



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
 Office of: Academic Planning & Review Committee

V. Overall Program – PO & PSO Attainment Table - Batch 2021-23:

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)	= 0.8X + 0.2Y

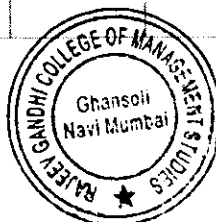
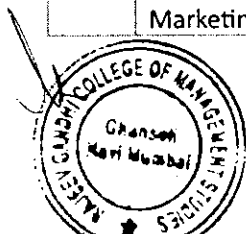
Sr No	Assessment Tool	PO1	PO2	PO3	PO4	PO5	PSO1
1	Average Direct PO / PSO Attainment (X)	1.79	1.52	1.37	1.17	1.14	1.01
2	Average In-direct PO / PSO Attainment (Y)	3.00	3.00	3.00	3.00	3.00	3.00
Overall PO / PSO Attainment (Z)		2.03	1.81	1.70	1.53	1.51	1.41

VI. PO & PSO Target Vs Attainment Table - Batch 2021-23:

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	2.00	2.03	0.27	Target not achieved; hence the gap needs to be addressed further.
PO2	Foster analytical and critical thinking abilities for data based decision making	2.00	1.81	0.39	Target not achieved; hence the gap needs to be addressed further.
PO3	Develop value based leadership ability.	2.00	1.70	0.30	Target not achieved; hence the gap needs to be addressed further.
PO4	Understand, analyze and communicate global, economic, legal and ethical aspects of business	2.00	1.53	0.47	Target not achieved; hence the gap needs to be addressed further.
PO5	Lead themselves and others in the achievement of organizational goals contributing effectively to a team environment	2.00	1.51	0.49	Target not achieved; hence the gap needs to be addressed further.
PSO1	Conceptualize and implement business schemes through the application of multidisciplinary knowledge comprising of Operations, HR, IT, Finance and Marketing	2.00	1.41	0.79	Target not achieved; hence the gap needs to be addressed further.

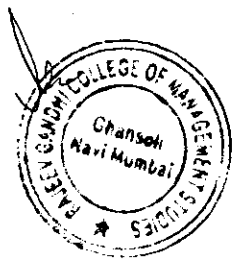
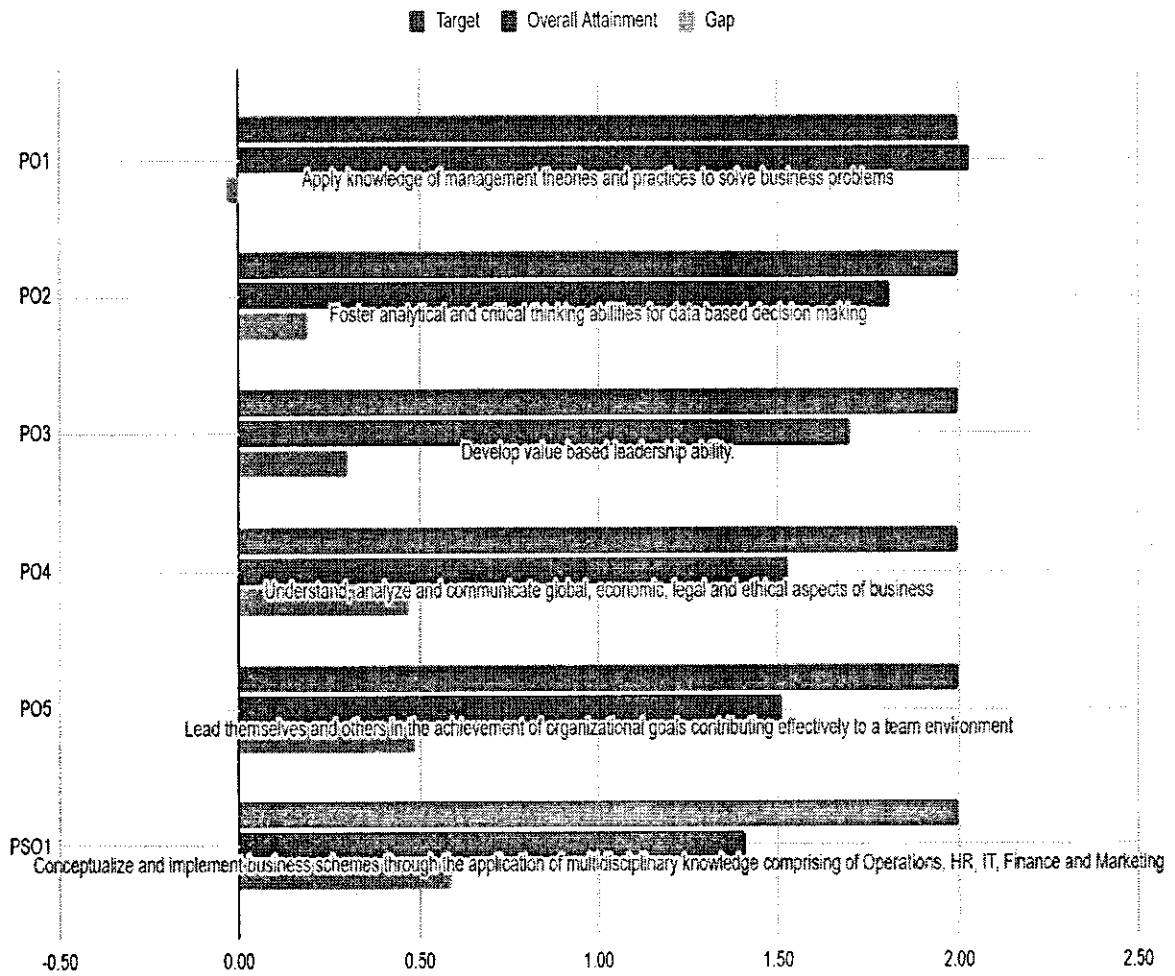


[Handwritten signature]



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee

PO & PSO Target Vs Attainment & Gap Chart - Batch 2021-23



Signature

Signature
Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Date: _____



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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24

Date: 2/8/2023

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Ashish Chaurasia |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 13. Mr. Sunilkumar Sharma |
| 3. Ms. Divya Mahadule | 8. Ms. Sameen Shaikh | 14. Ms. Pranali Pawar |
| 4. Ms. Ashvini Jadhav | 9. Ms. Chahat Hargunani | 15. Mr. Sunil Ghangurde |
| 5. Dr. Arshi Siddiqui | 10. Ms. Shravanti Hable | |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 10/8/2023. You are kindly requested to attend the same.

Date of meeting: 10/8/2023
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Discussion on Curriculum Gaps for Batch 2023-25 & action to be taken to cover them
- 2) Discussion on PO/PSO target setting for Batch 2023-25
- 3) Discussion on PO/PSO Attainment Gaps for Batch 2021- 23 & action for improvement




Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 10/8/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24

Attendees:

Members Present		Members Absent
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Ms. Ashvini Jadhav
Dr. Radhika Wadhera	Dr. Arshi Siddiqui	
Dr. Arshi Siddiqui	Ms. Sameen Shaikh	
Mr. Atul Mumbarkar	Ms. Shravanti Hable	
Ms. Divya Mahadule	Dr. Puja Kaushik	
Mr. Ashish Chaurasia (alumni)	Mr. Sunil Ghangurde(industry expert)	
Mr. Sunilkumar Sharma (industry expert)	Ms. Pranali Pawar (student)	

Minutes of Meeting and Resolutions

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

Topic #1:	Discussion on Curriculum Gaps for Batch 2023-25 & action to be taken to cover them
Discussion	<p>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 2023-25 are PO1-0.75, PO2-1.08, PO3- 1.72, PO4-1.40, PO5 - 1.51 & PSO1 - 1.71 Dr. Dinesh advised that since we work through committees it is crucial for events to be planned through different committees which should be mapped with POs/PSO. Mr. Ashish Chaurasia 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.</p>

	<p>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.</p> <p>Placement committee must plan and execute Excel skills course.</p> <p>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.</p> <p>I.V. committee must also expose students to different industry environment to learn better therefore catering to knowledge gap</p> <p>Dr. Radhika added that Research committee is planning to align SDPs were conducted to ascertain skill gap such as efficiency in using Google forms, writing research paper, canva presentations, etc.</p> <p>Dr. Farheen mentioned events that inculcate self confidence, Stage courage and presentation skills activities like Intercollege Debate competition will be planned & organized</p> <p>Ms. Sameen mentioned inclusion of Program exit survey as a tools to gauge satisfaction on overall POs & PSO.</p>
Resolution# 1.1:	This was approved by the all.
Topic #2:	Discussion on PO/PSO target setting for Batch 2023-25
Discussion:	<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 now we have Batch 2021-23 target levels in hand; setting PO/PSO Targets for batch 2023-25 will be dependent over the previous attainment of batches.</p> <p>Dr. Dinesh mentioned none PO/ PSO attainment is achieved for batch 2021-23. we must go with similar target as set for batch 2022-24.</p> <p>Dr. Radhika suggested targets to be PO1:2.30, PO2: 2.20, PO3-2, PO4-2, PO5 - 2 & PSO1 - 2.20</p>
Resolution# 2.1:	This was approved by the Director.
Topic #3:	Discussion on PO/PSO Attainment Gaps for Batch 2021- 23 & action for improvement
Discussion:	<p>Ms. Farheen read through PO/PSO attainments for the Batch 2021-23 i.e. Target -for all POs/PSO was 2.</p> <p>Overall Attainment : PO1-2.03, PO2-1.81, PO3-1.70, PO4-1.53, PO5 - 1.51 & PSO1 - 1.41</p> <p>Attainment Gaps - PO1: 0.27, PO2: 0.39, PO3: 0.30, PO4: 0.47, PO5 - 0.49 & PSO1: 0.79</p> <p>& mentioned the observations that all PO/PSO were not achieved as students came back to traditional form of learning.</p> <p>Dr. Dinesh mentioned that we must bring in event, courses & activities as per curriculum gap more aligned with all POs & PSO1.</p>
Resolution# 3.1:	This was approved by the all.

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

Dr. Farheen Ahmad
(APRC Coordinator)

Copy Submitted: APRC MoM File 23-24



Dr. Dinesh Gabhane
(Director)



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

Date: 10/8/2023

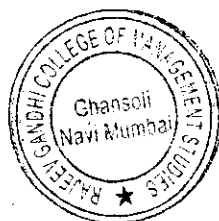
CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 10/8/2023 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Sameen Shaikh	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Divya Mahadule	Member (Faculty Representative)	
12	Ms. Pranali Pawar	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
14	Mr. Ashish Chaurasia	Member (Alumni Representative)	
15	Mr. Sunil Ghangurde	Member (Industry Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 23-24 File






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

Date: 10/08/2023

Action taken report - APRC Meeting (10/8/2023)

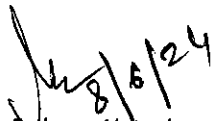
Res #	Resolution	Action taken for improvement / outcomes	Due Date
Resolution# 1.1:	This was approved by the all.	Resolved that events to be planned through different committees which should be mapped with POs/PSO. resolved that knowledge gaps such as familiarity with concepts & skills like Financial literacy, Business Model canvas, How to plan for Start-up and legal & ethical steps Social business must be planned & executed. Resolved that APRC to plan enriching VAPs Universal Human Values (UHV) course; even guest lectures, Intercollege Debate competition Resolved that Placement committee must plan and execute Excel skills course. Resolved that 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. Resolved that I.V. committee to align industry visits Resolved that Research committee to align SDPs on Google forms, writing research paper, canva presentations, etc.	throughout the batch term
Resolution# 2.1:	This was approved by the Director.	Resolved that these PO/PSO targets for batch 23-25 to be PO1:2.30, PO2: 2.20, PO3-2, PO4-2, PO5 - 2 & PSO1 - 2.20	-
Resolution# 3.1:	This was approved by the all.	Resolved that event, courses & activities as per curriculum gap more aligned with all POs & PSO1.	throughout the batch term



Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MOM 23-24 File



6	Faculty feedback	Reflection report on feedback letter disseminated	-	-	-	-	-	-	-		
8	Project Guidance Report	Data completion in given project template	done	done	done	done	done	done	done		


 Dr. Farheen Ahmad
 APRC Coordinator Signature


 Prof. Dr. Dinesh Gabhane
 Directors Signature





RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai


Semester End Checklist - Semester (I/ II/ III/ IV) ✓

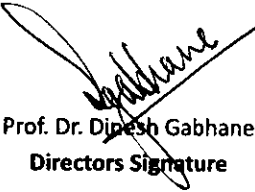
Batch: 2022 - 24

A.Y.: 23-24

Courses			1	2	3	4	5	6	7	8	9
Sr. No.	Particulars	Course Initials	HR/SHRM	IT/MTB	Mktg/IMC	OPR-OAC	FIN-CB	PM-(UA)			
		Faculty --> Documents	DRW	SH	DSA	SS	AM	AM			
1	Course exit feedback - responses	Course file- CES Analysis	✓	✓	✓	✓	✓	✓			
2	CO, PO, PSO attainment- course file	Course file- Attainment Pages	✓	✓	✓	✓	✓	pending			
3	Closing the quality loop	Course file- Action plan for continuous improvement	✓	✓	✓	✓	✓	pending			
4	Course Annexures	Course file- Annexures filing as per index	✓	✓	✓	✓	incomplete	✓			
5	Attainment record keeping	Shared attainment tables- Embed attainment	✓	✓	✓	✓	✓	pending			

6	Faculty feedback	Reflection report on feedback letter disseminated	✓	✓	✓	✓	✓	✓			
8	Project Guidance Report	Data completion in given project template	✓	✓	✓	✓	✓	-			


 Dr. Farheen Ahmad
 APRC Coordinator Signature


 Prof. Dr. Dinesh Gabhane
 Directors Signature





Rajeev Gandhi College of Management Studies


Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 10/06/2024

Action taken report - APRC Meeting (10/6/2024)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
8.1:	It was resolved that Ms. Sameen (Exam coordinator) will communicate to faculty with via notice - all CIE completion date	Notified via respective notice	-	10/4/24 Completed
8.2:	It was resolved that Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar	Embedded term dates accordingly	26/6/24	20/6/24 Completed
9.1:	It was resolved that the APRC coordinator will create the course allocation list & communicate the same to faculty members	Mailed the same	15/6/24	13/6/24 Completed
9.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement	Mailed the same	20/6/24	20/6/24 Completed
10.1:	It was resolved that the mentioned faculty members' slack will be arranged by Dr. Farheen & Dr. Dinesh at the earliest	visiting faculty members were aligned for remaining courses	25/6/24	24/6/24 Completed
11.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.	Sem III course planning review meeting aligned on 18.6.24	15/6/24	15/6/24 Completed
13.1:	It was resolved that Ms. Divya will post viva -voce exam notice before 10th September'24	Viva Voce notice exam to be sh	5/8/24	Incomplete
14.1:	It was resolved that all committees must be communicated to plan & embed activities mapped with program outcomes in academic calendar	IQAC to communicate the same as developmental goals	20/6/24	19/6/24 Completed


Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MOM 23-24 File





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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/15

Date: 1/6/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|-----------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Ashish Chaurasia |
| 2. Dr. Radhika Wadhwa | 7. Mr. Atul Mumbarkar | 13. Mr. Sunilkumar Sharma |
| 3. Ms. Divya Mahadule | 8. Ms. Sameen Shaikh | 14. Ms. Pranali Pawar |
| 4. Ms. Ashvini Jadhav | 9. Ms. Chahat Hargunani | 15. Mr. Sunil Ghangurde |
| 5. Dr. Arshi Siddiqui | 10. Ms. Shravanti Hable | |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 10/6/2024. You are kindly requested to attend the same.

