Ref.: RGCMS /IQAC/ Circular/2022- 23/1                    Date: 06/10/2022

## Office Order

Rajeev Gandhi College of Management Studies, Ghansoli has constituted an **INTERNAL QUALITY ASSURANCE CELL (IQAC)** for the year 2022-23.

| Internal Quality Assurance Cell (IQAC) | | |
|---|---|---|
| Sr. No. | Name | Designation |
| 1 | Dr. Dinesh Gabhane | Chairman |
| 2 | Dr. Radhika Wadhera | 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.Pragya Upadhyay | Student Representative- Batch (2021-23) |
| 13 | Mr.Anil Kalal | 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.

**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**

## ACTION REPORT 2022-23

| Meeting Date | Res # | Resolution | Assigned to | Due Date | Remark / Status |
|---|---|---|---|---|---|
| 17/07 | 1.2 | Resolved to accept IAPR and Director Dr. Dinesh Gabhane will present the same in CDC meeting. | DDG | | Completed |
| 17/07 | 1.3 | Resolved to approve IIQA and permission given to IQAC coordinator to upload the same on NAAC website. | DRW | 18/07 | Completed (18/07) |
| 25/08 | 2.1 | SSR was approved, It was resolved to upload the SSR on 31st August 2022 | DRW | 31/08 | Completed (31/08) |
| 15/09 | 1.1 | Resolved that no changes will be implemented in API section  Resolved that Resource person marks in RCI Section of F-PAR to be increased by 1 point  Resolved that based on Roles & Responsibilities members will rate themselves from 1 to 5 marks and Committee reports all committee coordinators and use the Conclusion section (Events mapped Strategic plan) to section to justify the marks as notes.  Resolved to make above changes and circulate the form | DRW | 20/09 | Completed (20/09) |
| 29/09 | 1.1 | Resolved that all staff members will upload their DVV work on drive as and when it is completed within 15 days | All Staff | 13/09 | Completed (13/09) |
| 29/11 | 1.1 | Resolved that all staff members will complete their committee files within 15 days. | All Staff | 1/02 | Completed (1/02) |
| | 1.2 | Resolved that Dr. Dinesh Gabhane will prepare Director's presentation for PTV | DDG | 1/02 | Completed (1/02) |
| | 1.3 | Resolved that Dr. Radhika Wadhera will prepare IQAC presentation for PTV | DRW | 1/02 | Completed (1/02) |
| | 1.4 | Resolved that Infrastructure committee will be entrusted will minor repair and maintenance | DDG | 31/03 | Completed (1/02) |

Legands:

DRW – Dr. Radhika Wadhera

DDG- Dr. Dinesh Gabhane

All Staff- Teaching & Non-Teaching Staff

Dr.Radhika Wadhera
(IQAC coordinator)

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# Rajeev Gandhi College of Management Studies

## Office of: **IQAC**

### <u>Notice</u>

<u>**Ref No:**</u>RGCMS/IQAC/Notice/2022-23

**Date**: 18/11/2022

<u>**Subject:**</u> IQAC Meeting

Dear all,

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

**Date of meeting:** 29/11/2022

**Time:** 03:30 pm

**Venue:** RGCMS,Board Room

**Agenda:**

1. Confirmation of minutes held on 29-09-2022.

2. Discussion on the Work Distribution for Peer Team Visit.

3. Any other agenda by the permission of the chair.

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

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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**

## **MINUTES OF MEETING**

**Date and Time**: Nov 11, 2022 at 3:30pm       **Location:** RGCMS Board room
**Ref No:** rgcms/IQAC/MOM/2022-2023
**Attendees:**

| Members Present | | Members Absent |
|---|---|---|
| • Mr. Sunil Jadhav | • Ms. Bidisha Goswami | • None |
| • Dr. Dinesh Gabhane | • Ms. Niyati Joshi | |
| • Dr. Radhika Wadhera | • Ms Pratha Vora | |
| • Ms. Farheen Ahmad | • Mr. Ashish Yadav | |
| • Mr. Atul Ramteke | • Mr Atul Mumbarkar | |
| • Ms. Sameen Shaikh | • Mr. Ashish Pant | |

