



Jawaharlal Nehru Institute of Education, Science & Technological Research Trust, Nanded, Maharashtra
(Regd. No. F-943, Year 1985)

RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

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

Ref.: RGCMS / IQAC / Circular / 2020-21 / 1

Date: 13.07.2020

Office Order

Rajeev Gandhi College of Management Studies, Ghansoli has constituted an **INTERNAL QUALITY ASSURANCE CELL (IQAC)** for the year 2020-21.

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	Ms. Tanvi More	Member (Administrative Representative)
12	Ms. Sonal Chavan	Member (Librarian)
13	Mr. Hemraj Pomendkar	Member (Computer Lab)
14	Ms. Pratha Vora	Student Representative- Batch (2019-21)
15	Mr. Shirish Bhat	Student Representative- Batch (2019-21)
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/2020-21

Date: 01/06/2021

Subject: IQAC Meeting

Dear all,

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

Date of meeting: 14/06/2021

Time: 04:00 pm


Venue: Virtual

Agenda:

1. Confirmation of minutes held on 24-02-2021
2. Discussion on the Peer Review of Institute Annual Performance Report Template.
3. To discuss new guidelines in APH.
4. Any other agenda by the permission of the chair.




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Dr. Radhika Wadhera
(IQAC, Co-ordinator)

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Rajeev Gandhi College of Management Studies
Office of: IQAC

IQAC MEETING

Date and Time: June 14th, 2021 at 12:30 pm

Location: Virtual

Ref No: rgcmsIQAC/MOM/2020-2021

Attendees:

Members Present	
<ul style="list-style-type: none">• Dr. Dinesh Gabhane• Dr. Vishal Chavan• Dr. Radhika Wadhera	<ul style="list-style-type: none">• Prof. Farheen Ahmad• Prof. Bidisha Goswami• Prof. Niyati Joshi

Minutes of Meeting and Resolutions

Topic # 1:	<u>Welcome and Confirmation of minutes held on 11-2-2021</u> <ul style="list-style-type: none">- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair started the proceedings of the meeting. Minutes of previous meeting on Digital repository, Library's analytical report and MS Excel course was discussed.
Topic # 2:	<u>Peer Review of Institute Annual Performance Report Template</u> <ul style="list-style-type: none">- Institute Annual Performance Report Template was presented in the meeting. All sections were thoroughly discussed (Introduction, Budget, Significant achievements, and Developmental goals).- Report was aligned to the Strategic plan document and it was discussed how committee goals are aligned with Institutional goals and Focus areas.
Resolution #1	<ul style="list-style-type: none">• Resolved that all committee coordinators will prepare their files, get them signed by the Director and submit the same to IQAC coordinator by 5th July 2021.• Resolved that IQAC coordinator along with a Management member will work on first cut of Institute Annual Performance Report - referring to respective committee files
Topic:	<u>Discuss new guidelines in APH</u> <ul style="list-style-type: none">- All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/ AICTE/ PGRC/Regulation/2021 Notified on 25th March, 2021
Resolution	<ul style="list-style-type: none">• Resolved that GRC will be constituted from 2021-2022 as per new guidelines issued by AICTE, update the website with the members.
Topic	<u>Program Exit Survey Analysis.</u> <ul style="list-style-type: none">- Dr. Wadhera presented Program Exit Feedback analysis of Batch 2019-2021. It was accepted unanimously
Resolution 4	<ul style="list-style-type: none">• Resolved that Director will present in CDC



Rajeev Gandhi College of Management Studies
Office of: IQAC

Dr. Radhika Wadhera
(IQAC coordinator)

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IQAC Committee MoM File, Lib Committee file, APRC Committee file

Dr. Dinesh Gabhane
(Director)



Director

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Navi Mumbai - 400 704



Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Notice

Ref No: RGCMS/IQAC/Notice/2020-21

Date: 12/02/2021

Subject: IQAC Meeting

Dear all,

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

Date of meeting: 24/02/2021

Time: 04:00 pm

Venue: RGCMS, Board room

Agenda:

1. Confirmation of minutes held on 11-02-2021
2. To discuss the conduct of the Internal Audit of the Library.
3. Discussion on the documentation of Short term online courses.
4. Any other agenda by the permission of the chair.