Date of meeting: 10/6/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 4-04-2024 and Action Report review
- 2) Report on FDP conducted on "Funding by MSMEs" 23-24
- 3) Sem II - semester end checklist - checking & updation
- 4) Discussion on Faculty Feedback Analysis For Sem II Batch 23-25
- 5) Sem IV - Semester end checklist- checking & updation
- 6) Discussion on Faculty Feedback Analysis For Sem IV Batch 22-24
- 7) Program Exit Analysis for Batch 22-24
- 8) Academic Term Semester III Batch 22-24 A.Y. 23-24 - Commencement, Syllabus completion & All CIE completion dates
- 9) Discussion on Course Allocation & Faculty Workload Distribution - Semester III & I A.Y. 24-25
- 10) Discussion on requirement of Visiting Faculty for Sem III Term
- 11) Semester III - Courses planning Batch 23-25 A.Y. 24-25
- 12) Discussion on Academic Term Semesters A.Y. 24-25 - discussion on syllabus, & selection of electives
- 13) Discussion on Summer Projects dates, guidelines, relevancy & Plagiarism
- 14) Discussion on Academic Term Semesters A.Y. 24-25 - discussion on activities to cater PO & curriculum gap,




Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 10/6/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/15

Attendees:

Members Present		Members Absent
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Ms. Ashvini Jadhav
Dr. Radhika Wadhera	Dr. Arshi Siddiqui	
Dr. Arshi Siddiqui	Ms. Sameen Shaikh	
Mr. Atul Mumbarkar	Ms. Shravanti Hable	
Ms. Divya Mahadule	Dr. Puja Kaushik	
Mr. Ashish Chaurasia (alumni)	Mr. Sunil Ghangurde(industry expert)	
Mr. Sunilkumar Sharma (industry expert)	Ms. Pranali Pawar (student)	

Minutes of Meeting and Resolutions

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

Topic #1:	Confirmation of minutes held on 4-4-2024 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 4-4-2024 and it was decided to confirm / accept the same Pending resolution 5.1 from Meeting held in 4.3.24 was also completed.as its due date is in month of May. 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 4-4-2024
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 4-4-2024 & pending resolution of meeting held on 4-3-2024.
Topic #2:	Report on FDP conducted on “Funding by MSMEs” 23-24

Discussion:	<p>"Dr. Farheen mentioned that a FDP was conducted on a short notice dated 18th April 2024 on 'Funding by MSMEs' in order to get ideas about how to get funding for students' entrepreneurial ventures incubated at the Institute.</p> <p>It was more of an interactive session between resource persons from MSME, Mr. Hrishikesh Deshpande (Assistant director IDEMI - Ministry of MSME, Sion-Mumbai) & Mr. Sagar Joshi who visited the sister concern SIGCE in the same campus on the same day for rating the Incubation center which is co-utilised for breeding future entrepreneurs.</p> <p>The session was a quick request made to the representative so as to get a clear perspective on what kind of business ideas or startup must be directed which would reap funding.</p> <p>It ensured a clear perspective of the faculty. As we understood that MSME or any other funding bodies are interested in business.</p>
Resolution# 2.1:	This was approved by the all.
Topic #3:	Sem II B22-24- Semester end checklist - checking & updation
Discussion:	Course file insertions for all course namely MM, MIS, EM, OR, HRM, BRM, CMA & FM were duly complete as per checklist.
Resolution# 3.1:	This was approved by the Director.
Topic #4:	Discussion on Faculty Feedback Analysis For Sem II Batch 23-25
Discussion:	<p>APRC coordinator mentioned that faculty feedback letter were disseminated in May'24 & its analysis for all faculty members during Sem II ranged between FPAR 12.7 – 13.21 points.</p> <p>Dr. Dinesh Gabhane sir expressed that the overall the feedbacks analyzed for all faculty members was positively good but can be better</p> <p>Ms. Ahmad also read suggestions drawn from analysis.</p>
Resolution# 4.1:	This was approved by all.
Topic #5:	Sem IV B22-24- Semester end checklist - checking & updation
Discussion:	Course file insertions for all course namely SHRM, MTB, OAC, CB, IMC & PM were duly complete as per checklist.
Resolution# 5.1:	This was approved by the Director.
Topic #6:	Discussion on Faculty Feedback Analysis For Sem IV Batch 23-25
Discussion:	<p>APRC coordinator mentioned that faculty feedback letter were disseminated in May'24 & its analysis for all faculty members during Sem II ranged between FPAR 13.3 – 13.9 points.</p> <p>Dr. Dinesh Gabhane sir expressed that the overall the feedbacks analyzed for all faculty members was positively good but can be better</p> <p>Ms. Ahmad also read suggestions drawn from analysis.</p>
Resolution# 6.1:	This was approved by all.
Topic #7:	Program Exit Analysis for Batch 22-24
Discussion:	<p>"Dr. Farheen Ahmad shared that the survey was taken from Batch 22-24 on the last day of their Semester IV examination in May month. 86 out of 120 students answered the program exit survey.</p> <p>The APRC coordinator read suggestions for improvements, received from survey Students were found struggling with plagiarism check as it was available on 1 PC in library.</p> <p>The director took a stab on how students were responding & immediately asked the library to purchase more plag softwares for students ease.</p> <p>Other overall feedback of the students were found to be positive.</p>
Resolution# 7.1:	This was approved by all.

Topic #8:	Academic Term Semester III Batch 22-24 A.Y. 23-24 - Commencement, Syllabus completion & All CIE completion dates
Discussion:	Ms. Sameen mentioned the term prescribed by Mumbai University for affiliated college was from July'24 till Oct' 24 & October month will be utilized for exam Dr. Dinesh sir mentioned watch on 90 days term criteria and then on discussion all finalized respective dates Commencement of sem III - 1/7/2024 (Monday) Syllabus completion date - 9/10/2024 All CIE completion dates - 9/10/2024
Resolution# 8.1:	It was resolved that Ms. Sameen (Exam coordinator) will communicate to faculty with via notice - all CIE completion date
Resolution# 8.2:	It was resolved that Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar
Topic #9:	Discussion on Course Allocation & Faculty Workload Distribution - Semester III & I A.Y. 24-25
Discussion:	The APRC coordinator stated subjects of semester III & initiated the discussion on course faculty selection on the basis of faculty members expertise, experience & consent for the same Dr. Dinesh stated his interest in teaching Strategic Management Ms. Divya shared her interest in teaching SAPM, Fin. Regulations, Strategic cost mgt. Dr. Farheen 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 Dr. Arshi shared her interest in teaching MS, CBHRM, GHRM, C&B Ms. Sameen Shaikh shared her interest in teaching SOM, MM Ms. Chahat shared her interest in teaching IL, SCM, Consumer behavior, Retail management Mr. Abhishek Naik shared his interest in teaching IL, OA & MRPC Ms. Shravanti shared her interest in teaching SWE, EMS & Knowledge Mgt. Later on conceptual discussion subject allocation keeping faculty workload in mind was then collectively finalized keeping faculty load in mind. Dr. Farheen mentioned that visiting faculties will be required in specialisation such as HR, Marketing & IT. Director sir asked the coordinator to look into faculty respository to fill the vacant courses.
Resolution# 9.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members
Resolution# 9.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement
Topic #10:	Discussion on requirement of Visiting Faculty for Sem III Term
Discussion:	Dr. Ahmad mentioned IT courses such as DBDW, BDBA, CCV; HR course like Labor law, Finance course like DRM; common course like strategic management and Marketing course like Services Marketing requires visiting faculty members. Dr. Dinesh that this year he won't teach Strategic management due to multiple engagement & stated that rich experience expert faculty will be required to teach the same.
Resolution# 10.1:	It was resolved that the mentioned faculty members' slack will be arranged by Dr. Farheen & Dr. Dinesh at the earliest

Topic #11:	Semester III - Courses planning Batch 23-25 A.Y. 24-25
Discussion:	<p>Director sir mentioned that for course planning review might take time it would be better to call for a working meeting - Sem III course planning review as soon as possible.</p> <p>Dr. Farheen mentioned that faculty members require time to prepare a first cut on course planning hence suggested the working meeting to be conducted as per schedule SEM III review meeting date in academic calendar: 18.6.24</p> <p>Dr. Farheen emphasized the key inputs required for the working meeting are nothing but the SEM III semester start checklist circulated.</p> <p>Dr. Radhika stated CO- PO mapping, lesson plan - relevancy check, CO targets, teaching pedagogy, (trained on Outcome Based pedagogy), planning for Weak & Bright learner, Syllabus Gap Analysis and Action Items for COs - Expert lectures & mapping planning & adopting new teaching learning pedagogy, assessment instruments.</p>
Resolution# 11.1:	This was agreed by all.
Resolution# 11.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.
Topic #12:	Discussion on Academic Term Semesters A.Y. 24-25 - discussion on syllabus, & selection of electives
Discussion:	<p>"The coordinator initiated the discussion on planning for mentioned academic term Semester I Batch 24-26 A.Y. 24-25. The academic coordinator opened the discussion of feedback over choice of courses/electives offered based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni.</p> <p>Feedback from stakeholders:</p> <p>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.</p> <p>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.</p> <p>Student representatives Ms. Pranali mentioned that all subjects syllabus are well designed & that elective subject like Personal effectiveness & Effective Management communication will help boost juniors personality as it catered to us as post graduate learners</p>

"The coordinator initiated the discussion on planning for mentioned academic term Semester III Batch 23-25 A.Y. 24-25. The academic coordinator opened the discussion of feedback over choice of courses/electives offered 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 Ms. Pranali 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 Batch 24-26 A.Y. 24-25. The academic coordinator opened the discussion of feedback over choice of courses/electives offered 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 Ms. Pranali 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 23-25 A.Y. 24-25. The academic coordinator opened the discussion of feedback over choice of courses/electives offered 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 SHRM, IMC course must be learnt & MTB & ITRmgt., Commercial Banking course is booming & must be known to students. The academic coordinator confirmed that such courses are already available. Faculty representative mentioned that subjects like Strategic HR Management & Commercial Banking all are currently relevant to industry Student representative Ms. Pranali mentioned that Commercial Banking also is quite relevant to finance field. Dr. Dinesh emphasized that all subjects are designed by UoM keeping students learning needs in mind and all faculty members seconded the same."

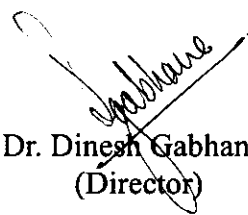
Resolution# 12.1: This was approved by all.

Resolution# 12.1:	This was approved by all.
Topic #13:	Discussion on Summer Projects dates, guidelines, relevancy & Plagiarism
Discussion:	Dr. Farheen mentoned that student have already been notified with summer project guidelines, plagiarism sop, schedule to complete project work. Dr. Dinesh mentioned that summer projects guidance must be completed by the Mid-September. Ms. Sameen mentioned that approved summer projects can be submitted post students viva assessment. Estimated viva-voce date should be 21st September'24 All agreed on project submission date should be after a week i.e. 28th September'24.
Resolution# 13.1:	It was resolved that Ms. Divya will post viva -voce exam notice before 10th September'24
Topic #14:	Discussion on Academic Term Semesters A.Y. 23-24 - discussion on activities to cater PO & curriculum gap,
Discussion:	The coordinator mentioned that the PO attainment for 2022-24 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# 14.1:	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 23-24



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

Date: 10/6/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 10/6/2024 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Sameen Shaikh	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Divya Mahadule	Member (Faculty Representative)	
12	Ms. Pranali Pawar	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
14	Mr. Ashish Chaurasia	Member (Alumni Representative)	
15	Mr. Sunil Ghangurde	Member (Industry Representative)	

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/14

Date: 30/3/2024

Subject: APRC Meeting

Kind Attn:

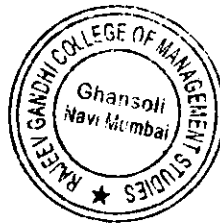
- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Rushikesh Patil |
| 2. Dr. Radhika Wadhwa | 7. Mr. Atul Mumbarkar | 12. Mr. Ashish Chaurasia |
| 3. Ms. Bidisha Goswami | 8. Ms. Sameen Shaikh | 13. Mr. Sunilkumar Sharma |
| 4. Ms. Ashvini Jadhav | 9. Ms. Chahat Hargunani | 14. Ms. Pranali Patil |
| 5. Dr. Arshi Siddiqui | 10. Ms. Shravanti Hable | 15. Mr. Sunil Ghangurde |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 4/4/2024. You are kindly requested to attend the same.

