



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

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

Ref.: RGCMS / IQAC / Circular / 2017-18 / 1

Date: 12.07.2017

Office Order

Rajeev Gandhi College of Management Studies, Ghansoli has constituted an **INTERNAL QUALITY ASSURANCE CELL (IQAC)** for the year 2017-18.

Internal Quality Assurance Cell (IQAC)		
Sr. No.	Name	Designation
1	Dr. Anil Matkar	Chairman
2	Dr. Dinesh Gabhane	Member Secretary (Coordinator)
3	Dr. Radhika Wadhera	Member (Faculty Representative)
4	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)
5	Mr. Sunil Jadhav	Member (Management Representative)
6	Mr. Prashant Mishra	Member (Faculty Representative)
7	Ms. Farheen Ahmad	Member (Faculty Representative)
8	Ms. Dipanita Barua	Member (Faculty Representative)
9	Ms. Niyati Joshi	Member (Faculty Representative)
10	Ms. Jyotika Pawar	Member (Administrative Representative)
11	Ms. Indira Pawar	Member (Administrative Representative)
12	Ms. Sonal Chavan	Member (Librarian)
13	Mr. Hemraj Pomendkar	Member (Computer Lab)
14	Ms. Divya Yadav	Student Representative- Batch (2016-18)
15	Mr. Pratik Tambde	Student Representative- Batch (2016-18)
16	Mr. Sushant Patil	Alumni- Batch (2011-13)
17	Mr. Shyamsunder Pawar	Member (Nominee Local Society)
18	Mr. Kaustubh Gokhale	Expert (Industry Representative)

All concerned are requested to take note of the above and approach the chairman/any of the member(s) of the committee, if any, in writing.




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**

Notice

Ref No: RGCMS/IQAC/Notice/2017-18

Date: 26/03/2018

Subject: IQAC Meeting

Dear all,

A meeting for Discussion on Strategic Plan, Accreditation and functionality of EduBridge MOU is scheduled.

Date of meeting: 03/04/2018

Time: 03:00 pm

Venue: RGCMS, Board room

Agenda:

1. Review of SPA Task Force Minutes of Meeting held on 07/04/2017
2. To discuss about accreditation
3. Strategic plan for next 5 years
4. Edu bridge MOU functionality in 2017-2018
5. Any other agenda with the permission of the chair.

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2017-18 file



S. Gabhane
Dr. Dinesh Gabhane
(IQAC, Co-ordinator)

S. Gabhane
Director
Rajeev Gandhi College of Management Studies
Plot No. 1, Sector-3, Chansoli,
Navi Mumbai - 400 701.



**RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES,
GHANSOLI, NAVI MUMBAI – 400701**

RGCMS IQAC Cell

MINUTES OF MEETING

OF

**INTERNAL QUALITY ASSURANCE CELL (IQAC) OF RAJEEV GANDHI
COLLEGE OF MANAGEMENT STUDIES, GHANSOLI, NAVI MUMBAI**

The meeting of Internal Quality Assurance Cell (IQAC) of Rajeev Gandhi College of Management Studies, Ghansoli, Navi Mumbai was held on 3rd April 2018 at 4:00 pm in the Board Room of College.

Dr. Anil D. Matkar, Chairman, presided over the meeting.

The following members were present in the meeting:

Sr. No.	Name	Designation
1	Dr. Anil Matkar	Chairman
2	Dr. Dinesh Gabhane	Member Secretary (Coordinator)
3	Dr. Radhika Wadhera	Member (Faculty Representative)
4	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)
5	Mr. Sunil Jadhav	Member (Management Representative)
6	Mr. Prashant Mishra	Member (Faculty Representative)
7	Ms. Farheen Ahmad	Member (Faculty Representative)
8	Ms. Dipanita Barua	Member (Faculty Representative)
9	Ms. Niyati Joshi	Member (Faculty Representative)
10	Ms. Jyotika Pawar	Member (Administrative Representative)
11	Ms. Indira Pawar	Member (Administrative Representative)
12	Ms. Sonal Chavan	Member (Librarian)
13	Mr. Hemraj Pomendkar	Member (Computer Lab)
14	Ms. Divya Yadav	Student Representative- Batch (2016-18)
15	Mr. Pratik Tambde	Student Representative- Batch (2016-18)
16	Mr. Sushant Patil	Alumni- Batch (2011-13)
17	Mr. Shyamsunder Pawar	Member (Nominee Local Society)
18	Mr. Kaustubh Gokhale	Expert (Industry Representative)

