

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Date: 6/04/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 5th April'2023 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	Dr. 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. Pooja Jadhav	Member (Faculty Representative)	
12	Mr. Atul Ramteke	Member (Faculty Representative)	
13	Ms. Kajal Mitra	Member (Industry Representative)	
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
15	Ms. Pragya Upadhyay	Member (Student Representative)	
16	Ms. Sonali Gharat	Member (Student Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

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Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2022-23/05 **Date:** 25/02/2023

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Ms. Ashvini Jadhav
3. Dr. Radhika Wadhera
4. Ms. Bidisha Goswami
5. Ms. Niyati Joshi
6. Ms. Sameen Shaikh
7. Mr. Ashish Pant
8. Mr. Atul Mumbarkar
9. Mr. Atul Ramteke
10. Ms. Pooja Jadhav
11. Ms. Kajal Mitra
12. Mr. Ashish Yadav
13. Mr. Sunil Kumar Sharma
14. Ms. Pragya Upadhyay
15. Mr. Rushikesh Patil

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 01/03/2023. You are kindly requested to attend the same.

Date of meeting: 01/03/2023
Time: 3:00 pm
Venue: RGCMS, Boardroom
Agenda:

1. Confirmation of minutes held on 18-01-2023 and Action Report review
2. Sem I Term syllabus completion status for Batch 22-24
3. Creation Course Exit Survey Action Taken Report from Batch 22-24
4. Program Exit Survey for Batch 21-23
5. Academic Term Semester II Batch 22-24 A.Y. 22-23- Commencement, Syllabus completion & All CIE completion dates
6. Subject Allocation & Faculty Workload Distribution - Semester II Batch 22-24 A.Y. 22-23
7. Lesson Plan & course outcomes submission - Semester II Batch 22-24 A.Y. 22-23
8. Guidance on Internship & Summer Project preparation
9. Aligning Seminar/ Expert talk/Workshop for students
10. Any other agenda

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Dr. Farheen Ahmad
(APRC, Faculty Coordinator)

Copy Submitted: APRC/Meeting 2022-23 file

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

MINUTES OF MEETING

Date and Time: 1/03/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2022-23/05

Attendees:

Members Present		Members Absent
• Dr. Dinesh Gabhane • Ms. Farheen Ahmad • Dr. Radhika Wadhera • Ms. Ashvini Jadhav • Ms. Bidisha Goswami • Ms. Kajal Mitra	• Ms. Niyati Joshi • Ms. Sameen Shaikh • Mr. Ashish Pant • Mr. Atul Mumbarkar • Mr. Atul Ramteke • Ms. Pooja Jadhav	• Mr. Ashish Yadav • Mr. Sunil Kumar Sharma • Ms. Pragya Upadhyay • Mr. Rushikesh Patil

Minutes of Meeting and Resolutions

Topic #1:	**Welcome, Confirmation of minutes held on 08-1-2023 and Action Report review**
Discussion	- Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting - Dr. Farheen read the Minutes of the meeting held on 08-1-2023 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 08-1-2023
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 08-1-2023.
Topic #2:	**Sem IV Term syllabus completion status for Batch 21-23**
Discussion	- Dr. Dinesh Gabhane mentioned that all faculty members must convey how much syllabus has been completed for the term of semester 3 - All faculty members conveyed that 30-40 % syllabus is completed respectively & have started with continuous internal evaluation too. - The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes. - The student member also confirmed the same from her end.
Resolution# 2.1:	This was approved by the Director.
Topic #3:	**Creation Course Exit Survey Action Taken Report from Batch 22-24**
Discussion	- Committee coordinator mentioned that IQAC has communicated that its is important for us to have Action taken reports from Batch 22-24 - Dr. Farheen Ahmad suggested that we analyze the exit survey qualitatively & create action taken report & input this as a part of the course file too
Resolution# 3.1:	It was resolved that Dr. Farheen Ahmad will disseminate the action taken report template posted by IQAC to all while notifying the submission of course files for batch 22-24
Topic #4:	**Program Exit Survey for Batch 21-23**