### Minutes of Meeting and Resolutions

| | |
|---|---|
| **Topic #1:** | **Welcome and Confirmation of minutes held on 15-09-2022** |
| | - 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 Tentative Peer Team Visit was discussed. |
| **Topic #2:** | • **Work Distribution for Peer Team Visit** |
| **Discussion** | - Dr. Radhika Wadhera informed the members that RGCMS has prequalified for NAAC and we will have to prepare for peer team visit |
| | - She also informed that budget was sanctioned / reallocated for infra improvements like coloring and tiles polishing |
| | - Dr. Radhika Wadhera suggested that Quantitative files, qualitative files and Committee files are to be properly documented with required information. A sheet with Division of responsibility was shared with staff members. Cultural program details for Peer Visit Team were also discussed. |
| **Resolution# 1.1:** | Resolved that all staff members will complete their files within 15 days. Dr. Dinesh Gabhane and Dr. Radhika Wadhera will prepare their presentations. The Infrastructure committee was entrusted with minor repair and maintenance work. |

As there was no further topics to be discussed, the meeting was adjourned with vote of thanks

**Dr.Radhika Wadhera**
**(IQAC coordinator)**

**Dr. Dinesh Gabhane**
**(Director)**

Director
Rajeev Gandhi College Of Management Studies
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Navi Mumbai - 400 701.

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

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

## CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 11th November 2022 are circulated amongst its following members for their kind comment/consent and necessary action.

| Sr. No. | Name | Designation | Signature |
|---|---|---|---|
| | **Internal Quality Assurance Cell (IQAC)** | | |
| 1 | Dr. Dinesh Gabhane | Chairman | |
| 2 | Dr. Radhika Wadhera | 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.Pragya Upadhyay | Student Representative- Batch (2021-23) | |
| 13 | Mr.Anil Kalal | 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) | |

**Dr. Radhika Wadhera**
**Coordinator, IQAC**
**Committee**

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

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2. IQAC Committee MoM File

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

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### **Notice**

**Subject:** IQAC Meeting

Dear all,

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

**Date of meeting:** 29/09/2022

**Time:** 03:30 pm

**Venue:** RGCMS,Board Room

**Agenda:**

1. Confirmation of minutes held on 15-09-2022.

2. To Review DVV query & assignment of work

3. Discussion on the Committee Manual Review.

4. To review RGCMS Standard Operating Processes Document

5. Discussion on Tentative NAAC Peer Team Visit Schedule

6. Any other agenda by the permission of the chair.

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

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

## **MINUTES OF MEETING**

**Date and Time:** Sept 29, 2022 at 3:30pm           **Location:** RGCMS Board room
**Ref No:** rgcmsIQAC/MOM/2022-2023
**Attendees:**

| Members Present | | Members Absent |
|---|---|---|
| • Mr. Sunil Jadhav | • Ms. Bidisha Goswami | • None |
| • Dr. Dinesh Gabhane | • Ms. Niyati Joshi | |
| • Dr. Radhika Wadhera | • Ms Pratha Vora | |
| • Ms. Farheen Ahmad | • Mr. Ashish Yadav | |
| • Mr. Atul Ramteke | • Mr Atul Mumbarkar | |
| • Ms. Sameen Shaikh | • Mr. Ashish Pant | |

### Minutes of Meeting and Resolutions

| | |
|---|---|
| **Topic #1** | **Welcome and Confirmation of minutes held on 15-09-2022** |
| | • 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 DVV and Committee manual was discussed. |
| **Topic #2:** | • **Review of DVV query & assignment of work** |
| **Discussion** | - Dr. Radhika Wadhera informed the members that SSR was submitted on 31/08/2022 and post review there were some queries and clarifications raised by the NAAC team.<br>- We will have to provide clarification within 15 days after receipt of the queries.<br>- DVV queries were reviewed and Division of work as per committee files were done in the meeting |
| **Resolution# 1:** | Resolved that all staff members will upload their DVV work on drive as and when it is completed within 15 days |
| **Topic #3:** | **Committee Manual Review** |
| **Discussion:** | - Dr. Dinesh Gabhane mentioned that there are administrative inefficiencies arising with the Term of the committee and he requested if Term of committees can be replaced with some efficient procedure<br>- Dr. Wadhera also mentioned that there was directive from AICTE regarding Institute Innovation Cell and functions of ED Committee overlap so the committee should be renamed<br>- All other committee members suggested changes as per their own respective committees as appropriate. |
| **Resolution# 2** | Resolved that ED Committee will be re-constituted as per directive from AICTE(IIC).<br>Resolved that |
| **Topic #4:** | **Review of RGCMS Standard Operating Processes Document** |
| **Discussion:** | - Mr. Sunil Jadhav mentioned that the SOP document was initially approved in March 25, 2019. Ever since incremental changes / addition to the process were done as and when needed by following the due process.<br>- He requested that if all the incremental changes can be reviewed and sent to CDC and Governing for approval<br>- After reviewing the changes, RGCMS Policies and SOP document was accepted |
| **Resolutions 3:** | Resolved that RGCMS Policies and SOP document be presented to CDC and Governing Body for their approval |