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2. IQAC / Meeting 2020-21 file

Dr. Radhika Wadhera
(IQAC, Co-ordinator)

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

IQAC MEETING

Date and Time: Feb 24th, 2021 at 4:00pm

Location: RGCMS Campus, Board Room

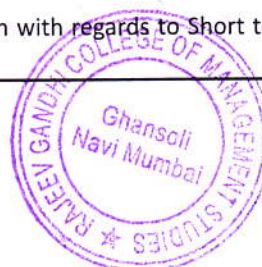
Ref No: rgcmsIQAC/MOM/2020-2021

Attendees:

<u>Members Present</u>		
• Dr. Anil Matkar	• Prof. Farheen Ahmad	• Ms. Tanvi More
• Dr. Radhika Wadhera	• Dr. Dinesh Gabhane	• Mr. Anil Joshi
• Dr. Vishal Chavan	• Prof. Bidisha Goswami	• Ms. Sonal Chavan
• Prof. Niyati Joshi		

Minutes of Meeting and Resolutions

Topic # 1: <u>Welcome and Confirmation of minutes held on 11-2-2021</u>	
- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair started the proceedings of the meeting. Minutes of previous meeting on internal audit, Teaching & Learning Aid and PO attainment was discussed.	
Topic # 2: <u>Library Audit- Audit was conducted on the basis of contents in I-5 file (NBA)</u>	
Points Discussed	- Dr. Radhika Wadhera suggested to procure e-books and online journals and dissemination of e-newspapers to students. - Dr. Dinesh Gabhane suggested creating a digital repository for all e-question papers from 2019. - Prof. Farheen Ahmad suggested to prepare an analytic report showing students and faculty usage of library and books issue rate every month on a regular basis and organize g-classroom repository for projects.
Resolution #1	• Resolved that Ms. Sonal Chavan will share the requisition for e-books and online journals by 1.03.2021. • Resolved that Ms. Sonal Chavan will create a digital repository for e- question and organize a g-classroom repository for projects by 1.03.2021. • Resolved that Ms. Sonal Chavan will prepare an analytic report showing students and faculty usage of library and books issue rate every month.
Topic # 3: <u>Short term online courses- Documentation</u>	
Points Discussed	- Through unstructured feedback of students from the 2019-2021 batch, it was inferred that there was lack of clarity about Short term course details shared with students.
Resolution #2	• Resolved that APRC will document all discussion with regards to Short term courses for the current batch.





Rajeev Gandhi College of Management Studies
Office of: IQAC

- Resolved that Dr. Anil Matkar will initiate the process of completion of Ms Excel course that was not completed due to pandemic.

Dr. Radhika Wadhera
(IQAC coordinator)

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IQAC Committee MoM File, Lib Committee file, APRC Committee file



Dr. Anil Matkar
(Director)

Director
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Rajeev Gandhi College of Management Studies

Office of: **IQAC**

Notice

Ref No: RGCMS/IQAC/Notice/2020-21

Date: 30/01/2021

Subject: IQAC Meeting

Dear all,

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

Date of meeting: 11/02/2021

Time: 04:00 pm

Venue: RGCMS, Board room

Agenda:

1. Reading of Action Taken Report of Academic year 2019-2020
2. Confirmation of minutes held on 21-4-2020
3. Discussion on Internal Audit of Lab and Library.
4. Discussion on the Internal Mock and completion of I&P files.
5. To discuss PO attainment.
6. To discuss Teaching Learning Aid.
7. Discussion on successful execution of Live Projects under ED Committee .
8. Any other agenda by the permission of the chair.



Dr.
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Dr. Radhika Wadhera
(IQAC, Co-ordinator)

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Rajeev Gandhi College of Management Studies
Office of: IQAC

IQAC MEETING

Date and Time: Feb 11th, 2021 at 4:00pm

Location: RGCMS Campus, Board Room

Ref No: rgcmsIQAC/MOM/2020-2021

Attendees:

<u>Members Present</u>		
• Dr. Anil Matkar	• Prof. Farheen Ahmad	• Ms. Jyotika Pawar
• Dr. Radhika Wadhera	• Dr. Dinesh Gabhane	• Ms. Sonal Chavan
• Dr. Vishal Chavan	• Prof. Bidisha Goswami	• Mr. Hemraj Pomendkar
• Prof. Niyati Joshi		

