



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2024-25

Date: 17/12/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 10. Mr. Sunil Ghangurde |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 11. Mr. Kulvinder singh |
| 3. Ms. Ashvini Jadhav | 8. Ms. Divya Mahadule | 13. Mr. Sunilkumar Sharma |
| 4. Dr. Arshi Siddiqui | 9. Ms. Chahat Hargunani | 14. Ms. Pranali Patil |
| 5. Ms. Shravanti Hable | 10. Mr. Abhishek Naik | 15. Dr. Deepika Jindoliya |

Dear Sir / Madam,


Please note that the APRC Meeting has been scheduled on 9/1/2025. You are kindly requested to

Date of meeting: 9/1/2025
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Sem II B24-26- Semester Start Checklist - checking & updation

Copy Submitted: APRC/Meeting 2024-25 file




Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 9/1/2025 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2024-25

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
1. Dr. Dinesh Gabhane	6. Dr. Puja Kaushik	Mr. Sunilkumar Sharma (industry expert)
2. Dr. Radhika Wadhera	7. Mr. Atul Mumbarkar	Ms. Pranali Patil (student)
3. Ms. Ashvini Jadhav	8. Ms. Divya Mahadule	Mr. Kulvinder singh (alumni)
4. Dr. Arshi Siddiqui	9. Ms. Chahat Hargunani	Mr. Sunil Ghangurde (industry expert)
5. Ms. Shravanti Hable	10. Mr. Abhishek Naik	
	11. Dr. Deepika Jindoliya	

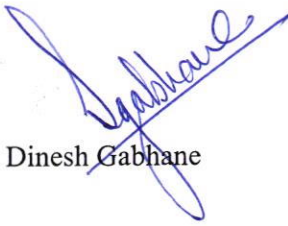
Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

Topic #1:	Sem II b24-26- Semester Start Checklist - checking & updation
Discussion:	Business Research Methods - All Checkpoints Approved Corporate Finance -All Checkpoints Approved Human Resource Management -All Checkpoints Approved Application of Marketing Theory and Practise -All Checkpoints Approved Decision Models in Management -All Checkpoints Approved Information Systems and Digital Transformation -All Checkpoints Approved Entrepreneurship Management - -All Checkpoints Approved Foundations of Strategy - All Checkpoints Approved OJT -All Checkpoints Approved
Resolution# 1.1:	This was approved by the all.

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


Dr. Farheen Ahmad


Dr. Dinesh Gabhane

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Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 9/1/2025

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 9/1/2025 are circulated amongst its following

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Divya Mahadule	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Pranali Patil	Member (Student Representative)	
12	Mr. Kulvinder singh	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
14	Mr. Sunil Ghangurde	Member (Alumni Representative)	
15	Mr. Abhishek Naik	Member (Faculty Representative)	
16	Dr. Deepika Jindoliya	Member (Faculty Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 24-25 File






Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 9/01/2025

Action taken report - APRC Checklist Meeting

Res #	Resolution	Action taken for	Due Date	Remark /
Resolution# 1.1:	This was approved by all	-	-	Complete


Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 24-25 File





RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Semester Start Checklist - Semester (I/II/III/IV)

Batch: 2024-26

A.Y.: 2024-25

	Particulars	Course Initials	1	2	3	4	5	6	7	8	9
			Business Research Methods	Corporate Finance	Human Resource Management	Application of Marketing Theory and Practise	Decision Models in Management	Information Systems and Digital Transformation	OJT / Field Project	Entrepreneurship Management	Foundations of Strategy
Sr. No.		Faculty --> Documents	Dr. Farheen Ahmad	Ms. Divya Mahadule	Dr. Deepika Jindoliya	Ms. Chahat Hargunani	Prof. Dr. Dinesh Gabhane	Ms. Shravanti Hable	Ms. Annie Rupla (Coordinator)	Dr. Radhika Wadhera	Dr. Puja Kaushik
1	Course outcomes -statements/ cognition change	Course File - CO Statements	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	CO-PO mapping-changes and justification	Course File- CO-PO Mapping	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Lesson plan-content delivery/ pedagogical initiative	Course File - Lesson Plan	✓	✓	✓	✓	✓	✓	Action Plan ✓	✓	✓
4	Planning of CIE assessment instruments	Course File - Assessment Instruments	✓	✓	✓	✓	✓	✓	Assessment Rubric ✓	✓	✓
5	CO targets aligned	Course File - CO Targets	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Action plan for bright and slow learners	Course File - Action Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Syllabus gap / co attainment gap	Course File - Action Plan	—	—	—	—	—	—	—	—	—