| | |
|---|---|
| **Topic #5:** | **Tentative NAAC Peer Team Visit Schedule** |
| **Discussion:** | - Dr. Radhika Wadhera mentioned that we are reasonably confident that we will pass NAAC prequalification. She also informed the members that some infra improvements need to be done before NAAC peer team, such as coloring, cleaning etc. For this some funds will be needed.<br>- Dr. Dinesh Gabhane mentioned that he will put up request in upcoming CDC and Governing Body meetings |
| **Resolution # 4** | Resolved that Dr. Dinesh Gabhane will put up additional funding request in CDC and Governing. |

As there was no further topics to be discussed, the meeting was adjourned with vote of thanks

Dr.Radhika Wadhera
(IQAC coordinator)

Dr. Dinesh Gabhane
(Director)

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

# Rajeev Gandhi College of Management Studies

## Office of: **IQAC Committee**

## CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 29th September 2022 are circulated amongst its following members for their kind comment/consent and necessary action.

| Sr. No. | Name | Designation | Signature |
|---------|------|-------------|-----------|
| | **Internal Quality Assurance Cell (IQAC)** | | |
| 1 | Dr. Dinesh Gabhane | Chairman | |
| 2 | Dr. Radhika Wadhera | 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) | |
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| 10 | Ms. Sonal Chavan | Member (Librarian) | |
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| 14 | Mr. Shubham Pawar | Alumni- Batch (2018-20) | |
| 15 | Mr. C.V Jadhav | Member (Nominee Local Society) | |
| 16 | Mr. Deepesh Diwakaran | Expert (Industry Representative) | |

**Dr. Radhika Wadhera**
**Coordinator, IQAC**
**Committee**

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

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

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## **Notice**

**Ref No:** RGCMS/IQAC/Notice/2022-23

**Date:** 02/09/2022

**Subject:** IQAC Meeting

Dear all,

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

**Date of meeting:** 15/09/2022

**Time:** 03:30 pm

**Venue:** RGCMS, Board Room

**Agenda:**

1. Confirmation of minutes held on 25-08-2022.

2. To Review Faculty Performance Appraisal Form - FPAR

3. To review Non-Teaching Appraisal form

4. Discussion on Budget Head mappings

5. Any other agenda by the permission of the chair.

Dr. Radhika Wadhera
(IQAC, Co-ordinator)

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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**

## **MINUTES OF MEETING**

**Date and Time:** Sept 15, 2022 at 3:30pm

**Ref No:** rgcmsIQAC/MOM/2022-2023

**Location:** RGCMS Board room

**Attendees:**

| Members Present | | Members Absent |
|---|---|---|
| • Mr. Sunil Jadhav | • Ms. Bidisha Goswami | • None |
| • Dr. Dinesh Gabhane | • Ms. Niyati Joshi | |
| • Dr. Radhika Wadhera | • Ms Pratha Vora | |
| • Ms. Farheen Ahmad | • Mr. Ashish Yadav | |
| • Mr. Atul Ramteke | • Mr Atul Mumbarkar | |
| • Ms. Sameen Shaikh | • Mr. Ashish Pant | |

### Minutes of Meeting and Resolutions

| | |
|---|---|
| **Topic #1:** | **Welcome and Confirmation of minutes held on 25-08-2022** |
| | 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 SSR was discussed. |

| | |
|---|---|
| **Topic #2:** | • **Review of Faculty Performance Appraisal Form - FPAR** |
| **Discussion** | - At the outset Dr. Gabhane gave background of the Meeting Agenda which was to review and modify (if need be) the Faculty Performance Appraisal Form for Academic year 2022-23 |
| | - The existing form consists of 3 sections – Academic Performance Index (**API**), Research development Index (**RDI**) and Institute Development Index (**IDI**). |
| | - Prof. Bidisha Goswami & Prof. Niyati Joshi expressed some dissatisfaction towards FPAR. Dr. Dinesh Gabhane suggested to conduct a review meeting for the same |

**Review of F-PAR (Section 1: Academic Performance Indicator – API)**
- Dr. Gabhane Solicited feedback on API section of F-PAR.
- All faculty members were satisfied with the API Section
- It was unanimously decided to no changes were needed in API Section of F-PAR
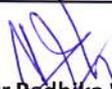
**Review of F-PAR (Section 2: Research Performance Indicator – RPI)**
- Dr. Radhika Wadhera suggested to include UGC Care journals in Research paper publication
- Dr. Dinesh Gabhane suggested to include ABDC in the same.
- It was unanimously decided to include UGC and ABDC with Scopus in Research paper publication
- Prof. Bidisha Goswami suggested to increase marks from 1 to 2. This was seconded by Prof. Farheen Ahmad
- After discussion it was decided to increase marks of resource person from 1 to 2.