Date of meeting: 4/4/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 4-3-2024 and Action Report review
- 2) Sem IV b22-24- Mid- semester checklist - checking & updation
- 3) Aligning Seminar/Guest Session/ Expert Lectures/ Workshop for students
- 4) Any other agenda




Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2023-24 file



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

Minutes of Meeting

Date and Time: 4/4/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/14

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Mr. Ashish Chaurasia (alumni)
Dr. Radhika Wadhwa	Dr. Arshi Siddiqui	Mr. Sunilkumar Sharma (industry expert)
Dr. Arshi Siddiqui	Ms. Sameen Shaikh	Ms. Pranali Patil (student)
Mr. Atul Mumbarkar	Ms. Shravanti Hable	Mr. Rushikesh Patil (student)
Ms. Ashvini Jadhav	Dr. Puja Kaushik	

Minutes of Meeting and Resolutions

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

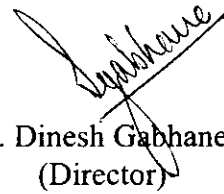
Topic #1:	Confirmation of minutes held on 4-3-2024 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 4-3-2024 and it was decided to confirm / accept the same except for resolution 5.1 as its due date is in month of May. Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 4-3-2024
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 4-3-2024.
Topic #2:	Sem IV b22-24- Mid- semester checklist - checking & updation
Discussion:	All course namely SHRM, MTB, OAC, CB, IMC & PM were duly complete as per checklist.
Resolution# 2.1:	This was approved by the all.
Topic #3:	Aligning Seminar/Guest Session/ Expert Lectures/ Workshop for students

Discussion:	<p>Dr. Farheen communicated to all the guest sessions that were conducted till date.</p> <p>Sessions planned are: 1) Expert Lecture on "Project Mgt. course" is scheduled on 19th April 2024" for sem IV students. The lectures will be taken by Dr. Sujata Chincholkar. Faculty responsible to coordinate is Dr. Farheen.</p> <p>she will prepare students using past 5 years university papers</p> <p>2) Expert Lecture on "Project Mgt. course" is scheduled on 23rd & 30th April 2024" for sem IV students. The lectures will be taken by Mr.. Vivek Nerurkar. Faculty responsible to coordinate is Dr. Farheen.</p> <p>he will take LPP sums as requested by students.</p> <p>Dr. Dinesh sir approved all planned session concluding the agenda by stating that all session feedback must be taken & should be recordrd as a report.</p>
Resolution# 3.1:	This was approved by all.
Resolution# 3.2:	Resolved that the committee will notify about sessions accordingly

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 23-24





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

Date: 4/4/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 4/4/2024 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Bidisha Goswami	Member (Faculty Representative)	abs
6	Ms. Sameen Shaikh	Member (Faculty Representative)	
7	Mr Atul Mumbarkar	Member (Faculty Representative)	
8	Dr. Arshi Siddiqui	Member (Faculty Representative)	
9	Ms. Chahat Hargunani	Member (Faculty Representative)	
10	Ms. Shravanti Hable	Member (Faculty Representative)	
11	Dr. Puja Kaushik	Member (Faculty Representative)	
12	Ms. Pranali Patil	Member (Student Representative)	
13	Mr. Rushikesh Patil	Member (Student Representative)	abs
14	Mr. Sunil Kumar Sharma	Member (Industry Representative)	abs
15	Mr. Ashish Chaurasia	Member (Alumni Representative)	abs
16	Mr. Sunil Ghangurde	Member (Industry Representative)	abs

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 23-24 File





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

Date: 30/03/2024

Action taken report - APRC Meeting (4/3/2024)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
2.1:	It was resolved that Dr. Arshi will complete pending work before 10.3.24	Completed the pending particulars of the checklist	10/3/24	7.3.24 completed
5.1:	It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before 10th may'24	Notified via notice	10/5/24	-
5.2:	It was resolved that Dr. Farheen will align a Project guidance guest session as early as possible.	coordinated with suggested resource person	-	7/3/24 Completed
7.2:	Resolved that the committee will notify about sessions accordingly	Notified via respective notice	-	21/3/24 Completed

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/13

Date: 1/3/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Rushikesh Patil |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 12. Ms. Ashvini Jadhav |
| 3. Mr. Sunil Ghangurde | 8. Ms. Sameen Shaikh | 13. Mr. Sunilkumar Sharma |
| 4. Ms. Niyati Joshi | 9. Ms. Chahat Hargunani | 14. Ms. Pranali Patil |
| 5. Dr. Arshi Siddiqui | 10. Ms. Shravanti Hable | 15. Mr. Ashish Chaurasia |

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 4/3/2024. You are kindly requested to attend the same.

Date of meeting: 4/3/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 15-2-2024 and Action Report review
- 2) Sem IV b22-24 - Semester start checklist- checking & updation
- 3) Sem IV term syllabus completion status for Batch 22-24
- 4) Sem II b23-25- Mid- semester checklist - checking & updation
- 5) Discussion on Summer Projects submission & record keeping
- 6) Tutorial classes for course Project Management
- 7) Discussion on Faculty Feedback Analysis For Sem III Batch 22-24
- 8) Aligning Seminar/Guest Session/ Expert Lectures/ Workshop for students
- 9) Any other agenda



Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 4/3/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/13

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Ms. Bidisha Goswami
Dr. Radhika Wadhwa	Dr. Arshi Siddiqui	Mr. Ashish Chaurasia (alumni)
Dr. Arshi Siddiqui	Ms. Niyati Joshi	Mr. Sunilkumar Sharma (industry expert)
Mr. Atul Mumbarkar	Ms. Sameen Shaikh	Ms. Pranali Patil (student)
Ms. Ashvini Jadhav	Ms. Shravanti Hable	Mr. Rushikesh Patil (student)
Dr. Puja Kaushik		Mr. Sunil Ghangurde (industry expert)

Minutes of Meeting and Resolutions


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

Topic #1:	Confirmation of minutes held on 15-2-2024 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 15-2-2024 and it was decided to confirm / accept the same. Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 15-2-2024
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 15-2-2024.
Topic #2:	Sem IV b22-24 - Semester start checklist- checking & updation
Discussion:	All course namely SHRM, MTB, OAC, CB & PM were duly complete as per checklist. only course IMC was slightly incomplete on CO target setting & action plan for bright & weak learners
Resolution# 2.1:	It was resolved that Dr. Arshi will complete pending work before 10.3.24
Topic #3:	Sem IV term syllabus completion status for 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 All faculty members conveyed that average 50% semester IV syllabus is completed have started with continuous internal evaluation too. The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes. The student member representative also confirmed the same from respective semesters"

Resolution# 3.1:	The discussion was approved by all.
Topic #4:	Sem II b23-25- Mid- semester checklist - checking & updation
Discussion:	All course namely HRM, MIS, FM, MM, EM, BRM, OR & CMA were duly complete as per checklist.
Resolution# 4.1:	This was approved by the all.
Topic #5:	Discussion on Summer Projects submission & record keeping
Discussion:	<p>Dr. Farheen mentoned that student have already been notified with summer project guidelines, plagiarism sop, schedule to complete project work.</p> <p>Dr. Dinesh mentioned that summer projects guidance must be completed by the end of April</p> <p>Ms. Chahat mentioned that her students are facing some issue in title framing, if we can call a resource person to bring in new perspective towards research, it would be a good help.</p> <p>Prof. Niyati Joshi mentioned that approved projects can be submitted post Viva-voce on 1st June'24.</p> <p>And estimated viva-voce date can be in 18th May'24. In case of absentia of students re-vivavoce with penalty must be kept to complete assessment on 1st june'24</p> <p>All agreed on the viva-voce related dates</p>
Resolution# 5.1:	It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before 10th may'24
Resolution# 5.2:	It was resolved that Dr. Farheen will align a Project guidance guest session as early as possible.
Topic #6:	Discussion on Faculty Feedback Analysis For Sem III Batch 22-24
Discussion:	<p>APRC coordinator mentioned that faculty feedback letter were disseminated in February'24 & its analysis for all faculty members during Sem III ranged between FPAR 12.9 – 14.1 points.</p> <p>Dr. Dinesh Gabhane sir expressed that the overall the feedbacks analyzed for all faculty members was positively good</p> <p>Ms. Ahmad also read suggestions drawn from analysis.</p>
Resolution# 6.1:	This was approved by all.
Topic #7:	Aligning Seminar/Guest Session/ Expert Lectures/ Workshop for students

Discussion:	<p>Dr. Farheen communicated to all the guest sessions that were conducted till date.</p> <p>Other sessions planned are: 2) -Expert Lecture on ““Digital marketing, Demand forecasting and Market potential analysis” for course - Marketing Mgt. course is scheduled on 28th March 2024” for sem II students. The lectures will be taken by Mr. Sandeep Kanade. Faculty responsible to coordinate is Dr. Farheen.</p> <p>3) Guest Session on “Value based leadership”5th April 2024 for Sem II students. The session will be taken by Mr. Prashant Sawant. Faculty responsible to coordinate is Ms. Shravanti. This session is mapped with PO3.</p> <p>4) Guest Session on “Project Guidance” for Sem IV students will be conducted. The session will be taken by Dr. Farheen & date must be confirmed & notified accordingly. Dr. Dinesh recommended session by Mr. Abhinavv Chopra & asked the coordinator to coordinate in same regard.</p> <p>Dr. Dinesh sir approved all planned session concluding the agenda by stating that all session feedback must be taken & should be recordrd as a report.</p>
Resolution# 7.1:	This was approved by all.
Resolution# 7.2:	Resolved that the committee will notify about sessions accordingly

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 23-24



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

Date: 4/3/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 4/3/2024 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. 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	Dr. Arshi Siddiqui	Member (Faculty Representative)	
10	Ms. Chahat Hargunani	Member (Faculty Representative)	
11	Ms. Shravanti Hable	Member (Faculty Representative)	
12	Dr. Puja Kaushik	Member (Faculty Representative)	
13	Ms. Pranali Patil	Member (Student Representative)	
14	Mr. Rushikesh Patil	Member (Student Representative)	
15	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
16	Mr. Ashish Chaurasia	Member (Alumni Representative)	
17	Mr. Sunil Ghangurde	Member (Industry Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 23-24 File






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

Date: 29/02/2024

Action taken report - APRC Meeting (15/2/2024)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
4.1:	It was resolved that Dr. Farheen (APRC coordinator) will communicate to faculty with via notice - all term commencement & CIE completion date	Notified via notice & communicated on mail	-	21/2/24 Completed
4.2:	It was resolved that Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar	finalised term dates were infused in deviation calendar	-	17.2.24 completed
5.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members	Created faculty workload distribution list & filed	21/2/23	21/2/23 Completed
5.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement	Created subject distribution & timetable, filed & communicated to students via mail	21/2/23	21/2/23 Completed
6.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.	Aligned course planning review meeting on 21.2.24	17.2.24	17.2.24 Completed
7.1:	It was resolved that APRC will notify guidelines, guidelist, templates before feb end.	Invite mail sent post conformation on call	29/2/24	27/2/24 completed
7.2:	It was resolved that APRC will notify plagiarism SOP	Notified via notice	10/4/24	10/4/24 completed
8.1:	It was resolved that APRC will notify the student on UHV vap course at the earliest.	Notified via notice	17/2/24	17/2/24 Completed


Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/11

Date: 10/2/2024

Subject: APRC Meeting

Kind Attn:

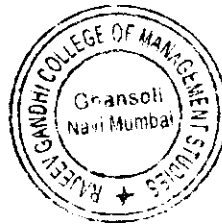
- | | | |
|------------------------|--------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 7. Mr. Atul Mumbarkar | 13. Mr. Sunilkumar Sharma |
| 2. Dr. Radhika Wadhwa | 8. Ms. Pooja Jadhav | 14. Ms. Pranali Patil |
| 3. Ms. Bidisha Goswami | 9. Ms. Sameen Shaikh | 15. Ms. Shravanti Hable |
| 4. Ms. Niyati Joshi | 10. Ms. Chahat Hargunani | 16. Mr. Ashish Chaurasia |
| 5. Dr. Arshi Siddiqui | 11. Mr. Rushikesh Patil | 17. Mr. Sunil Ghangurde |
| 6. Dr. Puja Kaushik | 12. Ms. Ashvini Jadhav | |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 15/2/2024. You are kindly requested to attend the same.

Date of meeting: 15/2/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 23-12-2023 and Action Report review
- 2) Confirmation of minutes held on 10-1-2024 and Action Report review
- 3) Sem II Term syllabus completion status for Batch 23-25
- 4) Discussion on dates -Academic Term Semester IV Batch 22-24 A.Y. 23-24
- 5) Discussion on Subject Allocation & Faculty Workload Distribution - Semester IV Batch 22-24 A.Y. 23-24
- 6) Semester IV - Courses planning Batch 22-24 A.Y. 23-24
- 7) Discussion on Summer Projects submission & record keeping
- 8) Discussion on dates -Value added program on UHV
- 9) Discussion on Faculty Feedback Analysis For Sem I Batch 23-25
- 10) Discussion on attendance & code of conduct
- 11) Any other agenda




Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2023-24 file



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

Minutes of Meeting

Date and Time: 15/2/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/09

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Ms. Bidisha Goswami
Dr. Radhika Wadhera	Dr. Arshi Siddiqui	Ms. Ashvini Jadhav
Dr. Arshi Siddiqui	Ms. Niyati Joshi	Ms. Pooja Jadhav
Mr. Atul Mumbarkar	Ms. Sameen Shaikh	Dr. Puja Kaushik
Mr. Ashish Chaurasia (alumni)	Ms. Shravanti Hable	
Mr. Sunilkumar Sharma (industry expert)	Ms. Pranali Patil (student)	
	Mr. Rushikesh Patil (student)	
	Mr. Sunil Ghangurde (industry expert)	

Minutes of Meeting and Resolutions

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


Topic #1:	Confirmation of minutes held on 23-12-2023 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 23-12-2023 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 23-12-2023
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 23-12-2023.
Topic #2:	Confirmation of minutes held on 10-1-2024 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 10-1-2024 and it was decided to confirm / accept the same. Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 2.1:	It was resolved to confirm Minutes of Meeting held on 10-1-2024
Resolution# 2.2:	It was resolved to accept an Action Report along with a running list of actions to be acted upon from the Meeting held of 10-12-2023.
Topic #3:	Sem II Term syllabus completion status for Batch 23-25

