



Rajeev Gandhi College of Management Studies

Office of: IQAC

MINUTES OF MEETING

Date and Time: June 25, 2024 at 11:00am

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2024-2025

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none">• Mr. Sunil Jadhav• Ms. Ashvini Jadhav• Dr. Dinesh Gabhane• Dr. Radhika Wadhera• Ms. Farheen Ahmad• Ms. Asha Kamble• Mr. Shubham Pawar• Mr. Vishwajeet Jadhav	<ul style="list-style-type: none">• Mr. Mahesh Munde• Dr. Arshi Siddiqui• Ms. Divya Mahadule• Ms. Jyotika Pawar• Mr. Hemraj Pomendkar• Mr. Pratik Dhepe• Ms. Pranali Pawar	<ul style="list-style-type: none">• Mr. Shyamsunder Pawar

Minutes of Meeting and Resolutions

Topic #1: Welcome, Confirmation of minutes held on 14-06-2024 and Action Report review

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 14-06-2024, and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 14-06-2024

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 14-06-2024

Topic #2: Institute Annual Performance Report Academic year 23-24 presentation

- Points discussed**
- Dr. Radhika Wadhera presented the IAPR Institute Annual Performance Report of Academic year 2023-2024
Dr. Wadhera shared the process of creating IAPR. Significant Achievements and Development goals were read.
 - Following SIGNIFICANT ACHIEVEMENTS were discussed
 - RGCMS attracted 126 admissions in the academic year 2023-24
 - For making RGCMS a better place for students and staff, following activities were successfully completed
 - Awareness on Cervical Cancer- Seminar
 - Sexual Harassment at the workplace- Webinar
 - Awareness on -Women Empowerment in association with Aarine foundation
 - Women's Day Celebration
 - Seminar on Menstrual Health & Hygiene Management

- For creating Social impact, 10 activities were successfully conducted during the academic year 2023- 24 under Institute Social Responsibility committee banner. These activities were carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development
 - MoU with Aarine Foundation
 - Collaborated with 2 government organizations for 4 activities conduction
 - Collaborated with 5 private organizations for 6 activities conduction.
 - Spread higher education awareness, stationery distributed to 120 Jilla Parishad school students
 - 60 students received awareness for Thalassemia, 39 gave blood samples & got themselves tested
 - 38 participants donated blood
 - 25 students got their voter id registration done through the activity conducted
 - A team of 30 students worked together to plant tree saplings at the campus through tree plantation drive
 - 4 students voluntarily participated as college ambassadors in the election duty.
- 21 Academic activities were conducted under the banner of Academic planning & review committee. It includes
 - Guest sessions,
 - Expert lectures,
 - Academic events,
 - Faculty Development Programs,
 - Value Added Programs,
 - Student exchange & Faculty exchange.
- Expert lectures were aligned with courses spread across all semesters as per requirement
- 110 students from SYMMS enrolled for VAP - UHV course, all got course certification for this curriculum enrichment course. Successfully completed a student exchange program for Sem III term.
- International connect was executed successfully with Daffodil university's SBOBC event
- Considering physical health of students, sports activity was conducted offline. Keen interest and participation were noticed among students in inter-college event.
- Students from FYMMS and SYMMS participated in inter-college sports tournament conducted in various Navi Mumbai colleges like Bharati Vidyapeeth, Allana Institute etc, 102 students participated around 5 teams achieved as first position and runner up position. Winners were felicitated and awarded.
- Student body successfully conducted professional and cultural events
- SoP's were introduced and modified in Examination for maintaining quality of question papers
- Convocation was well organised, it was featured in Newspaper

- To ensure students engagement, substantial enhancement of infrastructure was done. It includes-
 - Air conditioner's in classroom
 - Renovation of administration block and examination room
 - Interactive BenQ flat panels were installed in Classroom and Boardroom
- To encourage entrepreneurship ecosystem, all activities as per IIC calendar were planned and executed flawlessly. It resulted in getting a star rating on IIC portal.
- To enhance student interaction with Industry, give them appropriate exposure – International, National and Local Industrial visits were organized.
 - 2 staff members along with 4 students went to Dubai and visited 3 Industries
 - 3 staff members along with 78 students went to Chandigarh, Kulumanali, Amritsar for National Industrial visit
 - 4 Local Industrial visits were successfully organized
- As a bridge between RGCMS and external stakeholders, Digital media and IT services committee updated 3 years events on website and published events/creatives on social media handles regularly
- Master soft ERP was executed by Office and Administration committee
- AQAR 2022-2023 was successfully submitted
- Pre-qualifier and SAR for Academic year 2023-2024 was successfully submitted
- Feedback for all events was analysed and appropriate action was taken wherever required
- Academic & Administrative Audit was conducted by external auditors and report was published to ensure quality
- Annual Day – Zest-23 was celebrated with zeal and enthusiasm
- Festivals and commemorative days were celebrated by with energy and patriotism in heart
- Events like blind date with books was organised by Library committee on Feb 14th , to ensure student engagement
- For ensuring quality of Research, plagiarism software and k-hub was purchased and used
- RGCMS received ISSN No. (ISSN: 2584-1858)(Online) for our journal entitled RGCMS Journal of Business & Management Research (RJBMR)
 - Students published 17 Research papers in Peer reviewed journal and 5 in RGCMS Research journal
 - 25 Research Papers were published by Faculty members in Journals of repute
- Students and Staff were informed about grievance mechanism and availability of grievance form on website, First GRC meeting was conducted with University nominee and all staff members
- JNi Scholarship of Rs. 95000 was given to 7 students on merit basis after proper conduction of exam and personal interview.

- Collaboration with College Dekho and SNK web solutions helped in creating RGCMS's Strong Digital presence
- RGCMS attracted highest package of 9.54 LPA.
- Offline resume preparation session was conducted for Batch 23-25 students by T&P committee, 75 students participated
- 32 Students have attended 2 days placement preparation program organized by IIT Mumbai
- Library was stocked with journals, e-journals and magazines
- Staff was involved in Industry consultancy
- To encourage Alumni interaction with staff and students
 - 3 alumni members were invited as guest for Sem III viva voce
 - 3 alumni members were invited as external evaluator for Sem IV project viva voce
 - One of the Alumni was invited as guest in Debate
 - Alumni Meet was organized, 187 Alumni's participated in Alumni Meet
- Two Faculty members registered as Ph.d guide (University of Mumbai)
- Following **DEVELOPMENTAL GOALS** for **Academic year 2024-2025** were discussed
- All activities/events to be mapped to PO and PO related feedback to be taken
- G-suite package to be upgraded
- Focus on sponsored research
- Focus on quality of placement
- Better recruitment opportunities to be provided to students
- All faculty members should be motivated to publish Research papers in journals of repute
- Focus on Management Development Programs
- Encourage faculty to get higher education and industry relevant certification
- Focus on maximum utilization of library and laboratory resources
- Effective engagement with Alumni community for mentoring, placements and financial assistance and RGCMS Branding
- Student body can be encouraged to conduct more Professional activities
- Alumni can be involved rigorously in mentoring, curriculum development and placement
- Pre-placement training and Live projects would help students to be employment ready
- Sound proof library and provision of Air Conditioners in reading room, Purchase of Research E-resources and Scopus Journals
- For conducting National Level IV booking of Air conditioned coaches can be considered
- It is suggested to purchase one more Xerox machine as getting photocopy of question papers
- It is suggested to explore Alumni mentoring our current students
- Innovation in Teaching and Learning to be explored
- Preparation of teaching cases and class room discussion and publishing
- Explore scope of increasing Alumni membership
- Attempt to create RGCMS's Newsletter

- Dr. Wadhwa also presented Budget utilisation of Academic year 2023-2024 and stated 106% budget was utilized by all committees and Feedback received from all internal & external stakeholders.
- Mapping of significant achievement and Development goals with Strategic Plan document was presented.
- Institute Annual Performance Report was unanimously approved by all members

Resolution 2.1

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

Resolution 2.2

- Resolved that Dr. Dinesh Gabhane will discuss Action to be taken on “Feedback analysis” in CDC meeting

Topic #3:

Finalization of activities for Academic year 2024-2025

Points discussed

Functions of IQAC were discussed in meeting. Mapping of activities was done with functions. Activities were approved by Dr. Dinesh Gabhane.

1	Quality Enhancement	<ul style="list-style-type: none"> – Ensuring continuous improvement in all operational aspects of the institution. – Ensure timely, efficient and progressive performance of academic, administrative and financial tasks – Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges. – Periodical conduct of Academic and Administrative Audit and its follow-up
2	Strategic Planning	Assisting in developing a system for conscious, consistent, and catalytic action to improve academic and administrative performance. (Review of Committee manual and SoP document)
3	Documentation & Data Collection	Facilitating the collection and documentation of information on various activities leading to quality improvement. (Annual Committee Reports)
4	Feedback Analysis	– Collection and analysis of feedback from all stakeholders on quality related institutional processes and using it for institutional development (Feedback, a part of Report and Feedback Analysis every Academic year for action to be taken)
5	Performance Evaluation	– Arranging for feedback response from students, parents, and other stakeholders on quality-related institutional processes. (Feedback Analysis and Audit Report)
6	Promotion of Best Practices	– Disseminating information on various quality parameters of higher education and organizing workshops and seminars on quality-related themes. (Finalization of Academic Calendar)
7	Reporting & Dissemination	<ul style="list-style-type: none"> – Preparing the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of the accrediting body. – Dissemination of information on various quality parameters to all stakeholders (student, parent, industry, alumni, staff); (AQAR Submission)
8	Collaborative Activities	– Acting as a nodal agency for coordinating quality-related activities, including the adoption and dissemination of best practices. (Through dissemination of Developmental goals)
9	Capacity Building	<ul style="list-style-type: none"> – Organizing inter and intra-institutional workshops, seminars on quality-related themes, and promotion of quality circles. – Ensure the adequacy, maintenance and proper allocation of

		support structure and services (Academic Calendar & Annual Committee Reports)
10	Stakeholder Engagement	– Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks. (IQAC’s monthly meetings)
11	Enhancement of Learning Resources	– Facilitating the creation of a learner-centric environment conducive to quality education. – Optimize and integrate of modern methods of teaching and learning; (Audits, Encouraging Faculty engagement with outside world – Review of Faculty Appraisal Form)
12	Institutionalizing Best Practices	– Encouraging departments to adopt best practices. (Policies to encourage alignment with Strategic Plan document)
13	Technology Integration	– Encouraging the use of technology in teaching and learning processes. (Through APCR and Digital Media/IT services committee, Trainings)
14	Monitoring Mechanism	– Developing and applying quality benchmarks/parameters for the various academic and administrative activities of the institution. (Audits, Meetings)
15	Consultative Role	Acting as a consultative body for all stakeholders to solicit their advice and inputs on quality-related processes. (Audits, Regular meetings)

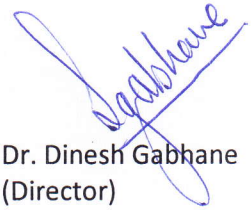
Resolution 3.1 Resolved that Dr. Radhika Wadhwa will update activities in Academic Calendar 24-25

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



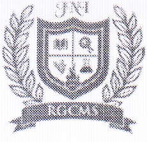
Dr. Radhika Wadhwa
(IQAC coordinator)

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

Dr. Dinesh Gabhane
(Director)

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



Rajeev Gandhi College of Management Studies

Office of: IQAC

ACTION REPORT 25.6.2024

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
25/06/2024	2.1	Resolved that Dr. Dinesh Gabhane will compile all Development goals and segregate them in Faculty Driven, Management Driven and Collaborative goals and present them in coming CDC meeting.	DDG	Next CDC meeting (July 2024)	
	2.2	Resolved that Dr. Dinesh Gabhane will discuss Action to be taken on "Feedback analysis" in CDC meeting	DDG	Next CDC meeting (July 2024)	
	3.1	Resolved that Dr. Radhika Wadhera will update activities in Academic Calendar 24-25	DRW	26..6.2024	

Legands:

DDG- Dr. Dinesh Gabhane, DRW- Dr. Radhika Wadhera

Dr. Radhika Wadhera

IQAC Coordinator

Dr. Dinesh Gabhane

Director

IQAC

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



Director

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



Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 25/06/2024

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 25th June 2024 are circulated amongst its following members for their kind comment/consent and necessary action.