**Review of F-PAR (Section 3: Institute Development Indicator – IDI)**
- Dr. Radhika Wadhera suggested that points for committees should be revised.
- Prof. Farheen Ahmad suggested that no two committees shall be compared.
- Dr. Dinesh Gabhane seconded and also proposed that based on Roles & Responsibilities members will rate themselves from 1 to 5 marks and Committee reports all committee

|  |  |
|---|---|
|  | coordinators and use the Conclusion section (Events mapped Strategic plan) to section to justify the marks as notes. |
| **Resolution# 1.1:** | Resolved that no changes will be implemented in API section |
| **Resolution# 1.2:** | Resolved that Resource person marks in RCI Section of F-PAR to be increased by 1 point |
| **Resolution# 1.3:** | Resolved that based on Roles & Responsibilities members will rate themselves from 1 to 5 marks and the Committee reports all committee coordinators and use the Conclusion section (Events mapped Strategic plan) to justify the marks as notes. |
| **Topic #3** | **Non-Teaching Appraisal form** |
| **Discussion:** | - Dr. Radhika Wadhera suggested that Non-Teaching Appraisal form should be reviewed and if there are any suggestions, they should be incorporated.<br>- There were no suggestions. Hence it was decided to disseminate FPAR and non-teaching appraisal form to the staff after approval from CDC and Governing Body |
| **Resolution# 2.1** | Resolved Director sir will present the FPAR and Non-Teaching in CDC and Governing Body |
| **Topic #4:** | **Budget Head mappings** |
| **Discussion** | - Mr. Sunil Jadhav stated that there was significant efforts needed to present financial data (expenses) to FRA as the budget heads which are maintained in our ERP system (Tally) do not match with the heads which FRA or NBA committee are expecting<br>- He also mentioned that over last 2 – 3 months, accounts team of JNI was working to create Audit Heads (as required by Income tax and charity commission) and FRA Heads were mapped along with budget heads which are expected by NBA.<br>- These mappings were presented and It was decided that going forward accounts team will update ledger heads with Audit Codes which will help mapping |
| **Resolution # 3.1** | Resolved that Account Officers of RGCMS will add Audit Codes to Tally ledgers |
|  | As there was no further topics to be discussed, the meeting was adjourned with vote of thanks |

Dr.Radhika Wadhera
(IQAC coordinator)

Dr. Dinesh Gabhane
(Director)

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

Date: 15/09/2022

## CIRCULATION OF MINUTES

Minutes of Meeting of IQAC Committee of the College held on 15th September 2022 are circulated amongst its following members for their kind comment/consent and necessary action.

| Sr. No. | Name | Designation | Signature |
|---------|------|-------------|-----------|
| | **Internal Quality Assurance Cell (IQAC)** | | |
| 1 | Dr. Dinesh Gabhane | Chairman | |
| 2 | Dr. Radhika Wadhera | Member Secretary (Coordinator) | |
| 3 | Ms. Farheen Ahmad | Member (Faculty Representative) | |
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| 11 | Mr. Hemraj Pomendkar | Member (Computer Lab) | |
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| 14 | Mr. Shubham Pawar | Alumni- Batch (2018-20) | |
| 15 | Mr. C.V Jadhav | Member (Nominee Local Society) | |
| 16 | Mr. Deepesh Diwakaran | Expert (Industry Representative) | |

**Dr. Radhika Wadhera**
**Coordinator, IQAC**
**Committee**

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

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# Rajeev Gandhi College of Management Studies

## Office of: **IQAC**

## Notice

**Ref No:**RGCMS/IQAC/Notice/2022-23                    **Date**: 13/08/2022

**Subject:** IQAC Meeting

Dear all,

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

**Date of meeting:** 25/08/2022

**Time:** 04:00 pm

**Venue:** RGCMS,Board Room

**Agenda:**

1. Confirmation of minutes held on 17-07-2022.

2. To Review SSR for NAAC Submission.

3. Any other agenda by the permission of the chair.

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

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

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**Ref No:** RGCMS/IQAC/MoM/2022-23        **Date:** 25 /08/2022