Discussion	- Dr. Radhika Wadhera mentioned that Program exit survey form must be prepared & floated for feedback at the end of sem IV term
Resolution# 4.1:	- It was resolved that Ms. Bidisha Goswami will create & post Program exit survey to students before 30th April'23
Topic #5:	**Academic Term Semester II Batch 22-24 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 22-24 A.Y. 22-23. - Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college will be from 13 march' 23 - 26 August' 23 - 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 - 13 march' 23 - Syllabus completion date - 30 July'23 - All CIE completion dates - 24 July'23
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 22-24 A.Y. 22-23**
Discussion	- The APRC coordinator stated subjects of semester two & initiated the discussion on understanding faculty members interest for the same - Dr. Dinesh stated his interest in teaching Operations Research - Ms. Niyati shared her interest in teaching Financial Management , Cost &Mgt. Accounting - Dr. 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. Pooja Jadhav 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 22-24 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 outcome
Resolution# 7.1	It was resolved that all faculty members will submit newly prepared/ updated Sem IV courses Lesson Plan & course outcomes to APRC coordinator
Topic #8:	**Guidance on Internship & Summer Project preparation**
Discussion	Dr. Dinesh sir mentioned that each faculty will guide given each student sem 3 projects , maintain details & complete guidance within remaining sem 2 &3 term frame

Resolution# 8.1	It was resolved that Dr. Farheen Ahmad will create & share guide list & notify project guidelines, rubrics & related material to faculty members & students
Topic #9:	**Aligning Seminar/ Expert talk/Workshop for students**
Discussion	Dr. Dinesh Gabhane mentioned that he has discussed about a webinar on - workshop on financial literacy awareness with BSE attached firm Hence a webinar must be scheduled as per the speakers availability Also Dr. Radhika emphasized that we should also conduct an expert lecture
Resolution# 9.1	It was resolved that Dr Farheen Ahmad will schedule a webinar as per speakers availability
Resolution# 9.2	It was resolved that Ms. Ashvini Jadhav will get an Expert for encouraging talk webinar later Dr. Farheen will align the same as per speakers availability

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

Dr. Farheen Ahmad
(APRC Coordinator)

Dr. Dinesh Gabhane
(Director)

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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

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Plot No.1, Sector -8, Ghansoli,
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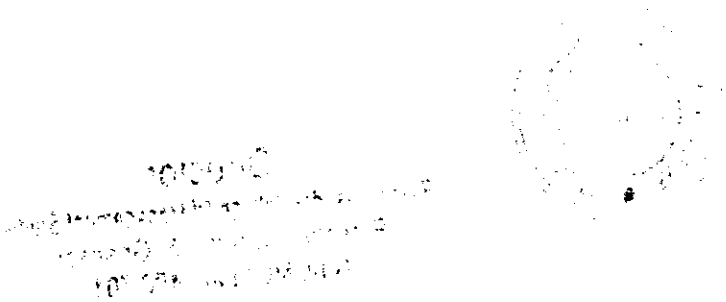

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Date: 2/03/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 1st March' 2023 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	Dr. 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. Pooja Jadhav	Member (Faculty Representative)	
12	Mr. Atul Ramteke	Member (Faculty Representative)	
13	Ms. Kajal Mitra	Member (Industry Representative)	
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
15	Ms. Pragya Upadhyay	Member (Student Representative)	
16	Ms. Sonali Gharat	Member (Student Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

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Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2022-23/04 **Date:** 5/01/2023

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Ms. Ashvini Jadhav
3. Dr. Radhika Wadhera
4. Ms. Bidisha Goswami
5. Ms. Niyati Joshi
6. Ms. Sameen Shaikh
7. Mr. Ashish Pant
8. Mr. Atul Mumbarkar
9. Mr. Atul Ramteke
10. Ms. Pooja Jadhav
11. Ms. Kajal Mitra
12. Mr. Ashish Yadav
13. Mr. Sunil Kumar Sharma
14. Ms. Pragya Upadhyay
15. Mr. Rushikesh Patil

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 08/01/2023. You are kindly requested to attend the same.

