



Jawaharlar 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/IBAC/Circular/2021-22/1

Date: 06/10/2021

## Office Order

Rajeev Gandhi College of Management Studies, Ghansoli has constituted an **INTERNAL QUALITY ASSURANCE CELL (IQAC)** for the year 2021-22.

Internal Quality Assurance Cell (IQAC)		
Sr. No.	Name	Designation
1	Dr. Dinesh Gabhane	Chairman
2	Dr. Radhika Wadhwa	Member Secretary (Coordinator)
3	Ms. Farheen Ahmad	Member (Faculty Representative)
4	Ms. Ashvini Jadhav Bhagat	Member (Management Representative)
5	Mr. Sunil Jadhav	Member (Management Representative)
6	Mr. Bidisha Goswami	Member (Faculty Representative)
7	Ms. Niyati Joshi	Member (Faculty Representative)
8	Ms. Jyotika Pawar	Member (Administrative Representative)
9	Ms. Tanvi More	Member (Administrative Representative)
10	Ms. Sonal Chavan	Member (Librarian)
11	Mr. Hemraj Pomendkar	Member (Computer Lab)
12	Ms. Meghna Bodolla	Student Representative- Batch (2021-23)
13	Mr. Abhilash Gondkar	Student Representative- Batch (2021-23)
14	Mr. Shubham Pawar	Alumni- Batch (2018-20)
15	Mr. C.V Jadhav	Member (Nominee Local Society)
16	Mr. Deepesh Diwakaran	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.



*D. D. 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**

**Notice**

**Ref No:** RGCMS/IQAC/Notice/2021-22

**Date:** 05/03/2022

**Subject:** IQAC Meeting

Dear all,

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

**Date of meeting:** 17/03/2022


**Time:** 04:00 pm

**Venue:** RGCMS, Board Room

**Agenda:**

1. Confirmation of minutes held on 13-12-2021
2. To review the Audit Report
3. Discussion on document Requisition policy for Library Committee.
4. To discuss about preparing for Audit
5. Discussion on Conduction of Faculty Development Program.
6. Discussion on FDP on OBE and Review of feedback (20-01-22)
7. Discussion on the Conduction of Green Audit
8. Any other agenda by the permission of the chair.



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

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2021-22 file

  
**Director**  
Rajeev Gandhi College Of Management Studies  
Plot No. 1, Sector-8, Ghansoli,  
Navi Mumbai - 400 707.



Rajeev Gandhi College of Management Studies  
Office of: IQAC Committee

Ref No: RGCMS/IQAC/MoM/2022-23

Date: 17 /03/2022

**MINUTES OF MEETING**

<b>Date and Time:</b> March 17 <sup>th</sup> , 2022 at 3:30 pm	<b>Location:</b> RGCMS Board
--	------------------------------

**Attendees:**

<b>Members Present</b>		<b>Members Absent</b>
<ul style="list-style-type: none"><li>• Mr. Sunil Jadhav</li><li>• Dr. Dinesh Gabhane</li><li>• Dr. Radhika Wadhwa</li><li>• Ms. Farheen Ahmad</li><li>• Mr. Atul Ramteke</li><li>• Ms. Sameen Shaikh</li></ul>	<ul style="list-style-type: none"><li>• Ms. Bidisha Goswami</li><li>• Ms. Niyati Joshi</li><li>• Ms Pratha Vora</li><li>• Mr. Ashish Yadav</li><li>• Mr Atul Mumbarkar</li><li>• Mr. Ashish Pant</li></ul>	

**Minutes of Meeting and Resolutions**

**Topic #1: Welcome and Confirmation of minutes held on 13-12-2021**

- Dr. Radhika Wadhwa (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair started the proceedings of the meeting. Minutes of previous meeting on FDP, Alumni Association was discussed.

