



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

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

Ref.: RGCMS / IQAC / Circular / 2019-20/1

Date: 10/07/2019

Office Order

Rajeev Gandhi College of Management Studies, Ghansoli has constituted an **INTERNAL QUALITY ASSURANCE CELL (IQAC)** for the year 2019-20.

Internal Quality Assurance Cell (IQAC)		
Sr. No.	Name	Designation
1	Dr. Anil Matkar	Chairman
2	Dr. Radhika Wadhera	Member Secretary (Coordinator)
3	Dr. Dinesh Gabhane	Member (Faculty Representative)
4	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)
5	Mr. Sunil Jadhav	Member (Management Representative)
6	Dr. Vishal Chavan	Member (Faculty Representative)
7	Ms. Farheen Ahmad	Member (Faculty Representative)
8	Mr. Bidisha Goswami	Member (Faculty Representative)
9	Ms. Niyati Joshi	Member (Faculty Representative)
10	Ms. Jyotika Pawar	Member (Administrative Representative)
11	Mr. Anil Joshi	Member (Administrative Representative)
12	Ms. Sonal Chavan	Member (Librarian)
13	Mr. Hemraj Pomendkar	Member (Computer Lab)
14	Ms. Dhanashree Zadge	Student Representative- Batch (2018-20)
15	Mr. Shubham Pawar	Student Representative- Batch (2018-20)
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/2019-20

Date: 09/04/2020

Subject: IQAC Meeting

Dear all,

A meeting has been scheduled to discuss the below given agendas.

Date of meeting: 21/04/2020

Time: 04:00 pm

Venue: Virtual

Agenda:

1. Confirmation of minutes held on 2-4-2020.
2. Discussion on preparation of IAPR – Institute Annual Performance Report.
3. Discussion on the formation of the R & D Committee.
4. To update the HR Policy-Sick / half paid leave.
5. To update the HR Policy-Work from Home during Covid.
6. Any other agenda by the permission of the chair.

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2019-20 file



Dr. Radhika Wadhera
Director
Rajeev Gandhi College of Management Studies
Plot No. 1, Sector-4, Ghansoli,
Navi Mumbai - 400 701.

Dr. Radhika Wadhera
(IQAC, Co-ordinator)



Rajeev Gandhi College of Management Studies

Office of: Internal Quality Assurance Cell

INTERNAL QUALITY ASSURANCE CELL MEETING

Location: Google Meet (virtual)

Date and Time: Apr 21st, 2020 at 3:00 pm

Attendees:

<u>IQAC Members</u>	
• Dr. Anil Matkar (Chairman)	• Ms. Farheen Ahmad
• Ms. Ashvini Jadhav Bhagat	• Ms. Prajakta Taiwade
• Mr. Sunil Jadhav	• Ms. Bidisha Goswami
• Dr. Radhika Wadhera	• Mr. Yogesh Sawant
• Dr. Dinesh Gabhane	• Ms. Niyati Joshi
• Dr. Vishal Chavan	

Minutes of Meeting (Discussion and Resolutions)

Topic #1: <u>Welcome and Confirmation of minutes held on 2-4-2020</u>	<ul style="list-style-type: none">• Dr. Radhika Wadhera (Member secretary) welcomed all the IQAC members and with the permission of Chair started the proceedings of the meeting. Minutes of previous meeting on Short Term Courses, updating events/meetings on gcalendar and formation of Student Body was discussed.
Topic # 2: <u>To prepare IAPR – Institute Annual Performance Report</u>	<ul style="list-style-type: none">• As per earlier meeting of 3 July 2019, it was decided that IQAC will create Institute Annual Performance Report to be presented to Governing Council which will help understand the alignment of committee work to strategic plans.• All committee members wanted to get a common template which Dr. Radhika Wadhera assured to be provided.
Resolution #1:	Resolved that IQAC will present Institute Annual Performance Report based on Committee reports submitted by Committee coordinators. Dr. Radhika Wadhera will share Annual Committee report Template along with Strategic Plan updates.
Topic #3: <u>R&D Committee</u>	<ul style="list-style-type: none">• Dr. Matkar mentioned that to promote research activities among students and faculty of the college Research and Development committee should be formed. The R&D committee aims to provide a platform to students, academicians, researchers and business practitioners to discuss the rapidly changing business practices

Resolution #2: Resolved to Form R&D committee along with research policy for encouraging Research & Development

Topic #4: HR Policy Update – Sick / half paid leave

- Based on feedback from Staff members on HR policies, it was suggested that other than CL, staff members who have completed more than 5 years shall also avail 10 half pay medical leaves from calendar year 2021-22

Resolution #3 Resolved that updated HR Policy will be put for approval in CDC and Governing Body by Director sir