Dr. Farheen Ahmad
APRC Coordinator Signature



Prof. Dr. Dinesh Gabhane
Directors Signature



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2024-25

Date: 17/12/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 10. Mr. Sunil Ghangurde |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 11. Mr. Kulvinder singh |
| 3. Ms. Ashvini Jadhav | 8. Ms. Divya Mahadule | 13. Mr. Sunilkumar Sharma |
| 4. Dr. Arshi Siddiqui | 9. Ms. Chahat Hargunani | 14. Ms. Pranali Patil |
| 5. Ms. Shravanti Hable | 10. Mr. Abhishek Naik | 15. Dr. Deepika Jindoliya |

Dear Sir / Madam,


Please note that the APRC Meeting has been scheduled on 3/1/2025. You are kindly requested to

Date of meeting: 3/1/2025
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Sem I B24-26- Semester Mid Checklist - checking & updation
- 2) Sem IV b23-25 Semester Start Checklist - checking & updation

Copy Submitted: APRC/Meeting 2024-25 file




Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 3/1/2025 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2024-25

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
1. Dr. Dinesh Gabhane	6. Dr. Puja Kaushik	Mr. Sunilkumar Sharma (industry expert)
2. Dr. Radhika Wadhera	7. Mr. Atul Mumbarkar	Ms. Pranali Patil (student)
3. Ms. Ashvini Jadhav	8. Ms. Divya Mahadule	Mr. Kulvinder singh (alumni)
4. Dr. Arshi Siddiqui	9. Ms. Chahat Hargunani	Mr. Sunil Ghangurde (industry expert)
5. Ms. Shravanti Hable	10. Mr. Abhishek Naik	
	11. Dr. Deepika Jindoliya	

Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

Topic #1:	Sem I b24-26- Semester Mid Checklist - checking & updation
Discussion:	Fundamentals of Management Theory and Practice - All Checkpoints Approved Business Statistics - All Checkpoints Approved Managerial Economics - All Checkpoints Approved Financial Accounting for Business - All Checkpoints Approved Organizational Behaviour- All Checkpoints Approved Fundamentals of Marketing - All Checkpoints Approved Operations Management - All Checkpoints Approved Information Technology for Business - All Checkpoints Approved Managerial Communication- All Checkpoints Approved Bhartiya Management - All Checkpoints Approved
Resolution# 1.1:	This was approved by the all.
Topic #2:	Sem IV b23-25- Semester Start Checklist - checking & updation
Discussion:	Project Management(UA) - All checkpoints Approved Specialization (Elective) Commercial Banking(Elective) - All checkpoints Approved Managing Technology Business and IT Resource Management - All checkpoints Approved Strategic HRM(Elective) - All checkpoints Approved Operations Applications and Cases(Elective) - All checkpoints Approved Integrated Marketing Communications - Dr. Arshi (submission pending)
Resolution# 2.1:	This was approved by the all.
Resolution# 2.1:	Resolved that Dr. Arshi must submit before 18/1/2025 as discussed.

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

Dr. Farheen Ahmad



Dr. Dinesh Gabhane




Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 3/1/2025

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 3/1/2025 are circulated amongst its following members for their kind comment/consent and necessary action.

