



# Rajeev Gandhi College of Management Studies

Office of: College Development Committee

Ref No.: RGCMS/CDC/Notice/2024-25

Date: 6/09/2024

## NOTICE

To,  
All Committee members,

Subject: CDC Meeting

Dear all,  
Meeting on the below mentioned agenda is scheduled as:

Date of meeting: 11/09/2024  
Time: 11:30 am to 12:30 pm  
Venue: RGCMS Board Room  
Agenda:

1. Welcoming members and reading of the action taken report of the CDC meeting held on 22nd July 2024.
2. Review of result of Sem-4 Batch 2022-24.
3. Review of Faculty Performance and Appraisal form
4. Review of Research Policy
5. Review of Committee Manual
6. Review of SOPs
7. Review of Human Resource Policy
8. Review of Admission status for AY 2024-25.
9. Finalization of Budget for FY 2024-25.
10. Any other agenda with the permission of the chair.

Copy Submitted:

1. CDC Notice File



Dr. Dinesh Gabhane  
(Member Secretary- CDC)

**Director**

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



Rajeev Gandhi College of Management Studies  
Office of: College Development Committee

Ref No: RGCMS/CDC/MoM/2024-25

Date: 11/09/2024

MINUTES OF MEETING

Date and Time: Sep 11<sup>th</sup> 2024 at 11:30 am

Location: Board Room

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none"><li>Ms. Ashvini Jadhav</li><li>Mr. Sunil Jadhav</li><li>Dr. Dinesh Gabhane</li><li>Dr. Radhika Wadhwa</li></ul>	<ul style="list-style-type: none"><li>Ms. Jyotika Pawar</li><li>Dr. Farheen Ahmad</li><li>Ms. Sharmishtha Jadhav</li></ul>	<ul style="list-style-type: none"><li>Mr. V. M. Jadhav</li><li>Mr. Koustubh Gokhale</li><li>Dr. Sunil Chavan</li><li>Dr. V. P. Patil</li></ul>

The meeting of the College Development Committee of Rajeev Gandhi College of Management Studies, Ghansoli, Navi Mumbai was held on Sep 11<sup>th</sup> 2024 at 11:30 am.

Ms. Ashvini Jadhav, Chairperson, presided over the meeting.

Dr. Dinesh Gabhane, Member secretary and Director welcomed august body and with the permission of Chair started the proceedings of the meeting.

Minutes of Meeting and Resolutions

**Topic # 1:** Readings of Action Taken Report of CDC Meeting held on 22.07.2024.  
**Discussion:** Dr. Dinesh Gabhane read the action taken report of CDC Meeting held on 22.07.2024.  
**Resolution # 1:** Action taken report of the CDC meeting held on 22<sup>nd</sup> July 2024 was unanimously approved.

**Topic # 2:** Review of result of Sem-4 Batch 2022-24.  
**Discussion:**

- Dr. Dinesh has presented the result of Sem-4 Batch 2022-24 and mentioned that 115 students appeared, 74 students passed and 41 failed in sem-4 project management university paper. He also mentioned that guest/expert lectures and tutorials were conducted.
- Mr. Sunil Jadhav suggested taking extra efforts such as revision on practical examples to ensure increasing in passing percentage.

**Resolution # 2:** Result of Sem-4 batch 2022-24 was unanimously approved by CDC and it will be sent to GB for final approval. It was resolved that for the next batch i.e. 2023-25 more lectures will be conducted and tutorials, guest lectures should also be aligned considering the difficulty level of paper.

**Topic # 3:** Review of Faculty Performance and Appraisal form  
**Discussion:**

- Dr. Radhika Wadhwa explained the concept of Faculty Performance Appraisal Form. All criteria were discussed  
First criteria **Academic Performance Index** was accepted as it is- Dr. Dinesh Gabhane suggested staff members to go for Training/ Certificate courses that are offered by SWAYAM platform  
Two changes were made in **Research Development Index** under Book Publication section and Conference/FDP/Workshop/ Webinar/ Reviewer
  - Book Chief editor -3, Editor-2, Co-editor -1 was added under Book Publication
  - Any other related item- 2 marks per activity was added under

Conference/FDP/Workshop/ Webinar/ Reviewer

Following changes were made *Institutional Development Index* (IDI) as per changes made in committee manual review

- Marks (1-4) were allotted for co-coordinators in APRC and T&P
- Entrepreneurship Development committee was renamed as Institute Innovation Council
- Industry Institute Interaction Cell was given a place in IDI

**Resolution # 3:** Faculty Performance and Appraisal form was unanimously approved by CDC and will be sent to GB for final approval. It was resolved to disseminate the same to all faculty members.