**Topic #2: Review of Audit Report**

- Discussion:**
- Dr. Radhika Wadhwa gave the members a quick background of the Audit which was conducted on behalf of IQAC
  - She thanked external auditors Dr. Benarjee and Dr. Sharma for all their efforts and inputs.
  - She also mentioned that appropriate remuneration and letters were sent to these members for their time, effort and expertise which they provided during the audit
  - Audit was conducted on 15<sup>th</sup> and 16<sup>th</sup> March and the report was shared.
  - Dr. Wadhwa went through the detailed report and after discussion following resolutions were adopted.

- Resolutions #1:**
- Mr. Hemraj Pomendkar (Lab Committee Coordinator) will document Lab Utilization Report

- Resolutions #3:** ● Ms. Sonal Chavan (Library Committee Coordinator) will document Requisition policy
- Resolutions #4:** ● Prof. Niyati Joshi (Alumni Committee Coordinator) will must show Execution of SoP of malpractices - For uniformity and Add in SOP - One set of Q.P is shared with library.
- Resolutions #5:** ● Prof. Farheen Ahmad (APRC Committee Coordinator) will Remove "Advanced" from lesson plan. Publish Academic calendar in advance, Make a report of % of deviation, Document the procedure of preparation of Timetable

**Topic #3: FDP on OBE – Review of feedback (20-01-22)**  
**Discussion Points** 438 researchers, faculty members, students registered for FDP, 250 attended. More than 90% participants were satisfied with the FDP. One of the researchers mailed that certificates were bleak and unclear.

**Resolution#5:** ● It was resolved that certificate template shall be changed for further such events.


**Topic #4: Conduction of Green Audit**  
**Point Discussed** - Dr. Dinesh Gabhane mentioned that although we are doing environment sustainability activities like segregation of waste etc, but more efforts need to be undertaken

- IQAC coordinator informed members that as part of NAAC and NBA it is important to get Green Audit of the campus done where we will get guidance in regards to standard practices


**Resolution #6:** ● It was resolved to employ companies / consultant who are renowned in performing Green Audit.

**Topic Application for NAAC Accreditation**  
**Points Discussed** - Mr. Sunil Jadhav mentioned that accreditation from NAAC should be explored and IIQA be submitted

**Resolution#7:** ● Resolved to apply for NAAC and start preparing for IIQA

  
 Dr. Radhika Wadhera  
 (IQAC coordinator)



  
 Dr. Dinesh Gabhane  
 (Director)  
 Director  
 Rajeev Gandhi College of Management Studies  
 Plot No. 1, Sector-8, Ghansoli,  
 Navj Mumbai - 400 701.



# Rajeev Gandhi College of Management Studies

Office of: **IQAC**

## Notice

**Ref No:** RGCMS/IQAC/Notice/2021-22

**Date:** 01/12/2021

**Subject:** IQAC Meeting

Dear all,

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

**Date of meeting:** 13/12/2021

**Time:** 04:00 pm

**Venue:** Virtual

**Agenda:**

1. Confirmation of minutes held on 24-09-2021.
2. Discussion on the activities to be conducted by IQAC.
3. To discuss the checklist for Audits to be shared.
4. To discuss about preparing for Audit
5. Discussion on Conduction of Faculty Development Program.
6. Discussion on Registration of Alumni Association under Societies Registration Act 1860 and BPT Act 1950
7. Any other agenda by the permission of the chair.



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

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2021-22 file

**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:** Dec. 13<sup>th</sup>, 2021 at 4:00 pm

**Location:** Virtual

**Ref No:** rgcmsIQAC/MOM/2020-2021

**Attendees:**

<b>Members Present</b>		
<ul style="list-style-type: none"><li>• Dr. Dinesh Gabhane</li><li>• Ms. Jyotika Pawar</li><li>• Ms. Sonal Chavan</li><li>• Dr. Radhika Wadhera</li></ul>	<ul style="list-style-type: none"><li>• Prof. Farheen Ahmad</li><li>• Prof. Bidisha Goswami</li><li>• Prof. Niyati Joshi</li></ul>	<ul style="list-style-type: none"><li>• Prof. Ashish Pant</li><li>• Prof. Sameen Shaikh</li><li>• Mr. Hemaraj Pomendkar</li></ul>