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Divya Mahadule	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Pranali Patil	Member (Student Representative)	
12	Mr. Kulvinder singh	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
14	Mr. Sunil Ghangurde	Member (Alumni Representative)	
15	Mr. Abhishek Naik	Member (Faculty Representative)	
15	Dr. Deepika Jindoliya	Member (Faculty Representative)	


Dr. Farheen Ahmad
Coordinator - APRC

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Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 3/1/2025

Action taken report - APRC Checklist Meeting

Res #	Resolution	Action taken for	Due Date	Remark /
Resolution# 1.1:	This was approved by all	-	-	Complete
Resolution# 2.1:	Resolved that Dr. Arshi must submit before 18/1/2025 as discussed.	Notified via mail	18/1/2025	Incomplete

Dr. Farheen Ahmad
Coordinator - APRC

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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES Ghansoli, Navi Mumbai

Batch: 2023-25

Semester Start Checklist - Semester (I/ II/ III/ IV)

A.Y.: 2024-25

	Particulars	Course Initials	1	2	3	4	5	6	7	8	9
Sr. No.			Project Management (UA)	Commercial Banking	Managing Technology Business and IT Resource Management	Strategic HRM	Operations Applications and Cases	Integrated Marketing Communications	Specialisation Project	Social project	General Management project
		Faculty --> Documents	Prof. Atul Mumbarkar	Mr. Atul Mumbarkar	Ms. Shravanti Hable	Dr. Radhika Wadhwa	Mr. Abhishek Naik	Dr. Arshi Siddiqui	Dr. Deepika Jindolia	Ms. Shravanti Hable	Ms. Annie Rupla
1	Course outcomes -statements/ cognition change	Course File - CO Statements	✓	✓	Change ✓	Change ✓	✓	Submitted by 11/11/25			
2	CO-PO mapping-changes and justification	Course File- CO-PO Mapping	✓	✓	✓	✓	✓				
3	Lesson plan-content delivery/ pedagogical initiative	Course File - Lesson Plan	✓	✓	✓	✓	✓				

4	Planning of CIE assessment instruments	Course File - Assessment Instruments	CT WA CA.	CT, WA, CA.	CT, Assign, Group Pres.	Field Project, CT, Assign						
5	CO targets aligned	Course File - CO Targets	✓	✓	✓	✓	✓					
6	Action plan for bright and slow learners	Course File - Action Plan	✓	✓	✓	✓	✓					
7	Syllabus gap / co attainment gap	Course File - Action Plan	✓	✓	✓	✓	✓					
8	Project Guidance	Work completion status	✓	✓	✓	✓	✓					
8	Mnetoring	Sheet submission	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Prof. Dr. Dinesh Gabhane -
Directors Signature



Dr. Farheen Ahmad
APRC Coordinator Signature

CH - ✓



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Mid - Semester Checklist - Semester (I/ II/ III/ IV)

Batch: 2024-25

A.Y.: 2024-25

Sr. No.	Courses	Particulars	Course Initials	1	2	3	4	5	6	7	8	9	10
				Fundamentals of Management Theory and Practice	Business Statistics	Managerial Economics	Financial Accounting for Business	Organizational Behaviour	Fundamentals of Marketing	Operations Management	Information Technology for Business	Managerial Communication	Bhartiya Management
				Ms. Chahat Hargunani	Prof. Dr. Dinesh	Dr. Puja Kaushik	Ms. Divya Mahadule	Dr. Arshi Siddiqui	Dr. Farheen Ahmad	Mr. Abhishek Naik	Ms. Shravanti Hable	Dr. Radhika Wadhwa	Ms. Annie Rupla
1	Bright & slow learners -course wise list, nos. and action taken for improvement	Course file - Student analysis & Action plan		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Syllabus completion status	Syllabus completion report		done	done	done	done	done	done	done	done	done	done
3	Action taken on unstructured faculty feedback	Course file - Action plan		-	-	-	-	-	-	-	mailed & reviewed action taken	-	mailed & action reviewed
4	Status of CIE conduction	Numer of CIE conducted / Total		all done	all done	all done	all done	all done	all done	all done	all done	all done	all done
5	Types of CIE	Types of CIE (Field Project, Research Paper, etc)		CT, Assignment, Debate Analysis	CT, Assignment, Quiz	CT, Assignment, Article Writing	CT, Assignment, Group Project	CT, Assignment, Group Present.	CT, Assignment, Project Report	CT, Assignment, G.Presentation	CT, Assignment, G.Presentation	CT, Assignment, Video Resumes	CT, Assignment, Report Project