Dr. Dinesh Gabhane welcomed the members and with the permission of Chair started the proceedings of the meeting.

The following agenda were discussed:

AGENDA No.1:

Review of SPA Task Force Minutes of Meeting held on 07/04/2017



**RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES,
GHANSOLI, NAVI MUMBAI – 400701**

AGENDA No.2:

To discuss about accreditation

AGENDA No.3:

Strategic plan for next 5 years

AGENDA No.4:

Edu bridge MOU functionality in 2017-2018

POINTS DISCUSSED:

1. Dr. Dinesh Gabhane read the minutes of meeting of SPA Task Force held on 07/04/2017 and also briefed committee members with the highlights of Strategic Plan Document.
2. Various inputs were provided by members for improvement of quality. It was also discussed to go for either NBA or NAAC accreditation.
3. Student representative brought it into notice of the meeting that Wi-Fi connectivity in the campus should be improved.
4. Industry representatives suggested for upskilling of students - short term certificate courses should be incorporated.
5. Dr. Matkar mentioned that USSC committee needs to be convened to interviews- Regular staff
6. It was decided to start working on HR Policies, committee manual and RGCMS SoP.
7. It was discussed soft skills certificate course was provided by Voltas Edubridge in 2017-2018

RESOLUTIONS:

After a brief discussion, the following resolution was passed:

Resolution No. 1:

Resolved to prepare for NBA/NAAC accreditation and should apply for the same as soon as preparation is complete.

Resolution No. 2:

Resolved that the Admin representative will initiate the process of procuring better Wi-Fi connectivity in campus.

Resolution No. 3:

Resolved that the Academic coordinator will look into the introduction of Short-term certificate courses for upskilling of students.

Resolution No. 4:

Resolved that Dr. Matkar will initiate the USSC process as per University guidelines.

Resolution No. 5:

Resolved that the Strategic Planning Document shared by Strategic Planning and Accountability does not need any further updates.

As there was no other item to discuss, the Meeting concluded with vote of thanks by Dr. Dinesh Gabhane



**RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES,
GHANSOLI, NAVI MUMBAI – 400701**



D. Gabhane
Dr. Dinesh Gabhane
Coordinator, IQAC

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

Encl.: A copy of Minutes of Meeting of IQAC of the college held on 3rd April 2018.



**Rajeev Gandhi College of Management
Studies
Office of: IQAC**

Notice

Ref No: RGCMS/IQAC/Notice/2017-18

Date: 28/05/2018

Subject: IQAC Meeting

Dear all,

A meeting to discuss the project plan for the accreditation process and use of Google Suite is scheduled.

Date of meeting: 04/06/2018


Time: 03:00 pm

Venue: RGCMS, Board room

Agenda:

1. Confirmed the minutes of the meeting of IQAC dt.3.4.2018.
2. To discuss about project plan for accreditation process
3. To discuss about use of Google Suite (email, Google Meet, Calendar, Google drive etc)
4. Any other agenda with the permission of the chair.