<u>Internal Quality Assurance Cell (IQAC) Members</u>			
Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhwa	Member (Coordinator)	
3	Ms. Ashvini Jadhav	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Mahesh Munde	Industry Expert	
6	Dr. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Divya Mahadule	Member (Faculty Representative)	
8	Dr. Arshi Siddiqui	Member (Faculty Representative)	
9	Ms. Jyotika Pawar	Member (Non-Teaching Representative)	
10	Mr. Hemaraj Pomendkar	Laboratory Assistant	
11	Mr. Pratik Dhepe	Library representative	
12	Ms. Asha Kamble	Member (Non-Teaching Representative)	
13	Mr. Shyamsundar Pawar	Local representative	
14	Ms. Pranali Pawar	Student Representative Batch (2023-2025)	Joined online
15	Mr. Shubham Pawar	Alumni Representative	Joined online
16	Mr. Vishwajeet Jadhav	Alumni Representative	Joined online

Dr. Radhika Wadhwa
Coordinator, IQAC Committee

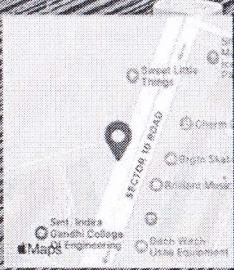
Copy Submitted:

1. Above, via email
2. IQAC Committee MoM 23-24/24-25 File

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



Answer - 1



Navi Mumbai, MH, India
 Sector 10 Road, Ghansoli, Navi Mumbai, 400701,
 MH, India
 Lat 19.120471, Long 72.998454
 06/25/2024 11:09 AM GMT+05:30

GPS Map Camera



INSTITUTION ANNUAL PERFORMANCE REPORT

2023-2024



RAJEEV GANDHI COLLEGE OF MANAGEMENT
STUDIES

Plot no 1, Sector 8 Ghansoli, Navi Mumbai

Document Control

a. Document History

Version	Date	Compiled by	Description
1.1	21.06.2024	Dr. Radhika Wadhera	Approved by Director
1.2			
1.3			

b. Document Approvals/Key Contacts

Title	Name	Phone #	Key Contact	Reviewer	Approver

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1. Introduction / Background

Organization structure of RGCMS is set up to facilitate how activities such as tasks allocation, coordination and supervision are directed towards the achievement of organization goals.

Most of the work and activities are delegated to committees who report directly to Director. These committees have clear mandates and roles and responsibilities with adequate financial powers to aid execution. The committees present annual reports based on activities conducted throughout the Academic year. These reports typically have, amongst other things, performance of the respective committee, vis-à-vis significant achievements, developmental goals, key performance indicators etc.

These reports are analysed by IQAC, and Institution's Annual Performance report is prepared based on individual committee reports. It is intended to give stakeholders information about the College activities, Academic performance, budget utilization etc.

This report is presented to Governing Council who can determine how institute is functioning as per the Strategic Plan and can take further action based on this report.

2. Abstract / Summary

2.1 Significant Achievements:

Some of the significant achievements are listed as below

1. RGCMS attracted 126 admissions in the academic year 2023-24
2. For making RGCMS a better place for students and staff, following activities were successfully completed
 - Awareness on Cervical Cancer- Seminar
 - Sexual Harassment at the workplace- Webinar
 - Awareness on -Women Empowerment in association with Aarine foundation
 - Women's Day Celebration
 - Seminar on Menstrual Health & Hygiene Management
3. For creating Social impact, 10 activities were successfully conducted during the academic year 2023- 24 under Institute Social Responsibility committee banner. These activities were carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development
 - MoU with Aarine Foundation
 - Collaborated with 2 government organizations for 4 activities conduction
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 - Spread higher education awareness, stationery distributed to 120 Jilla parishad school students
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4. 21 Academic activities were conducted under the banner of Academic planning & review committee. It includes
 - Guest sessions,
 - Expert lectures,
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 5. Expert lectures were aligned with courses spread across all semesters as per requirement
 6. 110 students from SYMMS enrolled for VAP - UHV course, all got course certification for this curriculum enrichment course. Successfully completed a student exchange program for Sem III term.
 7. International connect was executed successfully with Daffodil university's SBOBC event
 8. Considering physical health of students, sports activity was conducted offline. Keen interest and participation were noticed among students in inter-college event.
 9. Students from FYMMS and SYMMS participated in inter-college sports tournament conducted in various Navi Mumbai colleges like Bharati Vidyapeeth, Allana Institute etc, 102 students participated around 5 teams achieved as first position and runner up position. Winners were felicitated and awarded.
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 11. SoP's were introduced and modified in Examination for maintaining quality of question papers
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 - 4 Local Industrial visits were successfully organized

RGCMS – Institutional Annual Performance Report 2023-24

16. As a bridge between RGCMS and external stakeholders, Digital media and IT services committee updated 3 years events on website and published events/creatives on social media handles regularly
17. Master soft ERP was executed by Office and Administration committee
18. AQAR 2022-2023 was successfully submitted
19. Pre-qualifier and SAR for Academic year 2023-2024 was successfully submitted
20. Feedback for all events was analysed and appropriate action was taken wherever required
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27. Students and Staff were informed about grievance mechanism and availability of grievance form on website, First GRC meeting was conducted with University nominee and all staff members
28. JNi Scholarship of Rs. 95000 was given to 7 students on merit basis after proper conduction of exam and personal interview.
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 - 3 alumni members were invited as external evaluator for Sem IV project viva voice
 - One of the Alumni was invited as guest in Debate
 - Alumni Meet was organized, 187 Alumni's participated in Alumni Meet
36. Two Faculty members registered as Ph.d guide (University of Mumbai)

2.2 Developmental Goals

Some of the Developmental Goals / Improvements which may be undertaken this year are listed a below

1. All activities/events to be mapped to PO and PO related feedback to be taken
2. G-suite package to be upgraded
3. Focus on sponsored research
4. Focus on quality of placement
5. Better recruitment opportunities to be provided to students
6. All faculty members should be motivated to publish Research papers in journals of repute
7. Focus on Management Development Programs
8. Encourage faculty to get higher education and industry relevant certification
9. Focus on maximum utilization of library and laboratory resources
10. Effective engagement with Alumni community for mentoring, placements and financial assistance and RGCMS Branding
11. Student body can be encouraged to conduct more Professional activities
12. Alumni can be involved rigorously in mentoring, curriculum development and placement
13. Pre-placement training and Live projects would help students to be employment ready
14. Sound proof library and provision of Air Conditioners in reading room, Purchase of Research E-resources and Scopus Journals
15. For conducting National Level IV booking of Air conditioned coaches can be considered
16. It is suggested to purchase one more Xerox machine as getting photocopy of question papers
17. It is suggested to explore Alumni mentoring our current students
18. Innovation in Teaching and Learning to be explored
19. Preparation of teaching cases and class room discussion and publishing
20. Explore scope of increasing Alumni membership
21. Attempt to create RGCMS's Newsletter

3. Significant achievements & Development Goals as per Strategic Plan

This section list all the Significant Achievements and Developmental Goals as per the Strategic Plan. This will help all the stakeholders with the closing the gap and understanding where additional efforts / funding is needed.

3.1 Focus Area - FA 1: Academic Excellence

3.1.1 IG 1.1: Support teaching and learning environment with high quality professional development.

Significant Developments-

1. Created opportunities for faculty professional development, through Faculty Development Program, including participation in workshops, faculty exchange, seminars and workshops.

Development Goals-

1. Focus on hiring and retaining talent
2. Promote and encourage faculty to get higher education and industry relevant certification
3. Faculty as Consultant and Corporate Trainers

3.1.2 IG 1.2: Implement Outcome based Pedagogy and proven quality assurance processes.

Significant Developments-

1. Awareness of course and program outcomes amongst students and faculty and mapping activities and course curriculum to outcome.

Development Goals-

1. Innovative pedagogy for Teaching and Learning
2. Academic Autonomy (Applied)

3.1.3 IG 1.3: Implement proven quality assurance processes for delivering Academic Excellence

Significant Developments-

1. Submitted AQAR
2. Applied for NBA, Submitted Pre-qualifier and Self-Assessment Report

Development Goals-

1. Efforts should be taken to apply for NIRF ranking

3.1.4 IG 1.4: Institute will promote Research and Development culture

Significant Developments-

1. Created Research opportunities for faculty and students by encouraging and mandating students and faculty to publish research papers in reputed journals.
2. Formulated encouraging R&D policy inspire faculty and student's participation
3. Applied for University of Mumbai Research Centre for Ph.D Management

Development Goals-

1. Collaborate Admit Students for Research Centre

3.1.5 IG 1.5: Institute will access the need of the industry and create new short-term Programs for the broader audience

Development Goals-

1. Identify Industry training needs for their professionals as well as potential hires from Management Institutes as continuing process, by forging MoUs with industries. To monitor above activities regularly
2. Collaborate (if needed) with Industries and / or other universities to design curriculum for Working Professionals as well as refresher courses.

3.1.6 IG 1.6: Institute will undertake Continuous academic Performance review and monitoring

Significant Developments-

1. Implemented effective Faculty feedback and appraisal
2. Regular Academic Audits were conducted to identify the gap and opportunities of improvement

3.1.7 IG 1.7 Institute will ensure mechanisms for effective student mentoring

Significant Developments-

1. Created processes for identify students with their respective needs (Bright Learner, Weak learner)
2. Implemented effective student mentoring system

3.2 Focus area - FA 2: Institutional Effectiveness through e-governance

3.2.1 IG 2.1: Use of tools and technology to facilitate and deliver academic effectiveness.

Significant Developments-

1. Using effective technology to aid communication and collaboration amongst students and staff members
2. Implement Learning Management System to help with the academic activities
3. For interactive and collaborative teaching, created a digital Classroom with smart boards, which will also aid in recording lectures for potential future use

Development Goals-

1. For Implement Online Exams platform / software for conducting and proctoring online examinations
2. Enable Wi-Fi throughout Campus

3.2.2 IG 2.2: Effective use of Library Resources

Significant achievement-

1. Used tools and technology for library automation (Library Automation system, e-journals, e-books, NDJ, online project repository)

Development Goals-

1. Implementation effective policies and processes and KPI for maximum utilization of library resources (encourage library resources use by students and staff)

3.2.3 IG 2.3: Use of technology and tools for Student Administration

Significant Developments-

1. Use of ERP in office to help in facilitating recording, maintaining and retrieval of the student data with ease.
2. Created online admission form
3. Created Sop's for maintaining student related information (Student Master data, Digitization of Student Documents in Document Management System).

Development Goals-

1. Implementation of online academic verification process and documents requests (Transcripts, Leaving Certificate, recommendation letters, appreciation letters, experience letter, bonafide)

3.2.4 IG 2.4: Use of technology and tools for office and Administration automation

Significant Developments-

1. Use of tools and technology for managing RGCMS human resources data.
2. Use of tools and technology for effective Accounts management (Tally ERP, Payroll Management, Payment gateway and Management Information System etc)

Development Goals-

1. Implementation of online academic verification process and documents requests (Transcripts, Leaving Certificate, recommendation letters, appreciation letters, experience letter, bonafide)
2. Use of tools and technology for Store management (Dead stock, consumables, processes for stock verification)
3. Implement effective demand management, procurement and inventory management processes, tools and technology.