## MINUTES OF MEETING

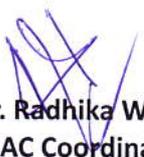**Date and Time:** Aug 25th ,2022 at 3:00 pm      **Location:** RGCMS Board Room

**Attendees:**

| Members Present | | Members Absent |
|---|---|---|
| • Mr. Sunil Jadhav | • Ms. Bidisha Goswami | |
| • Dr. Dinesh Gabhane | • Ms. Niyati Joshi | |
| • Dr. Radhika Wadhera | • Ms Pratha Vora | |
| • Ms. Farheen Ahmad | • Mr. Ashish Yadav | |
| • Mr. Atul Ramteke | • Mr Atul Mumbarkar | |
| • Ms. Sameen Shaikh | • Mr. Ashish Pant | |

### Minutes of Meeting and Resolutions

| | | |
|---|---|---|
| **Topic # 1:** | **Welcome and Confirmation of minutes held on 17-03-2022** | |
| | • 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 Presentation & IIQA was discussed. | |
| **Topic # 2** | **To Review SSR for NAAC Submission** | |
| **Discussion:** | • As all Criteria owners were given their respective Criteria for write up, they presented their write up for SSR for corrections and updates.<br>• After detailed Brainstorming was done and SSR was compiled and accepted. | |
| **Resolution # 1:** | • SSR was approved, It was resolved to upload the SSR on 31st August 2022 | |

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


**Dr. Radhika Wadhera**
**IQAC Coordinator**


**Dr. Dinesh Gabhane**
**Director**

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

## **CIRCULATION OF MINUTES**

Minutes of Meeting of IQAC Committee of the College held on 25th August 2022 are circulated amongst its following members for their kind comment/consent and necessary action.

| Sr. No. | Name | Designation | Signature |
|---------|------|-------------|-----------|
| Internal Quality Assurance Cell (IQAC) ||||
| 1 | Dr. Dinesh Gabhane | Chairman | |
| 2 | Dr. Radhika Wadhera | 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) | |
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| 11 | Mr. Hemraj Pomendkar | Member (Computer Lab) | |
| 12 | Ms.Pragya Upadhyay | Student Representative- Batch (2021-23) | |
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| 16 | Mr. Deepesh Diwakaran | Expert (Industry Representative) | |

**Dr. Radhika Wadhera**
**Coordinator, IQAC**
**Committee**

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IQAC
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**

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### Notice

**Subject:** IQAC Meeting

Dear all,

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

**Date of meeting:** 17/07/2022

**Time:** 04:00 pm

**Venue:** RGCMS,Board Room

**Agenda:**

1. Reading of Action Taken Report of Academic year 2021-2022
2. Confirmation of minutes held on 17-03-2022.
3. DIscussion on Presentation of Institute Annual Performance report 2021-2022.
4. To discuss about IIQA for NAAC Review
5. Any other agenda by the permission of the chair.

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

Copy Submitted:

1. Above, via email
2. IQAC / Meeting 2022-23 file

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

**Ref No:** RGCMS/IQAC/MoM/2022-23        **Date:**17 /07/2022

## MINUTES OF MEETING

**Date and Time:** July 17th ,2022 at 4:00 pm     **Location:** RGCMS Board Room

**Attendees:**

| Members Present | | Members Absent |
|---|---|---|
| • Mr. Sunil Jadhav | • Ms. Bidisha Goswami | |
| • Dr. Dinesh Gabhane | • Ms. Niyati Joshi | |
| • Dr. Radhika Wadhera | • Ms Pratha Vora | |
| • Ms. Farheen Ahmad | • Mr. Ashish Yadav | |
| • Mr. Atul Ramteke | • Mr Atul Mumbarkar | |
| • Ms. Sameen Shaikh | • Mr. Ashish Pant | |