5	Action taken on gaps derived	Course file - Annexure documents	-	-	-	-	-	-	-	-	-	-
6	Tutorial conduction status	Attendance of students	6 done	4 done	4 done	4 done	4 done	4 done	6 done	4 done	4 done	5 done
7	Mentoring report interaction status	Work completion Status	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

3/1/25

Dr. Farheen Ahmad
APRC Coordinator Signature



3/1/25

Prof. Dr. Dinesh Gabbhane
Directors Signature



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2024-25

Date: 18/10/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 10. Mr. Sunil Ghangurde |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 11. Mr. Kulvinder singh |
| 3. Ms. Ashvini Jadhav | 8. Ms. Divya Mahadule | 13. Mr. Sunilkumar Sharma |
| 4. Dr. Arshi Siddiqui | 9. Ms. Chahat Hargunani | 14. Ms. Pranali Patil |
| 5. Ms. Shravanti Hable | 10. Mr. Abhishek Naik | |

Dear Sir / Madam,


Please note that the APRC Meeting has been scheduled on 23/11/2024. You are kindly requested

Date of meeting: 23/11/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Sem I B24-26- Semester Start Checklist - checking & updation
- 2) Sem III b23-25 Semester End Checklist - checking & updation

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Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 23/11/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2024-25

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
1. Dr. Dinesh Gabhane	6. Dr. Puja Kaushik	Mr. Sunilkumar Sharma (industry expert)
2. Dr. Radhika Wadhera	7. Mr. Atul Mumbarkar	Ms. Pranali Patil (student)
3. Ms. Ashvini Jadhav	8. Ms. Divya Mahadule	Mr. Kulvinder singh (alumni)
4. Dr. Arshi Siddiqui	9. Ms. Chahat Hargunani	Mr. Sunil Ghangurde (industry expert)
5. Ms. Shravanti Hable	10. Mr. Abhishek Naik	

Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

Topic #1:	Sem I b24-26- Semester Start Checklist - checking & updation
Discussion:	Managerial Economics - DPK has changed the cognition Operation Management - All Checkpoints Approved Financial Accounting - All Checkpoints Approved PE - DFA has changed the cognition EMC - All Checkpoints Approved BS - All Checkpoints Approved PM - All Checkpoints Approved CH - All Checkpoints Approved
Resolution# 1.1:	This was approved by the all.
Topic #2:	Sem III b23-25- Semester End Checklist - checking & updation
Discussion:	Common courses: IB - All checkpoints Approved SM (UA) - PENDING (to be submitted post University exam) SIP - All checkpoints Approved Finance courses: DRM - submission done but record keeping pending in softcopy SCM - All checkpoints Approved SAPM - All checkpoints Approved FR - All checkpoints Approved FMI - submission done but record keeping pending in softcopy CVMA - submission done but record keeping pending in softcopy

	<p>IT courses:</p> <p>SE - All checkpoints Approved</p> <p>KM - All checkpoints Approved</p> <p>EMS - submission done but record keeping pending in softcopy</p> <p>CCV(E) - PENDING</p> <p>BDBA - PENDING</p> <p>DBDM - PENDING</p> <p>HR courses:</p> <p>T&D - All checkpoints Approved</p> <p>GHRM - All checkpoints Approved</p> <p>C&B - All checkpoints Approved</p> <p>CBHRM - All checkpoints Approved</p> <p>HRP - All checkpoints Approved</p> <p>LL - PENDING</p> <p>Operations courses:</p> <p>SCM - All checkpoints Approved</p> <p>MM - PENDING</p> <p>SOM - PENDING</p> <p>IL - All checkpoints Approved</p> <p>MRPC - All checkpoints Approved</p> <p>OA - All checkpoints Approved</p> <p>Marketing courses:</p> <p>PnB Mgt - All checkpoints Approved</p> <p>Retail Mgt - All checkpoints Approved</p> <p>Services Marketing - All checkpoints Approved</p> <p>CB - All checkpoints Approved</p> <p>MS - All checkpoints Approved</p> <p>Sales Mgt - All checkpoints Approved</p>
Resolution# 2.1:	This was approved by the all.
Resolution# 2.1:	Resolved that all specialisation incharge must get submission done before 5/12/2024