3.2.5 IG 2.5: Upgradation, upkeep and effective use of computer laboratory and software to stay current with prevailing trends and requirements.

Significant achievements-

1. Created effective policies, processes, feedback system and KPI for maximum utilization of Lab resources (encourage Lab resources use by students and staff)

Development Goals-

1. Monitoring effective policies, processes, feedback system and KPI for maximum utilization of Lab resources (encourage Lab resources use by students and staff) Procure software and Hardware to cater to the needs of the students and industries and up-keep IT infrastructure.
2. Create effective policies and processes to understand industry trends and Management Software requirements (Eg: Software related to HR, Operations, Finance, Marketing, IT, Data Analytics etc)
3. Procure software and Hardware to cater to the needs of the students and industries and up-keep IT infrastructure

3.2.6 IG 2.6 Document all the processes and policies to aid ease of conducting business

Significant achievements-

1. Organized functioning of RGCMS by forming various committees and documenting Composition, Roles and responsibilities.
2. Formalized all HR related functions by clearly documenting HR Policies and Standard Operating Process in one consolidated document.

Development Goals-

1. Execution, monitoring, review and upgradation of all policies

3.2.7 Document IG 2.7: Campus beautification and expansion

Significant achievements-

1. Playground and Garden beautification has been initiated
2. Vehicle parking and tar roads was paved
3. Smartboards were installed in classroom and boardroom

3.3 Focus Area – FA 3: College Relations (Industry, CSR, Alumni, Branding)

3.3.1 IG 3.1: Increase Brand awareness of RGCMS

Significant achievements-

1. Created strong Social Media presence and published maximum the activities on social media
2. Reviewed RGCMS website to provide rich and dynamic content to all stakeholders
3. RGCMS was awarded most trusted Management college by Eminent Research 2022 and Business School of the year by Indian Icon Award 2022

Development goal-

1. Ensure top B-School Ranking in magazine or organization of repute

3.3.2 IG 3.2: Improve Alumni Relations and collaboration to have a vibrant Alumni Community.

Significant achievements-

1. Engaged Alumni for placements

Development goal-

1. Encourage and help Alumni to create various Alumni Chapters.
2. Effective engagement with Alumni community for mentoring, placements and financial assistance and RGCMS Branding

3.3.3 IG 3.3: Effective industry-academia collaboration

Significant achievements-

1. MoUs with industry and Academic Institutes were executed for Faculty exchange, training, placement, and consultancy activities.

Development goal-

1. Collaborate with industry to design and deliver Short term certificate courses

3.3.4 IG 3.4: CSR activities for social responsibilities

Significant achievements-

1. Collaborated with government & non- government organizations for social outreach and activities to address relevant social issues, which helped students build social and ethical values.

Development goal-

1. Continue initiation and execution of similar activities

3.3.5 IG 3.5: Collaboration with foreign and domestic universities

Significant achievements-

1. Efforts initiated for getting MoU's signed and executed for faculty exchange and student exchange

Development goal-

1. Efforts to be taken to establish contacts / MoUs with domestic universities for Faculty and student exchange program.
2. Certificate program and add-on courses to bolster students' academics and curriculum gap.
3. Design and deliver short term certificate courses

4. Hybrid / sandwich programme in collaboration with foreign universities should be explored

3.4 Focus Area – FA 4: Jobs, Employment, Innovation and Entrepreneurship

3.4.1 IG 4.1: Ensure employment for all

Significant achievements-

1. Soft skills training and Value Added Program for Excel was given to students for making them placement ready
2. Seminars/Webinars and workshops were conducted under Institute Innovation Council to make Entrepreneurial eco system

Development goal-

1. Inclusion of more no. of effective programs for Skill Development, Job oriented training
2. Design and deliver Short term industry relevant courses.

3.4.2 IG 4.2: Exposure of the students to corporate world

Significant achievements-

1. Local, National and International Industrial Visits were organized to provide wide exposure to the students
2. All students were enrolled for Internships

Development goal-

1. Students to be enrolled in live projects and Consultancy

3.4.3 IG 4.2: Incubation centre and Entrepreneurship Development cell

Development goal-

1. Establish incubation center with eco-system to support innovation and entrepreneurs

3.5 Focus Area – FA 4 Student Support and Wholistic Growth

3.5.1 I.G 5.1: Create an environment which will support Leadership and team building skills in students

Significant achievements-

1. Empower Student body for participative decision making and to provide opportunity to students to sharpen their leadership qualities
2. Encouraged that Co-curricular activities like sports, yoga, meditation, cultural activities etc are conducted on regular basis which will help students hone their leadership skills, teambuilding qualities and stress management

3.5.2 I.G 5.2: Promote financial and counselling support to the students

Significant achievements-

1. Extended Financial Support through Scholarships to deserving students
2. Provide Counselling support, mentoring and effective grievances redressal mechanism

Approved budget (Overall)

Committees	Budget Approved
Institute Quality Assurance Cell	375000
Academic Planning & Review Committee	250000
Exam	553000
Office & Administration	1705000
Infrastructure	4710000
Digital Media/IT Services	65000
Admission	820000
Student and Staff Welfare	186000
Accounts	70000
Research & Development	170000
Library	235000
Computer	583000
Training & Placement	170000
Entrepreneurship Development/IIC	14000
Alumni	52000
IV	1550000
WDC	10000
Cultural	180000
Sports	55000
ISR / Extension Activities	17000
Student Body	24000
ICC	10000
ARC	
SC/ST	
SGRC	
GRC	
RAC	
Total	11804000

4. Budget Utilization (Overall)

Committees	Budget Utilised
IQAC	360029
APRC	83916
Exam	531342
O&A	2125620
Infrastructure	5212842
Digital Media/IT Services	57390
Admission	1249834
Student and Staff Welfare	255355
Accounts	
Research & Development	216000
Library	211240
Computer	340742
Training & Placement	170000
Entrepreneurship Development/IIC	9000
Alumni	40,365
IV	1482090
WDC	10015
Cultural	157850
Sports	36394
ISR / Extension Activities	14128
Student Body	21500
ICC	500
ARC	
SC/ST	
SGRC	
GRC	
RAC	
	12530622

4.1 Budget Utilization Summary:

106% Budget was utilized in Academic year 2023-2024

5. Feedback Analysis

Committees/Functions	Co-ordinator	Suggestions
Institute Quality & Assurance Cell	Dr. Radhika Wadhera	<ol style="list-style-type: none"> 1. Improvement in Lab infrastructure 2. Stable canteen vendor 3. Discussion on concept of Leave Bank (HR Policy) 4. It can be part of our SoP to share ppts. after session (Webinar)
Research & Development		<ol style="list-style-type: none"> 1. Discussion on Funding for Minor and major research projects 2. Discussion regarding paid package of g-suite as registrations are more than permissible limit
GRC,SGRC,ICC		Nothing recieved on mail
Academic Planning & Review Committee	Dr. Farheen Ahmad	<ol style="list-style-type: none"> 1. Discussion on stable Food vendors 2. Discussion on IT infrastructure (updated software required) 3. Additional expert lectures for University paper 4. Discussion on more sessions on leadership 5. Unstructured feedback to align VAP on Digital Marketing
Institute Social Responsibility		1. More such events to be aligned
Student Body		1. Mention in the nomination form - allied positions' responsibilities in short.
Cultural	Ms. Sameen Shaikh	<ol style="list-style-type: none"> 1. Arranging more student lead events 2. Inclusion of more cultural activities 3. Better infrastructure for cultural events
Exam		<ol style="list-style-type: none"> 1. Discussion on conducting exams on alternate days 2. Discussion on procuring chairs for improving exam infrastructure 3. Dissemination of rubrics along with the viva voce notice
SC/ST, Anti-Raging		Nothing received on mail
Admission		<ol style="list-style-type: none"> 1. Creating online application form 2. Better guidance from the admin staff on admission related documents

RGCMS – Institutional Annual Performance Report 2023-24

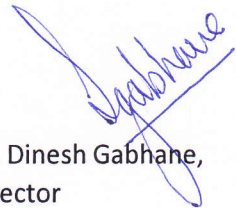
Digital Promotions	Ms. Chahat Hargunani	<ol style="list-style-type: none"> 1. Discussion regarding adding the student blog 2. Discussion regarding more content on website
Sports		<ol style="list-style-type: none"> 1. Ensuring that events start and run on time 2. Discussion on Indoor games 3. Considering alternative days for events instead of only Sunday 4. Better infrastructure for Outdoor Games
Training & Placement	Dr. Arshi Siddiqui	<ol style="list-style-type: none"> 1. Discussion on Seminar on AI and basic modules of SAP program 2. Discussion on Additional certification program like NISM for finance students 3. Discussion on more mock interviews to be conducted by Industry representative
Women Development Committee		<ol style="list-style-type: none"> 1. Discussion on Live project to be aligned with NGO's 2. Sessions on the importance of proper disposing of pads and promoting the usage of biodegradable sanitary pads can be aligned.
ED/IIC	Dr. Puja Kaushik	<ol style="list-style-type: none"> 1. Discussion on planning more activities
Alumni		<ol style="list-style-type: none"> 1. No suggestions
Industrial Visit		<ol style="list-style-type: none"> 1. Discussion on planning for National IV commute in AC 2. Discussion on planning more one day IV in local Industries
Computer Lab	Mr. Hemraj Pomendkar	<ol style="list-style-type: none"> 1. Upgraded Desktop Machine in Computer lab 2. Discussion regarding Air Conditioning in Computer Lab
Library	Mr. Avinash Nivale	<ol style="list-style-type: none"> 1. Discussion on OPAC link to be added at College Website. 2. Discussion on provision of Air Conditioners in reading room. 3. Discussion on Library infrastructure (soundproof)

6. Committee Report Summary

Developmental goals for 2024-2025 are divided into Faculty driven, Management driven and Collaborative goals.



Dr. Radhika Wadhwa,
IQAC Coordinaor



Dr. Dinesh Gabhane,
Director



Rajeev Gandhi College of Management Studies

Office of: IQAC

MINUTES OF MEETING

Date and Time: July 25, 2024 at 4:00am

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2024-2025

Attendees: IQAC members and all Staff members

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none">• Mr. Sunil Jadhav• Ms. Ashvini Jadhav• Dr. Dinesh Gabhane• Dr. Radhika Wadhera• Ms. Farheen Ahmad• Ms. Asha Kamble• Mr. Milind Dubal• Mr. Prateek Dhepe	<ul style="list-style-type: none">• Mr. Mahesh Munde• Ms. Divya Mahadule• Ms. Jyotika Pawar• Mr. Hemraj Pomendkar• Ms. Chahat Hargunani• Dr. Puja Kaushik• Mr. Avinash Nivale	<ul style="list-style-type: none">• Mr. Shyamsunder Pawar• Mr. Pratik Dhepe• Ms. Pranali Pawar• Mr. Shubham Pawar• Mr. Vishwajeet Jadhav• Dr. Arshi Siddiqui• Ms. Shravanti Hable

Minutes of Meeting and Resolutions

Topic #1: Welcome, Confirmation of minutes held on 29-06-2024 and Action Report review

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 29-06-2024 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 29-06-2024

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 29-06-2024

Topic #2: Committee Manual Review

- Points discussed**
- Dr. Radhika Wadhera 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 2.1 • Resolved that above mentioned changes will be incorporated in Committee Manual and Dr. Dinesh Gabhane will present policy in CDC for further approval

Topic #3: HR Policy Review

Point Discussed • All sections were thoroughly read with all Staff members. Policy was unanimously accepted by all

Resolution 3.1: • Resolved that Dr. Dinesh Gabhane will present HR Policy in CDC meeting for further approval.

