

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

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

Ref.: RGCMS / IQAC / Circular / 2018-19 / 1

Date: 13.07.2018

Office Order

Rajeev Gandhi College of Management Studies, Ghansoli has constituted an **INTERNAL QUALITY ASSURANCE CELL (IQAC)** for the year 2018-19.

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	Ms. Dipanita Barua	Member (Faculty Representative)
7	Ms. Farheen Ahmad	Member (Faculty Representative)
8	Mr. Prashant Mishra	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. Pooja Yesale	Student Representative- Batch (2017-19)
15	Ms. Jyoti Bagle	Student Representative- Batch (2017-19)
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/2018-19

Date: 21/03/2019

Subject: IQAC Meeting

Dear all,

A meeting to discuss the Feedback and Course file template is scheduled.

Date of meeting: 01/04/2019


Time: 04:00 pm

Venue: RGCMS, Board room

Agenda:

1. Confirmed the minutes of the meeting of IQAC dt..7.1.2019.
2. Feedback template for assessing teaching and learning, FPAR template for teaching staff.
3. Feedback to be necessary for all committees.
4. Course file templates, CK Matrix and BISAT for identifying Strong and Weak Learner.
5. 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-3, Chansoli,
Navi Mumbai - 400 701.

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2018-19 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 MUMBAI**

The meeting of the Internal Quality Assurance Cell (IQAC) of Rajeev Gandhi College of Management Studies, Ghansoli, Navi Mumbai was held on 1 April 2019 at 4:00 pm in the BoardRoom 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. Pooja Yesale	Student Representative- Batch (2017-19)
15	Ms. Jyoti Bagle	Student Representative- Batch (2017-19)
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, welcomes all the 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. 7.1.2019.



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

AGENDA No.2:

Feedback template for assessing teaching and learning, FPAR template for teaching staff

AGENDA No.3:

Feedback to be necessary for all committees

AGENDA No.4:

Course file templates, CK Matrix and BISAT for identifying Strong and Weak Learner

POINTS DISCUSSED:

1. Template for Faculty performance appraisal report was presented by IQAC.
2. Faculty feedback questions and its template was discussed.
3. Importance of feedbacks, its analysis, gap identification was discussed.
4. Course file template in excel was presented for ease of creation of course files.
5. Basic Intelligence and Subject Aptitude Test (BISAT) was introduced for creation of course outcomes and identifying Strong and Weak learners
6. Cognition – Knowledge Matrix was introduced for creation of Course outcomes and Lesson plans.

RESOLUTIONS

After a brief discussion, the following resolution was passed:

Resolution No. 1:

1. Resolved to use the template discussed in the meeting for the Faculty Performance Appraisal Report that includes marks for Personal Development, Research, Academics (Faculty feedback from students) and Institute Development.

Resolution No. 2: Resolved that APRC will use Faculty Feedback questions discussed in the meeting and share the Faculty feedback marks in the discussed format.

Resolution No. 3:

1. Resolved that all committee coordinators will make sure to take feedback post event conduction and analyze it for continuous improvement.

Resolution No. 4:

1. Resolved to disseminate Course file template and BISAT SOP to be used by faculty.
- As there was no other item to discuss, the Meeting concluded with vote of thanks to the chair by Dr.. Radhika Wadhwa



D. D. Gabhane
Dr. Dinesh Gabhane
Coordinator, IQAC

Encl.: A copy of Minutes of Meeting of IQAC of the college held on 7th Jan 2019.

Rajeev Gandhi College of Management Studies
File No. 1 Sector-3, Ghansoli,
Navi Mumbai - 400 701.



Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Notice

Ref No: RGCMS/IQAC/Notice/2018-19

Date: 24/12/2018

Subject: IQAC Meeting

Dear all,

A meeting to review mock -1 result, G-sheet and discussion on International Industrial Visit is scheduled.