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

Dr. Farheen Ahmad



Dr. Dinesh Gabhane

Copy Submitted: APMC MoM File 24-25



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 23/11/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 23/11/2024 are circulated amongst its

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Divya Mahadule	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Pranali Patil	Member (Student Representative)	
12	Mr. Kulvinder singh	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
14	Mr. Sunil Ghangurde	Member (Alumni Representative)	
15	Mr. Abhishek Naik	Member (Faculty Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 24-25 File



Request to complete Sem III b23-25- Semester End Checklist - work

1 message

APRC Rgcms <aprc@rgcms.edu.in>

Fri, Nov 29, 2024 at 11:20 AM

To: ARSHISIDDIQUI@rgcms.edu.in, shravantihable@rgcms.edu.in, pujakaushik@rgcms.edu.in, abhisheknaik@rgcms.edu.in

Cc: "Dr.Farheen Ahmad" <farheenahmad@rgcms.edu.in>

Dear all

Post checklist meeting following **discrepancies are recorded in Sem III b23-25- Semester End Checklist submission**

Common courses: SM (UA) - **PENDING (to be submitted post University exam)** Finance courses: DRM - submission done but **record keeping pending in softcopy** FMI - submission done but **record keeping pending in softcopy** CVMA - submission done but **record keeping pending in softcopy**

IT courses: EMS - submission done but **record keeping pending in softcopy** CCV(E) - **PENDING** BDBA - **PENDING** DBDM - **PENDING**

HR courses: LL - **PENDING**Operations courses: MM - **PENDING** SOM - **PENDING*****All specialisation in charges must get work completed & submission done before 5/12/2024***

Thanks & Regards.

Dr. Farheen Ahmad

Coordinator - APRC

RGCMS, Ghansoli.

**RGCMS VISION**

To be an institute that nurtures business professionals to deliver social and economic impact.

RGCMS MISSION

M1: To provide a platform for academic delivery in coherence with a defined teaching process.

M2: To encourage our faculty and students for Industry Academia Interaction.

M3: To expose and inculcate social ethical values in students.

RGCMS CORE VALUES

• Ethical Behavior • Socially Responsible • Integrity • Transparency And Fairness • Collaboration • Teamwork



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 23/11/2024

Action taken report - APRC Checklist Meeting

Res #	Resolution	Action taken for	Due Date	Remark /
Resolution# 1.1:	This was approved by all	-	-	Complete
Resolution# 2.1:	Resolved that all specialisation incharge must get submission done before 5/12/2024	Notified via mail	5/12/2024	Incomplete

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 24-25 File





RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Semester Start Checklist - Semester (I/II/III/IV)