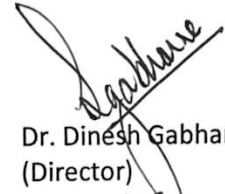
As there was no further topics to be discussed, the meeting was adjourned with vote of thanks



Dr. Radhika Wadhwa
(IQAC coordinator)

IQAC

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

Dr. Dinesh Gabhane
(Director)

Director

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Plot No.1, Sector -8, Ghansoli,
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Rajeev Gandhi College of Management Studies

Office of: IQAC

ACTION REPORT 25.7.2024

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
25/06/2024	2.1	Resolved that above mentioned changes will be incorporated in Committee Manual and Dr. Dinesh Gabhane will present policy in CDC for further approval	DDG	Next CDC meeting (Sep First week)	
	3.1	Resolved that Dr. Dinesh Gabhane will present HR Policy in CDC meeting for further approval.	DDG	September first week	

Legends:

DDG- Dr. Dinesh Gabhane

Dr. Radhika Wadhera

IQAC Coordinator

IQAC

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



Dr. Dinesh Gabhane

Director

Director

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



Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 25/07/2024

CIRCULATION OF MINUTES


Minutes of Meeting of IQAC Committee of the College held on 25th July 2024 are circulated amongst its following members for their kind comment/consent and necessary action.

<u>Internal Quality Assurance Cell (IQAC) Members</u>			
Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhwa	Member (Coordinator)	
3	Ms. Ashvini Jadhav	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Mahesh Munde	Industry Expert	AB
6	Dr. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Divya Mahadule	Member (Faculty Representative)	
8	Dr. Arshi Siddiqui	Member (Faculty Representative)	AB
9	Ms. Jyotika Pawar	Member (Non-Teaching Representative)	
10	Mr. Hemaraj Pomendkar	Laboratory Assistant	
11	Mr. Pratik Dhepe	Library representative	
12	Ms. Asha Kamble	Member (Non-Teaching Representative)	
13	Mr. Shyamsundar Pawar	Local representative	AB
14	Ms. Pranali Pawar	Student Representative Batch (2023-2025)	AB
15	Mr. Shubham Pawar	Alumni Representative	AB
16	Mr. Vishwajeet Jadhav	Alumni Representative	AB

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Dr. Radhika Wadhwa
Coordinator, IQAC Committee

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Navi Mumbai - 400 701.



Rajeev Gandhi College of Management Studies

Office of: IQAC

MINUTES OF MEETING

Date and Time: August 2, 2024 at 4:00am

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2024-2025

Attendees: IQAC members and all Staff members

Members Present		Members Absent
<ul style="list-style-type: none">• Mr. Sunil Jadhav• Dr. Dinesh Gabhane• Dr. Radhika Wadhera• Ms. Farheen Ahmad• Ms. Asha Kamble• Mr. Milind Dubal• Mr. Prateek Dhepe	<ul style="list-style-type: none">• Ms. Divya Mahadule• Ms. Jyotika Pawar• Mr. Hemraj Pomendkar• Ms. Chahat Hargunani• Dr. Puja Kaushik• Mr. Avinash Nivale	<ul style="list-style-type: none">• Ms. Ashvini Jadhav• Mr. Shyamsunder Pawar• Ms. Pranali Pawar• Mr. Shubham Pawar• Mr. Vishwajeet Jadhav• Dr. Arshi Siddiqui• Ms. Shravanti Hable• Mr. Mahesh Munde

Minutes of Meeting and Resolutions

Topic #1: Welcome, Confirmation of minutes held on 25-07-2024 and Action Report review

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 25-07-2024 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 25-07-2024

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 25-07-2024

Topic #2: Faculty Performance Appraisal Form Review

- Points discussed**
- Dr. Radhika Wadhera 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 2.1 • Resolved that above mentioned changes will be incorporated in Faculty Performance & Appraisal form and shared with all Faculty post approval in CDC.

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

Dr.Radhika Wadhera
(IQAC coordinator)

Dr. Dinesh Gabhane
(Director)

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Rajeev Gandhi College of Management Studies

Office of: IQAC

ACTION REPORT 25.7.2024

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
25/06/2024	2.1	Resolved that above mentioned changes will be incorporated in Faculty Performance & Appraisal form and shared with all Faculty post approval in CDC.	DDG	Next CDC meeting (Sep First week)	

Legands:

DDG- Dr. Dinesh Gabhane

Dr. Radhika Wadhara

IQAC Coordinator

Dr. Dinesh Gabhane

Director



Rajeev Gandhi College of Management Studies

Office of: IQAC

Date: 2/08/2024



Rajeev Gandhi College of Management Studies

Office of: IQAC

MINUTES OF MEETING

Date and Time: August 17, 2024 at 4:00am

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2024-2025

Attendees: IQAC members and all Staff members

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none">• Mr. Sunil Jadhav• Ms. Ashvini Jadhav• Dr. Dinesh Gabhane• Dr. Radhika Wadhra• Ms. Farheen Ahmad• Ms. Asha Kamble• Mr. Milind Dubal• Mr. Prateek Dhepe	<ul style="list-style-type: none">• Ms. Divya Mahadule• Ms. Jyotika Pawar• Mr. Hemraj Pomendkar• Ms. Chahat Hargunani• Dr. Puja Kaushik• Mr. Avinash Nivale• Dr. Arshi Siddiqui• Ms. Shravanti Hable	<ul style="list-style-type: none">• Mr. Shyamsunder Pawar• Ms. Pranali Pawar• Mr. Shubham Pawar• Mr. Vishwajeet Jadhav• Mr. Mahesh Munde

Minutes of Meeting and Resolutions

Topic #1: Welcome, Confirmation of minutes held on 2-08-2024 and Action Report review

- Dr. Radhika Wadhra (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhra read the Minutes of the meeting held on 2-08-2024 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 2-08-2024

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 2-08-2024

Topic #2: IQAC Checklist Meeting

- Points discussed**
- Dr. Radhika Wadhra suggested to have one on one meeting with each committee coordinator
 - Start Semester checklist was completed as per revised 2016 syllabus
 - In mid Sem-3 checklist, 5 course files were pending. 3 Finance subjects – DRM, CVMA & FMI) and 2 Operations subjects taught by Ms. Sameen Shaikh were pending
 - Mentor reports were pending
 - Committee coordinators told event were conducted but reports are not ready due to NBA preparation. All were working on F-Files

Resolution 2.1 • Resolved that following incomplete work will be completed by next IQAC Checklist meeting.

- (5 course files were pending- 3 Finance subjects – DRM, CVMA & FMI) and 2 Operations subjects
- Mentor reports
- Event documentation



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

Dr. Radhika Wadhwa
(IQAC coordinator)



Dr. Dinesh Gabhane
(Director)

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

Office of: IQAC

ACTION REPORT 2.8.2024

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
2/08/2024	2.1	<ul style="list-style-type: none">Resolved that following incomplete work will be completed by next IQAC Checklist meeting.<ul style="list-style-type: none">- (5 course files were pending- 3 Finance subjects – DRM, CVMA & FMI) and 2 Operations subjects- Mentor reports- Event documentation	All Staff members	Next Checklist meeting	

Legands:

DDG- Dr. Dinesh Gabhane

Dr. Radhika Wadhera

IQAC Coordinator

IQAC

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



Dr. Dinesh Gabhane

Director

Director

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



Rajeev Gandhi College of Management Studies

Office of: IQAC

Date: 17/08/2024

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 17th August 2024 are circulated amongst its following members for their kind comment/consent and necessary action.

<u>Internal Quality Assurance Cell (IQAC) Members</u>			
Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhwa	Member (Coordinator)	
3	Ms. Ashvini Jadhav	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Mahesh Munde	Industry Expert	
6	Dr. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Divya Mahadule	Member (Faculty Representative)	
8	Dr. Arshi Siddiqui	Member (Faculty Representative)	
9	Ms. Jyotika Pawar	Member (Non-Teaching Representative)	
10	Mr. Hemaraj Pomendkar	Laboratory Assistant	
11	Mr. Pratik Dhepe	Library representative	
12	Ms. Asha Kamble	Member (Non-Teaching Representative)	
13	Mr. Shyamsundar Pawar	Local representative	
14	Ms. Pranali Pawar	Student Representative Batch (2023-2025)	
15	Mr. Shubham Pawar	Alumni Representative	
16	Mr. Vishwajeet Jadhav	Alumni Representative	



Dr. Radhika Wadhwa
Coordinator, IQAC Committee

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IQAC Meeting No 2 (CheckList)

Date 17/08/2024

Sr No	Particulars	Documents / Comments	Com.	Check	Remarks
1	Start Semester Checklist (Sem 1)	- APRC Start Sem Checklist (Sem 1)	APRC	✓	
2	Mid Semester Checklist (Sem 3)	- APRC Mid Sem Checklist (Sem 3)	APRC	X	5 course files are pending. 3 Finance - Clustering (DFM) 2 operations - Semester Schedule (CMA, FMI) - Atul Maharani
3	F-PAR Reviewed	- Updated FPAR	IQAC	✓	
4	SOP Document Reviewed	- Updated SOP	IQAC	✓	
5	Committee Manual Reviewed	- Updated Committee Manual	IQAC	✓	
6	HR Policy Reviewed	- Updated HR Policy	IQAC	✓	
7	360 (F-PAR) Feedback Submitted	- 360 (F-PAR) Feedback	O/A	✓	
8	Mentor Reports (Partial)	- Mentor Reports	APRC		On 20 th August 2024
9	Events / Workshop etc conducted till Checkpoint Meeting	- As per Event SOP	All		13-July-24 - Angel Investment 25 July-24 7-Aug-24 - 3 rd Aug → 4:1L → Training
10	All Committee Documents (23-24)	- All Documents filed in P files - All Documents filed in AQAR	All		✓ F Files
11	All Committee Documents (24-25)	- All Documents filed in P files - All Documents filed in AQAR	All		





Rajeev Gandhi College of Management Studies

Office of: IQAC

MINUTES OF MEETING

Date and Time: Oct 25, 2024 at 4:00am

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2024-2025

Attendees: IQAC members and all Staff members

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none">• Mr. Sunil Jadhav• Ms. Ashvini Jadhav• Dr. Dinesh Gabhane• Dr. Radhika Wadhera• Ms. Farheen Ahmad• Ms. Asha Kamble• Mr. Milind Dubal• Mr. Prateek Dhepe	<ul style="list-style-type: none">• Ms. Divya Mahadule• Ms. Jyotika Pawar• Dr. Puja Kaushik• Mr. Avinash Nivale• Dr. Arshi Siddiqui• Ms. Shravanti Hable• Ms. Chahat Hargunani	<ul style="list-style-type: none">• Mr. Shyamsunder Pawar• Ms. Pranali Pawar• Mr. Shubham Pawar• Mr. Vishwajeet Jadhav• Mr. Mahesh Munde• Mr. Hemraj Pomendkar•

Minutes of Meeting and Resolutions

Topic #1: Welcome, Confirmation of minutes held on 25-10-2024 and Action Report review

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 17-08-2024, and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 17-08-2024

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 17-08-2024

Topic #2: IQAC Checklist Meeting 3 (Sem-3 Mid, Sem-1 Start)

Points discussed • Dr. Radhika Wadhera started with one on one meeting with each committee coordinator