## Minutes of Meeting and Resolutions

| | |
|---|---|
| **Topic # 1:** | **Welcome and Confirmation of minutes held on 17-03-2022** |
| | - 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 Lab utilization policy, Staff Welfare Policy and Library Utilisation policy was discussed. |
| | - Dr. Radhika Wadhera read Action Taken Report of Academic year 2021-2022. |
| **Topic # 2:** | **Presentation of Institute Annual Performance report 2021-2022** |
| **Discussion:** | Post reviewing all Annual Committee reports shared by respective coordinators. The summary of report was discussed with quorum. Some of the **significant achievements** are listed as below |
| | 1. RGCMS was able to attract 114 admissions |
| | 2. Exams (offline/online) were smoothly conducted throughout the year |
| | 3. Awareness sessions for student grievance and anti-ragging were under taken during Orientation |
| | 4. 7 research papers were published by faculty in SCOPUS |
| | 5. Two books were published by faculty members |
| | 6. First student publication in a peer reviewed international journal |
| | 7. Online Cultural and Sports activities were conducted where candidates across India participated, which has definitely helped branding of RGCMS beyond Maharashtra state. |
| | 8. Staff recruitment process was made completely digital with proper Sop |
| | 9. Student Body member actively participated in all the committee works to facilitate inclusive decision making |
| | 10. Student portal was added on website |
| | 11. Course file SoP was updated and circulated |

12. An opportunity of upskilling students via IBM Skill build course was provided to students in order to bridge a gap between Academics and industry
13. National level FDP on Outcome Based Education and various webinars by R&D committee successfully engaged participants
14. Guest sessions by Faculty members in other colleges strengthened Faculty engagement with outside world.
15. Landscaping of garden and open space was done. Levelling of playground for students was undertaken.
16. Virtual industrial visit was successfully conducted.
17. Student master data is available on drive
18. HR related data of all employees on drive

Some of the **Developmental Goals / improvement** projects which may be undertaken this year are listed as below

1. Scholarships were given post interview on merit basis. Lt is recommended to conduct an exam inaddition to personal interview for Scholarship.
2. At least a session each for Anti-ragging, SC/ST, Student grievance and ICC to be taken apart from Orientation
3. Latest software's to be installed in lab with proper training to Lab in charge
4. CSR to conduct various activities for instilling social and ethical values in students
5. Feedback to be mandatorily taken for all functions/activities by committee coordinators
6. Faculty to enroll and complete higher education
7. Create effective policies and processes and KPI for maximum utilization of library resources
8. Encourage library resources use by students and staff. Documentation for the same required for accreditation
9. Although Digitization of Office department is underway, still some new tools and technologies may facilitate recording, maintaining and retrieval of the student and faculty data with ease.
10. Stock verification work to be done
11. O&A staff to be trained in automation, digitization and to take initiatives and ownership of tasks
12. Better recruitment opportunities to be provided to students
13. Placement Data for 5 years to be maintained (including appointment letters)

**Resolution # 1:** Resolved to accept IAPR and Director Dr. Dinesh Gabhane will present the same in CDC meeting.

| | |
|---|---|
| **Topic #3:** **Discussion** | • Review of Strategic Plan, SWOC<br>- Based on the Institute Annual Performance report, Strategic Plan Document was updated as per phases (P/I/M)<br>- SWOC analysis was conducted and accepted |

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|---|---|
| | - Program Exit Survey analysis was accepted |
| **Resolutions #2:** | Resolved to accept updates to Strategic Plan Document, SWOC |
| **Topic # 4 :** | **IIQA  for NAAC Review** |
| **Discussion:** | • Dr. Wadhera informed the members that although we had initially planned for NBA, but we have done enough preparation and we can pre-qualify for NAAC<br><br>• In that regards required fees for NAAC has been paid and IIQA was prepared.<br><br>• A detailed review of IIQA data was done with the members and their suggestions incorporated. |
| **Resolution # 3:** | Resolved to approve IIQA and permission given to IQAC coordinator to upload the same on NAAC website. |
| **Topic#5:** | **Program Exit Feedback Analysis** |
| **Discussion** | • Dr. Wadhera presented Program exit feedback analysis of Batch 2020-2022. It was accepted unanimously. |
| **Resolution #4:** | Resolved that Director will present the Program exit feedback analysis in CDC meeting |

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

**Dr. Radhika Wadhera**
**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**

## **CIRCULATION OF MINUTES**

Minutes of Meeting of IQAC Committee of the College held on 17th July 2022 are circulated amongst its following members for their kind comment/consent and necessary action.

| Sr. No. | Name | Designation | Signature |
|---|---|---|---|
| | **Internal Quality Assurance Cell (IQAC)** | | |
| 1 | Dr. Dinesh Gabhane | Chairman | |
| 2 | Dr. Radhika Wadhera | 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.Pragya Upadhyay | Student Representative- Batch (2021-23) | |
| 13 | Mr.Anil Kalal | 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) | |

**Dr. Radhika Wadhera**
**Coordinator, IQAC**
**Committee**

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