**Minutes of Meeting and Resolutions**

<p><b>Topic # 1 :</b> <u>Welcome and Confirmation of minutes held on 24-09-2021</u></p> <ul style="list-style-type: none"><li>- 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 Faculty Feedback questions and SoP was discussed.</li></ul>
<p><b>Topic # 2 :</b> <u>Activities to be conducted by IQAC</u></p> <p><b>Points Discussed</b></p> <ul style="list-style-type: none"><li>• Dr. Radhika Wadhera went over the checklist for the audit to be conducted for academic year 2021-22.</li><li>• Dr. Gabhane mentioned that all department audits should be conducted and checklist be shared</li></ul> <p><b>Resolution#1:</b> Resolved that Checklist for Audits to be shared for Sem 1 and Sem 2 for Batch (2020-2022)</p> <ol style="list-style-type: none"><li>1. Academic Audit</li><li>2. Exam Audit</li><li>3. Library Audit</li><li>4. Laboratory Audit</li></ol> <p><b>Resolution #2:</b> Resolved that all committee coordinators will start preparing for Audit and they will be notified 15 days prior to Audit.</p>
<p><b>Topic # 2:</b> <u>Conduction of Faculty Development Program.</u></p> <p><b>Points Discussed</b> Topic for Faculty Development Program, Content and no. of days were discussed.</p> <p><b>Resolution #3:</b> Resolved that IQAC coordinator will work on FDP on Outcome Based education that will be conducted from 13.01.2022 to 19.01.2022</p>
<p><b>Topic #3:</b> <u>Registration of Alumni Association under Societies Registration Act 1860 and BPT Act 1950</u></p>



Rajeev Gandhi College of Management Studies  
Office of: IQAC

**Points Discussed**

- Dr. Gabhane mentioned that although we have vibrant Alumni, but efforts should be taken to register the Alumni Association under Societies Registration Act and / or Bombay Public Trust Act of 1950

**Resolution #4:**

Resolved that Alumni Coordinator will initiate the process of registration and get help from lawyer as and when needed.

Dr. Radhika Wadhwa  
(IQAC coordinator)

Dr. Dinesh Gabhane  
(Director)

Rajeev Gandhi College of Management Studies  
Plot No. 1, Sector-8, Gandhinagar,  
Navi Mumbai - 404 701.

**Copy & Annexures Submitted:**

Above, via email, IQAC, APRC, Exam, Library, Laboratory, O&A Committee





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

**Notice**

**Ref No:** RGCMS/IQAC/Notice/2021-22

**Date:** 13/09/2021

**Subject:** IQAC Meeting

Dear all,

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

**Date of meeting:** 24/09/2021


**Time:** 03:30 pm

**Venue:** Virtual

**Agenda:**

1. Confirmation of minutes held on 28-07-2021.
2. To review the SoP for faculty feedback and quality of the responses.
3. To review G-sheet questions and their reply, Different forms for different subjects.
4. Discussion on the dissemination of the feedback forms to students.
5. Discussion on the Preparation of G-form and its review.
6. Any other agenda by the permission of the chair.

  
Rajeev Gandhi College of Management Studies  
Plot No. 1, Sector-8, Gurgaon,  
Nari-1220024

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

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2021-22 file







Rajeev Gandhi College of Management Studies  
Office of: IQAC Committee

Ref No: RGCMS/IQAC/MoM/2021-22

Date:24/09/2021

**MINUTES OF MEETING**

**Date and Time:** Sept 24th,2021 at 3:30 pm

**Location:** Google Meet

**Attendees:**

<b><u>Members Present</u></b>		<b><u>Members Absent</u></b>
<ul style="list-style-type: none"><li>● Mr. Sunil Jadhav</li><li>● Dr. Dinesh Gabhane</li><li>● Dr. Radhika Wadhara</li><li>● Ms. Farheen Ahmad</li></ul>	<ul style="list-style-type: none"><li>● Ms. Bidisha Goswami</li><li>● Ms. Niyati Joshi</li></ul>	