Committee	Observations	Remarks
Library	<ul style="list-style-type: none">• Documents in print not available• Lib orientation report pending• E- Resource orientation pending• Books Requisition from books pending	Update by next meeting



	<ul style="list-style-type: none"> Financial Database orientation pending 	
Extra- Curricular	<ul style="list-style-type: none"> Insert MoM dates in Academic Calendar. Student body document to be printed and filed. Cultural- Event to be documented ISR- Report to be documented Sports- Attendance Pending 	Update by next meeting
Training & Placement	<ul style="list-style-type: none"> G- Form to be printed, No. of SIP certificates, Documentation in print pending, MoM's pending 	Update by next meeting
APRC- Dr. Farheen A	<ul style="list-style-type: none"> VAP documentation pending. Mentor-mentee meeting docs, Sem-1 Review meeting yet to be conducted, Unstructured feedback yet to be conveyed to Faculty 	Update by next meeting
WDC- Dr. Farheen A	No event conducted yet	Update by next meeting
IIC- Ms. Chahat H.	Feedback documentation pending	Completed on same day
IIIC –Dr. Puja Kaushik	No events in Academic Calendar	Update by next meeting
R&D – Dr. Radhika W	Event Reports pending	Update by next meeting
Computer Lab – Mr. Hemraj P	Absent	Update in next meeting
Administration – Ms. Jyotika P	MoM's pending	Update by next meeting
IQAC – Dr. Radhika W	Non- Teaching Training SoP document pending	Update by next meeting
Alumni – Dr. Puja	Meeting dates and agendas to be updated	Update by next meeting



Examination – Ms. Divya M	Pending – MoM post Syllabus change, Feedback documentation	Update by next meeting
---------------------------	--	------------------------

- Resolution 2.1** • Resolved that following incomplete work will be completed by next IQAC Checklist meeting.

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



Dr. Radhika Wadhwa
(IQAC coordinator)



Dr. Dinesh Gabhane
(Director)

IQAC

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

Director

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Copy Submitted:

1. Above, via email
2. IQAC Committee MoM 24-25 File



Rajeev Gandhi College of Management Studies

Office of: IQAC

ACTION REPORT 25.10.2024

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
25/10/2024	2.1	<ul style="list-style-type: none">Resolved that following incomplete work will be completed by next IQAC Checklist meeting.	All Staff members	Next Checklist meeting	

Legends:

DDG- Dr. Dinesh Gabhane

All Staff

Dr. Radhika Wadhera

IQAC Coordinator



Dr. Dinesh Gabhane

Director

IQAC

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Navi Mumbai - 400 701



Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 25/10/2024

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 25th Oct 2024 are circulated amongst its following members for their kind comment/consent and necessary action.

<u>Internal Quality Assurance Cell (IQAC) Members</u>			
Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Mahesh Munde	Industry Expert	Ab
6	Dr. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Divya Mahadule	Member (Faculty Representative)	
8	Dr. Arshi Siddiqui	Member (Faculty Representative)	
9	Ms. Jyotika Pawar	Member (Non-Teaching Representative)	
10	Mr. Hemaraj Pomendkar	Laboratory Assistant	Ab
11	Mr. Pratik Dhepe	Library representative	
12	Ms. Asha Kamble	Member (Non-Teaching Representative)	
13	Mr. Shyamsundar Pawar	Local representative	Ab
14	Ms. Pranali Pawar	Student Representative Batch (2023-2025)	Ab
15	Mr. Shubham Pawar	Alumni Representative	Ab
16	Mr. Vishwajeet Jadhav	Alumni Representative	Ab



Dr. Radhika Wadhera
Coordinator, IQAC Committee

Copy Submitted:

1. Above, via email
2. IQAC Committee MoM 24-25 File





Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

Sem	Month	Day	Library
2024-25 - Odd	01-Jul-24	Monday	Requisitions of book from staff
2024-25 - Odd	08-Jul-24	Monday	Meeting
2024-25 - Odd	15-Jul-24	Monday	Renewal of K-HUB
2024-25 - Odd	12-Aug-24	Monday	Librarian Day celebration
2024-25 - Odd	20-Aug-24	Tuesday	Renewal of Magazines
2024-25 - Odd	24-Aug-24	Saturday	Library Orientation for the New batch
2024-25 - Odd	31-Aug-24	Saturday	E-Resources Orientation
2024-25 - Odd	06-Sep-24	Friday	Requisition of book from Students
2024-25 - Odd	07-Oct-24	Monday	Meeting
2024-25 - Odd	15-Oct-24	Tuesday	Celebration VACHAN PRERANA DIVAS (Dr. A P J Abdul Kalam Death Anniversary)

✓
✓
- Bill Pending
- Pending
- Pending

1. Documents in print not available 01/07/24
2. Report - Orientation pending 24/07/24
3. E-Resource Orientation pending
4. Requisition of books from students pending ✓
5. financial database orientation in Nov. 2024 ✓



(Library - coordinator)
Mr. Pratik Shepe


(IQAC coordinator)
Dr. Radhika Wadhwa

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

IQAC Coordinator






Director
Rajeev Gandhi College Of Management Studies
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Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

Sem	Month	Day	Library
2024-25 - Odd	01-Jul-24	Monday	Requisitions of book from staff
2024-25 - Odd	08-Jul-24	Monday	Meeting
2024-25 - Odd	15-Jul-24	Monday	Renewal of K-HUB ✓
2024-25 - Odd	12-Aug-24	Monday	Librarian Day celebration ✓
2024-25 - Odd	20-Aug-24	Tuesday	Renewal of Magazines
2024-25 - Odd	24-Aug-24	Saturday	Library Orientation for the New batch - Bill Pending
2024-25 - Odd	31-Aug-24	Saturday	E-Resources Orientation - Pending
2024-25 - Odd	06-Sep-24	Friday	Requisition of book from Students - Pending
2024-25 - Odd	07-Oct-24	Monday	Meeting
2024-25 - Odd	15-Oct-24	Tuesday	Celebration VACHAN PRERANA DIVAS (Dr. A P J Abdul Kalam Death Anniversary) ✓

1. Documents in print not available 01/07/24
2. Report - Orientation pending 24/07/24
3. E-Resource Orientation pending
4. Requisition of books from students pending ✓
5. financial database orientation in Nov. 2024 ✓



(Library - coordinator)
Mr. Pratik Shepe


(IQAC coordinator)
Dr. Radhika Wadhwa

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IQAC Coordinator




Director
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Rajeev Gandhi College of Management Studies

Academic Calendar 2024-25

Sem	Month	Day	IQAC
2023-24 - Even	14-Jun-24	Friday	Academic and Admin Audit - 2023-24
2023-24 - Even	15-Jun-24	Saturday	IQAC Meeting : Sem 2, 4 Closure
2023-24 - Even	18-Jun-24	Tuesday	Committee Reports - 2023-24
2023-24 - Even	21-Jun-24	Friday	IQAC Meeting (): Regarding Audit findings / Report
2024-25 - Odd	25-Jun-24	Tuesday	IQAC First meeting Institute Annual Performance Report Presentation
2024-25 - Odd	27-Jun-24	Thursday	Committee Activity Cal - Final
2024-25 - Odd	28-Jun-24	Friday	Academic Cal - Final AQAR Notificaiton regarding Data submission
2024-25 - Odd	29-Jun-24	Saturday	IQAC Meeting (1): Sem 3 Start
2024-25 - Odd	01-Jul-24	Monday	Commencement of Term (SEM III)
2024-25 - Odd	22-Jul-24	Monday	Committee Manual Review
2024-25 - Odd	25-Jul-24	Thursday	HR Policy Review
2024-25 - Odd	26-Jul-24	Friday	NBA Committee Visit-1
2024-25 - Odd	02-Aug-24	Friday	NBA Committee Visit-2 F-PAR Review
2024-25 - Odd	05-Aug-24	Monday	Seminar on Professional Ethics
2024-25 - Odd	09-Aug-24	Friday	NBA Committee Visit-3
2024-25 - Odd	12-Aug-24	Monday	Training Non - Teaching
2024-25 - Odd	13-Aug-24	Tuesday	SOP Document Review
2024-25 - Odd	17-Aug-24	Saturday	IQAC Meeting (2) : SEM 3 - Mid; SEM 1 Start;
2024-25 - Odd	20-Aug-24	Tuesday	Commencement of Term - Teaching (SEM I)
2024-25 - Odd	22-Aug-24	Thursday	Vision/ Mission/PO Quiz
2024-25 - Odd	26-Aug-24	Monday	IQAC Notice (See comments)
2024-25 - Odd	27-Aug-24	Tuesday	IQAC Notice (See comments)
2024-25 - Odd	30-Aug-24	Friday	NBA Committee Visit-4
2024-25 - Odd	02-Sep-24	Monday	Notice - Regarding MoU's (Functional)
2024-25 - Odd	06-Sep-24	Friday	NBA Committee Visit-5
2024-25 - Odd	23-Sep-24	Monday	Seminar - Biogradable, E-waste etc
2024-25 - Odd	07-Oct-24	Monday	IQAC Meeting (3) Sem 1 - Mid
2024-25 - Odd	09-Oct-24	Wednesday	End of term - Teaching (SEM III)
2024-25 - Odd	14-Nov-24	Thursday	IQAC Meeting (4) Sem 3 - Close
2024-25 - Odd	02-Dec-24	Monday	Commencement of SEM IV
2024-25 - Odd	07-Dec-24	Saturday	End of term (SEM I)
2024-25 - Odd	21-Dec-24	Saturday	IQAC Meeting (5) Sem 2, 4 Start
2024-25 - Even	04-Jan-25	Saturday	Commencement of Term (SEM II)

APRC Coordinator

IQAC Coordinator

Director

Rajeev Gandhi College of Management Studies

Academic Calendar 2024-25

2024-25 -Even	13-Jan-25	Monday	Academic and Admin Audit
2024-25 -Even	14-Jan-25	Tuesday	Academic and Admin Audit
2024-25 -Even	15-Jan-25	Wednesday	Academic and Admin Audit
2024-25 -Even	16-Jan-25	Thursday	Academic and Admin Audit
2024-25 -Even	17-Jan-25	Friday	Academic and Admin Audit
2024-25 -Even	18-Jan-25	Saturday	Academic and Admin Audit
2024-25 -Even	01-Feb-25	Saturday	IQAC Meeting (6) Sem 1 Close
2024-25 -Even	27-Feb-25	Thursday	IQAC Checkpoint Meeting (7) - Sem 2, 4 Mid
2024-25 -Even	22-Mar-25	Saturday	End of term (SEM IV)
2024-25 -Even	08-Apr-25	Tuesday	End of term (SEM II)
2024-25 -Even	14-Jun-25	Saturday	Committee Reports - 2024-25
2024-25 -Even	23-Jun-25	Monday	IQAC Meeting (8): Sem 2, 4 Closure
2024-25 -Even	25-Jun-25	Wednesday	AIPR 24-25 Submission

1. Non-Teaching Training pending
 2. AQAR (AQAR) Notification pending from NAAC *
 3. Sol doc pending *
- Meeting

APRC Coordinator



IQAC

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Director

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Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

IIC

Sem	Month	Day	IIC
2024-25 - Odd	29/07 13-Jul-24	Saturday	Session on Angel investment /VC funding opportunity for early stage entrepreneur ✓
2024-25 - Odd	21-Aug-24	Wednesday	Celebration of World Entrepreneurs day 2024 : ✓
2024-25 - Odd	10. Aug. 31-Aug-24	Saturday	Session discussion with innovation and start up eco system enabl ✓
2024-25 - Odd	05-Oct-24	Saturday	Workshop on "Entrepreneurship and zlnnovation as career opportunity" ↓