Dr. Dinesh Gabhane
(IQAC, Co-ordinator)

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

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2. IQAC / Meeting 2017-18 file



**RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES,
GHANSOLI, NAVI MUMBAI – 400701**

**RGCMS IQAC Cell
MINUTES OF MEETING**

OF

**INTERNAL QUALITY ASSURANCE CELL (IQAC) OF RAJEEV GANDHI COLLEGE
OF MANAGEMENT STUDIES, GHANSOLI, NAVI MJUMBAI**

The meeting of Internal Quality Assurance Cell (IQAC) of Rajeev Gandhi College of Management Studies, Ghansoli, Navi Mumbai was held on 4th June 2018 at 4:00 pm in the Board Room of College. Dr. Anil D. Matkar, Chairman, presided over the meeting.
The following members were present in the meeting:

Sr. No.	Name	Designation
1	Dr. Anil Matkar	Chairman
2	Dr. Dinesh Gabhane	Member Secretary (Coordinator)
3	Dr. Radhika Wadhera	Member (Faculty Representative)
4	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)
5	Mr. Sunil Jadhav	Member (Management Representative)
6	Mr. Prashant Mishra	Member (Faculty Representative)
7	Ms. Farheen Ahmad	Member (Faculty Representative)
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16	Mr. Sushant Patil	Alumni- Batch (2011-13)
17	Mr. Shyamsunder Pawar	Member (Nominee Local Society)
18	Mr. Kaustubh Gokhale	Expert (Industry Representative)

Dr. Dinesh Gabhane welcomed all members and with the permission of Chair started the proceedings of the meeting.

The following agenda were discussed:

AGENDA No.1:

Confirmation of Minutes

Confirmed the minutes of the meeting of IQAC dt.3.4.2018.

AGENDA No.2:



**RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES,
GHANSOLI, NAVI MUMBAI – 400701**

To discuss about project plan for accreditation process

AGENDA No.2:

To discuss about use of Google Suite (email, Google Meet, Calendar, Google drive etc)

POINTS DISCUSSED:

1. The minutes of the earlier meeting were discussed and confirmed.
2. During discussion a decision was taken for installing indicative boards throughout the college, if not done yet, as well as a vision mission statement to be showcased at appropriate places wherever they are missing
3. During the meeting, the importance of forming Course Outcomes and its mapping was discussed, inputs were shared about Bloom's Taxonomy in framing lesson plans.
4. During discussion, it was decided to use Google Suite for education which is provided for free to registered educational organization to conduct its business. This will tremendously help in digitizing all the documents as well as provide long term storage for digital documents on cloud along with distance learnings

RESOLUTIONS

After a brief discussion, the following resolution was passed:

Resolution No. 1:

Resolved to prepare for NBA/NAAC accreditation and Internal Mock -1 to be scheduled on 11th and 12th Dec. 2019.

Resolution No. 2:

Resolved that Academic IQAC will prepare Course file template as per requirements of NBA/NAAC for preparation of current semester course files.

Resolution No. 3:

Resolved that Prof. Radhika Wadhera will be tasked with getting / procuring Google Suite and creating policies and process related to it.

As there was no other item to discuss, the Meeting concluded with vote of thanks by Dr. Dinesh Gabhane



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

Encl.: A copy of Minutes of Meeting of IQAC of the college held on 4th June 2018.



Rajeev Gandhi College of Management Studies

Office of: **IQAC Committee**

Action Taken Report 2017-2018

Resolutions	Action Taken
Resolved that Dr. Matkar will initiate the USSC process as per University guidelines.	USSC interview process initiated
Resolved that the Strategic Planning Document shared by Strategic Planning and Accountability does not need any further updates.	Strategic Planning document was presented to LMC and Governing Council
Resolved that Academic IQAC will prepare Course file template as per requirements of NBA/NAAC for preparation of current semester course files.	Course File template was disseminated to APRC for further persual
Resolved that Prof. Radhika Wadhera will be tasked with getting / procuring Google Suite G-Suite and create policies and process related to it.	G-suite as LMS was procured. Training regarding use of gclassroom, mail ids, gdrive was given to staff members through SoP's


Dr. Radhika Wadhera
IQAC coordinator




Dr. Dinesh Gabhane
Director
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