Discussion:	"Dr. Dinesh Gabhane mentioned that all faculty members must convey how much syllabus has been completed for the term of semester II All faculty members conveyed that average 50% semester II syllabus is completed have started with continuous internal evaluation too. The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes. The student member representative also confirmed the same from respective semesters"
Resolution# 3.1:	The discussion was approved by all.
Topic #4:	Discussion on Subject Allocation & Faculty Workload Distribution - Semester IV Batch 22-24 A.Y. 23-24
Discussion:	Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from Feb'24 to April'24 & Maymonth will be utilized for exam Dr. Dinesh sir mentioned watch on 90 days term criteria and then on discussion all finalized respective dates Commencement of sem IV -24.2.24 (Saturday) Syllabus completion date - 6/5/2024 All CIE completion dates - 6/5/2024 For project management course (university paper) Syllabus completion date - 31/5/2024 All CIE completion dates - 31/5/2024
Resolution# 4.1:	It was resolved that Dr. Farheen (APRC coordinator) will communicate to faculty with via notice - all term commencement & CIE completion date
Resolution# 4.2:	It was resolved that Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar
Topic #5:	Discussion on Subject Allocation & Faculty Workload Distribution - Semester IV Batch 22-24 A.Y. 23-24
Discussion:	The APRC coordinator stated subjects of semester II & initiated the discussion on course faculty selection on the basis of faculty members expertise , experience & consent for the same Ms. Niyati shared her interest in teaching Project Management Mr. Atul Mumbarkar shared his expertise & experience in teaching Project Management Dr. Radhika shared her interest in teaching Strategic HRM Dr. Arshi shared her interest in teaching SHRM or Integrated Marketin Communication Ms. Sameen shaikh shared her interest in teaching Operation Applications text & cases Ms. Chahat shared her interest in teaching IMC MS. Shravanti shared her interest in teaching MTB & It resoure mgt. Later on concensual discussion subject allocation keeping faculty workload in mind was then collectively finalized
Resolution# 5.1:	It was resolved that the APRC coordinator will create the 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:	Semester IV - Courses planning Batch 22-24 A.Y. 23-24

Discussion:	<p>Director sir mentioned that for course planning review might take time it would be better to call for a working meeting - Sem IV course planning review as soon as possible.</p> <p>Dr. Farheen mentioned that faculty members require time to prepare a first cut on course planning hence suggested the working meeting to be conducted before the start of the term mentioned date: 21.2.24</p> <p>Dr. Radhika emphasized the key inputs required for the working meeting where we would have a peer review for the same. She stated CO- PO mapping, lesson plan - relevancy check, CO targets, teaching pedagogy, (trained on Outcome Based pedagogy), planning for Weak & Bright learner, Syllabus Gap Analysis and Action Items for COs - Expert lectures & mapping planning & adopting new teaching learning pedagogy</p> <p>Ms. Niyati added to the same with quality of CIE/ assessment instruments</p>
Resolution# 6.1:	This was agreed by all.
Resolution# 6.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.
Topic #7:	Discussion on Summer Projects submission & record keeping
Discussion:	<p>Dr. Farheen mentioned that student need to be notified with project guidelines, plagiarism sop, schedule to complete project work. Dr. Dinesh mentioned that projects guidance must be completed by the end of April.</p>
Resolution# 7.1:	It was resolved that APRC will notify guidelines, guidelist, templates before feb end.
Resolution# 7.2:	It was resolved that APRC will notify plagiarism SOP
Topic #8:	Discussion on dates -Value added program on UHV
Discussion:	<p>Dr. Farheen Ahmad mentioned another 40 hrs value added program on ' Universal human values' as a part of curriculum enrichment is to be scheduled in order to make students develop value based leadership ability.</p> <p>in SYMMS students</p> <p>This value Added Program will be taught by inhouse certified UHV course faculty Ms. Sameen Shaikh. The learning is designed as per aicte course structure & will be imparted for a good 40 hours duration covered in 1/1:30 hours per day of teaching the syllabus from 24th February 2024 to 30th April 2024.</p> <p>Attendance will be maintained by the respective course faculty. The course is aligned to (PO3) Program outcome-3. Students will get course completion certificate from the Institute.</p>
Resolution# 8.1:	This was approved by all.
Resolution# 8.1:	It was resolved that APRC will notify the student on UHV vap course at the earliest.
Topic #9:	Discussion on Faculty Feedback Analysis For Sem I Batch 23-25
Discussion:	<p>APRC coordinator mentioned that faculty feedback letter were disseminated in January'24 & its analysis for all faculty members during Sem I ranged between FPAR 12.6 – 13.8 points.</p> <p>Dr. Dinesh Gabhane sir expressed that the overall the feedbacks analyzed for all faculty members was positively good</p> <p>Ms. Ahmad also read suggestions drawn from analysis.</p>
Resolution# 9.1:	This was approved by all.
Topic #10:	Discussion on attendance & code of conduct

Discussion:	<p>The director emphasised students should be aware about code of conduct that includes their attire, attendance and discipline. It is the duty of all faculty members that the decorum is maintained.</p> <p>The coordinator added that below 70% attendance in classroom, failing to be in formal attire, lack of discipline in classroom will raise a question of APRC's work. Even Dr. Radhika added reviewing if BISAT/ any other test is taken as a part of teams discipline.</p>
Resolution# 10.1:	Resolved that the committee will formally notify student from time to time upon seeing any deviation

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 23-24



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

Date: 15/2/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 15/2/2024 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Bidisha Goswami	Member (Faculty Representative)	nb
6	Ms. Niyati Joshi	Member (Faculty Representative)	
7	Ms. Sameen Shaikh	Member (Faculty Representative)	
8	Mr Atul Mumbarkar	Member (Faculty Representative)	
9	Dr. Arshi Siddiqui	Member (Faculty Representative)	
10	Ms. Chahat Hargunani	Member (Faculty Representative)	
11	Ms. Pooja Jadhav	Member (Faculty Representative)	
12	Ms. Shravanti Hable	Member (Faculty Representative)	
13	Dr. Puja Kaushik	Member (Faculty Representative)	10/19
14	Ms. Pranali Patil	Member (Student Representative)	nb
15	Mr. Rushikesh Patil	Member (Student Representative)	nb
16	Mr. Sunil Kumar Sharma	Member (Industry Representative)	nb
17	Mr. Ashish Chaurasia	Member (Alumni Representative)	nb
18	Mr. Sunil Ghangurde	Member (Industry Representative)	

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



Rajeev Gandhi College of Management Studies


Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 3/02/2024

Action taken report - APRC Meeting (10/1/2024)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
1.2:	It was resolved to that Dr. Farheen Ahmad will prepare the roadmap as discussed & share to both parties by 12/1/2024.	Roadmap prepared & shared with faculty members & DU	12/1/24	10/1/24 Completed
1.3:	It was resolved to that Dr. Arshi Siddiqui will be delivering the guest lecture on RGCMS behalf on the agreed topic.	Guest lecture powerpoint prepared & delivered	31/1/24	31.1.24 completed
1.4:	It was resolved to that Dr. Puja Kaushik will prepare minimum 3 student team who will make presentations & help them prepare for the same	3 Student team prepared	20/1/24	19/1/24 Completed
1.5:	It was resolved to that Ms. Sameen will get prepared cultural videos with help of student body	2 cultural videos prepared	28/1/24	28/1/24 Completed
1.6:	It was resolved to that Ms. Niyati will take help of Ms. Chahat for RGCMS pictures & delivery required documentary taking help of student body.	Documentary prepared & reposted for further use	28/1/24	28/1/24 Completed
1.7:	It was resolved to that Ms. Chahat will get a RGCMS logo background prepared for the event meeting to be used by all RGCMS participant as a part of branding.	Logo based background image prepared by Ms. Apeksha panchal & circulated to all from digital promotions committee	28/1/24	28.1.24 Completed
1.8:	It was resolved to that Dr. Puja Kaushik will prepare the feedback form & circulate the same	Feedback mapped to POs prepared & shared	28/1/24	31.1.24 Completed
1.9:	It was resolved to that Dr. Puja Kaushik will prepare the event report & submit the same to APRC at the earliest post event completion	Report submitted to APRC	3/2/24	2/2/24 Completed


Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/10

Date: 9/1/2024

Subject: APRC Meeting

Kind Attn:

Dr. Dinesh Gabhane
Dr. Radhika Wadhera
Ms. Niyati Joshi
Dr. Arshi Siddiqui

Dr. Puja Kaushik
Ms. Chahat Hargunani
Ms. Pranali Patil

Mr. Sayed Raihan-ul-islam
(special invitee)

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 10/1/2024. You are kindly requested to attend the same.

Date of meeting: 10/1/2024
Time: 10:30 AM
Venue: GMeet Call (Online)
Agenda:

- 1) Discussion on International Connect event planning 23-24
- 2) Any other agenda



Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2023-24 file



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 10/1/2024 at 3:00pm

Mode: Online - GMeet portal

Ref No: RGCMS/APRC/MOM/2023-24/10

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
Dr. Dinesh Gabhane	Dr. Puja Kaushik	
Dr. Radhika Wadhera	Ms. Chahat Hargunani	
Ms. Niyati Joshi	Ms. Pranali Patil (student)	
Dr. Arshi Siddiqui	Mr. Sayed Raihan-ul-islam (special invitee)	

Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members & formally introduced everyone in meeting to each other.

Dr. Dinesh Gabhane sir welcomed the special invitee from Daffodil International University-Bangladesh, Mr. Sayed Raihan-ul-islam & 2 more faculty members from the university & conveyed excitement for the new initiative both the institute & the university is collaborating to achieve.

Later with the permission of Chair – (Dr. Dinesh Gabhane) , Dr. Farheen started the proceedings of the meeting.

Topic #1:	Discussion on International Connect event planning 23-24
------------------	---

<p>Discussion:</p>	<ul style="list-style-type: none"> - Dr. Dinesh Gabhane started with mentioning that he has initiated this talk with Daffodil University for an international collaboration with a core objective to open new learning paradigm for RGCMS students. - And hence Mr. Sayed (representative from Daffodil university has joined today's meeting. Mr. Sayed stated that they are currently their MBA students are working on social business models & hence like to take up something on the same lines. - Dr. Radhika mentioned that we were open to any area as long as it is globally relevant. All faculty members agreed that social businesses/ ideas/model are the emerging areas of business existing on the bridge of sustainable product/ what it contribute back to the society. - Dr. Farheen emphasized that this event can be mapped with our program outcome namely PO1, PO2, PO4. - Mr. Sayed mentioned that they require this event anywhere to be done in the month of January 2024 itself. Dr. Farheen after looking at the academic calendar mentioned that January month end would be feasible from RGCMS end as students will be going on National industrial visit. - Later both the parties finalised the event on 30 & 31st January 2024. - Mr. Sayed initiated the title of the event to be 'Social Business Online Boot Camp (SBOBC) 2024' which would be conducted online. He stated that in order to accommodate more students they will be scheduling zoom meeting & the link for both the days as per IST shall be shared to RGCMS coordinator. - Dr. Dinesh on behalf of RGCMS asked Dr. Puja Kaushik to take initiative & get the execution charge for the event. - Dr. Puja Kaushik then agreed & wanted to understand how the event need to be conducted for both the days. - Dr. Farheen mentioned that roadmap must be defined so better execution and clarity of event; suggested that Day 1 must start with formal introduction of both collaborating parties involved. Mr. Sayed agreed & added that a 6-7 mins Institute / university documentary must be played for brief introduction. As they already have a video documentary; suggested RGCMS can create a pictorial with voiceover documentary for the same. Followed by DU guest session where their faculty resource person will talk for about an hour on 'Social business concept', DU student presentation on the social business models in Bangladesh, concluded with both parties vote of thanks. - For Day 2, Dr. Puja Kaushik mentioned that guest session where RGCMS faculty resource person will talk for about an hour on 'Social business from Indian perspective', RGCMS student presentation on the social business models in India, concluded with both parties vote of thanks. - Mr. Sayed requested that before vote of thanks on Day 2, it is essential to introduce each other with respective countries culture. a half an hour slot must be kept at the rear schedule 15 mins allotted to both parties. And since the event is purely online mode based, it was decided that cultural performing art video must be recorded by the respective student group & will be played later at the event.
<p>Resolution# 1.1:</p>	<p>This was approved by all.</p>

Resolution# 1.2:	It was resolved to that Dr. Farheen Ahmad will prepare the roadmap as discussed & share to both parties by 12/1/2024.
Resolution# 1.3:	It was resolved to that Dr. Arshi Siddiqui will be delivering the guest lecture on RGCMS behalf on the agreed topic.
Resolution# 1.4:	It was resolved to that Dr. Puja Kaushik will prepare minimum 3 student team who will make presentations & help them prepare for the same
Resolution# 1.5:	It was resolved to that Ms. Sameen will get prepared cultural videos with help of student body
Resolution# 1.6:	It was resolved to that Ms. Niyati will take help of Ms. Chahat for RGCMS pictures & delivery required documentary taking help of student body.
Resolution# 1.7:	It was resolved to that Ms. Chahat will get a RGCMS logo background prepared for the event meeting to be used by all RGCMS participant as a part of branding.
Resolution# 1.8:	It was resolved to that Dr. Puja Kaushik will prepare the feedback form & circulate the same
Resolution# 1.9:	It was resolved to that Dr. Puja Kaushik will prepare the event report & submit the same to APRC at the earliest post event completion

The meeting was adjourned with the APRC Coordinator's vote of thanks



Dr. Farheen Ahmad
(APRC Coordinator)




Dr. Dinesh Gabhane
(Director)

Copy Submitted: APRC MoM File 23-24



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

Date: 10/1/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 10/1/2024 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	al
5	Mr. Bidisha Goswami	Member (Faculty Representative)	ab
6	Ms. Niyati Joshi	Member (Faculty Representative)	
7	Ms. Sameen Shaikh	Member (Faculty Representative)	ab
8	Mr Atul Mumbarkar	Member (Faculty Representative)	
9	Dr. Arshi Siddiqui	Member (Faculty Representative)	
10	Ms. Chahat Hargunani	Member (Faculty Representative)	
11	Ms. Pooja Jadhav	Member (Faculty Representative)	ab
12	Ms. Shravanti Hable	Member (Faculty Representative)	ab
13	Dr. Puja Kaushik	Member (Faculty Representative)	
14	Ms. Pranali Patil	Member (Student Representative)	
15	Mr. Rushikesh Patil	Member (Student Representative)	ab
16	Mr. Sunil Kumar Sharma	Member (Industry Representative)	ab
17	Mr. Ashish Chaurasia	Member (Alumni Representative)	ab

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 3/01/2024

Action taken report - APRC Meeting (23/12/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
3.1:	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all term commencement & CIE completion date	Notified via notice & communicated on mail	-	23/12/23 Completed
3.2:	It was resolved that Ms. Farheen (APRC coordinator) will embed these dates in the academic calendar	finalised term dates were infused in deviation calendar	26.12.23	26.12.23 completed
4.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members	Created faculty workload distribution list & filed	23/12/23	23/12/23 Completed
4.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement	Created subject distribution & timetable, filed & communicated to students via mail	23/12/23	23/12/23 Completed
5.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.	Aligned course planning review meeting on 28.12.23	24.12.23	24.12.23 Completed
6.1:	It was resolved that the committee will mail invite for external examiner post confirmation on call.	Invite mail sent post confirmation on call	-	2/1/24 Completed
6.2:	It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before 24th December '23	Notified via notice	24/12/23	27/12/23
6.3:	It was resolved that the committee will circulate SIP Viva to dos notice	Notified via notice	-	2/1/24 Completed

Dr. Farheen Ahmad
Coordinator - APRC





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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/09

Date: 20/12/2023

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|--------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Rushikesh Patil |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 12. Ms. Ashvini Jadhav |
| 3. Ms. Bidisha Goswami | 8. Ms. Pooja Jadhav | 13. Mr. Sunilkumar Sharma |
| 4. Ms. Niyati Joshi | 9. Ms. Sameen Shaikh | 14. Pranali Patil |
| 5. Dr. Arshi Siddiqui | 10. Ms. Chahat Hargunani | 15. Ms. Shravanti Hable |
| | | 16. Mr. Ashish Chaurasia |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 23/12/2023. You are kindly requested to attend the same.