Not a part of
IIC-7(24-25)

1. Feedback missing → 21.08.24,
#.
done on
25/10/24

Chakhat
IIC coordinator




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Director
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APRC

Rajeev Gandhi College of Management Studies


Academic Calendar 2024-25

VAT documentation pending

Sem	Month	Day	APRC
2024-25 - Odd	01-Jul-24	Monday	Commencement of Term (SEM III)
2024-25 - Odd	02-Jul-24	Tuesday	BISAQ (SEM III)
2024-25 - Odd	09-Jul-24	Tuesday	Mentor- mentee sem start meeting - sem III
2024-25 - Odd	29-Jul-24	Monday	APRC Working Meeting : Sem I
2024-25 - Odd	01-Aug-24	Thursday	Unstructured faculty feedback(SEM III)
2024-25 - Odd	02-Aug-24	Friday	Notice - sem III bright & weak learners (activities)
2024-25 - Odd	06-Aug-24	Tuesday	APRC Review Meeting: Sem I
2024-25 - Odd	07-Aug-24	Wednesday	Guest lecture on SCM - Mumbai ka Dabbawala
2024-25 - Odd	12-Aug-24	Monday	APRC Meeting (2) : SEM 3 - Mid; SEM 1 Start;
2024-25 - Odd	13-Aug-24	Tuesday	APRC Notice (See comments)
2024-25 - Odd	15-Aug-24	Thursday	Independence day, Parsi New Year
2024-25 - Odd	16-Aug-24	Friday	Mentor- mentee Mid- sem meeting - sem III
2024-25 - Odd	17-Aug-24	Saturday	Induction Program 24-25 Batch 24-26
2024-25 - Odd	20-Aug-24	Tuesday	Commencement of Term - Teaching (SEM I)
2024-25 - Odd	21-Aug-24	Wednesday	BISAQ (SEM I)
2024-25 - Odd	24-Aug-24	Saturday	APRC Notice (See comments)
2024-25 - Odd	28-Aug-24	Wednesday	Mentor- mentee sem start meeting - sem I
2024-25 - Odd	03-Sep-24	Tuesday	Case study analysis competition- SYMMS
2024-25 - Odd	17-Sep-24	Tuesday	Unstructured faculty feedback(SEM I)
2024-25 - Odd	18-Sep-24	Wednesday	APRC Notice (See comments)
2024-25 - Odd	25-Sep-24	Wednesday	Debate Competition Batch 23-25
2024-25 - Odd	27-Sep-24	Friday	Mentor- mentee Mid- sem meeting - sem I
2024-25 - Odd	01-Oct-24	Tuesday	APRC Checkpoint Meeting (3) Sem 1 - Mid
2024-25 - Odd	03-Oct-24	Thursday	APRC Notice (See comments)
2024-25 - Odd	09-Oct-24	Wednesday	End of term - Teaching (SEM III)

✓
✓
✓
Syllabus updated
✓
Scheduled later
Pending
→ Scheduled later
✓
✓
Later date
✓
Later date
Pending
✓
Pending
Scheduled later
- - -

Document stamp
APRC Coordinator



printed and filed with
IQAC
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Navi Mumbai - 400 701.

completion date
13/11/2024
Director
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Navi Mumbai - 400 701

Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

Sem	Month	Day	APRC
2024-25 - Odd	01-Jul-24	Monday	Commencement of Term (SEM III)
2024-25 - Odd	02-Jul-24	Tuesday	BISAQ (SEM III)
2024-25 - Odd	09-Jul-24	Tuesday	Mentor- mentee sem start meeting - sem III
2024-25 - Odd	29-Jul-24	Monday	APRC Working Meeting : Sem I
2024-25 - Odd	01-Aug-24	Thursday	Unstructured faculty feedback(SEM III)
2024-25 - Odd	02-Aug-24	Friday	Notice - sem III bright & weak learners (activities)
2024-25 - Odd	06-Aug-24	Tuesday	APRC Review Meeting: Sem I
2024-25 - Odd	07-Aug-24	Wednesday	Guest lecture on SCM - Mumbai ka Dabbawala
2024-25 - Odd	12-Aug-24	Monday	APRC Meeting (2) : SEM 3 - Mid; SEM 1 Start;
2024-25 - Odd	13-Aug-24	Tuesday	APRC Notice (See comments)
2024-25 - Odd	15-Aug-24	Thursday	Independence day, Parsi New Year
2024-25 - Odd	16-Aug-24	Friday	Mentor- mentee Mid- sem meeting - sem III
2024-25 - Odd	17-Aug-24	Saturday	Induction Program 24-25 Batch 24-26
2024-25 - Odd	20-Aug-24	Tuesday	Commencement of Term - Teaching (SEM I)
2024-25 - Odd	21-Aug-24	Wednesday	BISAQ (SEM I)
2024-25 - Odd	24-Aug-24	Saturday	APRC Notice (See comments)
2024-25 - Odd	28-Aug-24	Wednesday	Mentor- mentee sem start meeting - sem I
2024-25 - Odd	03-Sep-24	Tuesday	Case study analysis competition- SYMMS
2024-25 - Odd	17-Sep-24	Tuesday	Unstructured faculty feedback(SEM I)
2024-25 - Odd	18-Sep-24	Wednesday	APRC Notice (See comments)
2024-25 - Odd	25-Sep-24	Wednesday	Debate Competition Batch 23-25
2024-25 - Odd	27-Sep-24	Friday	Mentor- mentee Mid- sem meeting - sem I
2024-25 - Odd	01-Oct-24	Tuesday	APRC Checkpoint Meeting (3) Sem 1 - Mid
2024-25 - Odd	03-Oct-24	Thursday	APRC Notice (See comments)
2024-25 - Odd	09-Oct-24	Wednesday	End of term - Teaching (SEM III)



APRC Coordinator

IQAC Coordinator

Director

WDC



Rajeev Gandhi College of Management Studies Academic Calendar 2024-25

Sem	Month	Day	WDC
2024-25 - Odd	17-Jul-24	Wednesday	Moharum
2024-25 - Odd	29-Aug-24	Thursday	Seminar on Women health &
2024-25 - Odd	19-Sep-24	Thursday	Seminar/ Webinar on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)

Rescheduled in November '24

WDC *Coordinator*



APRC Coordinator

[Signature]

IQAC
IQAC Coordinator

Rajeev Gandhi College of Management Studies
Plot No.1, Sector -8, Ghansoli
Navi Mumbai

[Signature]

Director
Director

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

T&P



Rajeev Gandhi College of Management Studies Academic Calendar 2024-25

Sem	Month	Day	T&P
2024-25 - Odd	01-Jul-24	Monday	Circulation of Gform- to collect SIP certificate
2024-25 - Odd	04-Jul-24	Thursday	Excel R- Aptitude test
2024-25 - Odd	09-Jul-24	Tuesday	Submission of Internship certificate-SYMMS/ Discussion
2024-25 - Odd	16-Jul-24	Tuesday	Softskill training for SYMMS
2024-25 - Odd	23-Jul-24	Tuesday	Session by Reliance Digital- Careers in retail industry
2024-25 - Odd	07-Aug-24	Wednesday	students Undertaking on placements & internship
2024-25 - Odd	09-Aug-24	Friday	Training Need Assessment for Batch 24-26)
2024-25 - Odd	12-Aug-24	Monday	Softskill training for FYMMS
2024-25 - Odd	16-Aug-24	Friday	Bajaj finserve- training(90 hrs) FYMMS& SYMMS
2024-25 - Odd	20-Aug-24	Tuesday	Specialisation based training
2024-25 - Odd	17-Sep-24	Tuesday	Advance excel training
2024-25 - Odd	23-Oct-24	Wednesday	Internship Drive begins

Ongoing
Pending

✓

Ongoing
Pending
Ongoing

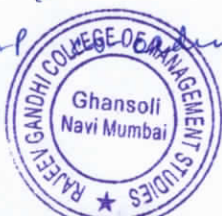
Planning

1. G-form to be printed 1/07/24
2. No. of SIP certificates [23-25 Batch] - ?
3. Print pending 16/07/24
4. Print pending 9/08/24 → TNA
5. MoMs pending.

Completion date
15/11/2024

Chauhan

T&P



APRC Coordinator

IQAC

IQAC

Rajeev Gandhi College of Management Studies
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Navi Mumbai - 400 701.

Director

Director

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



Rajeev Gandhi College of Management Studies Academic Calendar 2024-25

Sem	Month	Day	EXAM
2024-25 - Odd	01-Jul-24	Monday	Commencement of Term (SEM III) ✓
2024-25 - Odd	20-Jul-24	Saturday	Notice-VIVA Voce SIP (Sem III)
2024-25 - Odd	01-Aug-24	Thursday	Notice- Internal Test 1 (Sem III) ✓
2024-25 - Odd	20-Aug-24	Tuesday	Commencement of Term - Teaching (SEM I)
2024-25 - Odd	21-Aug-24	Wednesday	Viva - voce Examination (Sem 3)
2024-25 - Odd	28-Aug-24	Wednesday	Submission of Black book / Dissertation Report ✓ APRC
2024-25 - Odd	12-Sep-24	Thursday	Notice- Exam circular Sem III
2024-25 - Odd	14-Sep-24	Saturday	Exam Meeting (1) : SEM 3
2024-25 - Odd	20-Sep-24	Friday	Notice- Internal Test 1 (Sem 1) ✓
2024-25 - Odd	26-Sep-24	Thursday	Exam Meeting (2) : SEM 3 (QP Review) ✓ MOM
2024-25 - Odd	09-Oct-24	Wednesday	End of term - Teaching (SEM III)
2024-25 - Odd	14-Oct-24	Monday	SEE (SEM III)
2024-25 - Odd	15-Oct-24	Tuesday	SEE (SEM III)
2024-25 - Odd	16-Oct-24	Wednesday	SEE (SEM III)
2024-25 - Odd	17-Oct-24	Thursday	SEE (SEM III)
2024-25 - Odd	18-Oct-24	Friday	SEE (SEM III)
2024-25 - Odd	19-Oct-24	Saturday	SEE (SEM III)
2024-25 - Odd	21-Oct-24	Monday	SEE (SEM III)
2024-25 - Odd	22-Oct-24	Tuesday	SEE (SEM III)

Exam meeting MOM on Question Paper Review pending.
Exam meeting on new syllabus pending.
Feedback documentation pending.

Completion date.
19/11/2024.

Riya.

Exam co-ordinator

BB
(IQAC co-ordinator)



APRC Coordinator

IQAC

Rajeev Gandhi College of Management Studies
Plot No.1, Sector -8, Ghansoli,
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Shubh
Director

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



Rajeev Gandhi College of Management Studies Academic Calendar 2024-25

Extra - curricular
• Cultural
• SB
• Sports
• ISR.