Date of meeting: 07/01/2019

Time: 03:00 pm

Venue: RGCMS, Board room

Agenda:

1. Confirmed the minutes of the meeting of IQAC dt..3.12.2018.
2. Review of Mock -1 result.
3. Review of Gsheet (for committees) shared with staff members.
4. Discussion on International Industrial Visit for students.
5. Any other agenda with the permission of the chair.



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

Director

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

Copy Submitted:

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**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 the Internal Quality Assurance Cell (IQAC) of Rajeev Gandhi College of Management Studies, Ghansoli, Navi Mumbai was held on 7 Jan 2019 at 4:00 pm in the BoardRoom 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. Pooja Yesale	Student Representative- Batch (2017-19)
15	Ms. Jyoti Bagle	Student Representative- Batch (2017-19)
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 the members and with the permission of Chair started the proceedings of the meeting.

The following agenda were discussed:

AGENDA No.1:



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

Confirmation of Minutes

Confirmed the minutes of the meeting of IQAC dt.3.12.2018.

AGENDA No. 2:

1. To review Mock -1 result

AGENDA No. 2:

1. To review gsheets (for committees) shared with staff members

AGENDA No. 3:

1. Discussion on International Industrial Visit for students

POINTS DISCUSSED:

1. Functions, Roles and responsibilities were discussed in detail. All members shared their inputs while writing functions of committees.
2. The Faculty Appraisal form template was discussed in detail. The important Heads were listed after reviewing some documents.
3. It was discussed that although we have various policies regarding HR function as office order, circulars, it was better to compile a HR Policy Document. Dr. Gabhane volunteered to compile first Draft of HR Policy and to Director sir will present it in CDC and Governing for approvals
4. It was proposed that for providing ample exposure to students International Industrial Visits shall be planned.

RESOLUTIONS

After a brief discussion, the following resolution was passed:

Resolution No. 1:

Resolved that all committee documents will be compiled together in a document called **committee manual** by IQAC coordinator and will be presented to CDC and Governing Body

Resolution No. 2:

Resolved that all Standard Operating Processes will be compiled together in a document called **RGCMS Policies and Procedures** by IQAC coordinator and will be presented to CDC and Governing Body

Resolution No. 3:

Resolved that to accept first draft of HR Policy document IQAC coordinator and will be presented to CDC and Governing Body

Resolution No. 4:

Resolved that IQAC will revise appraisal policy template for staff in HR Policies.

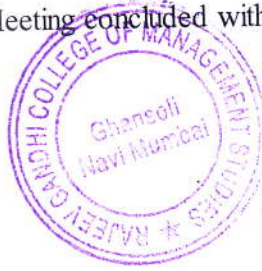
Resolution No. 5:

Resolved that one of the staff members will be entrusted with the responsibility of planning and getting quotations for International Industrial Visit and report to Director with the same.



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

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

Encl.: A copy of Minutes of Meeting of IQAC of the college held on 7th Jan 2019.

Dr.
Director
Rajeev Gandhi College Of Management Studies
Plot No. 1, Sector-3, Ghansoli,
Navi Mumbai - 400 701.



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

Notice

Ref No: RGCMS/IQAC/Notice/2018-19

Date: 21/11/2018

Subject: IQAC Meeting

Dear all,

A meeting to Review committee documents, HR Policies and mock preparation is scheduled.

Date of meeting: 03/12/2018

Time: 03:00 pm

Venue: RGCMS, Board room

Agenda:

1. Reading of action taken report for Academic year 2017-2018.
2. Confirmed the minutes of the meeting of IQAC dt..4.6.2018 .
3. Review of committee documents and HR Policies.
4. Review of mock preparation.
5. Any other agenda with the permission of the chair.



Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2018-19 file

**Dr.Dinesh Gabhane
Coordinator, IQAC**

Director
Rajeev Gandhi College Of Management Studies
Plot No. 1, Sector-8, Ghansoli,
Navi Mumbai - 400704.



**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 3rd December 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. Pooja Yesale	Student Representative- Batch (2017-19)
15	Ms. Jyoti Bagle	Student Representative- Batch (2017-19)
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 the members and with the permission of Chair started the proceedings of the meeting.