Date of meeting: 08/01/2023
Time: 3:00 pm
Venue: RGCMS, Boardroom
Agenda:

1. Confirmation of minutes held on 15-11-2022 and Action Report review
2. Syllabus completion status -Sem III Batch 21-23 & Sem I Batch 22-24
3. Academic Term Semester IV Batch 21-23 A.Y. 22-23- Commencement, Syllabus completion & All CIE completion dates
4. Subject Allocation & Faculty Workload Distribution - Semester IV Batch 21-23 A.Y. 22-23
5. Lesson Plan & course outcomes submission - Semester IV Batch 21-23 A.Y. 22-23
6. Guidance on Final Projects preparation & Viva-voce date
7. Value Added Program for SYMMS Sem IV Batch 21-23
8. Any other agenda

Dr. Farheen Ahmad
(APRC, Faculty Coordinator)

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Copy Submitted: APRC/Meeting 2022-23 file

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

MINUTES OF MEETING

Date and Time: 08/01/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2022-23/04

Attendees:

Members Present		Members Absent
• Dr. Dinesh Gabhane • Dr. Farheen Ahmad • Dr. Radhika Wadhera • Ms. Ashvini Jadhav • Ms. Bidisha Goswami • Ms. Kajal Mitra	• Ms. Niyati Joshi • Ms. Sameen Shaikh • Mr. Ashish Pant • Mr. Atul Mumbarkar • Mr. Ashish Yadav	• Mr. Atul Ramteke • Ms. Pooja Jadhav • Mr. Sunil Kumar Sharma • Ms. Pragya Upadhyay • Mr. Rushikesh Patil

Minutes of Meeting and Resolutions

Topic #1:	**Welcome, Confirmation of minutes held on 15-11-2022 and Action Report review**
Discussion	- Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting - Mr. Rushikesh Patil, a student representative from FYMMS was added in the committee & welcomed by all - Dr. Farheen read the Minutes of the meeting held on 15-11-2022 and it was decided to confirm / accept the same - Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 15-11-2022.
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 15-11-2022.
Topic #2:	**Syllabus completion status -Sem III Batch 21-23 & Sem I Batch 22-24**
Discussion	- Dr. Dinesh Gabhane mentioned that all faculty members must convey how much syllabus has been completed for the term of semester 3 & semester 1 - All faculty members conveyed that 60-70 % semester 3 syllabus is completed have started with continuous internal evaluation too. - All faculty members conveyed that 30-40 % semester 1 syllabus is completed & BISAT & class internal I was conducted respectively - The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes. - The student member representatives also confirmed the same from respective semesters
Resolution #2.1.	This was approved by the Director.
Topic #3:	**Academic Term Semester IV 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 IV Batch 21-23 A.Y. 22-23. - Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from 1st Feb'23 till April 30th 2023

	- 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 - 1st Feb'23 - Syllabus completion date - 30th April'23 - All CIE completion dates - 25th April'23
Resolution# 3.1:	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all CIE completion date
Resolution# 3.2.	It was resolved that Ms. Farheen (APRC coordinator) will embed these dates in the academic calendar
Topic #4:	**Subject Allocation & Faculty Workload Distribution - Semester IV Batch 21-23 A.Y. 22-23**
Discussion	- The APRC coordinator stated subjects of semester four & initiated the discussion on understanding faculty members interest for the same - Ms. Niyati shared her interest in teaching Project Management - Ms. Ahmad shared her interest in teaching Integrated Marketing Communication - Dr. Radhika shared her interest in teaching Strategic HRM - Mr. Mumbarkar shared his interest in teachingProject Management & Commercial Banking - Ms. Bidisha shared his interest in teaching MTB & Resource Management - Mr. Ashish Pant shared his interest in teaching Strategic HRM - Ms. Sameen Shaikh shared her interest in teaching Commercial Banking - Mr. Atul Ramteke shared his interest in teaching Operations Analytics text & Cases - Subject allocation keeping faculty workload in mind was then collectively finalized
Resolution# 4.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members
Resolution# 4.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement
Topic #5:	**Lesson Plan & course outcomes submission - Semester IV 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 IV courses Lesson Plan & course outcome
Resolution# 5.1:	It was resolved that all faculty members will submit newly prepared/ updated Sem IV courses Lesson Plan & course outcomes to APRC coordinator