Sem	Month	Day	Extra curricular- Cultural/SB/Sports/ISR
2024-25 - Odd	01-Jul-24	Monday	Commencement of Term (SEM III)
2024-25 - Odd	16-Jul-24	Tuesday	ISR Tree Plantation (TBIA)
2024-25 - Odd	20-Jul-24	Saturday	SB: Guru Purnima Celebration
2024-25 - Odd	14-Aug-24	Wednesday	ISR Skin and Organ donation awareness (TBIA)
2024-25 - Odd	15-Aug-24	Thursday	Cultural: Independence day, <u>Parsi New Year</u>
2024-25 - Odd	20-Aug-24	Tuesday	Cultural: Rajeev Gandhi Jayanti Celebration
2024-25 - Odd	29-Aug-24 <i>21- oct</i>	Thursday	Sports: Celebration of National Sports day
2024-25 - Odd	05-Sep-24	Thursday	SB: Teacher's day Celebration
2024-25 - Odd	12-Sep-24	Thursday	Cultural: Ganesh utsav Celebrations
2024-25 - Odd	14-Sep-24	Saturday	ISR Waste Management seminar
2024-25 - Odd	14-Sep-24	Saturday	SB: Freshers 2024 Celebration
2024-25 - Odd	28-Sep-24	Saturday	Notice - Student Body Nomination 24-25
2024-25 - Odd	01-Oct-24	Tuesday	Cultural : Mahatma Gandhi Jayanti Celebration
2024-25 - Odd	08-Oct-24	Tuesday	General Secretary Elections 24-25
2024-25 - Odd	09-Oct-24	Wednesday	End of term - Teaching (SEM III)
2024-25 - Odd	10-Oct-24	Thursday	Waste Management plant
2024-25 - Odd	11-Oct-24	Friday	Cultural: Nav Utsav
2024-25 - Odd	23-Oct-24	Wednesday	Notice-Student Body Announcement 24-25

✓
✓ Pending
→ H.C
✓ H.C

✓ Pending
✓

- Hand copy

✓ MoMs. pending. (Insert dates of MoM in academic calendar).

Student Body → document to be printed and filed ^{completion date (13/11/2024)}
 Cultural → Events to be documented in hand copy
 - 20/08/24 & 11/02/24 & 11/10/24 (completion date) 26/10/2024

ISR → Tree plantation ^{& Swachh Bharat} done report to be documented [] ^{completion date (26/10/2024)}

Sports → Attendance pending in report (done on 25/10/24)



APRC Coordinator

[Student Body
Coordinator]

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

[Cultural
Co-ordinator]

[Sports
Co-ordinator]

Director

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

Admⁿ.



Rajeev Gandhi College of Management Studies Academic Calendar 2024-25

Sem	Month	Day	Administration (O&A, Admission, S&SW, Digital Media, Accounts, Infra)
2024-25 - Odd	01-Jul-24	Monday	Fire Safety (B Form) Renewal OK
2024-25 - Odd	02-Jul-24	Tuesday	Documents verification of Students by FC OK
2024-25 - Odd	08-Jul-24	Monday	1. Meeting for Administration MOM Pending
2024-25 - Odd	29-Jul-24	Monday	Updates of DTE Intake Capacity ✓
2024-25 - Odd	01-Aug-24	Thursday	Continuation of Affiliation (UoM) ✓
2024-25 - Odd	02-Aug-24	Friday	CAP Round by CET Cell ✓
2024-25 - Odd	17-Aug-24	Saturday	Uniform Measurement of Students ✓
2024-25 - Odd	20-Aug-24	Tuesday	ID Card of Students ✓
2024-25 - Odd	02-Sep-24	Monday	2. Meeting for Administration MOM Pending
2024-25 - Odd	03-Sep-24	Tuesday	Enrollment & Mastersoft ERP form Notice for Students MOM
2024-25 - Odd	07-Sep-24	Saturday	JNIESTR Scholarship ongoing
2024-25 - Odd	09-Sep-24	Monday	Seminar on Maha-DBT Scholarship & Freeship form ongoing
2024-25 - Odd	11-Sep-24	Wednesday	Enrollment & Mastersoft ERP forms verification through Pending
2024-25 - Odd	12-Sep-24	Thursday	Students Master data in Excelsheet Pending
2024-25 - Odd	14-Sep-24	Saturday	Maha-DBT Scholarship & Freeship form Notice Pending
2024-25 - Odd	03-Oct-24	Thursday	Maha-DBT Scholarship & Freeship form Verification through Pending
2024-25 - Odd	04-Oct-24	Friday	Maha-DBT Scholarship & Freeship form Verification through Pending
2024-25 - Odd	09-Oct-24	Wednesday	ARA Processing fee Pending

[Handwritten signature]

Complete by 20 Nov - 2024.



APRC Coordinator



IQAC

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



Director

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

Lab



Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

Sem	Month	Day	Computer Laboratory
2024-25 - Odd	03-Jul-24	Wednesday	Lab Utilization Report
2024-25 - Odd	03-Aug-24	Saturday	Lab Utilization Report
2024-25 - Odd	03-Sep-24	Tuesday	Lab Utilization Report
2024-25 - Odd	03-Oct-24	Thursday	Lab Utilization Report



APRC Coordinator

IQAC Coordinator

Director



Rajeev Gandhi College of Management Studies

Academic Calendar 2024-25

Sem	Month	Day	R&D
2024-25 - Odd	08-Jul-24	Monday	Research Policy Review meeting
2024-25 - Odd	16-Aug-24	Friday	Meeting Regarding activities
2024-25 - Odd	26-Aug-24	Monday	SDP on Plagiarism
2024-25 - Odd	02-Sep-24	Monday	Seminar on publishing Case Studies
2024-25 - Odd	30-Sep-24	Monday	Seminar on Writing Research Papers
2024-25 - Odd	03-Oct-24	Thursday	Notice Regarding Papers in RJBMR
2024-25 - Odd	18-Nov-24	Monday	Seminar on SPSS/ Research Tools
2024-25 - Odd	25-Nov-24	Monday	Student Development Program
2024-25 -Even	02-Apr-25	Wednesday	Notice - Reward for Research Publication

Citation & referencing
In Dec.

Report pending (one)
s

(H&D co-ordinator)

(IQAC co-ordinator)



APRC Coordinator

IQAC

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

IQAC Coordinator

Sabharwal
Director

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

IIIC



Rajeev Gandhi College of Management Studies Academic Calendar 2024-25

Sem	Month	Day	(Industry Inst Interaction Cell)
2024-25 - Odd	10-Aug-24	Saturday	Tentative visit to Industry (Ashtvinayak Beverages)
2024-25 - Odd	27-Sep-24	Friday	Tentative visit to Industry (Sula Wines Nashik)
2024-25 - Odd	05-Oct-24	Saturday	Local IV to CETP(Common Effluent Treatment Plant)
2024-25 - Odd	10-Oct-24	Thursday	Local IV to Waste Management plant
2024-25 - Odd	25-Oct-24	Friday	Local IV (Ware house Bhiwandi)

visits pending -

Share your action plan by 20 Nov. 24



APRC Coordinator

IQAC

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

Director

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



Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

Sem	Month	Day	Alumni
2024-25 - Odd	01-Jul-24	Monday	
2024-25 - Odd	02-Jul-24	Tuesday	
2024-25 - Odd	03-Jul-24	Wednesday	
2024-25 - Odd	04-Jul-24	Thursday	
2024-25 - Odd	05-Jul-24	Friday	
2024-25 - Odd	06-Jul-24	Saturday	
2024-25 - Odd	07-Jul-24	Sunday	Sunday
2024-25 - Odd	08-Jul-24	Monday	
2024-25 - Odd	09-Jul-24	Tuesday	
2024-25 - Odd	10-Jul-24	Wednesday	
2024-25 - Odd	11-Jul-24	Thursday	
2024-25 - Odd	12-Jul-24	Friday	
2024-25 - Odd	13-Jul-24	Saturday	
2024-25 - Odd	14-Jul-24	Sunday	Sunday
2024-25 - Odd	15-Jul-24	Monday	
2024-25 - Odd	16-Jul-24	Tuesday	
2024-25 - Odd	17-Jul-24	Wednesday	Moharum
2024-25 - Odd	18-Jul-24	Thursday	
2024-25 - Odd	19-Jul-24	Friday	
2024-25 - Odd	20-Jul-24	Saturday	
2024-25 - Odd	21-Jul-24	Sunday	Sunday
2024-25 - Odd	22-Jul-24	Monday	
2024-25 - Odd	23-Jul-24	Tuesday	
2024-25 - Odd	24-Jul-24	Wednesday	
2024-25 - Odd	25-Jul-24	Thursday	
2024-25 - Odd	26-Jul-24	Friday	
2024-25 - Odd	27-Jul-24	Saturday	
2024-25 - Odd	28-Jul-24	Sunday	Sunday
2024-25 - Odd	29-Jul-24	Monday	
2024-25 - Odd	30-Jul-24	Tuesday	
2024-25 - Odd	31-Jul-24	Wednesday	
2024-25 - Odd	01-Aug-24	Thursday	
2024-25 - Odd	02-Aug-24	Friday	
2024-25 - Odd	03-Aug-24	Saturday	
2024-25 - Odd	04-Aug-24	Sunday	Sunday
2024-25 - Odd	05-Aug-24	Monday	



APRC Coordinator

IQAC Coordinator

Director



Rajeev Gandhi College of Management Studies Academic Calendar 2024-25

2024-25 - Odd	06-Aug-24	Tuesday	
2024-25 - Odd	07-Aug-24	Wednesday	
2024-25 - Odd	08-Aug-24	Thursday	
2024-25 - Odd	09-Aug-24	Friday	
2024-25 - Odd	10-Aug-24	Saturday	
2024-25 - Odd	11-Aug-24	Sunday	Sunday
2024-25 - Odd	12-Aug-24	Monday	
2024-25 - Odd	13-Aug-24	Tuesday	
2024-25 - Odd	14-Aug-24	Wednesday	
2024-25 - Odd	15-Aug-24	Thursday	
2024-25 - Odd	16-Aug-24	Friday	
2024-25 - Odd	17-Aug-24	Saturday	
2024-25 - Odd	18-Aug-24	Sunday	Sunday
2024-25 - Odd	19-Aug-24	Monday	Raksha bandhan
2024-25 - Odd	20-Aug-24	Tuesday	
2024-25 - Odd	21-Aug-24	Wednesday	
2024-25 - Odd	22-Aug-24	Thursday	
2024-25 - Odd	23-Aug-24	Friday	
2024-25 - Odd	24-Aug-24	Saturday	
2024-25 - Odd	25-Aug-24	Sunday	Sunday
2024-25 - Odd	26-Aug-24	Monday	
2024-25 - Odd	27-Aug-24	Tuesday	
2024-25 - Odd	28-Aug-24	Wednesday	
2024-25 - Odd	29-Aug-24	Thursday	
2024-25 - Odd	30-Aug-24	Friday	
2024-25 - Odd	31-Aug-24	Saturday	
2024-25 - Odd	01-Sep-24	Sunday	
2024-25 - Odd	02-Sep-24	Monday	
2024-25 - Odd	03-Sep-24	Tuesday	
2024-25 - Odd	04-Sep-24	Wednesday	
2024-25 - Odd	05-Sep-24	Thursday	
2024-25 - Odd	06-Sep-24	Friday	