Topic #5: HR Policy update – Work from Home during Covid

- Dr. Anil Matkar informed the committee members, as per guidelines issued by government from time to time during this Covid-19 pandemic situation all staff members are working from home
- It was important to track work status online
- Dr. Matkar also mentioned that staff members should take appropriate precautions and follow WHO / CDC / Government guidelines as and when they are published and stop the spread. He also mentioned that circulars were issued to staff members in view of Covid 19 situation and staff should follow the protocol.
- Dr. Radhika Wadhera presented Work Status form created using G-form which was accepted

Resolution #4: Resolved that staff members should follow covid appropriate protocol and complete work status online till college reopens. The work status form will be reviewed every Friday by Director


Dr. Radhika Wadhera
(IQAC Coordinator)

Copy Submitted:

1. IQAC File,
2. Via email to all attendees.


Dr. Anil Matkar
Director

Director
Rajeav Gandhi College Of Management Studies
Plot No. 1, Sector-0, Ghansoli,
Navi Mumbai - 400 701.





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

Notice

Ref No: RGCMS/IQAC/Notice/2019-20

Date: 21/03/2020

Subject: IQAC Meeting

Dear all,

A meeting has been scheduled to discuss the below given agendas.

Date of meeting: 02/04/2020

Time: 04:00 pm

Venue: Virtual

Agenda:

1. To confirm the minutes of 3.07.2019.
2. Discussion on Online Short term courses during Covid-19 Lockdown for faculty as well as Student.
3. To discuss Comprehensive Academic and Activity Calendar 2020.
4. Discussion on Circulation of Notice / Minutes of Meeting and Action Taken Report via digital platforms.
5. To review the Faculty appraisal form.
6. Discussion on Structured Student Body formation and SOP.
7. Any other agenda with the permission of the chair.



[Signature]
Rajeev Gandhi College of Management Studies
Plot No. 1, Sector 8, Chansoli,
Navi Mumbai - 400 701.

[Signature]
Dr. Radhika Wadhera
(IQAC, Co-ordinator)

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2019-20 file



Rajeev Gandhi College of Management Studies
Office of: Internal Quality Assurance Cell

INTERNAL QUALITY ASSURANCE CELL MEETING

Location: Google Meet (virtual)

Date and Time: Apr 02nd, 2020 at 3:00 pm

Attendees:

<u>IQAC Members</u>	
• Dr. Anil Matkar (Chairman)	• Ms. Farheen Ahmad
• Ms. Ashvini Jadhav Bhagat	• Ms. Prajakta Taiwade
• Mr. Sunil Jadhav	• Ms. Bidisha Goswami
• Dr. Radhika Wadhera	• Mr. Yogesh Sawant
• Dr. Dinesh Gabhane	• Ms. Niyati Joshi
• Dr. Vishal Chavan	

Minutes of Meeting (Discussion and Resolutions)

Topic #1: <u>Welcome and confirmation of minutes of 3.07.2019</u>	
- Dr. Radhika Wadhera (IQAC Coordinator) welcomed all the IQAC members and with the permission of Chair started the proceedings of the meeting. The minutes of previous meetings on Committee manual and website revamping were discussed.	
Topic # 2: <u>Online Short term courses during Covid-19 Lockdown for faculty as well as Student</u>	
- Dr. Matkar mentioned that during lockdown, faculty has been conducting online classes to complete the syllabus.	
- However, to reinforce their learning and to make best of the present situation, Dr. Gabhane mentioned that we should encourage and mandate students and faculty to enroll in at least one relevant short term certificate courses or FDP (for faculty).	
- Dr. Wadhera also mentioned that a systematic way needs to be implemented to track students need for training. She presented Training Need Assessment form where students can select industry relevant course (technical and non-technical) from the list provided based on their interest and gaps in learning	
- Following resolution was passed after this discussion	
Resolution #1:	Resolved that APRC will direct Faculty and students to enroll in online short term courses or FDP (for faculty only) and submit the report to the same.
Resolution #2:	Resolved that T&P coordinator along with APRC coordinator must select value added / short term courses as per industry requirement and detailed analysis of Training Need Assessment form
Topic #3: <u>Comprehensive Academic and Activity Calendar 2020</u>	
- Dr. Radhika Wadhera mentioned that as per resolution passed in CDC meeting held on 16 th March 2020, it was important to review the readiness of Comprehensive Academic Calendar for 2020 by infusing following activities	