Batch: 2024-26

A.Y.: 2024-25

	Particulars	Course Initials	1	2	3	4	5	6	7	8	9	10
			Fundamentals of Management Theory and Practice	Business Statistics	Managerial Economics	Financial Accounting for Business	Organizational Behaviour	Fundamentals of Marketing	Operations Management	Information Technology for Business	Managerial Communication	Bharatiya Management
Sr. No.		Faculty --> Documents	Ms. Chahat Hargunani	Prof. Dr. Dinesh Gabhane	Dr. Puja Kaushik	Ms. Divya Mahadule	Dr. Arshi Siddiqui	Dr. Farheen Ahmad	Mr. Abhishek Naik	Ms. Shrivanti Hable	Dr. Radhika Wadhwa	Ms. Annie Rupla
1	Course outcomes -statements/ cognition change	Course File - CO Statements	No change in CO ✓ Submission	✓ Submission	Higher cog. chosen in CO statement ✓ Submission	No change in CO ✓ Submission	Added 1 CO & used Higher cog. in rest ✓ Sub.	Cognition all increased ✓ Submission	No change in CO ✓ Submission	Change suggested ✓ Submission	No change ✓ Submission	No change in CO ✓ Sub.
2	CO-PO mapping-changes and justification	Course File - CO-PO Mapping	Submission ✓ ✓	Submission ✓ ✓	Submission ✓ ✓	Submission ✓ ✓	Submission ✓ ✓	Submission ✓ ✓	Submission ✓ ✓	Submission ✓ ✓	Sub: ✓ ✓	Sub: ✓ ✓
3	Lesson plan-content delivery/ pedagogical initiative	Course File - Lesson Plan	Tutorial dates needed ✓	✓	UP needs to be more clear ✓	UP needs to be summarized ✓	Changes suggested ✓	✓	Full LP needs to be revised for clarity ✓	LP needs to be revised ✓	✓	LP - Content revision, Dates change suggested ✓

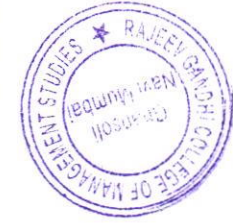


RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Batch: 2023-25
Semester End Checklist - Semester (I/ II/ III/IV)
Common & Marketing
A.Y.: 2024-25

Courses		1	2	3	4	5	6	7
Sr. No.	Particulars	Course Initials	Faculty --> Documents					
		IB	Sam	CB	Ser Mktg.	PRB Mgt	Ret. Mgt.	SIP
1	Course exit feedback - responses	DFA	CH	DPK	DKP	DFA	CH	AR
2	CO, PO, PSO attainment- course file	✓	✓	✓	✓	✓	✓	✓
3	Closing the quality loop	✓	✓	✓	✓	✓	✓	✓
4	Course Annexures	✓	✓	✓	✓	✓	✓	✓
5	Attainment record keeping	✓	✓	✓	✓	✓	✓	✓

Dr. Farheen Ahmad
APRC Coordinator Signature



Prof. Dr. Dinesh Gabbane
Directors Signature




RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Batch: 2023-25
Semester End Checklist - Semester (I/ II/ III/ IV)
Common & Finance
A.Y.: 2024-25

Courses		1	2	3	4	5	6	7
Sr. No.	Particulars	Course Initials						
		Faculty --> Documents						
1	Course exit feedback - responses	✓	✓	✓	✓	✓	✓	✓
2	CO, PO, PSO attainment- course file	✓	✓	✓	✓	✓	✓	✓
3	Closing the quality loop	✓	✓	✓	✓	✓	✓	✓
4	Course Annexures	✓	✓	✓	✓	✓	✓	✓
5	Attainment record keeping				✓	✓		✓


Dr. Farheen Ahmad
APRC Coordinator Signature




Prof. Dr. Dinesh Gabhane
Directors Signature



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Batch: 2023-25
Semester End Checklist - Semester (I/ II/ III/ IV)
IT
A.Y.: 2024-25

Courses		1	2	3	4	5	6	7
Sr. No.	Course Initials	Faculty --> Documents	EMS	BDBA	KM	SE	CCU	
	Particulars							
1	Course exit feedback - responses	Course file- CES Analysis	✓		✓	✓		
2	CO, PO, PSO attainment- course file	Course file- Attainment Pages	✓		✓	✓		
3	Closing the quality loop	Course file- Action plan for continuous improvement	✓		✓	✓		
4	Course Annexures	Course file- Annexures filing as per index	✓		✓	✓		
5	Attainment record keeping	Shared attainment tables- Embed attainment			✓	✓		



Dr. Farheen Ahmad
APRC Coordinator Signature

Prof. Dr. Dinesh Gabhane
Directors Signature



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Batch: 2023-25
Semester End Checklist - Semester (I/ II/ III/ IV)
AY: 2024-25