APRC Coordinator

IQAC Coordinator

Director



Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

2024-25 - Odd	07-Sep-24	Saturday	
2024-25 - Odd	08-Sep-24	Sunday	Sunday
2024-25 - Odd	09-Sep-24	Monday	
2024-25 - Odd	10-Sep-24	Tuesday	
2024-25 - Odd	11-Sep-24	Wednesday	
2024-25 - Odd	12-Sep-24	Thursday	
2024-25 - Odd	13-Sep-24	Friday	
2024-25 - Odd	14-Sep-24	Saturday	
2024-25 - Odd	15-Sep-24	Sunday	Sunday
2024-25 - Odd	16-Sep-24	Monday	
2024-25 - Odd	17-Sep-24	Tuesday	
2024-25 - Odd	18-Sep-24	Wednesday	
2024-25 - Odd	19-Sep-24	Thursday	
2024-25 - Odd	20-Sep-24	Friday	
2024-25 - Odd	21-Sep-24	Saturday	
2024-25 - Odd	22-Sep-24	Sunday	
2024-25 - Odd	23-Sep-24	Monday	
2024-25 - Odd	24-Sep-24	Tuesday	
2024-25 - Odd	25-Sep-24	Wednesday	
2024-25 - Odd	26-Sep-24	Thursday	
2024-25 - Odd	27-Sep-24	Friday	
2024-25 - Odd	28-Sep-24	Saturday	
2024-25 - Odd	29-Sep-24	Sunday	Sunday
2024-25 - Odd	30-Sep-24	Monday	
2024-25 - Odd	01-Oct-24	Tuesday	
2024-25 - Odd	02-Oct-24	Wednesday	Mahatma Gandhi Jayanti
2024-25 - Odd	03-Oct-24	Thursday	
2024-25 - Odd	04-Oct-24	Friday	
2024-25 - Odd	05-Oct-24	Saturday	
2024-25 - Odd	06-Oct-24	Sunday	Wednesday
2024-25 - Odd	07-Oct-24	Monday	
2024-25 - Odd	08-Oct-24	Tuesday	
2024-25 - Odd	09-Oct-24	Wednesday	
2024-25 - Odd	10-Oct-24	Thursday	
2024-25 - Odd	11-Oct-24	Friday	
2024-25 - Odd	12-Oct-24	Saturday	
2024-25 - Odd	13-Oct-24	Sunday	
2024-25 - Odd	14-Oct-24	Monday	



APRC Coordinator

IQAC Coordinator

Director



Rajeev Gandhi College of Management Studies
Academic Calendar 2024-25

2024-25 - Odd	15-Oct-24	Tuesday	
2024-25 - Odd	16-Oct-24	Wednesday	
2024-25 - Odd	17-Oct-24	Thursday	
2024-25 - Odd	18-Oct-24	Friday	
2024-25 - Odd	19-Oct-24	Saturday	
2024-25 - Odd	20-Oct-24	Sunday	
2024-25 - Odd	21-Oct-24	Monday	
2024-25 - Odd	22-Oct-24	Tuesday	
2024-25 - Odd	23-Oct-24	Wednesday	
2024-25 - Odd	24-Oct-24	Thursday	
2024-25 - Odd	25-Oct-24	Friday	

Incorporate meeting dates and agendas to be discussed.

P/S
(Alumni
co-ordinator)

(IQAC
co-ordinator)



APRC Coordinator

IQAC Coordinator

Director

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



Rajeev Gandhi College of Management Studies

Office of: IQAC

MINUTES OF MEETING

Date and Time: Nov 29, 2024 at 4:00pm

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2024-2025

Attendees: IQAC members and all Staff members

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none">• Mr. Sunil Jadhav• Ms. Ashvini Jadhav• Dr. Dinesh Gabhane• Dr. Radhika Wadhera• Ms. Farheen Ahmad• Ms. Asha Kamble• Mr. Milind Dubal• Mr. Prateek Dhepe	<ul style="list-style-type: none">• Ms. Divya Mahadule• Ms. Jyotika Pawar• Dr. Puja Kaushik• Mr. Avinash Nivale• Dr. Arshi Siddiqui• Ms. Shravanti Hable• Mr. Hemraj Pomendkar	<ul style="list-style-type: none">• Ms. Chahat Hargunani• Mr. Shyamsunder Pawar• Ms. Pranali Pawar• Mr. Shubham Pawar• Mr. Vishwajeet Jadhav• Mr. Mahesh Munde

Minutes of Meeting and Resolutions

Topic #1: Welcome, Confirmation of minutes held on 25-10-2024 and Action Report review

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 25-10-2024, and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 25-10-2024

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 25-10-2024

Topic #2: IQAC Checklist Meeting (Sem-3 End Sem, Sem-1 Mid)

Points discussed Dr. Radhika Wadhera started with one on one meeting with each committee coordinator

Resolution 2.1 • Resolved that following incomplete work will be completed by next IQAC Checklist meeting.

IQAC Checklist

Sr. No	Particulars	Documents / Comments	Check	Remarks
1	Semester End Checklist (Academic Execution Closure)	- End Sem Checklist	Done	Sem -3 (6 subjects pending)
2	Value Added Course	- Feedback - PO Attainment	Pending	
3	All Committee Documents (MoM, Event Reports, Stakeholder feedback)		Pending	Extra-curricular MoM pending, Student body report pending, ISR (Ab)
4	Training and Placement Data	- Training Attendance - Placement Data	Done	
5	Faculty Interaction with Outside world	- Certificates	Updated in gsheet	
6	Best Project	- Rubrics / SOP / Execution	Pending	
7	Lab and Library Utilization Report		Done	
8	Mentors Report		90%	
9	Faculty Contribution	- Research Paper publication - Book Publication - Patents	Updated in gsheet	
10	Program Exit Survey		Done	
11	All Committee Documents (23-24)	Done		24-25 AQAR Docs- Yet to complete

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


Dr. Radhika Wadhera
(IQAC coordinator)




Dr. Dinesh Gabhane
(Director)

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

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

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2. IQAC Committee MoM 24-25 File



Rajeev Gandhi College of Management Studies

Office of: IQAC

ACTION REPORT 29.11.2024

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
25/10/2024	2.1	<ul style="list-style-type: none">Resolved that following incomplete work will be completed by next IQAC Checklist meeting.	All Staff members	Next Checklist meeting	

Legends:

All staff: Teaching & Non- Teaching

Dr. Radhika Wadhera

IQAC Coordinator

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



Dr. Dinesh Gabhane

Director

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



Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Date: 29/11/2024

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 29th Nov 2024 are circulated amongst its following members for their kind comment/consent and necessary action.

Internal Quality Assurance Cell (IQAC) Members			
Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav	Member (Management Representative)	- AB -
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Mahesh Munde	Industry Expert	- AB -
6	Dr. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Divya Mahadule	Member (Faculty Representative)	
8	Dr. Arshi Siddiqui	Member (Faculty Representative)	- AB -
9	Ms. Jyotika Pawar	Member (Non-Teaching Representative)	
10	Mr. Hemraj Pomendkar	Laboratory Assistant	
11	Mr. Pratik Dhepe	Library representative	
12	Ms. Asha Kamble	Member (Non-Teaching Representative)	
13	Mr. Shyamsundar Pawar	Local representative	- AB -
14	Ms. Pranali Pawar	Student Representative Batch (2023-2025)	- AB -
15	Mr. Shubham Pawar	Alumni Representative	- AB -
16	Mr. Vishwajeet Jadhav	Alumni Representative	- AB -

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Dr. Radhika Wadhera
Coordinator, IQAC Committee

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



Rajeev Gandhi College of Management Studies

Office of: IQAC

MINUTES OF MEETING

Date and Time: Jan 16, 2025 at 4:00 pm

Location: RGCMS Board room

Ref No: RGCMS/IQAC/MOM/2024-2025

Attendees: IQAC members and all Staff members

<u>Members Present</u>		<u>Members Absent</u>
<ul style="list-style-type: none">Ms. Ashvini JadhavMr. Sunil JadhavDr. Dinesh GabhaneDr. Radhika WadheraMs. Farheen AhmadMs. Asha KambleMr. Milind DubalMr. Prateek Dhepe	<ul style="list-style-type: none">Ms. Divya MahaduleMs. Jyotika PawarDr. Puja KaushikMr. Avinash NivaleDr. Arshi SiddiquiMs. Shravanti HableMs. Chahat Hargunani	<ul style="list-style-type: none">Mr. Shyamsunder PawarMs. Pranali PawarMr. Shubham PawarMr. Vishwajeet JadhavMr. Mahesh MundeMr. Hemraj Pomendkar

Minutes of Meeting and Resolutions

Topic #1: Welcome, Confirmation of minutes held on 29-11-2024 and Action Report review

- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair – (Dr. Dinesh Gabhane) started the proceedings of the meeting
- Dr. Wadhera read the Minutes of the meeting held on 29-11-2025 and it was decided to confirm / accept the same
- Action Report, with running list of actions to be acted upon was reviewed and accepted

Resolution# 1.1: • It was resolved to confirm Minutes of Meeting held of 29-11-2025

Resolution# 1.2 • It was resolved to accept Action Report along with running list of actions to be acted upon from Meeting held of 29-11-2025


Topic #2: IQAC Checklist Meeting 5

Points discussed Dr. Radhika Wadhera started with one on one meeting with each committee coordinator

Resolution 2.1 • Resolved that following incomplete work will be completed by next IQAC Checklist meeting.


Sr. No	Particulars	Documents / Comments	Comm.	Check	Remarks
1	Time Table	-Class wise	APRC	Available	Shared with faculty
2	Work Load (SEM 2 &4)	- Work Load Sheet	APRC	Available	Shared with faculty
3	Subject Allocation (SEM 2 & 4)	- Subject Allocation Sheet - Faculty Choice List	APRC	Available	Shared with faculty
4	Elective Subjects	- Choice of Subjects - Finalization of Subjects	APRC	Choice of Subjects Available	In First MoM
5	Value Add Courses	- PO Mapping - Content	APRC	Checked	Done on Leadership (Advised on UHV)
6	APRC - Semester Start Checklist	Sem 1 (Mid-term) and Sem 4 (Start) Sem 2 (Start)	APRC	Available	2 Course Files Pending
7	Mentor - Mentee	Reports	APRC	Available	Complete
8	All Committee Documents (24-25)	- All Documents filed in AQAR	All	Pending	Incomplete – ISR, Cultural
9	All Committee Documents in Committee file	MoM's & Reports in Committee File	All	Pending	Incomplete- MoMs and Reports Pending- ISR, Cultural
10	Events as per Academic Calendar	Reports in Committee File	All	Available	Updated with Modifications

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


Dr. Radhika Wadhera
(IQAC coordinator)

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




Dr. Dinesh Gabhane
(Director)

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



Rajeev Gandhi College of Management Studies

Office of: IQAC

ACTION REPORT 16.01.2025

Meeting Date	Res #	Resolution	Assigned to	Due Date	Remark / Status
16/1/2025	2.1	<ul style="list-style-type: none">Resolved that following incomplete work will be completed by next IQAC Checklist meeting.	All Staff members	Next Checklist meeting	<i>• Cultural MoM's & Reports completed</i>

Legends:

All staff: Teaching & Non- Teaching

Dr. Radhika Wadhara

IQAC Coordinator

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2. IQAC Committee MoM 24-25 File

IQAC

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



Dr. Dinesh Gabhane

Director

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



Rajeev Gandhi College of Management Studies

Office of: IQAC

Date: 16/01/2025

CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 29th Nov 2024 are circulated amongst its following members for their kind comment/consent and necessary action.

<u>Internal Quality Assurance Cell (IQAC) Members</u>			
Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairperson	
2	Dr. Radhika Wadhera	Member (Coordinator)	
3	Ms. Ashvini Jadhav	Member (Management Representative)	
4	Mr. Sunil Jadhav	Member (Management Representative)	
5	Mr. Mahesh Munde	Industry Expert	
6	Dr. Farheen Ahmad	Member (Faculty Representative)	
7	Ms. Divya Mahadule	Member (Faculty Representative)	
8	Dr. Arshi Siddiqui	Member (Faculty Representative)	
9	Ms. Jyotika Pawar	Member (Non-Teaching Representative)	
10	Mr. Hemraj Pomendkar	Laboratory Assistant	
11	Mr. Pratik Dhepe	Library representative	
12	Ms. Asha Kamble	Member (Non-Teaching Representative)	
13	Mr. Shyamsundar Pawar	Local representative	
14	Ms. Pranali Pawar	Student Representative Batch (2023-2025)	
15	Mr. Shubham Pawar	Alumni Representative	
16	Mr. Vishwajeet Jadhav	Alumni Representative	

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Dr. Radhika Wadhera
Coordinator, IQAC Committee

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