Minutes of Meeting and Resolutions

Topic # 1 : <u>Welcome and Confirmation of minutes held on 2-4-2020</u>	
- Dr. Radhika Wadhera (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair started the proceedings of the meeting. Minutes of the previous meeting on IAPR, R&D Committee, HR Policy and Work from Home were discussed.	
- Action Taken Report of Academic year 2019-2020 was read.	
Topic # 2 : <u>Internal Audit</u>	
Points Discussed	- Dr. Dinesh Gabhane suggested having an Internal Audit of Lab and Library. Parameters of audit were shared with Lab and Library committee coordinators.
Resolution #1	Resolved that IQAC Chairperson along with coordinator and Dr. Dinesh Gabhane will be conducting Internal Audit on 23.02.2021
Topic # 3 : <u>Internal Mock</u>	
Points Discussed	- Dr. Radhika Wadhera suggested going for Internal Mock in the second week of March. Prof. Farheen suggested that staff will be preparing inputs for the Director's presentation, completing of I&P files till Mock.
Resolution #2:	Resolved to share contents of Director's presentation to Prof. Bidisha Goswami by 15th Feb 2021 for compilation Resolved to discuss the first cut of Director's presentation on 16th Feb 2021 Resolved to conduct Internal Mock on 13 th March 2021 Resolved to review- Strategic Plan Doc, Policies in SoP document.
Topic # 4: <u>PO attainment</u>	
Points Discussed	- Prof. Niyati Joshi suggested having a working meeting on criteria for assessing Indirect PO attainment.
Resolution #3:	Resolved that Prof. Niyati Joshi will take a lead on scheduling a working meeting for above and thereafter prepare a SoP for the same.

Topic # 5:	<u>Teaching Learning Aid</u>
Points Discussed	- Prof. Niyati mentioned that she is facing problems while taking Accounts subject online.
Resolution #4:	Resolved that Prof. Niyati will share a requisition for teaching aid after analyzing various aids.
Topic #6:	<u>Successful execution of Live Projects under ED Committee</u>
Points Discussed:	<ul style="list-style-type: none"> - Dr Wadhera informed the committee members regarding initiatives taken by students in regards to branding of RGCMS on social media platform - She informed that students undertook a live project of this branding exercise. The followers of RGCMS Journal – Facebook page saw a significant jump. - Members expressed their satisfaction and encouraged ED team to continue with the practice of Live projects which Students can learn skills which will help them in their employment
Resolution #5	Resolved to continue with Live Project exercise.

Dr. Radhika Wadhera
(IQAC coordinator)



Dr. Anil Matkar
(Director)

Director
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Rajeev Gandhi College of Management Studies

Office of: **IQAC Committee**

Action Taken Report 2020-2021

Resolutions	Action Taken
Resolved that IQAC Chairperson along with coordinator and Dr. Dinesh Gabhane will be conducting Internal Audit on 23.02.2021	Internal Audit was conducted on 23.02.2021
Resolved that Prof. Niyati Joshi will take a lead on scheduling a working meeting for above and thereafter prepare a SoP for the same.	After peer review, PO attainment SoP was added to SoP document
Resolved that Prof. Niyati will share a requisition for teaching aid after analyzing various aids.	Digital pen tablet was purchased as teaching aid for online teaching.
Resolved that Ms. Sonal Chavan will share the requisition for e-books and online journals by 1.03.2021.	Requisition was shared by Ms. Sonal Chavan for e-books and online journals
Resolved that Ms. Sonal Chavan will create a digital repository for e- question and organize a g-classroom repository for projects by 1.03.2021.	Digital repository for e- question paper and gclassroom was projects was created on drive.
Resolved that Ms. Sonal Chavan will prepare an analytic report showing students and faculty usage of library and books issue rate every month.	Analytical report wrt Faculty, Student and Book usage was created every month.
Resolved that Ms. Sonal Chavan will share the requisition for e-books and online journals by 1.03.2021.	Requisition was shared by Ms. Sonal Chavan for e-journal and journals.
Resolved that Ms. Sonal Chavan will create a digital repository for e- question and organize a g-classroom repository for projects by 1.03.2021.	Digital repository for e- question paper and gclassroom was projects was created on drive.
Resolved that Ms. Sonal Chavan will prepare an analytic report showing students and faculty usage of library and books issue rate every month.	Ms. Sonal Chavan started creating Analytical report wrt Faculty, Student and Book usage
Resolved that Dr. Anil Matkar will initiate the process of completion of Ms Excel course that was not completed due to pandemic.	Excel course was completed
Resolved that all committee coordinators will prepare their files, get them signed by the Director and submit the same to IQAC coordinator by 5th July 2021.	Annual Committee reports were submitted by Committee coordinators
Resolved that IQAC coordinator along with a Management member will work on first cut of Institute Annual Performance Report - referring to respective committee files	Significant achievements and Development goals were extracted from all Committee files.
Resolved that GRC will be constituted from 2021-2022 as per new guidelines issued by AICTE, update the website with the members.	GRC was formed as per Circular from Academic year 2021-2022

Dr. Radhika Wadhwa
IQAC coordinator



Dr. Dinesh Gabhane
Director
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