HR

Courses		1	2	3	4	5	6	7
Sr. No.	Particulars	Course Initials	CLB	CBHRM	LL	HRP	GHRM	
		Faculty --> Documents	DPK	DAS	KN	DAS	SH	
1	Course exit feedback - responses	✓	✓	✓		✓	✓	
2	CO, PO, PSO attainment- course file	✓	✓	✓		✓	✓	
3	Closing the quality loop	✓	✓	✓		✓	✓	
4	Course Annexures	✓	✓	✓		✓	✓	
5	Attainment record keeping	✓	✓	✓		✓	✓	



Dr. Farheen Ahmad
APRC Coordinator Signature

Prof. Dr. Dinesh Gabhare
Directors Signature



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Batch: 2023-25
Semester End Checklist - Semester (I/ II/ III/IV)
A.Y.: 2024-25

operations

Courses		1	2	3	4	5	6	7
Sr. No.	Particulars	Course Initials	Faculty --> Documents					
1	Course exit feedback - responses	SCM	OA	SOM	MRPC	MM	IL	
2	CO, PO, PSO attainment- course file							
3	Closing the quality loop							
4	Course Annexures							
5	Attainment record keeping							



Dr. Farheen Ahmad
APRC Coordinator Signature

Prof. Dr. Dinesh Gabhane
Directors Signature

APRC CHECKPOINT MEETING: Sem III (Semester End)

1 message

APRC Rgcms <aprc@rgcms.edu.in>
 To: faculty2425@rgcms.edu.in
 Cc: Director Rgcms <director@rgcms.edu.in>

Fri, Oct 18, 2024 at 11:31 AM

Dear all

You are required to **SUBMIT** respective **complete course files HARDCOPY** for **Sem III COURSES** on **APRC CHECKPOINT MEETING** scheduled on **23 November 2024** as per checklist provided below:

1	Course exit feedback - responses	Course file- CES Analysis
2	CO, PO, PSO attainment- course file	Course file- Attainment Pages
3	Closing the quality loop	Course file- Action plan for continuous improvement
4	Course Annexures	Course file- Annexures filing as per index
5	Attainment record keeping	Shared attainment tables- Embed attainment numbers
6	Project Guidance Report	

Thanks & Regards.

Dr. Farheen Ahmad
 Coordinator - APRC
 RGCMS, Ghansoli.



RGCMS VISION

To be an institute that nurtures business professionals to deliver social and economic impact.

RGCMS MISSION

- M1: To provide a platform for academic delivery in coherence with a defined teaching process.
- M2: To encourage our faculty and students for Industry Academia Interaction.
- M3: To expose and inculcate social ethical values in students.

RGCMS CORE VALUES

- Ethical Behavior • Socially Responsible • Integrity • Transparency And Fairness • Collaboration • Teamwork

APRC CHECKPOINT MEETING: Sem I- sem start

2 messages

APRC Rgcms <aprc@rgcms.edu.in>
 To: faculty2425@rgcms.edu.in
 Cc: Director Rgcms <director@rgcms.edu.in>

Fri, Oct 18, 2024 at 1:06 PM

Dear all

You are required to **SUBMIT** respective **course files HARDCOPY** for **Sem I COURSES** on **APRC CHECKPOINT MEETING** scheduled on **24 October 2024** as per checklist provided below:

1	Course outcomes - statements/cognition change	Course File - CO Statements
2	CO-PO mapping-changes and justification	Course File- CO-PO Mapping
3	Lesson plan- content delivery/ pedagogical initiative	Course File - Lesson Plan
4	Planning of CIE assessment instruments	Course File - Assessment Instruments page
5	CO targets aligned	Course File - CO Targets
6	Action plan for bright and slow learners	Course File - course planning sheet
7	Syllabus gap / co attainment gap	Course File - course planning sheet

Thanks & Regards.

Dr. Farheen Ahmad
 Coordinator - APRC
 RGCMS, Ghansoli.