	<ul style="list-style-type: none"> ○ Academics. ○ Examination. ○ Training & Placement. ○ Entrepreneurship Committee ○ Research and Development Committee ○ Cultural <ul style="list-style-type: none"> - To facilitate transparency and ease of use Mr. Sunil Jadhav had earlier suggested that we should use Google Calendar Platform to document all the above activities - Prof. Farheen Ahmed showed Exam calendar and Holiday calendar on Google Calendar. This was discussed and template of the calendar approved - Dr. Vishal Chavan and Dr. Radhika Wadhera showed Academic and Cultural Calendar on Google and were template of the calendar approved. - T&P, RDC and ED activities are pending and will be completed shortly - It was also discussed that activities calendar on Google Platform should be recommended to APRC for future use and approvals.
Resolution #3:	Resolved to use Google Calendar Platform to document all activities and events from this academic year.
Resolution #4:	Resolved to recommend Exam Calendar, Holiday Calendar, Academics and Cultural Activities Calendar formats for APRC approval.
Topic # 4:	<u>Circulation of Notice / Minutes of Meeting and Action Taken Report via digital platforms</u> <ul style="list-style-type: none"> - Dr Radhika Wadhera asked how the minutes of the meeting be circulated given lockdown situation - Mr. Sunil Jadhav recommended that given the situation RGCMS should go paperless and it should OK to distribute MoMs, notices, and/or action taken report via digital platforms like e-mail and/or whatsapp.
Resolution #5:	Resolved that Notices, MoMs and action taken report can be distributed via digital platforms like email and/or whatsapp
Topic #5:	<u>Review of Faculty appraisal form</u> <ul style="list-style-type: none"> - Dr. Radhika Wadhera mentioned that the Faculty Appraisal system needs to be relooked based on informal feedback from the faculty members and consensus need to be sought to make sure that it is fair and not penalizing some faculty members - After round table discussion following resolutions were passed
Resolution #6:	Resolved unanimously that faculty appraisal form with 4 criteria - Academic Performance Index (40 marks), Research Contribution Index (30 marks), Institute Development Index(20 marks) and Special achievements(10 marks) will be used for appraisals now onwards to make things systematic and objective. Appraisal form was further shared with all faculty members.
Topic #6:	<u>Structured Student Body formation and SOP</u> <ul style="list-style-type: none"> - Dr. Wadhera, who is also coordinator for Student Body mentioned that there has to be a clear and transparent process to elect student body. She also proposed conduction of online elections for the post of GS. - SOP for selection of Student Body members was presented and reviewed.
Resolution #7	Resolved that Student Body SOP will be executed from academic year 2020-21
Topic #7:	<u>Program Exit Survey Analysis</u> <ul style="list-style-type: none"> - Dr. Wadhera, presented Program Exit Survey feedback analysis of Batch 2018-2020. It was accepted unanimously.

Resolution #7 Resolved that Director sir will present Program Exit Analysis in CDC.



Dr. Radhika Wadhera
(Coordinator)



Dr. Anil Matkar
(Director)

Rajeev Gandhi College of Management Studies
Pishti Road, Sector-8, Unnarsoli,
Navi Mumbai - 400 701.

Copy Submitted:

1. IQAC File,
2. Via email to all attendees.





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

Notice

Ref No: RGCMS/IQAC/Notice/2019-20

Date: 20/06/2019

Subject: IQAC Meeting

Dear all,

A meeting to discuss SoP's of all committees, IAPR and Website Revamping is scheduled.

Date of meeting: 03/07/2019

Time: 04:00 pm

Venue: RGCMS, Board room

Agenda:

1. Reading of Action Taken Report of Academic year 2018-2019
2. Confirmed the minutes of the meeting of IQAC dt.1.4.2019.
3. To discuss SoP's of all committees.
4. To discuss the Institute Annual Performance Report.
5. To discuss Website Revamping.
6. Any other agenda with the permission of the chair.



Dr. Radhika Wadhera
(IQAC, Co-ordinator)

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2019-20 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 Internal Quality Assurance Cell (IQAC) of Rajeev Gandhi College of Management Studies, Ghansoli, Navi Mumbai was held on 3rd July 2019 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. Radhika Wadhera	Member Secretary (Coordinator)
3	Dr. Dinesh Gabhane	Member (Faculty Representative)
4	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)
5	Mr. Sunil Jadhav	Member (Management Representative)
6	Dr. Vishal Chavan	Member (Faculty Representative)
7	Ms. Farheen Ahmad	Member (Faculty Representative)
8	Mr. Bidisha Goswami	Member (Faculty Representative)
9	Ms. Niyati Joshi	Member (Faculty Representative)
10	Ms. Jyotika Pawar	Member (Administrative Representative)
11	Mr. Anil Joshi	Member (Administrative Representative)
12	Ms. Sonal Chavan	Member (Librarian)
13	Mr. Hemraj Pomendkar	Member (Computer Lab)
14	Ms. Dhanashree Zadge	Student Representative- Batch (2018-20)
15	Mr. Shubham Pawar	Student Representative- Batch (2018-20)
16	Mr. Sushant Patil	Alumni- Batch (2011-13)
17	Mr. Shyamsunder Pawar	Member (Nominee Local Society)
18	Mr. Kaustubh Gokhale	Expert (Industry Representative)

Dr. Radhika Wadhera, Member secretary welcomed august body 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.