**Minutes of Meeting and Resolutions**

**Topic # 1:** **Welcome and Confirmation of minutes held on 28-07-2021**

- Dr. Radhika Wadhara (IQAC coordinator) welcomed all the IQAC members and with the permission of Chair started the proceedings of the meeting. Minutes of previous meeting on IAPR, 30-60-90, New joiner checklist, modifications in FPAR and progress on Research Centre was discussed.

**Topic # 2:** **Review of the SoP for faculty feedback and quality of the responses**

- The existing process of getting the faculty feedback specifically timing of the feedback, quality of questions, quality of responses, number of responses, translation of responses into points / marks etc were discussed in detail.
- It was observed that there is no significant variation in marks obtained by faculty members, making it difficult to articulate developmental actions / improvement goals or areas where individual faculty members are doing good.
- It was proposed to review the process and questions to better understand and analyze the feedback so that faculty can act upon it.
- Review of gsheets questions and their reply, Different forms for different subjects
- Sections in Faculty feedback form were discussed. 6-7 questions in each segment were listed based on g sheet answers circulated on notice issued on 10.09.2021.
- After discussion questions were finalized

**Resolution # 1:** Resolved that Faculty Feedback questions will have 6 sections and 4 questions in all sections and for different subjects we will create different forms to ensure quality feedback.

**Topic # 4:** **Sharing of feedback forms to students**

- Earlier the feedback forms were shared during exams, it was discussed that this time we will change our SoP for quality feedback.

**Resolution** Resolved that, once the portion is finished- respective faculty members will share their subject feedback form in class and take feedback.

**Topic** Preparation of gform and review  
**Resolution** Resolved that Dr. Radhika Wadhra will prepare the gform and circulate again for review.

There was no other agenda to discuss, the meeting concluded with a vote of thanks to the chair by Dr. Radhika Wadhra.

  
**Dr. Radhika Wadhra**  
IQAC Coordinator

  
**Dr. Dinesh Gabhane**  
Director

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

**Copy Submitted:** Above, via email  
IQAC Committee MoM File





# Rajeev Gandhi College of Management Studies

Office of: **IQAC**

## Notice

**Ref No:** RGCMS/IQAC/Notice/2021-22

**Date:** 15/07/2021

**Subject:** IQAC Meeting

Dear all,

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


**Date of meeting:** 28/07/2021


**Time:** 04:00 pm

**Venue:** Virtual

**Agenda:**

1. Reading of Action Taken Report of Academic year 2020-2021
2. Confirmation of minutes held on 14-06-2021
3. Discussion on the Presentation of Institute Annual Performance report 2020-2021
4. To discuss Developmental goals for 2021-2022
5. Discussion on the New joiner checklist and 30-60-90 action plan
6. To Discuss any modifications to Faculty Performance Appraisal form / process
7. Discussion on Applying for Research Center from University of Mumbai
8. Any other agenda by the permission of the chair.

  
**DIRECTOR**  
Rajeev Gandhi College of Management Studies  
Plot No. 1, Sector 3, Chembur,  
New Mumbai - 400 001.

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

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2021-22 file





Rajeev Gandhi College of Management Studies  
Office of: IQAC Committee

Ref No: RGCMS/IQAC/MoM/2021-22

Date: 28/07/2021

**MINUTES OF MEETING**

**Date and Time:** July 28<sup>th</sup>, 2021 at 3:30 pm

**Location:** Google Meet

**Attendees:**

<u>Members Present</u>	<u>Members Absent</u>
<ul style="list-style-type: none"><li>Dr. Dinesh Gabhane</li></ul> All IQAC members	