Date of meeting: 23/12/2023
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 21-11-2023 and Action Report review
- 2) Sem III Term syllabus completion status for Batch 22-24
- 3) Discussion on dates -Academic Term Semester II Batch 23-25 A.Y. 23-24
- 4) Discussion on Subject Allocation & Faculty Workload Distribution - Semester II Batch 23-25 A.Y. 23-24
- 5) Semester II - Courses planning Batch 23-25 A.Y. 23-24
- 6) Discussion on Summer Projects Viva assessment & repository
- 7) Discussion on attendance & code of conduct
- 8) Any other agenda




Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2023-24 file



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

Minutes of Meeting

Date and Time: 23/12/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/09

Attendees:

Members Present		Members Absent
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Ms. Bidisha Goswami
Dr. Radhika Wadhwa	Dr. Arshi Siddiqui	Ms. Ashvini Jadhav
Dr. Puja Kaushik	Ms. Niyati Joshi	Ms. Pooja Jadhav
Dr. Arshi Siddiqui	Ms. Sameen Shaikh	Mr. Atul Mumbarkar
Mr. Ashish Chaurasia (alumni)	Ms. Shravanti Hable	
Mr. Sunilkumar Sharma (industry expert)	Ms. Pranali Patil (student)	
	Mr. Rushikesh Patil (student)	

Minutes of Meeting and Resolutions


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

Topic #1:	Confirmation of minutes held on 21-11-2023 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 21-11-2023 and it was decided to confirm / accept the same. Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 21-11-2023
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 21-11-2023.
Topic #2:	Sem III Term syllabus completion status for 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 III All faculty members conveyed that 60-70 % semester III syllabus is completed have started with continuous internal evaluation too. The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes. The student member representative also confirmed the same from respective semesters"
Resolution# 2.1:	The discussion was approved by all.
Topic #3:	Discussion on dates -Academic Term Semester II Batch 23-25 A.Y. 23-24
Discussion:	Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from Jan'24 to April'24 & April month will be utilized for exam Dr. Dinesh sir mentioned watch on 90 days term criteria and then on discussion all finalized respective dates Commencement of sem II -2.1.24 (Tuesday) Syllabus completion date - 2/4/2024 All CIE completion dates - 2/4/2024
Resolution# 3.1:	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all term commencement & CIE completion date

Resolution# 3.2:	It was resolved that Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar
Topic #4:	Discussion on Subject Allocation & Faculty Workload Distribution - Semester II Batch 23-25 A.Y. 23-24
Discussion:	<p>The APRC coordinator stated subjects of semester II & initiated the discussion on course faculty selection on the basis of faculty members expertise , experience & consent for the same</p> <p>Dr. Dinesh stated his interest in teaching Operations Research Ms. Niyati shared her interest in teaching FM & CMA Dr. Farheen shared her interest in teaching MM & BRM Dr. Radhika shared her interest in teaching EM Mr. Ashish conveyed his interest in teaching Labor laws Dr. Arshi shared her interest in teaching HRM & EM Ms. Sameen shaikh shared her interest in teaching Fin. Mgt. Ms. Chahat shared her interest in teaching MIS & BRM MS. Shravanti shared her interest in teaching MIS</p> <p>Later on concentual discussion subject allocation keeping faculty workload in mind was then collectively finalized</p>
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:	Semester II - Courses planning Batch 23-25 A.Y. 23-24
Discussion:	<p>Director sir mentioned that for course planning review might take time it would be better to call for a woking meeting - Sem II course planning review as soon as possible.</p> <p>Dr. Farheen mentioned that faculty members require time to prepare a first cut on course planning hance suggested the working meeting to be conducted before teh start of the term mentioned date: 28.12.23</p> <p>Dr. Radhika emphasided the key inputs required for the working meeting where we would a peer review for the same. She stated CO- PO mapping, lesson plan - relevancy check, CO targets, teaching pedagogy, (trained on Outcome Based pedagogy), planning for Weak & Bright learner, Syllabus Gap Analysis and Action Items for COs - Expert lectures & mapping planning & adopting new teaching learning pedagogy</p> <p>Ms. Niyati added to the same with quality of CIE/ assessment instruments</p>
Resolution# 5.1:	This was agreed by all.
Resolution# 5.2:	Resolved that the coordinator will align a course planning rview meeting on discussed date.
Topic #6:	Discussion on Summer Projects Viva assessment & repository
Discussion:	<p>Prof. Niyati Joshi mentioned for Viva-voce we require externals minimum of three.</p> <p>Dr. Radhika suggested that we must invite our alumni working at good positions from different field</p> <p>Dr, Dinesh mentioned a clearlist of to dos must be instructed to student before viva-voce & alumni coodinator shall forward some good required alumnnii contact for assessment</p>
Resolution# 6.1:	It was resolved that the committee will mail invite for external examiner post confirmation on call.
Resolution# 6.2:	It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before 24th December'23

Resolution# 6.3:	It was resolved that the committee will mail invite for external examiner post confirmation on call.
Topic #7:	Discussion on attendance & code of conduct
Discussion:	The director emphasised students should be aware about code of conduct that includes their attire, attendance and discipline. It is the duty of all faculty members that the decorum is maintained. The coordinator added that below 70% attendance in classroom, failing to be in formal attire, lack of discipline in classroom will raise a question of APRC's work. Even Dr. Radhika added reviewing if BISAT/ any other test is taken as a part of teams discipline.
Resolution# 7.1:	Resolved that the committee will formally notify student from time to time upon seeing any deviation

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 23-24



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

Date: 23/12/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 23/12/2023 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	ab
5	Mr. Bidisha Goswami	Member (Faculty Representative)	ab
6	Ms. Niyati Joshi	Member (Faculty Representative)	
7	Ms. Sameen Shaikh	Member (Faculty Representative)	
8	Mr Atul Mumbarkar	Member (Faculty Representative)	ab
9	Dr. Arshi Siddiqui	Member (Faculty Representative)	
10	Ms. Chahat Hargunani	Member (Faculty Representative)	Chahat
11	Ms. Pooja Jadhav	Member (Faculty Representative)	ab
12	Ms. Shravanti Hable	Member (Faculty Representative)	
13	Dr. Puja Kaushik	Member (Faculty Representative)	
14	Ms. Pranali Patil	Member (Student Representative)	
15	Mr. Rushikesh Patil	Member (Student Representative)	
16	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
17	Mr. Ashish Chaurasia	Member (Alumni Representative)	

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Date: 23/12/2023

Action taken report - APRC Meeting (21/11/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
2.2:	Resolved that the committee will notify about SIP submission, plagiarism & vivavoce dates by 10/12/2023	Notified via notice	10/12/2023	12/12/23 Completed
2.3:	Resolved that the exam committee will notify about vivavoce dates by 24/12/2023	Notified via notice	24/12/2023	27/12/23 Completed
3.1:	Resolved that the committee will notify about non istructional date by 3/12/2023	Notified via notice	3/12/2023	4/12/23 Completed
5.2:	Resolved that the committee will notify about Attendance & discipline reminder at the earliest.	Notified via notice	-	23/11/23 Completed
6.1:	Resolved that the coordinator will notify about FDP to all before 5/12/2023	Notified via notice	5/12/2023	1/12/23 Completed

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/07

Date: 15/11/2023

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|--------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Rushikesh Patil |
| 2. Dr. Radhika Wadhwa | 7. Mr. Atul Mumbarkar | 12. Ms. Ashvini Jadhav |
| 3. Ms. Bidisha Goswami | 8. Ms. Pooja Jadhav | 13. Mr. Sunilkumar Sharma |
| 4. Ms. Niyati Joshi | 9. Ms. Sameen Shaikh | 14. Pranali Patil |
| 5. Dr. Arshi Siddiqui | 10. Ms. Chahat Hargunani | 15. Ms. Shravanti Hable |
| | | 16. Mr. Ashish Chaurasia |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 21/11/2023. You are kindly requested to attend the same.

Date of meeting: 21/11/2023
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 9-10-2023 and Action Report review
- 2) Discussion on project guidance status, project submission & viva voce
- 3) ZEST Audition day- 23rd nov- discussion on classes
- 4) Discussion on Sem 3 class conduction during Sem I SEE
- 5) Remedy for Attendance & discipline defaulter
- 6) Discussion on conduction of FDP
- 7) Any other agenda




Dr. Farheen Ahmad
(Coordinator, APRC)



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

Minutes of Meeting

Date and Time: 21/11/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/07

Attendees:

Members Present		Members Absent
Dr. Dinesh Gabhane Dr. Radhika Wadhwa Ms. Pooja Jadhav Ms. Niyati Joshi Dr. Puja Kaushik Dr. Arshi Siddiqui	Ms. Sameen Shaikh Ms. Chahat Hargunani Dr. Arshi Siddiqui Mr. Atul Mumbarkar Ms. Shravanti Hable	Ms. Bidisha Goswami Ms. Ashvini Jadhav Mr. Ashish Chaurasia (alumni) Mr. Sunilkumar Sharma (industry expert) Ms. Pranali Patil Mr. Rushikesh Patil (student)

Minutes of Meeting and Resolutions

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

Topic #1:	Confirmation of minutes held on 9-10-2023 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 9-10-2023 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 9-10-2023
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 9-10-2023.
Topic #2:	Discussion on project guidance status, project submission & viva voce
Discussion:	"Dr. Dinesh Gabhane mentioned that all faculty members must convey how much project has been completed for the term of semester III All faculty members conveyed that on an average 70- 80 % allotted students projects are complete. The APRC coordinator evaluated the same by checking SIP sem III record sheet. Dr. Radhika mentioned that plagiarism report must be generated by each student following the SOP from library before winter vacation. Dr. Farheen suggested dates for final SIP approval to be on 15th & 16th December 2023. Ms. Niyati suggested vivavoce & blackbook submission dates to be 5th & 6th January 2024.
Resolution# 2.1:	This was approved by all.
Resolution# 2.2:	Resolved that the committee will notify about SIP submission, plagiarism & vivavoce dates by 10/12/2023
Resolution# 2.3:	Resolved that the exam committee will notify about vivavoce dates by 24/12/2023
Topic #3:	ZEST Audition day- discussion on classes conduction

Discussion:	Ms. Sameen shaikh mentioned the ZEST cultural fest auditions is scheduled on 23rd nov 23 & chances are that attendance for the day will be low. Dr. Farheen emphasized the urgency of time regarding sem III syllabus & CIE completion as stated that loosing out on a day will disturb specific course planning fallin on the day. Upon discussion with all, Dr. Dinesh mentioned classes will be conducted as per timetable & audition will happen side by side in auditorium. although a non istructional day leave will be observed for students upon completion of Zest & sports events on 4/12/2023.
Resolution# 3.1:	This was approved by all.
Resolution# 3.1:	"Resolved that the committee will notify about non istructional date by 3/12/2023"
Topic #4:	Discussion on Sem 3 class conduction during Sem I SEE
Discussion:	Dr. Farheen Ahmad emphasized the urgency of time regarding sem III syllabus & CIE completion as stated that loosing out on a day will disturb specific course planning fallin on the day. Dr. Dinesh took the decision for sem III classes conduction in the second half & must be sent tentative schedule for the week time n whatsapp.
Resolution# 4.1:	This was approved by all.
Topic #5:	Remedy for Attendance & discipline defaulter
Discussion:	Dr. Farheen mentined 'it is noted that students come late to classes in morning; willfully bunk sessions to sit ideal or play in campus or either are conveniently absent & come in casuals.' Dr. Radhika emphasized that students ,must be instructed on being available on campus at least 15 minutes before the session starts, maintain your session attendance & formals during weekdays on campus are mandatory Dr. Dinesh agreed to the discussion & stated, for prolonged absence of student will be imposed with Rs. 500 as penalty & informally dressed on weekdays due to any excuse will have the penalty imposed Rs. 100/day.
Resolution# 5.1:	This was approved by all.
Resolution# 5.2:	Resolved that the committee will notify about Attendance & discipline reminder at the earliest.
Topic #6:	Discussion on conduction of FDP
Discussion:	Dr. Farheen mentioned that we should schedule a FDP on 'advance excel for business analysis' as we found that new facultymembers needs training on excel. As discussed with Mr. Deepak Garg tentatively we are planning to keep a 3 days FDP post sem I SEE conduction between 15th to 18 th dec 2023; 3 hours session. Faculty availability will be theres in these dates. Dr. Radhika mentioned we must involve the sme training for non teaching staff too. Director sir approved on above statements.
Resolution# 6.1:	This was approved by all.
Resolution# 6.1:	Resolved that the coordinator will notify about FDP to all before 5/12/2023
Topic #7:	Any other agenda - Remedial classes for course Project Management

Discussion:	Ms. Niyati mentioned that KT exams at university level will be conducted for course 'Project Management' for the batch 21-23. Dr. Farheen mentioned that we have scheduled at least 2 days remedial classes of 3 hours each for KT students upon director sir apporval & have been notified to KT students through whatsapp group for the same Mr. Atul mumbarkar will be conducting classes as a Project Management course expert faculty.
Resolution# 7.1:	This was approved by all.