Topic #6	**Guidance on Final Projects preparation & Viva-voce date**
Discussion	Dr. Dinesh sir mentioned that each faculty will guide given each student's all three sem 4 projects , maintain details & complete guidance within term frame
Resolution# 6.1	It was resolved that Dr. Farheen Ahmad will create & share guide list & notify project guidelines, rubrics & related material to faculty members & students
Topic #7:	**Value Added Program for SYMMS Sem IV Batch 21-23**
Discussion	- Dr. Radhika Wadhera mentioned about making addition of curriculum enrichment courses (VAP) to be conducted with a course duration of 40 hrs based on concepts based on syllabus gap/outcome gaps. - Dr. Gabhane encouraged the concept of Universal Human Values & asked faculty members to take initiative in the same lines - Dr. Farheen mentioned that a foreign language can be added as a course & took initiative to train students too - Ms. Sameen Shaikh mentioned her universal human values course part I completion & hence was keen to develop & teach a course on the same lines for students

	- Upon discussion it was roughly planned to give a month time for course content development in form of notes & its execution must happen on continuous basis in 2 month time frame i.e. Feb- March'23
Resolution# 7.1.	It was resolved that Dr. Farheen will teach French language as a course in term of semester IV
Resolution# 7.2.	It was resolved that Ms. Sameen will teach UHV as a course in term of semester IV

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

Dr. Farheen Ahmad
(APRC Coordinator)

Dr. Dinesh Gabhane
(Director)

Copy Submitted: APRC MoM File 22-23

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: **Academic Planning & Review Committee (APRC)**

Date: 9/01/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 08/01/2023 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	Dr. 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. Pooja Jadhav	Member (Faculty Representative)	
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13	Ms. Kajal Mitra	Member (Industry Representative)	
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
15	Ms. Pragya Upadhyay	Member (Student Representative)	
16	Mr. Rushikesh Patil	Member (Student Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli
Navi Mumbai

Copy Submitted: APRC MoM 22-23 File

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2022-23/03 **Date:** 13/11/2022

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Ms. Ashvini Jadhav
3. Dr. Radhika Wadhera
4. Ms. Bidisha Goswami
5. Ms. Niyati Joshi
6. Ms. Sameen Shaikh
7. Mr. Ashish Pant
8. Mr. Atul Mumbarkar
9. Mr. Atul Ramteke
10. Ms. Pooja Jadhav
11. Ms. Kajal Mitra
12. Mr. Ashish Yadav
13. Mr. Sunil Kumar Sharma
14. Ms. Pragya Upadhyay

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 15/11/2022. You are kindly requested to attend the same.

Date of meeting: 15/11/2022
Time: 3:00 pm
Venue: RGCMS, Boardroom
Agenda:

1. Confirmation of minutes held on 3-10-2022 and Action Report review
2. Academic Term Semester I Batch 22-24 A.Y. 22-23- Commencement, Syllabus completion & All CIE completion dates
3. Orientation Program Batch 22-24 Planning
4. Subject Allocation & Faculty Workload Distribution - Semester I Batch 22-24 A.Y. 22-23
5. Lesson Plan & course outcomes submission - Semester I Batch 22-24 A.Y. 22-23
6. Aligning Seminar/ Expert talk/Workshop for students
7. Guidance on Mentoring Program & execution of the same
8. Any other agenda

Ms. Farheen Ahmad
(APRC, Faculty Coordinator)

Copy Submitted: APRC/Meeting 2022-23 file

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

MINUTES OF MEETING

Date and Time: 15/11/2022 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2022-23/03

Attendees:

Members Present		Members Absent
• Dr. Dinesh Gabhane • Ms. Farheen Ahmad • Dr. Radhika Wadhera • Ms. Ashvini Jadhav • Ms. Bidisha Goswami • Ms. Kajal Mitra	• Ms. Niyati Joshi • Ms. Sameen Shaikh • Mr. Ashish Pant • Mr. Atul Mumbarkar • Mr. Atul Ramteke • Ms. Pooja Jadhav	• Mr. Ashish Yadav • Mr. Sunil Kumar Sharma • Ms. Pragya Upadhyay • Ms. Sonali Gharat