Action Taken Report of Academic year 2018-2019 was read.

AGENDA No.2:

SoP's of all committees

AGENDA No.3:

Institute Annual Performance Report



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

AGENDA No.4:

Website Revamping

AGENDA No.4:

Strategic Plan, SWOC and Action Taken Report of past year

POINTS DISCUSSED:

1. Chairman Dr. Anil Matkar welcomed all the members and introduced Dr. Radhika Wadhera as new coordinator for IQAC.
2. For smooth routine operations, it was discussed that SoPs form a base for everything. All committees' coordinators reviewed their functions.
3. It was also discussed that HR Policy Document should be reviewed and updated and presented in next CDC / Governing Body meeting for approvals
4. Committee report format was discussed along with the process for Annual Performance Report
5. RGCMS Website had to be revamped in consideration of NAAC / NBA information where a structured place had to be created to disseminate Vision, Mission, Pos etc
6. Action Taken Report for past academic year were discussed and accepted
7. Based on Action taken report and input from Director Sir, Strategic Plan Document was reviewed and based on the progress P/I/M were updated
8. SWOC was discussed and approved

RESOLUTIONS:


After a brief discussion, the following resolution was passed:

Resolution No. 1:

1. Resolved that gsheet template is re- circulated. All committee coordinators will review their respective committees' functions and update SoPs required in the template.
2. Resolved to present HR Policy / Committee Manual in next CDC and Governing Body Meeting
3. Resolved that staff members will create their committee reports. Based on that Institute Annual Performance
4. Resolved to identify vendor for Website revamping and provide him with the structured data through Digital Media.
5. Resolved to accept changes to Strategic Plan document along with SWOC
6. Resolved to accept action taken report.

As there was no other item to discuss, the Meeting concluded with vote of thanks to the chair by Dr. Radhika Wadhera.




Dr. Radhika Wadhera
Member Secretary, IQAC



Rajeev Gandhi College of Management Studies

Office of: **IQAC Committee**

Action Taken Report 2019-2020

Resolutions	Action Taken
Resolved that gsheets template is re-circulated. All committee coordinators will review their respective committees' functions and update SoPs required in the template.	With an added column of functions gsheets was re-circulated.
Resolved that staff members will create their committee reports. Based on that Institute Annual Performance Report will be created.	With all committee coordinators Committee report template was reviewed.
Resolved to identify vendor for Website revamping and provide him with the structured data through Digital Media.	Work on website templates was started. New website was launched on 1st June 2020.
Resolved that APRC will direct Faculty and students to enroll in online short term courses or FDP (for faculty only) and submit the report to the same.	SoP of Faculty connect with outside world was created. All certificates were shared in the drive. Same was made part of FPAR form to encourage Faculty members.
Resolved that T&P coordinator along with APRC coordinator must select value added / short term courses as per industry requirement and detailed analysis of Training Need Assessment form.	Training Need Assessment form was reviewed in the meeting and same was shared with T&P coordinator. Based on that further short term courses were selected for students.
Resolved to use Google Calendar Platform to document all activities and events from this academic year.	Gcalendar was extensively used for meeting/events
Resolved that Notices, MoMs and action taken report can be distributed via digital platforms like email and/or whatsapp	Notices, MoMs were shared on mail, WA and drive for reference.
Resolved unanimously that faculty appraisal form with 4 criteria - Academic Performance Index (40 marks), Research Contribution Index (30 marks), Institute Development Index (20 marks) and Special achievements(10 marks) will be used for appraisals now onwards to make things systematic and objective. Appraisal form was further shared with all faculty members.	Faculty Performance Appraisal Form was shared with APRC coordinator post review.
Resolved that Student Body SOP will be executed from academic year 2020-21	Student body was formed in 2020 and elections were conducted as per SoP.
Resolved that IQAC will present Institute Annual Performance Report based on Committee reports submitted by Committee coordinators. Dr. Radhika Wadhera will share Annual Committee report Template.	Annual Committee Report template was reviewed and disseminated for preparing report.

Resolved to Form R&D committee along with research policy for encouraging Research & Development	Research Committee was formed on 1st July 2020
Resolved that 10 Half pay leave will be given to staff who all have completed 5 years with Institute updated HR Policy	Sick leave/Half pay Leave was included in HR policies and disseminated



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.