**Minutes of Meeting and Resolutions**

<p><b>Topic #1 :</b> <u>Welcome and Confirmation of minutes held on 14-06-2021</u></p> <ul style="list-style-type: none"><li>- Dr. Radhika Wadhara (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.</li><li>- Action Taken Report of Academic year 2020-2021 was read.</li></ul>
<p><b>Topic # 2:</b> <u>Presentation of Institute Annual Performance report 2020-2021</u></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"><li>• As per the committee reports provided to IQAC, Dr. Radhika Wadhara presented Institute Annual Performance Report which was compiled by IQAC.</li><li>• Dr. Wadhara mentioned that this report was already peer reviewed in the earlier meeting of June 14<sup>th</sup> 2021, where it was recommended to align committee work to strategic plans of the institute</li><li>• Significant achievement and developmental goals were discussed</li></ul> <p><b>Resolution # 1:</b></p> <ul style="list-style-type: none"><li>• It was resolved to accept the Institute Annual Performance Report and that Director Sir will present the report in CDC meeting and Governing Body meeting.</li></ul>
<p><b>Topic # 3 :</b> <u>Developmental goals for 2021-2022</u></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"><li>• Based on IAPR 2020-2021, development goals were created. They were divided into 3 categories- Faculty Driven, Management Driven and Collaborative. Low, Medium &amp; High priorities were set.</li></ul> <p><b>Resolution # 2:</b> Resolved that Director Sir will present the report in CDC meeting.</p>
<p><b>Topic #4:</b> <u>New joiner checklist and 30-60-90 action plan</u></p> <p><b>Discussion</b></p> <ul style="list-style-type: none"><li>• Based on discussion with Office and Admin Coordinator, a new joiner checklist was created for ensuring smooth on boarding process for staffs</li><li>• Based on discussion with APRC members and Director, it was decided to have a clear rubric for performance goals and objectives for any new faculty joining and it should be tracked every 30, 60 and 90 days.</li></ul>

	<ul style="list-style-type: none"> <li>• New Joiner checklist and 30-60-90 days plan was presented by Dr. Radhika wadhara and after some changes, it was accepted.</li> </ul>
<b>Resolution #3</b>	<ul style="list-style-type: none"> <li>• Resolved to adopt New Joiner Checklist and 30-60-90 days plan (Performance goals and Objectives) for any new faculty member going forward</li> </ul>
<b>Topic #5:</b>	<ul style="list-style-type: none"> <li>• <u>To Discuss any modifications to Faculty Performance Appraisal form / process</u></li> </ul>
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• In API section under training only trainings conducted under MOOCs, NPTL and similar capacity will be considered</li> <li>• In RCI section under Research Publication section marks for SCOPUS / SCI journals increased to 7</li> <li>• In RCI Section under Conference / FDP conducted Member of organizing Committee's marks were updated based on the length of the training as follows : 1 Week - 3Pts; 3 days - 2Pts; One day - 1Pts</li> </ul>
<b>Resolution #4</b>	<ul style="list-style-type: none"> <li>• It was resolved to accept the FPAR and present it in upcoming CDC and Governing Council meetings.</li> </ul>
<b>Topic #6</b>	<ul style="list-style-type: none"> <li>• <u>Applying for Research Center from University of Mumbai</u></li> </ul>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>- Dr. Dinesh Gabhane informed the committee members that in order to foster Research and Development culture, institute should apply for Research Center from university of Mumbai</li> <li>- This will help in house faculty to become Ph.D guides and guide students.</li> <li>- Dr. Dinesh Gabhane suggested that process of PG registration shall be initiated for approved Faculty members</li> </ul>
<b>Resolution #5</b>	<ul style="list-style-type: none"> <li>• Resolved to apply for Research Center as when the window for application of Research center opens at University of Mumbai</li> <li>• Resolved that process of PG registration shall be initiated for approved Faculty members</li> </ul>
<b>Topic:</b>	Discussion regarding Strategic Plan, Committee report
<b>Discussion</b>	<ul style="list-style-type: none"> <li>- Based on Annual Committee report, strategic plan document was reviewed and SWOC analysis conducted</li> <li>- Updated to committee manual was reviewed</li> </ul>
<b>Resolutions</b>	<ul style="list-style-type: none"> <li>• Resolved to accept changes in Strategic Plan Document (P/I/M) and SWOC analysis</li> <li>• Resolved to accept committee document changes and present the same in CDC and Governing Council</li> </ul>

There was no other agenda to discuss, the meeting concluded with a vote of thanks by Dr. Radhika Wadhara.