Minutes of Meeting and Resolutions

Topic #1:	**Welcome, Confirmation of minutes held on 03-10-2022 and Action Report review** - 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 03-10-2022 and it was decided to confirm / accept the same - Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 03-10-2022.
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 03-10-2022.
Resolution# 1.3:	Carried forward resolution - It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before end of November'22
Resolution# 1.4:	Carried forward resolution - It was resolved that Ms. Farheen Ahmad will post project submission & reminder viva -voce notice a week before viva-voce date (7/11/22)
Topic #2:	**Academic Term Semester I Batch 22-24 A.Y. 22-23- Commencement, Syllabus completion & All CIE completion dates**
Discussion	- APRC coordinator initiated the discussion on planning for mentioned Academic Term Semester I Batch 22-24 A.Y. 22-23. - Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from Dec'22 till mid March'23 & March month will be utilized 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 I -26 Nov'22 - Syllabus completion date - 28 Feb23 - All CIE completion dates - 28 Feb23
Resolution# 2.1:	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all CIE completion date
Resolution#2.2:	It was resolved that Ms. Farheen (APRC coordinator) will embed these dates in the academic calendar

Topic #3:	**Orientation Program Batch 22-24 Planning**
Discussion	- Dr. Dinesh Sir mentioned as the term for new batch commences Orientation program must be organized - Ms. Farheen Ahmad suggested that the event must have Chief Guest & Guest of Honor preferably from academics vertical & industry vertical both - Dr. Radhika suggested that we must invite Hon. trustee member Mr. Sunil Jadhav sir as a Chief Orator as he is keen in maintaining the culture of the institute
Resolution# 3.1:	It was resolved that Dr. Farheen Ahmad will distribute responsibilities to all staff & prepare D.O.R.
Resolution# 3.2:	It was resolved that Orientation invite should be prepared by Ms. Sonali Gharat
Resolution# 3.3:	It was resolved that Dr. Dinesh will arrange for guests for the event
Topic #4:	**Subject Allocation & Faculty Workload Distribution - Semester I Batch 22-24 A.Y. 22-23**
Discussion	- The APRC coordinator stated subjects of semester two & initiated the discussion on understanding faculty members interest for the same - Dr. Dinesh stated his interest in teaching Business Statistics - Ms. Niyati shared her interest in teaching Financial Accounting & Managerial Economics - Ms. Ahmad shared her interest in teaching Personal effectiveness & Effective management Communication - Dr. Radhika shared her interest in teaching Effective management Communication & Personal effectiveness - Ms. Sameen shaikh shared his interest in teaching Operations Management & Perspective Management - Ms. Bidisha shared his interest in teaching IT for mgt. & Operations Management - Mr. Ashish Pant shared his interest in teaching Managerial Economics - Mr. Ashish Yadav shared her interest in teaching Perspective Management - Subject allocation keeping faculty workload in mind was then collectively finalized
Resolution# 4.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members
Resolution# 4.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement
Topic #5:	**Lesson Plan & course outcomes submission - Semester I Batch 22-24 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 I courses Lesson Plan & course outcomes
Resolution# 5.1:	It was resolved that all faculty members will submit newly prepared/ updated Sem II courses Lesson Plan & course outcomes to APRC coordinator
Topic #6:	**Aligning Seminar/ Expert talk/Workshop for students**
Discussion	Dr. Dinesh Gabhane mentioned that he has discussed about a seminar on - how to optimally utilize your MMS phase with Mr. Prathamesh Kulkarni seminar Hence a seminar must be scheduled as per the speakers availability
Resolution# 6.1:	It was resolved that Ms. Farheen Ahmad will schedule a seminar as per speakers availability

Topic #7	**Guidance on Mentoring Program & execution of the same**
Discussion	- Dr. Radhika Wadhera mentioned that since students do not come often for mentoring; it is possible to have an open mentoring system - other faculty members agreed to the same - This was approved by the director

Resolution# 7.1	It was resolved that Ms. Farheen will create a mentor list & communicate the same to faculty members & teachers

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

Ms. Farheen Ahmad
(APRC Coordinator)

Dr. Dinesh Gabhane
(Director)

Copy Submitted: APRC MoM File 22-23

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: **Academic Planning & Review Committee (APRC)**

Date: 16/11/2022

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 15/11/2022 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. Pooja Jadhav	Member (Faculty Representative)	
12	Mr. Atul Ramteke	Member (Faculty Representative)	
13	Ms. Kajal Mitra	Member (Industry Representative)	
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
15	Ms. Pragya Upadhyay	Member (Student Representative)	

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Ms. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 22-23 File

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2022-23/02 **Date**: 30/09/2022

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Ms. Ashvini Jadhav
3. Dr. Radhika Wadhera
4. Ms. Bidisha Goswami
5. Ms. Niyati Joshi
6. Ms. Sameen Shaikh
7. Mr. Ashish Pant
8. Mr. Atul Mumbarkar
9. Mr. Atul Ramteke
10. Ms. Pooja Jadhav
11. Ms. Kajal Mitra
12. Mr. Ashish Yadav
13. Mr. Sunil Kumar Sharma
14. Ms. Pragya Upadhyay

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 03/10/2022. You are kindly requested to attend the same.