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



Dr. Farheen Ahmad
(APRC Coordinator)




Dr. Dinesh Gadhane
(Director)

Copy Submitted: APRC MoM File 23-24



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

Date: 22/11/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 21/11/2023 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	ab
5	Mr. Bidisha Goswami	Member (Faculty Representative)	ab
6	Ms. Niyati Joshi	Member (Faculty Representative)	
7	Ms. Sameen Shaikh	Member (Faculty Representative)	
8	Mr Atul Mumbarkar	Member (Faculty Representative)	
9	Dr. Arshi Siddiqui	Member (Faculty Representative)	
10	Ms. Chahat Hargunani	Member (Faculty Representative)	Chahat.
11	Ms. Pooja Jadhav	Member (Faculty Representative)	PJ
12	Ms. Shravanti Hable	Member (Faculty Representative)	
13	Dr. Puja Kaushik	Member (Faculty Representative)	PJ
14	Mr. Rushikesh Patil	Member (Student Representative)	ab
15	Ms. Pranali Patil	Member (Student Representative)	ab
16	Mr. Sunil Kumar Sharma	Member (Industry Representative)	ab
17	Mr. Ashish Chaurasia	Member (Alumni Representative)	ab

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File




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

Date: 13/10/2023

Action taken report - APRC Meeting (09/10/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
5.2:	Resolved that the committee will notify about Expert Lecture on "DBDW " by 15/10/2023	Notified by notice about Expert Lecture on "DBDW "	15.10.23	Completed
5.3:	Resolved that the committee will notify about Expert Lecture on "Need to tackle Dark Platforms in Services Marketing by 15/10/2023	Notified by notice about Expert Lecture on "Need to tackle Dark Platforms in Services Marketing	15.10.23	20.10.23 Completed
5.4:	Resolved that the committee will notify about Expert Lecture on "Strategic Management" by 5/11/2023	Notified by notice about Expert Lecture on "Strategic Management"	5.11.23	3.11.23 Completed


Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/06

Date: 3/10/2023

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|--------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Rushikesh Patil |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 12. Ms. Ashvini Jadhav |
| 3. Ms. Bidisha Goswami | 8. Ms. Pooja Jadhav | 13. Mr. Sunilkumar Sharma |
| 4. Ms. Niyati Joshi | 9. Ms. Sameen Shaikh | 14. Pranali Patil |
| 5. Dr. Arshi Siddiqui | 10. Ms. Chahat Hargunani | 15. Ms. Shravanti Hable |
| | | 16. Mr. Ashish Chaurasia |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 09/10/2023. You are kindly requested to attend the same.

Date of meeting: 09/10/2023
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 8-09-2023 and Action Report review
- 2) Discussion on Faculty Feedback Analysis For Sem II Batch 22-24
- 3) Sem I Term syllabus completion status for Batch 23-25
- 4) Discussion on dates -Value added program on Excel skills
- 5) Discussion on aligning Guest session/ Expert talk/ event for students
- 6) Any other agenda




Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2023-24 file



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 09/10/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/06

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
Dr. Dinesh Gabhane	Ms. Sameen Shaikh	Ms. Bidisha Goswami
Dr. Radhika Wadhwa	Ms. Chahat Hargunani	Ms. Ashvini Jadhav
Ms. Pooja Jadhav	Mr. Sunilkumar Sharma	Mr. Ashish Chaurasia (alumni)
Ms. Niyati Joshi	(industry expert)	Dr. Arshi Siddiqui
Dr. Puja Kaushik	Mr. Atul Mumbarkar	
Mr. Rushikesh Patil	Ms. Shravanti Hable	
(student)	Ms. Pranali Patil	

Minutes of Meeting and Resolutions


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

Topic #1:	Confirmation of minutes held on 8-09-2023 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 8-9-2023 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 8-9-2023
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 8-9-2023.
Topic #2:	Discussion on Faculty Feedback Analysis For Sem II Batch 22-24
Discussion:	APRC coordinator mentioned that faculty feedback analysis for all faculty members during Sem II ranged between FPAR 12.9 – 13.6 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:	Sem I Term syllabus completion status for Batch 23-25


Discussion:	<p>Dr. Dinesh Gabhane mentioned that all faculty members must convey how much syllabus has been completed for the term of semester I</p> <p>All faculty members conveyed that 65-75 % semester I syllabus is completed have started with continuous internal evaluation too.</p> <p>The APRC coordinator evaluated the same by checking respective faculty classrooms & uploaded notes.</p> <p>The student member representative also confirmed the same from respective semesters</p>
Resolution# 3.1:	This was approved by all.
Topic #4:	Discussion on dates -Value added program on Excel skills
Discussion:	<p>Dr. Farheen Ahmad mentioned another 40 hrs value added program on 'Advanced excel for business analysis' is already scheduled in order to make students work efficiently & effective with technical skills, both interested FY & SYMMS students</p> <p>The vendor Nastech Ltd.was finalised after talking to others vendors on similar course. The course will be available on given schedule in evening. Already started on online mode from 6th October 2023.</p> <p>Attendance will be taken from nastech trainers each day. the course is aligned to (PO2) Program outcome-2. Students will get course completion certificate.</p> <p>Dr. Dinesh sir stated those students whose attendance are more than 90 % their further microsoft certification exam will also be sponsored by the insititute.</p>
Resolution# 4.1:	This was approved by all.
Topic #5:	Discussion on aligning Guest session/ Expert talk/ event for students
Discussion:	<p>Dr. Farheen communicated to all the guest sessions that were conducted till date.</p> <p>She quoted: 1) Expert lecture on 'Financial Literacy' for course - Financial regulation was conductcd on 6th October,2023 by Mrs. Gauri Amit Geet from WX consultants and Bombay Stock Exchange & SEBI. The session was mapped to PO1, PO2. nearly 48 studnets attended the session. feedbackwas taken & reprot was recorded.</p> <p>Other sessions planned are: 2) Faculty exchange -Expert Lecture on "DBDW 15/10/2023" with KBP college, vashi from sem III commencement for SYMMS IT students. The lectures will be taken by Ms. Madhuri Gabhane. Faculty responsible to coordinate is Ms. Shrivant Hable.</p> <p>3) Expert Lecture on "Need to tackle Dark Platforms in Services Marketing 20/10/2023" for course - Services Marketing is scheduled on 26th October 2023 by Mr. Sunilkumar Sharma sir. Faculty responsible to coordinate is Dr. Radhika Wadhara.</p> <p>4) Expert Lecture on "Strategic Management" 3/11/2023 is scheduled on 6th Nov'23 & 17th Dec'23 by Dr. Brijesh Sharma sir. Faculty responsible to coordinate is Dr. Farheen Ahmad.</p> <p>Dr. Dinesh sir approved all planned session concluding the agenda by stating that all session feedback must be taken & should be recordrd as a report.</p>
Resolution# 5.1:	This was approved by all.

Resolution# 5.2:	Resolved that the committee will notify about Expert Lecture on “DBDW ” by 15/10/2023
Resolution# 5.3:	Resolved that the committee will notify about Expert Lecture on “Need to tackle Dark Platforms in Services Marketing by 15/10/2023
Resolution# 5.4:	Resolved that the committee will notify about Expert Lecture on “Strategic Management” by 5/11/2023

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 23-24



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

Date: 10/10/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 9/10/2023 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 Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	ab
5	Mr. Bidisha Goswami	Member (Faculty Representative)	ab
6	Ms. Niyati Joshi	Member (Faculty Representative)	
7	Ms. Sameen Shaikh	Member (Faculty Representative)	
8	Mr Atul Mumbarkar	Member (Faculty Representative)	
9	Dr. Arshi Siddiqui	Member (Faculty Representative)	ab
10	Ms. Chahat Hargunani	Member (Faculty Representative)	
11	Ms. Pooja Jadhav	Member (Faculty Representative)	
12	Ms. Shravanti Hable	Member (Faculty Representative)	
13	Dr. Puja Kaushik	Member (Faculty Representative)	
14	Mr. Rushikesh Patil	Member (Student Representative)	
15	Ms. Pranali Patil	Member (Student Representative)	
16	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
17	Mr. Ashish Chaurasia	Member (Alumni Representative)	ab

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File

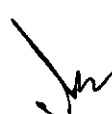


Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 1/10/2023

Action taken report - APRC Meeting (08/09/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
3.1:	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all CIE completion date	Notified via notice & communicated on mail	-	Completed
3.2:	It was resolved that Ms. Farheen (APRC coordinator) will embed these dates in the academic calendar	finalised term dates were infused in deviation calendar	10.8.23	9.8.23 completed
4.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members	Created faculty workload distribution list & filed	10.8.23	9.8.23 completed
4.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement	Created subject distribution & timetable, filed & communicated to students via mail	10.8.23	10.8.23 completed
5.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.	Aligned course planning review meeting on 25.3.23	24.8.23	24.8.23 Completed
6.1:	It was resolved that the mentioned faculty members' slack will be arranged by Dr. Farheen at the earliest	Dr. Farheen aligned Mr. Ashish Yadav sir as visiting faculty for course CCV	20.8.23	20.8.23 completed
7.1:	It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before 24th December '23	Notified via notice & communicated on mail	30.8.23	27.8.23 completed
8.1:	Resolved that the coordinator will notify KT students through whatsapp group for the same	Notified via notice & communicated same on whatsapp	18.11.23	18.11.23 Completed
9.1:	It was resolved that Ms. Shravanti will coordinate with the student for smooth execution of student exchange program	Mr. Aaquib bhatkar added in respective groups	20.8.23	20.8.23 completed


Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 23-24 File





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

Notice

Date: 01/09/2023

Ref No: RGCMS/APRC/Meeting Notice/2023-24/04

Subject: APRC Meeting

Kind Attn:

1. Dr. Dinesh Gabhane
2. Dr. Radhika Wadhera
3. Ms. Bidisha Goswami
4. Ms. Niyati Joshi
5. Dr. Arshi Siddiqui

6. Dr. Puja Kaushik
7. Mr. Atul Mumbarkar
8. Ms. Pooja Jadhav
9. Ms. Sameen Shaikh
10. Ms. Chahat Hargunani

11. Mr. Rushikesh Patil
12. Ms. Ashvini Jadhav
13. Mr. Sunilkumar Sharma
14. Pranali Patil
15. Ms. Shravanti Hable
16. Mr. Ashish Chaurasia

Dear Sir / Madam,


Please note that the APRC Meeting has been scheduled on 08/09/2023. You are kindly requested to attend the same.

Date of meeting: 08/09/2023
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 8-08-2023 and Action Report review
- 2) Discussion on intercollege debate competition 23-24
- 3) Discussion on dates -Academic Term Semester III Batch 22-24 A.Y. 23-24
- 4) Discussion on Subject Allocation & Faculty Workload Distribution - Semester III Batch 22-24 A.Y. 23-24
- 5) Semester III - Courses planning Batch 22-24 A.Y. 23-24
- 6) Discussion on requirement of Faculty for Sem III Term
- 7) Discussion on Summer Projects revised completion & submission date, guidelines, relevancy & Plagiarism
- 8) Discussion on attendance & code of conduct
- 9) Any other agenda

Copy Submitted: APRC/Meeting 2023-24 file




Dr. Farheen Ahmad
(Coordinator, APRC)



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

Minutes of Meeting

Location: RGCMS Board room

Date and Time: 08/09/2023 at 3:00pm

Ref No: RGCMS/APRC/MOM/2023-24/04

Attendees:		<u>Members Present</u>	<u>Members Absent</u>
1. Dr. Dinesh Gabhane	8. Ms. Sameen Shaikh	Ms. Bidisha Goswami Ms. Ashvini Jadhav	
2. Dr. Radhika Wadhera	9. Ms. Chahat Hargunani		
3. Ms. Pooja Jadhav	10. Mr. Sunilkumar Sharma (industry expert)		
4. Ms. Niyati Joshi	11. Mr. Atul Mumbarkar		
5. Dr. Arshi Siddiqui	12. Ms. Shravanti Hable		
6. Dr. Puja Kaushik	13. Mr. Ashish Chaurasia (alumni)		
7. Mr. Rushikesh Patil (student)	14. Ms. Pranali Patil		

Minutes of Meeting and Resolutions


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

Topic #1:	Confirmation of minutes held on 8-08-2023 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 8-8-2023 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 8-8-2023
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 8-8-2023.
Topic #2:	Discussion on intercollege debate competition 23-24
Discussion:	Ms. Chahat Hargunani showcased a tentative format of the intercollegiate debate competition which must be organized to get maximum students participation. With minor changes director sir approved the roadmap. Dr. Dinesh Gabhane suggested creating stages sop for studets & even judges for smooth conduction of competition He also suggested that we msut contact all mou based institute around navi mumbai specifically such as KBP college, GNVS, MGM institute, V.N. Bedekar institute, etc. Dr. Radhika emphasised that their should be transparancy of judgement hence rubric must be communicated to the participants well in advance. For judging the competition Dr. Farheen stated involvement of industry professional & our alumni, suggested few names too It was consentually decided that the competion will be conducted in the auditorium on 29.9.23 bur students must be notified atleast 10 days in advance.
Resolution# 2.1:	The discussion was approved by all.
Topic #3:	Discussion on dates - Academic Term Semester III Batch 22-24 A.Y. 23-24

Discussion:	<p>Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from Sept'23 to Jan'24 & January month will be utilized for exam</p> <p>Dr. Dinesh sir mentioned watch on 90 days term criteria and then on discussion all finalized respective dates</p> <p>Commencement of sem III -26.9.23 (Tuesday)</p> <p>Syllabus completion date - 31/1/2024</p> <p>All CIE completion dates - 31/1/2024</p>
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 Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar
Topic #4:	Discussion on Subject Allocation & Faculty Workload Distribution - Semester III Batch 22-24 A.Y. 23-24
Discussion:	<p>The APRC coordinator stated subjects of semester III & initiated the discussion on course faculty selection on the basis of faculty members expertise , experience & consent for the same</p> <p>Dr. Dinesh stated his interest in teaching Strategic Management</p> <p>Ms. Niyati shared her interest in teaching SAPM, Fin. Regulations, Strategic cost mgt.</p> <p>Dr. Farheen shared her interest in teaching Sales Mgt. , P&B Management , IB, Consumer behavior</p> <p>Dr. Radhika shared her interest in teaching Services Marketing, T & D, HRP</p> <p>Mr. Mumbarkar shared his interest in teaching Financial Management, CVMA</p> <p>Mr. Ashish conveyed his interest in teaching Labor laws</p> <p>Dr. Arshi shared her interest in teaching CBHRM, GHRM, C&B</p> <p>Ms. Sameen shaikh shared her interest in teaching SOM, DRM, SAPM</p> <p>Ms. Chahat shared her interest in teaching IL, SCM, Consumer behavior, Retail management</p> <p>Ms. Pooja Jadhav shared her interest in teaching OA & MRPC</p> <p>MS. Shravanti shared her interest in teaching DBMDW& Knowledge Mgt.</p> <p>Later on concentual discussion subject allocation keeping faculty workload in mind was then collectively finalized</p>
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:	Semester III - Courses planning Batch 22-24 A.Y. 23-24
Discussion:	<p>Director sir mentioned that for course planning review might take time it would be better to call for a woking meeting - Sem III course planning review as soon as possible.</p> <p>Dr. Farheen mentioned that faculty members require time to prepare a first cut on course planning hance suggested the working meeting to be conducted before teh start of the term mentioned date: 22.9.23</p> <p>Dr. Radhika emphasided the key inputs required for the working meeting where we would a peer review for the same. She stated CO- PO mapping, lesson plan - relevancy check, CO targets, teaching pedagogy, (trained on Outcome Based pedagogy), planning for Weak & Bright learner, Syllabus Gap Analysis and Action Items for COs - Expert lectures & mapping planning & adopting new teaching learning pedagogy</p> <p>Ms. Niyati added to the same with quality of CIE/ assessment instruments</p>
Resolution# 5.1:	This was agreed by all.
Resolution# 5.2:	Resolved that the coordinator will align a course planning rview meeting on discussed date.