**Dr. Radhika Wadhwa**  
IQAC Coordinator



**Dr. Dinesh Gabhane**  
Director

**Copy Submitted:**

1. Above, via email
2. IQAC Committee MoM File



# Rajeev Gandhi College of Management Studies

Office of: IQAC Committee

## Action Taken Report 2021-2022

Resolutions	Action Taken
Resolved to accept the Institute Annual Performance Report and that Director Sir will present the report in CDC meeting and Governing Body meeting.	IAPR was presented to Director
Resolved to adopt New Joiner Checklist and 30-60-90 days plan (Performance goals and Objectives) for any new faculty member going forward	30-60-90 form was reviewed in meeting and shared with O&A coordinator for further persual
Resolved to apply for Research Center as when the window for application of Research center opens at University of Mumbai	Research Centre process was initiated.
It was resolved to have at least 1 Academic Audit from External Auditors every year	Academic Audits were conducted once a year
It was resolved that at least 50% students should be affirmative about the course in TNA	Course was selected after analysing TNA form
It was resolved that at least one module should be aligned with SWAYAM course	
It was resolved that all PO / PSO attainment target for Batch 2020-2022 will be 2.3	It was channelised to APRC coordinator through MoM
It was resolved that faculty will use Rubrics for Qualitative assessments	The Notice was channelised by APRC coordinator
It was resolved to update the website after every event and include the Alumni committee in the website	Website is continously reviewed and Alumni tab was added.
It was resolved to audit question papers at least once in a year. The parameter will be Cognition level and Course Outcomes	Examination committee audited Question papers post exam
It was resolved that all faculty members will publish Research papers in UGC Care journals and journals of repute.	Faculty opted UGC Journal over peer reviewed
Resolved to add Industry expert in APRC committee from Academic year 2022-2023.	
Resolved that Faculty Feedback questions will have 6 sections and 4 questions in all sections and for different subjects we will create different forms to ensure quality feedback. Dr. Radhika Wadhera will prepare the gform and circulate again for review.	Post peer review suggestions regarding Faculty Feedback was incorporated and it was presented for review.
Resolved that Checklist for Audits to be shared for Sem 1 and Sem 2 for Batch (2020-2022) 1. Academic Audit 2. Exam Audit 3. Library Audit 4. Laboratory Audit	Checklist was mailed with Notice for preparation

Resolved that IQAC coordinator will work on FDP on Outcome Based education that will be conducted from 13.01.2022 to 19.01.2022	FDP on OBE was conducted.
Resolved that Alumni Coordinator will initiate the process of registration and get help from lawyer as and when needed.	Process of Alumni Association was initiated.
Mr. Hemraj Pomendkar (Lab Committee Coordinator) will document Lab Utilization Report	Lab Utilization report was prepared
Ms. Jyotika Pawar (Lab Committee Coordinator) will document Staff welfare policy	Staff welfare policy was presented, reviewed & disseminated
Ms. Sonal Chavan (Library Committee Coordinator) will document Requisition policy	SoP of requisition policy was added in RGCMS SoP document.
Prof. Farheen Ahmad (APRC Committee Coordinator) will Remove "Advanced" from lesson plan. Publish Academic calendar in advance, Make a report of % of deviation, Document the procedure of preparation of Timetable	Preparation of Academic Calendar and Time table's SoP was updated in RGCMS SoP document
It was resolved that certificate template shall be changed for further such events.	Same was noted for continuous improvement.

  
**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.