Date of meeting: 03/10/2022
Time: 3:00 pm
Venue: RGCMS, Boardroom
Agenda:

1. Confirmation of minutes held on 18-08-2022 and Action Report review
2. Faculty Feedback Analysis For Sem II Batch 21-23
3. Requirement of Faculty for Sem III Term
4. Academic Term Semester III Batch 21-23 A.Y. 22-23- Commencement, Syllabus completion & All CIE completion dates
5. Subject Allocation & Faculty Workload Distribution - Semester III Batch 21-23 A.Y. 22-23
6. Lesson Plan & course outcomes submission - Semester III Batch 21-23 A.Y. 22-23
7. Summer Projects completion & submission
8. Value Added Program for SYMMS Batch 21-23
9. Any other agenda

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Ms. Farheen Ahmad
(APRC, Faculty Coordinator)

Copy Submitted: APRC/Meeting 2022-23 file

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

MINUTES OF MEETING

Date and Time: 03/10/2022 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2022-23/02

Attendees:

Members Present		Members Absent
• Dr. Dinesh Gabhane • Ms. Farheen Ahmad • Dr. Radhika Wadhera • Ms. Bidisha Goswami • Ms. Kajal Mitra • Mr. Ashish Yadav • Mr. Sunil Kumar Sharma	• Ms. Niyati Joshi • Ms. Sameen Shaikh • Mr. Ashish Pant • Mr. Atul Mumbarkar • Mr. Atul Ramteke • Ms. Pooja Jadhav	• Ms. Ashvini Jadhav • Ms. Pragya Upadhyay

Minutes of Meeting and Resolutions

Topic #1:	**Welcome, Confirmation of minutes held on 02-06-2022 and Action Report review** - 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 02-06-2022 and it was decided to confirm / accept the same - Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 02-06-2022.
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 02-06-2022.
Topic #2:	**Faculty Feedback Analysis For Sem II Batch 21-23**
Discussion	- APRC coordinator mentioned that faculty feedback analysis for all faculty members during Sem II ranged between FPAR 13.3 – 14.3 points. - Dr. Dinesh Gabhane sir expressed that the overall the feedbacks analyzed for all faculty members was positively good - Ms. Ahmad also read suggestions drawn from analysis.
Resolution# 2.1	This was approved by all.
Topic #3:	**Requirement of Faculty for Sem III Term**
Discussion	- Dr. Dinesh Gabhane mentioned that we have enough faculty members to teach in sem III & asked Ms.Farheen if there were any pending courses to understand faculty member deficit if any. - Ms. Ahmad mentioned in the discussion that 2 HR & 1 Marketing the requirement for recruitment of 2-3 faculty members on a clock hour basis..
Resolution# 3.1:	It was resolved that the mentioned faculty members' slack will be recruited by Dr. Dinesh Gabhane sir