Topic #6:	Discussion on 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. Dr. Ahmad mentioned in the discussion that 1 IT course requires 1 visiting faculty members..
Resolution# 6.1:	It was resolved that the mentioned faculty members' slack will be arranged by Dr. Farheen at the earliest
Topic #7:	Discussion on Summer Projects revised completion & submission date, guidelines, relevancy & Plagiarism
Discussion:	Dr. Farheen mentioned that student have already been notified with summer project guidelines, plagiarism sop, schedule to complete project work. 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 in first week of January'24 All agreed on the viva-voce & project submission date to be the same i.e. 5th & 6th January 2024
Resolution# 7.1:	It was resolved that Ms. Niyati Joshi will post viva -voce exam notice before 24th December '23
Topic #8:	Discussion on attendance & code of conduct
Discussion:	The director emphasized students should be aware about code of conduct that includes their attire, attendance and discipline. It is the duty of all faculty members that the decorum is maintained. The coordinator added that below 70% attendance in classroom, failing to be in formal attire, lack of discipline in classroom will raise a question of APRC's work. Even Dr. Radhika added reviewing if BISAT/ any other test is taken as a part of teams discipline.
Resolution# 8.1:	Resolved that the committee will formally notify student from time to time upon seeing any deviation
Topic #9:	Other Agenda - discussion on Student Exchange 23-24
Discussion:	Dr. Dinesh mentioned that he had a word with the director of GNVS Institute of Management & we will be going for the student exchange program of Sem III term A.Y.23-24 to cater the Mr. Aquib Bhatkar, an IT student from GNVS since he was as the only one who opted for IT-systems stream in his Batch 22-24 in A.Y. 23-24. Dr. Farheen mentioned a student exchange program was possible & will be executed well on agreed terms from both parties. The student will complete all his semester III studies & assessment at the campus. Later his marks will be communicated to his respective Institute. Feedback from him will be taken course wise through course exit surveys.
Resolution# 9.1:	It was resolved that Ms. Shravanti will coordinate with the student for smooth execution of student exchange program

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
Office of: Academic Planning & Review Committee (APRC)

Date: 8/10/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 8/09/2023 are circulated amongst its following members for their kind comment/consent and necessary action.

Sr. No.	Name	Designation	Signatures
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhwa	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	ab
5	Mr. Bidisha Goswami	Member (Faculty Representative)	ab
6	Ms. Niyati Joshi	Member (Faculty Representative)	
7	Ms. Sameen Shaikh	Member (Faculty Representative)	
8	Mr Atul Mumbarkar	Member (Faculty Representative)	
9	Dr. Arshi Siddiqui	Member (Faculty Representative)	
10	Ms. Chahat Hargunani	Member (Faculty Representative)	Chahat
11	Ms. Pooja Jadhav	Member (Faculty Representative)	
12	Ms. Shravanti Hable	Member (Faculty Representative)	
13	Dr. Puja Kaushik	Member (Faculty Representative)	
14	Ms. Pranali Patil	Member (Student Representative)	
15	Mr. Rushikesh Patil	Member (Student Representative)	
16	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
17	Mr. Ashish Chaurasia	Member (Alumni Representative)	

Dr. Farheen Ahmad
Coordinator - APRC





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

Date: 1/09/2023

Action taken report - APRC Meeting (08/08/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
2.2:	It was resolved that Dr. Farheen Ahmad will distribute responsibilities to all staff & prepare D.O.R.	Induction event D.O.R. communicate dto all via mail	22.8.23	22.8.23 completed
2.3:	It was resolved that Orientation invite should be prepared by Mr. Rushikesh Patil.	Invite created on canva by rushikesh	22.8.23	22.8.23 completed
2.4:	It was resolved that Dr. Farheen will get in touch & confirm guests for the event.	Confirmed for induction event chief guest Mr. G. S. Bora Sir, guest of honor Mr. Kaustubh Gokhale Sir, guest of Honor Mr. Mangesh Brahme Sir, chief orator Mr Sunil Jadhav invite mail forwarded to all	22.8.23	22.8.23 completed
3.1:	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all CIE completion date	Notified via notice & coummunicated on mail	-	Completed
3.2:	It was resolved that Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar	finalised term dates were infused in deviation calendar	25.8.23	25.8.23 completed
4.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members	Created faculty workload distribution list & filed	25.8.23	25.8.23 completed
4.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement	Created subject distribution & timetable, filed & communicated to students via mail	25.8.23	25.8.23 completed
5.2:	Resolved that the coordinator will align a course planning rview meeting on discussed date.	Aligned course planning review meeting on 25.3.23	24.8.23	20.8.23 Completed
6.2:	Resolved that Chahat mam will generate the event report as required.	Duly completed report filed in APRC files	12.8.23	9.8.23 Completed

7.1:	It was resolved that coordinator must create a mentor list & communicate the same to faculty members & students	Mnetor allocation list communicated to all	22.8.23	22.8.23 Completed
------	---	--	---------	----------------------

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Notice

Ref No: RGCMS/APRC/Meeting Notice/2023-24/02

Date: 01/08/2023

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|--------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Rushikesh Patil |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 12. Ms. Ashvini Jadhav |
| 3. Ms. Bidisha Goswami | 8. Ms. Pooja Jadhav | 13. Mr. Sunilkumar Sharma |
| 4. Ms. Niyati Joshi | 9. Ms. Sameen Shaikh | 14. Mr. Shashank Sharma |
| 5. Dr. Arshi Siddiqui | 10. Ms. Chahat Hargunani | 15. Ms. Shravanti Hable |
| | | 16. Mr. Ashish Chaurasia |


Dear Sir / Madam,

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

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

- 1) Confirmation of minutes held on 22-07-2023 and Action Report review
- 2) Discussion on Orientation Program Batch 23-25
- 3) Discussion on dates - Academic Term Semester I Batch 23-25 A.Y. 23-24
- 4) Discussion on Subject Allocation & Faculty Workload Distribution - Semester I Batch 23-25 A.Y. 23-24
- 5) Semester I - Courses planning Batch 23-25 A.Y. 23-24
- 6) Discussion on aligning Guest session/ Expert talk/ event for students
- 7) Discussion on mentoring for batch 23-25
- 8) Discussion on attendance & code of conduct
- 9) Sem II Term syllabus completion status for Batch 22-24
- 10) Any other agenda




Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2023-24 file



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

Minutes of Meeting

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

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/02

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
1. Dr. Dinesh Gabhane	8. Ms. Sameen Shaikh	Ms. Pooja Jadhav
2. Dr. Radhika Wadhera	9. Mr. Shashank Sharma	Mr. Atul Mumbarkar
3. Ms. Ashvini Jadhav	10. Ms. Bidisha Goswami	Ms. Chahat Hargunani
4. Ms. Niyati Joshi	11. Mr. Sunilkumar Sharma (industry expert)	
5. Dr. Arshi Siddiqui	12. Ms. Shravanti Hable	
6. Dr. Puja Kaushik	13. Mr. Ashish Chaurasia (alumni)	
7. Mr. Rushikesh Patil (student)		

Minutes of Meeting and Resolutions

The Chair – Dr. Dinesh Gabhane welcomed new faculty members namely, Dr. Arshi Siddiqui, Dr. Puja Kaushik, Ms. Shravanti Hable & Mr. Shashank Sharma to the committee & other external representation of the committee.

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

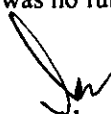
Topic #1:	Confirmation of minutes held on 22-07-2023 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 22-7-2023 and it was decided to confirm / accept the same & resolution 5.1. & 5.3 is yet to be fulfilled. Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 22-7-2023
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 22-7-2023.
Topic #2:	Discussion on Induction Event/ Orientation Program Batch 23-25

Discussion:	<p>Dr. Farheen Ahmad showcased a tentative roadmap of the induction event which must be organized as the term for new batch commences & be planned in a manner that maximum students attendance must be achieved. It will be a 2 day event: 1st day formal induction ceremony followed by lunch later interaction with faculty coordinators running student centric committees & day 2 to engage in other placement related & admin work followed by introduction of courses in class.</p> <p>Dr. Dinesh Gabhane suggested induction date keeping admission process in mind as 26/8/2023 (Saturday) although we were late to start as per given Uo M term dates embedded in our academic calendar.</p> <p>He also suggested that the event must have Chief Guest & Guest of Honor preferably from industry vertical & suggested to contact TBIA professionals as we already have a membership with them & they would be apt choice in talking about industry from navi mumbai perspective specifically.</p> <p>Dr. Radhika emphasised that orientation roadmap should involve tasks which help students understand what the college is offering</p> <p>Dr. Arshi Siddiqui stated that we must invite Hon. trustee Mr. Sunil Jadhav sir as a Chief Orator as he is keen in maintaining the culture of the institute. Ms. Ashivini seconded this thought & expressed her zeal to welcome the new batch as a trustee too.</p> <p>Dr. Puja Kaushik stressed on communicating about attendance as a mandatory criteria to gain knowledge and get placement.</p> <p>All respective faculty members will create a powerpoint to communicate about committee & encourage & develop students area of interest</p>
Resolution# 2.1:	The discussion was approved by all.
Resolution# 2.2:	It was resolved that Dr. Farheen Ahmad will distribute responsibilities to all staff & prepare D.O.R.
Resolution# 2.3:	It was resolved that Orientation invite should be prepared by Mr. Rushikesh Patil.
Resolution# 2.4:	It was resolved that Dr. Farheen will get in touch & confirm guests for the event.
Topic #3:	Discussion on dates - Academic Term Semester I Batch 23-25 A.Y. 23-24
Discussion:	<p>Ms. Niyati mentioned the term prescribed by mumbai university for affiliated college was from Aug'23 till mid Dec' 23 & Dec month will be utilized for exam</p> <p>Dr. Dinesh sir mentioned watch on 90 days term criteria and then on discussion all finalized respective dates</p> <p>Commencement of sem I -28/8/2023 (Monday)</p> <p>Syllabus completion date - 30/11/2023</p> <p>All CIE completion dates - 30/11/2023</p>
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 Dr. Farheen (APRC coordinator) will embed these dates in the academic calendar
Topic #4:	Discussion on Subject Allocation & Faculty Workload Distribution - Semester I Batch 23-25 A.Y. 23-24

Discussion:	<p>The APRC coordinator stated subjects of semester I & initiated the discussion on course faculty selection on the basis of faculty members expertise , experience & consent for the same</p> <p>Dr. Dinesh stated his interest in teaching Business Statistics, has been taking course since past years & is an expert for the same</p> <p>Ms. Niyati shared her interest in teaching Financial Accounting, has been taking course since past years & was a finance faculty</p> <p>Managerial Economics was suggested to Dr.Puja Kaushik as she has keen interest & background of economics to which she readily agreed.</p> <p>Ms. Bidisha Goswami mam shared her interest in teaching IT for mgt. as she has taught the course past 3 years.</p> <p>Dr. Farheen Ahmad shared her interest in teaching Personal effectiveness or Effective management Communication as she has taught PE for past years & was also a softskills trainer earlier.</p> <p>Dr. Radhika shared her interest in teaching Effective management Communication & Personal effectiveness as she has taught EMC for past years</p> <p>Ms. Sameen shaikh shared his interest in teaching Operations Management & Perspective Management</p> <p>Mr. Shashank sharma requested for Operations Management course although fresher in teaching the same.</p> <p>Perspective Management was asked by Dr. Arshi Siddiqui mam as she is an HR faculty.</p> <p>Dr. Farheen Ahmad mentioned that Ms. Chahat Hargunani mam already shared her interest in teaching IT for mgt. & Operations Management as has taught these related courses earlier</p> <p>Ms. Shravanti Habale mam shared her interest in teaching IT for mgt.</p> <p>Later on concensual discussion subject allocation keeping faculty workload in mind was then collectively finalized</p>
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:	Semester I - Courses planning Batch 23-25 A.Y. 23-24
Discussion:	<p>Director sir mentioned that for course planning review might take time it would be better to call for a working meeting - Sem I course planning review as soon as possible.</p> <p>Dr. Farheen mentioned that faculty members require time to prepare a first cut on course planning hence suggested the working meeting to be conducted before the start of the term mentioned date: 25.8.23</p> <p>Dr. Radhika emphasized the key inputs required for the working meeting where we would have a peer review for the same. She stated CO- PO mapping, lesson plan - relevancy check, CO targets, teaching pedagogy, (trained on Outcome Based pedagogy), planning for Weak & Bright learner, Syllabus Gap Analysis and Action Items for COs - Expert lectures & mapping planning & adopting new teaching learning pedagogy</p> <p>Ms. Niyati added to the same with quality of CIE/ assessment instruments</p>
Resolution# 5.1:	This was agreed by all.
Resolution# 5.2:	Resolved that the coordinator will align a course planning review meeting on the discussed date.
Topic #6:	Discussion on aligned/ aligning Guest session/ Expert talk/ event for students

Discussion:	Dr. Farheen communicated to all the guest sessions that were conducted for this month till date. She quoted: Guest Lecture on "Quality Management System" under membership with TBIA, Rabale was conducted on 5th August' 2023 in campus. The session was mapped to PO1. Feedback was also taken & report was generated for the same. And even today i.e. 8th August' 2023 students have gone along with Ms. Chahat Hargunani mam to TBIA, rabale for a Guest Lecture on 5 S's mission system measures TBIA, Rabale in operations field from the same resource person Mr. Mangesh Brahme. The session is also mapped to PO1. Feedback will be taken & report will be generated for the same.
Resolution# 6.1:	This was approved by all.
Resolution# 6.2:	Resolved that Chahat mam will generate the event report as required.
Topic #7:	Discussion on mentoring for batch 23-25
Discussion:	Dr. Radhika Wadhwa 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 coordinator must create a mentor list & communicate the same to faculty members & students
Resolution# 7.2:	It was resolved that Ms. Shravanti will channelise mentoring template & update to all faculty members as per meeting scheduled
Topic #8:	Discussion on attendance & code of conduct
Discussion:	The director emphasised students should be aware about code of conduct that includes their attire, attendance and discipline. Even though these thing will be communicated to them on the day of orientation, it is the duty of all faculty members that the decorum is maintained. the coordinator added below 70% attendance in classroom, failing to be in formal attire, lack of discipline in classroom will raise a question of APRC's work Even Dr. Radhika added reviewing if BISAT/ any other test is taken as apert of teams discipline.
Resolution# 8.1:	Resolved that the committee will formally notify student from time to time upon seeing any deviation
Topic #9:	Sem II Term syllabus completion status for 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 II for batch 22-24 All faculty members conveyed that 60-70 % syllabus is completed respectively & have already conducting continuous internal evaluation too. The APRC coordinator evaluated the same by checking respective faculty google classrooms for uploaded notes. The student members also confirmed the same from her end.
Resolution# 9.1:	This was agreed by all & approved by the Director.