**Topic # 4:**  
**Discussion:**

Review of Research Policy

- Dr. Radhika Wadhwa mentioned that R&D seed money was over utilized in Academic year 2023-2024.
- Dr. Dinesh Gabhane suggested to increase the seed money to 2,25,000 for Academic year 2024-2025 and suggested Book editors and co-editors will be rewarded Rs. 2000/- and Rs.1000/- respectively. Chapter authors will be rewarded Rs. 1,000/-
- Dr. Farheen Ahmad mentioned that each Faculty and students should be encouraged to complete at least 2 courses every year. Dr. Dinesh Gabhane suggested to increase the reward amount from Rs. 1000/- to Rs. 2000/-

**Resolution # 4:** Seed money of Rs. 225000/- for research was approved unanimously by CDC and the same will be sent to GB for final approval. It was resolved to disseminate the same to all faculty members and students.

**Topic # 5:**  
**Discussion:**

Review of Committee Manual

- Dr. Radhika Wadhwa explained the process of Committee Manual Review.
- Mail was shared with all staff members on 15 July 2024. All staff members were instructed to read the chapters (wherever they are coordinators). After thoroughly reading respective chapters, modifications were shared on IQAC mail.
- Comprehensive list of modifications was prepared by IQAC coordinator and presented to discuss changes.

Sr. No.	Committee	Committee coordinator	Modifications	Remarks/Suggestions
1	Exam Committee	Ms. Divya Mahadule	Membership updated	Suggestion accepted and Membership updated
2	Training & Placement Committee	Dr. Arshi & Ms. Shravanti	Membership updated	Suggestion accepted and Membership updated
3	Industry Visit	Dr. Puja Kaushik	Modified to Industry Institute Interaction Cell	Updated, Preface & Objectives, Membership & Quorum and Functions updated
4	Library	Mr. Pratik Dhepe	Membership updated	Suggestion accepted and Membership updated

**Resolution # 5:** Committee manual was unanimously approved by CDC and will be sent to GB for final approval. It was resolved to disseminate the same to all staff members.

**Topic # 6:**  
**Discussion:**

Review of SOPs

- Dr. Dinesh Gabhane presented the SOP manual document to CDC members. It was reviewed and all changes in SOP document were incorporated corresponding to changes in Committee manual.

**Resolution #6:** SOP manual was unanimously approved and will be sent to GB for final approval. It was resolved to disseminate the same to all staff members.

**Topic # 7:**  
**Discussion:**

Review of Human Resource Policy

- Dr. Dinesh Gabhane mentioned that all sections of Human Resource Policy were



thoroughly read with all Staff members.

**Resolution # 7:** Human Resource Policy was unanimously approved by CDC as no changes were identified and will be sent to GB for final approval.

**Topic # 8:** Review of Admission status for AY 2024-25.

**Discussion:**

- Dr. Dinesh Gabhane presented the admission status for AY 2024-25 and mentioned that 124 admissions were achieved. Out of 124 students 119 students were enrolled and three cancelled their admission. He also mentioned that achieving better quality of students is the next year goal.
- Mr. Sunil Jadhav suggested involving more no. of staff in admission process.

**Resolution # 8:** Admission status for AY 2024-25 was approved unanimously. It was resolved to involve more no of staff in next year admission process.

There was no other agenda to discuss, the meeting concluded with a vote of thanks to the chair by Dr. Dinesh Gabhane.

**Copy Submitted:**

1. CDC Committee MoM File



*D. Gabhane*  
**Dr. Dinesh Gabhane**  
(Member Secretary-CDC)

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



Rajeev Gandhi College of Management Studies  
Office of: CDC

**ACTION REPORT OF THE CDC MEETING HELD ON 22/07/2024**

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
22-7-2024	2	It was unanimously resolved that students failing in majority of the subjects should be treated separately and more emphasis should be given on their academics. Tutorials and one to one mentoring should be conducted for them from the current semester batch (2023-25). Result analysis will be sent to Governing Body for final approval.	To all faculty members	With immediate effect	Conducted on to one mentoring of students by all faculties and tutorial will be conducted as and when required in resp. subject.
22-7-2024	3	The academic calendar for AY 2024-25 was unanimously approved and Dr. Farheen Ahmad will disseminate it to stake holders.	Dr. Farheen Ahmad	31 <sup>st</sup> July 2024	Academic Calendar for AY 2024-25 is disseminated to all stake holders on 27 <sup>th</sup> July 2024
22-7-2024	4	It was unanimously resolved that the all criteria holders will implement the suggestions given by external auditor Dr. Chandrahauns Chavan.	All criteria holders (NBA)	Before the NBA Peer Team visit	Suggestions given by external auditor Dr. Chandrahauns Chavan are incorporated
22-7-2024	5	It was unanimously resolved that the action to be taken on developmental goals as per the discussion in ANNEXURE-1.	Director, Staff and management	Before end of AY 2024-25	Ongoing
22-7-2024	6	It was unanimously resolved that criteria holders should prepare their PPTs and get it complete by 15th August 2024.	All criteria holders (NBA)	15/08/2024	PPT not yet submitted by criteria holders.
22-7-2024	7	It was unanimously resolved that admission applications	Dr. Dinesh	31/08/2024	Admission

	received are satisfactory and social media campaign should be continued further.	Gabhane		campaign was continued till end of Aug 2024.
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*Gabhane*

Dr. Dinesh Gabhane  
Director and Member

Secretary  
**Director**

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