Topic #4:	**Academic Term Semester III 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 III Batch 21-23 A.Y. 22-23. - Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from 17th Oct'22 till 15th Feb'23 & February month will be utilized 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 III - 17 Oct'22 - Syllabus completion date - 31 JaN'23 - All CIE completion dates - 31 JaN'23
Resolution# 4.1:	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all CIE completion date
Resolution# 4.2:	It was resolved that Ms. Farheen (APRC coordinator) will embed these dates in the academic calendar
Topic #5:	**Subject Allocation & Faculty Workload Distribution - Semester III Batch 21-23 A.Y. 22-23**
Discussion	- The APRC coordinator stated subjects of semester three & initiated the discussion on understanding faculty members interest for the same - Mr. Sunil kumar Sharma sir verified the relevance of the elective subjects like Global HRM & Retail Management in the current scenario as Global HRM course must be learnt & retail Markets are booming & must be known to students - Dr. Dinesh stated his interest in teaching Strategic Management - Ms. Niyati shared her interest in teaching SAPM, Fin. Regulations, Strategic cost mgt. - Ms. Ahmad shared her interest in teaching Sales Mgt. , P&B Management , IB, Consumer behavior - Dr. Radhika shared her interest in teaching Services Marketing, T & D, HRP - Mr. Mumbarkar shared his interest in teaching Financial Management, CVMA - Ms. Bidisha shared his interest in teaching SWE, BDBA, EMS, CCV - Mr. Ashish Pant shared his interest in teaching CBHRM, GHRM, LL & C&B - Ms. Sameen shaikh shared her interest in teaching SOM, DRM, SAPM - Ms. Kajal Mitra hared her interest in teaching Consumer behavior, Retail management - Ms. Pooja Jadhav shared her interest in teaching SCM & Materials Mgt. - Mr. Ashish Yadav shared her interest in teaching DMSDW, CCV & Knowledge Mgt. - Subject allocation keeping faculty workload in mind was then collectively finalized
Resolution# 5.1:	It was resolved that the APRC coordinator will create the subject distribution list & communicate the same to faculty members
Resolution# 5.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement
Topic #6:	**Lesson Plan & course outcomes submission - Semester III Batch 21-23 A.Y. 22-23**
Discussion	Dr. Dinesh Gabhane mentioned all faculty members to submit Sem II courses Lesson Plan & course outcomes
Resolution# 6.1:	It was resolved that all faculty members will submit newly prepared/ updated Sem II courses Lesson Plan & course outcomes to APRC coordinator

Topic #7	**Summer Projects completion & submission**

Discussion	Dr. Dinesh mentioned that summer projects guidance must be completed by the end of November Prof. Niyati Joshi mentioned that approved summer projects can be submitted on the day of Viva-voce post students viva assessment. estimated viva-voce date can be 9th dec 22 All agreed on the viva-voce & project submission date to be the same i.e. 9th Dec 2022
Resolution# 7.1	It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before end of November'22
Resolution# 7.2	It was resolved that Ms. Farheen Ahmad will post project submission & reminder viva -voce notice a week before viva-voce date
Topic #8:	**Value Added Program for SYMMS Batch 21-23**
Discussion	- Ms. Farheen Ahmad mentioned another 30 hrs value added program on various concept & technical skills such as application based program on Excel, ppt & Word is scheduled in the month of November with ExcelR - Dr. Gabhane mentioned that the execution of such VAP is the need for the current batch and must be dealt with.
Resolution# 8.1	It was resolved that Ms. Farheen will align this VAP before November ends.

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 22-23

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: **Academic Planning & Review Committee (APRC)**

Date:4/10/2022

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 03/10/2022 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. Pooja Jadhav	Member (Faculty Representative)	
12	Mr. Atul Ramteke	Member (Faculty Representative)	
13	Ms. Kajal Mitra	Member (Industry Representative)	
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
15	Ms. Pragya Upadhyay	Member (Student Representative)	

Ms. Farheen Ahmad
Coordinator - APRC

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Copy Submitted: APRC MoM 22-23 File

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

Notice

Ref No: RGCMS/APRC/Notice/2022-23/01 **Date:** 16/08/2022

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Dr. Radhika Wadhera
3. Ms. Ashvini Jadhav
4. Ms. Bidisha Goswami
5. Ms. Niyati Joshi
6. Ms. Sameen Shaikh
7. Mr. Ashish Pant
8. Mr. Atul Mumbarkar
9. Mr. Atul Ramteke
10. Ms. Pooja Jadhav
11. Ms. Kajal Mitra
12. Mr. Ashish Yadav
13. Mr. Sunil Kumar Sharma
14. Ms. Pragya Upadhyay

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 18/08/2022. You are kindly requested to attend the same.