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 23-24



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

Date: 9/08/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 8/08/2023 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	Dr. Arshi Siddiqui	Member (Faculty Representative)	
10	Ms. Chahat Hargunani	Member (Faculty Representative)	as
11	Ms. Pooja Jadhav	Member (Faculty Representative)	
12	Ms. Shravanti Hable	Member (Faculty Representative)	
13	Dr. Puja Kaushik	Member (Faculty Representative)	
14	Mr. Shashank Sharma	Member (Faculty Representative)	
15	Mr. Rushikesh Patil	Member (Student Representative)	
16	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
17	Mr. Ashish Chaurasia	Member (Alumni Representative)	

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File

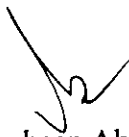


Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 1/08/2023

Action taken report - APRC Meeting (22/07/2023)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
4.1:	It was resolved that plagiarism policy must be made a part of APRC SOP & must be communicated to students	Plagiarism sop prepared & communicated alog with Notice	-	Completed
4.2:	It was resolved that revised course file template must be circulated to all faculty members	revised course file template must be circulated to all faculty members	-	Completed
5.1:	It was resolve that certificate vap & curriculum gap based vap must be aligned this year		-	will be completed in the academic year
5.3:	It was resolved that faculty training must be aligned by industry professionals.		-	will be completed in the academic year


Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 23-24 File



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

Notice

Ref No: RGCMS/APRC/MOM/2023-24/01

Date: 17/07/2023

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|--------------------------|--------------------------|
| 1. Dr. Dinesh Gabhane | 5. Ms. Sameen Shaikh | 9. Ms. Ashvini Jadhav |
| 2. Dr. Radhika Wadhera | 6. Mr. Sunilkumar Sharma | 10. Mr. Ashish Pant |
| 3. Ms. Bidisha Goswami | 7. Mr. Atul Mumbarkar | 11. Mr. Rushikesh Patil |
| 4. Ms. Niyati Joshi | 8. Ms. Pooja Jadhav | 12. Mr. Ashish Chaurasia |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 22/07/2023. You are kindly requested to attend the same.

Date of meeting: 22/07/2023
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 30-06-2023 and Action Report review
- 2) Academic Budget revision A.Y. 23-24
- 3) Activities to be discussed for the A.Y. 23-24
- 4) Action to be taken from Report-NBA preparation session (Dr. Nitin Joshi)-10.07.2023
- 5) Discussion on action to be taken from AIPR & developmental goals
- 6) Any other agenda




Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2023-24 file



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 22/07/2023 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2023-24/01

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
Dr. Dinesh Gabhane Dr. Radhika Wadhwa Ms. Bidisha Goswami Ms. Niyati Joshi	Ms. Sameen Shaikh Mr. Atul Mumbarkar Ms. Pooja Jadhav	Ms. Ashvini Jadhav Mr. Ashish Pant Mr. Ashish Chaurasia 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 30-06-2023 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 30-6-2023 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 30-6-2023
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 30-6-2023.
Topic #2:	Academic Budget revision A.Y. 23-24
Discussion:	The budget was revised understanding last year's APRC total budget utilization into consideration. Dr. Farheen mentioned that last year student complained about food served hence induction event expenses was increased to INR 50000 Cost to remuneration for guest sessions, expert lectures and fdps was also increased to INR 18000 as the committee intends to increase more expert lectures this year Dr. Dinesh Gabhane, the director doubled the budget for value added programs with a willingness to bring in more VAPs for students. Dr. Radhika Academic earlier mentioned that other academic events must also be conducted hence the revised budget was included with INR 14000 Other miscellaneous charges such as food, refreshments, mementos were kept the same at INR 8000 Director sir confirmed the revised budget for a.y. 23-24 at a total of INR 250000
Resolution# 2.1:	This was approved by all.
Topic #3:	Activities to be discussed for the A.Y. 23-24

Discussion:	APRC coordinator stated that this year more expert lectures must be aligned to achieve respective courses attainment gap / syllabus gap. Dr. Dinesh Gabhane mentioned minimum of 3-4 guest sessions, 2-3 vap course of 40 hours, faculty exchange, etc must be the target to achieve this year. Dr. Radhika seconded the same & also mentined we should try to get international collaborative learning events. Ms. Niyati mentioned a minimum of 2 fdp must be schedueld for the faculty members. Ms. Ashvini stated that timely conduction of academic term based activities must also be achieved.
Resolution# 3.1:	This was approved by director sir.
Topic #4:	Action to be taken from Report-NBA preparation session (Dr. Nitin Joshi)-10.07.2023
Discussion:	Dr. Radhika stated as per the reprot, APRC must create guidelines to include plagiarism check In order to polish up students for interaction & showcase professional behavior; Dr. Dinesh mentioned that we must channelise more discipline among students To focus on academic quality; Dr. Farheen requested all faculty members to involve various teaching aid , different teaching aid & show effectiveness of expert lectures by closing syllabus gap & since Dr. Nitin joshi suggested re-doing certain parts in course files which will have impact on final attainment calculations too.
Resolution# 4.1:	It was resolved that plagiarism policy must be made a part of APRC SOP & must be communicated to students
Resolution# 4.2:	It was resolved that revised course file template must be circulated to all faculty members
Topic #5:	Action to be taken from AIPR & developmental goals
Discussion:	Dr. Farheen commented that as per the AIPR presentation given by IQAC on July 13, 2023 following pointers were shared as quoted: 1. Certificate program and add-on courses to bolster students' academics and curriculum gap. 2. Students should be encouraged to submit feedback where they are requested. At least 70% should submit feedback 3. Focus on faculty training by industry professionals
Resolution# 5.1:	It was resolve that certificate vap & curriculum gap based vap must be aligned this year
Resolution# 5.2:	It was resolved that minimum 70% student must be encouraged to submit feedback
Resolution# 5.3:	It was resolved that faculty training must be aligned by industry professionals.

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
Office of: Academic Planning & Review Committee (APRC)

Date: 23/07/2023

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 22/07/2023 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)	ab
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)	ab
10	Ms. Pooja Jadhav	Member (Faculty Representative)	
11	Mr. Sunil Kumar Sharma	Member (Industry Representative)	ab
12	Mr. Rushikesh Patil	Member (Student Representative)	ab
13	Mr. Ashish Chaurasia	Member (Alumni Representative)	ab

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 23-24 File





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

REVISED BUDGET REQUEST (2023-24)

To
Director
Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai

Date: 18/7/2023

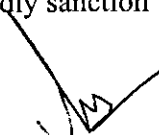
Subject: Budget Request for APRC (FY 2023-24)

Dear Dr. Dinesh Gabhane Sir,

Please see attached table for list of activities and associated budget for APRC for the year 2023-24.

Revised Budget on APRC (F.Y. 2023-24)		
Sr. No.	Activities	Budget Request (Rs.)
1	Induction Event Expenses	50000
2	Speakers, Facilitator & Experts Remuneration – Guest Sessions, Seminars & Workshops and FDPs.	18000
3	Value Added Programs	160000
4	Academic events	14000
5	Miscellaneous charges (Food, refreshments, mementos– Guest Sessions, Seminars & Workshops and FDPs.	8000
	Total	250000

Kindly sanction this amount for APRC and oblige.


Dr. Farheen Ahmad
Coordinator - APRC


Prof. Dr. Dinesh Gabhane
Director- RGCMS

Copy Submitted: Director's File & APRC File



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

(Approved by AICTE, Affiliated to University of Mumbai, DUE Code - MB-3159)

Ref: RGCMS/APRC/23-24/1

Date: 18/7/23

Office of: Academic Planning & Review Committee

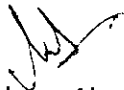
OFFICE ORDER

To
APRC Members.

Subject: Appointment of Members of APRC for A.Y. 2023-24.

With reference to the above subject and meeting of the APRC held on 18th July 2023, following is the APRC of RGCMS for the academic year 2023-24.

Academic Planning & Review Committee		
1	Dr. D inesh Gabhane	Chairperson
2	Dr. Farheen Ahmad	Coordinator
3	Dr. Radhika Wadhwa	Member (Faculty Representative)
4	Ms. Bidisha Goswami	Member (Faculty Representative)
5	Ms. Niyati Joshi	Member (Faculty Representative)
6	Ms. Sameen Shaikh	Member (Faculty Representative)
7	Mr. Ashish Pant	Member (Faculty Representative)
8	Mr. Atul Mumbarkar	Member (Faculty Representative)
9	Mr. Atul Ramteke	Member (Faculty Representative)
10	Mr. Ashish Yadav	Member (Faculty Representative)
11	Ms. Kajal Mitra	Member (Faculty Representative)
12	Ms. Pooja Jadhav	Member (Faculty Representative)
13	Mr. Rushikesh Patil	(SYMMS Class Representative)
14	Mr. Sunil kumar Sharma	Member (Industry Representative)
15		(FYMMS Class Representative)


Dr. Farheen Ahmad
Coordinator – APRC




Dr. Dinesh Gabhane
Director

Copy Submitted: Director's Office File, APRC Committee File



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

PROPOSED BUDGET REQUEST (2023-24)

To
Director
Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai

Date: 13/3/2023


Subject: Proposed Budget Request for APRC (FY 2023-24)

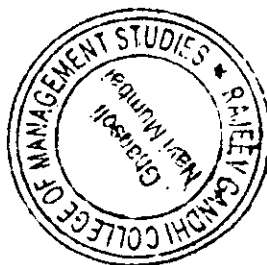
Dear Dr. Dinesh Gabhane Sir,

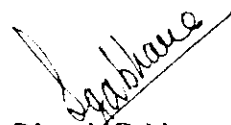
Please see attached table for list of activities and associated budget for APRC for the year 2023-24.

Proposed Budget on APRC (F.Y. 2023-24)		
Sr. No.	Activities	Budget Request (Rs.)
1	Induction Event Expenses	30000
2	Speakers, Facilitator & Experts Remuneration – Guest Sessions, Seminars & Workshops and FDPs.	12000
3	Value Added Programs	80000
4	Miscellaneous charges (Food, refreshments, mementos– Guest Sessions, Seminars & Workshops and FDPs.	8000
	Total	130000

Kindly sanction this amount for APRC and oblige.


Dr. Farheen Ahmad
Coordinator - APRC




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

Copy Submitted: Director's File & APRC File



Report – NBA preparation session (Dr. Nitin Joshi)

Held on: 10.07.2023

Library

1. Librarian should be able to talk about Library (Technology in lib)
2. Everything that we are doing should be student centric
3. Rules & Regulations available, services to students not
4. Student – Book requisition SoP
5. Library Feedback (Infrastructure and Resources)
6. SoP for Library utilization to be executed
7. Reading room to be utilized, should look
8. Databases in Library (E.g International journal SAGE publication – Package)

Exam

1. Technology as per MU requirements
2. Proper computer set up- Photo copier, Camera, Power back up, Static IP, Separate Dongle

Campus

1. Our walls should reflect our Culture, Values, Student engagement, quotes, and Innovation

Computer Laboratory

1. List of software – Basic simulation software, SAS, Turn it in
2. Use Lab for assignments and for Projects

APRC

1. APRC Project guidelines should include plagiarism check – Policy to be in place
2. Gear up students for interaction
3. Focus on Academic Quality
4. Impact of Teaching Learning Technology on student engagement
5. Students to showcase Professional behavior

7. It is advised to make a sheet

Guest Lecture	Focus Area	PO correlation

8. Re-do PO attainment
9. Re-do Course File

Infrastructure

1. Washroom in GCR
2. Remove Switch off mobile

IQAC

1. Vision Mission mapping required
2. Check Vision statement
3. Communicate Strategic plan and its objectives to students
4. Frequency of dissemination – Vision, Mission, Values to students
5. Teaching cases compilation
6. PEO Survey

Director

1. Show your college as Progressive Institution
2. Divide activities as per Strategic Plan Focus Areas
3. Faculty to be send out to build Industry relationship
4. Listing of events how stakeholders are contributing to vision and mission
5. Quarterly review of committee budget
6. GB, CDC Action Taken
7. Delegation of power document- Director empowerment
8. Stability of Academic Leaders- Director, IQAC, APRC- Appointment Letters
9. Committee overshooting budget – MoM required
10. Students to be members of BMA, AIIIMA, etc
11. MDP Brochure
12. Develop e-content for SAWAYAM and MOOCs
13. Designing program for Executives- 6 months programs for mid-level managers
14. International Connect: MOU, Online sessions, Collaborative session, School

Website

1. About us can be the first tab
2. To update :(Alumni registration, Guru Purnima etc)

Placements

1. Meeting with students – are they happy with placements, their expectations, after how many offer letters, they are not allowed to sit for next interview

Alumni

1. Specialization wise Alumni should be involved