The following agenda were discussed:

AGENDA No.1:

Confirmation of Minutes



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

The minutes of the IQAC dt.4.6.2018 meeting were discussed and confirmed.
Action Taken Report of Academic year 2017-2018 was read.

AGENDA No.2:

1. Review of committee documents and HR Policies

AGENDA No.3:

2. Review of mock preparation

POINTS DISCUSSED:

1. The HR Policy document was reviewed.
2. All committee files were reviewed- For preparation of MOCK-1 It was discussed that all the committees shall display documents as per standard (Cover page, Index, summary followed with proof of event) with evidence to correlate the same.
3. All the documents to necessarily have a Header and to be signed and stamped.

RESOLUTIONS:

After a brief discussion, the following resolution was passed:

Resolution No. 1:

1. Resolved that member secretary, IQAC will organize a working meeting to re-define Objectives and Roles and responsibilities of each committee. It was resolved that a gsheet will be circulated and all committee coordinators will review their committee and work on functions, roles and responsibilities.
2. The Entrepreneurship Development committee should be added from next academic year to provide a platform in support of formal Entrepreneurship Development Curriculum and promote creative thinking and efficient work culture, develop communication, marketing and management skills, make productive business plans, and to convert innovations into marketable products.

Resolution No. 2:

1. Resolved that member secretary, IQAC will organize a working meeting for reviewing HR Policies.

Resolution No. 3:

1. Resolved that member secretary, IQAC will circulate a template to all the committees for committee documents.
2. Resolved that all the documents will have a Header and will be verified with sign and stamp.

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



D. Gabhane
Dr. Dinesh Gabhane,
Coordinator, IQAC

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

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



Rajeev Gandhi College of Management Studies


Office of: **IQAC Committee**

Action Taken Report 2018-2019

Resolutions	Action Taken
Resolution 1: Resolved that member secretary, IQAC will organize a working meeting to re-define Objectives and Roles and responsibilities of each committee. It was resolved that a gsheet will be circulated and all committee coordinators will review their committee and work on functions, roles and responsibilities.	G-sheet was channelised for Objectives, term and roles and responsibilities with all staff members.
Resolution 2: The Entrepreneurship Development committee should be added from next academic year to provide a platform in support of formal Entrepreneurship Development Curriculum and promote creative thinking and efficient work culture, develop communication, marketing and management skills, make productive business plans, and to convert innovations into marketable products.	ED Committee was formed in Academic year 2019
Resolution 3: Resolved that member secretary, IQAC will organize a working meeting for reviewing HR Policies.	Working meeting of HR Policy was scheduled. Notes were taken to draft HR Policies in a document
Resolved that all committee documents will be compiled together in a document called committee manual by IQAC coordinator.	Committee manual first draft was ready for peer review
Resolved that IQAC will revise appraisal policy template for staff in HR Policies.	Appraisal policy document with Appraisal form first draft was readu for peer review
Resolved that one of the staff members will be entrusted with the responsibility of planning and getting quotations for International Industrial Visit and report to Director with the same.	Quotations were reviewed. Students along with staff members went on International IV to Singapore in March 2019.
Resolved to use the template discussed in the meeting for the Faculty Performance Appraisal Report that includes marks for Personal Development, Research, Academics (Faculty feedback from students) and Institute Development.	Faculty Appraisal form was disseminated to be filled in year Academic year 2019-2020
Resolved that APRC will use Faculty Feedback questions discussed in the meeting and share the Faculty feedback marks in the discussed format.	Faculty Feedback (Teaching & Learning feedback) form was reviewed and shared with APRC coordinator for further persual.

Resolved that all committee coordinators will make sure to take feedback post event conduction and analyze it for continuous improvement.	All committee coordinators shared feedback forms of their respective events for gap analysis and continuous improvement.
Resolved to disseminate Course file template and BISAT SOP to be used by faculty.	Basic Intelligence Test & Subject aptitude Test was introduced in Course file template. Revised and peer review Course file template was shared with APRC coordinator for further persual.


Dr. Radhika Wadhera
 IQAC coordinator


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