Date of meeting: 18/08/2022
Time: 3:00 pm
Venue: RGCMS, Boardroom
Agenda:

1. Confirmation of minutes held on 02-06-2022 and Action Report review
2. Composition of Committee for A.Y. 22-23
3. Submission of Course File for Batch 20-22
4. Sem II Term syllabus completion status for Batch 21-23
5. Value Added Program for FYMMS Batch 21-23
6. Faculty Development Program A.Y. 22-23
7. Any other agenda

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

Ms. Farheen Ahmad
(APRC, Faculty Coordinator)

Copy Submitted: APRC/Meeting 2022-23 file

Rajeev Gandhi College of Management Studies

Office of: **Academic Planning & Review Committee (APRC)**

MINUTES OF MEETING

Date and Time: 19/08/2022 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2022-23/01

Attendees:

Members Present		Members Absent
• Dr. Dinesh Gabhane • Ms. Farheen Ahmad • Dr. Radhika Wadhera • Ms. Ashvini Jadhav • Ms. Bidisha Goswami • Ms. Kajal Mitra • Mr. Ashish Yadav • Mr. Sunil Kumar Sharma	• Ms. Niyati Joshi • Ms. Sameen Shaikh • Mr. Ashish Pant • Mr. Atul Mumbarkar • Mr. Atul Ramteke • Ms. Pooja Jadhav • Ms. Pragya Upadhyay	

Minutes of Meeting and Resolutions

Topic #1: **Welcome, Confirmation of minutes held on 02-06-2022 and Action Report review**

- 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 02-06-2022 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: It was resolved to confirm Minutes of Meeting held on 02-06-2022.

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 02-06-2022.

Topic #2: **Composition of Committee for A.Y. 22-23**

Discussion

- The APRC coordinator stated that as per the circular received from the Director Office about Designation of Committees for the academic year 22-23. Ms. Ahmad will be continuing as the Coordinator for A.Y. 22-23
- She further mentions new additions of faculty members in the committee viz. Ms. Pooja Jadhav & Ms. Kajal Mitra
- As per suggestion received from Academic Audit done in A.Y. 21-22 by IQAC; inclusion of an industry representative was done with the permission of Director
- The Director then welcomed Mr. Sunil Kumar Sharma as a part of APRC 22-23 as a member (industry representative)
- 2 renewal for student representatives was required for A.Y. 22-23 - Ms. Pragya Upadhyay (SYMMS class representative) & (FYMMS class representative) will be updated in between as & when the new batch term starts

Resolution This was approved by all.

Topic #3:	**Submission of Course File for Batch 20-22**
Discussion	- Dr. Radhika Wadhera mentioned that any pending course files for Batch 20-22 from Sem 1,2,3 must be completed - Sem IV course files must be submitted too in July month so that Direct PO attainment can be calculated as soon as possible.
Resolution# 3.1:	- It was resolved that Ms. Farheen Ahmad will review & take hardcopy of the files in custody
Resolution# 3.2	- It was resolved that all faculty will do the submission of course filesfor Batch 20-22 must be done by 20/7/22
Topic #4:	**Sem II Term syllabus completion status for Batch 21-23**
Discussion	- Dr. Dinesh Gabhane mentioned that all faculty members must convey how much syllabus has been completed for the term of semester 2 - All faculty members conveyed that nearly 50-60 % syllabus is completed respectively & have started with continuous internal evaluation too. - The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes.
Resolution# 4.1:	This was approved by the Director.

Topic #5	**Value Added Program for FYMMS Batch 21-23**
Discussion	- Ms. Farheen Ahmad mentioned about making the MOUs functional with EXCELR as she explored that Excelr continuously conducted 30 hrs value added program on various concept & technical skills. - Dr. Gabhane mentioned that execution of VAP for the current batch must be a priority.
Resolution# 5.1	It was resolved that Ms. Farheen will search & align at least 1 VAP before the sem II term ends.
Topic #6:	**Faculty Development Program A.Y. 22-23**
Discussion	- Dr. Dinesh sir forwarded Dr. Vikram Parikh sir's contact with the APRC coordinator mentioning that he has initiated talk with regards to conduction of FDP & must be aligned in the upcoming months at the earliest. - Dr. Radhika mentioned the FDP can be planned alongside sem II examination as faculty members will be free post examination.
Resolution# 6.1	It was resolved that Ms. Ahmad will take care of planning the FDP-title finalization, invite sharing, feedback work, etc

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 22-23

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: **Academic Planning & Review Committee (APRC)**

Date: 20/08/2022

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 19th August '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. Pooja Jadhav	Member (Faculty Representative)	
12	Mr. Atul Ramteke	Member (Faculty Representative)	
13	Ms. Kajal Mitra	Member (Industry Representative)	
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
15	Ms. Pragya Upadhyay	Member (Student Representative)	

Ms. Farheen Ahmad
Coordinator - APRC

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli Navi Mumbai

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