RGCMS VISION

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RGCMS CORE VALUES

• Ethical Behavior • Socially Responsible • Integrity • Transparency And Fairness • Collaboration • Teamwork

APRC Rgcms <aprc@rgcms.edu.in>
 To: faculty2425@rgcms.edu.in

Fri, Oct 18, 2024 at 2:15 PM

change in date - **Wednesday, October 23 · 2:00 – 3:00pm**

Thanks & Regards.

Dr. Farheen Ahmad
 Coordinator - APRC
 RGCMS, Ghansoli.



Dr.Farheen Ahmad <farheenahmad@rgcms.edu.in>

APRC CHECKPOINT MEETING: Sem III Mid- sem & Sem I- sem start

1 message

APRC Rgcms <aprc@rgcms.edu.in>
To: faculty2425@rgcms.edu.in
Cc: Director Rgcms <director@rgcms.edu.in>

Fri, Aug 2, 2024 at 10:55 AM

Dear all

You are required to respective complete course files for Sem III Mid- sem & Sem I- sem start... as per checklist provided below:
& submission of duly completed course file will happen on APRC CHECKPOINT MEETING scheduled on 12/8/24
As per following allotment...you are required to prepare for Sem I start checklist

	Course outcomes - statements/cognition change	Course File - CO Statements
1	CO-PO mapping- changes and justification	Course File- CO-PO Mapping
2	Lesson plan- content delivery/ pedagogical initiative	Course File - Lesson Plan
3	Planning of CIE assessment instruments	Course File - Assessment Instruments
4	CO targets aligned	Course File - CO Targets
5	Action plan for bright and slow learners	Course File - Action Plan
6	Syllabus gap / co attainment gap	Course File - Action Plan

For all faculty members - sem 3 mid sem checklist :

1	Bright & slow learners -course wise list, nos. and action taken for improvement	Course file - Student analysis & Action plan
2	Syllabus completion status	Syllabus completion report
3	Action taken on unstructured faculty feedback	Course file - Action plan

4	Status of CIE conduction	Number of CIE conducted / Total
5	Types of CIE	Types of CIE (Field Project, Research Paper, etc)
5	Action taken on gaps derived	Course file - Annexure documents
6	Tutorial conduction status	Attendance of students
7	Project Submission status	Work completion Status

Note: * Specialisation coordinator must forward this mail to visiting faculty & make sure their course file is duly completed & printed & are available for submission in the meeting.

Thanks & Regards.

Dr. Farheen Ahmad
Coordinator - APRC
RGCMS, Ghansoli.



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Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2024-25

Date: 10/10/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Kulvinder Singh |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 13. Mr. Sunilkumar Sharma |
| 3. Ms. Divya Mahadule | 8. Mr. Abhishek Naik | 14. Ms. Pranali Pawar |
| 4. Ms. Ashvini Jadhav | 9. Ms. Chahat Hargunani | 15. Mr. Sunil Ghangurde |
| 5. Dr. Arshi Siddiqui | 10. Ms. Shravanti Hable | |


Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 14/10/2024. You are kindly requested to attend the same.

Date of meeting: 14/10/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Discussion on clarity over revised MMS syllabus Sem I & II post University visit




Dr. Farheen Ahmad
(Coordinator, APRC)

Copy Submitted: APRC/Meeting 2024-25 file



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 14/10/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2024-25

Attendees:

<u>Members Present</u>		
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Mr. Sunil Ghangurde(industry expert)
Dr. Radhika Wadhera	Dr. Arshi Siddiqui	Mr. Kulvinder Singh (alumni)
Dr. Arshi Siddiqui	Mr. Abhishek Naik	Mr. Sunilkumar Sharma (industry expert)
Mr. Atul Mumbarkar	Ms. Shravanti Hable	
Ms. Divya Mahadule	Dr. Puja Kaushik	
Ms. Ashvini Jadhav	Ms. Pranali Pawar (student)	


Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

Topic #1:	Discussion on clarity over revised MMS syllabus Sem I & II post University visit
Discussion:	<p>Dr.Dinesh mentioned that he, the APRC & IQAC coordinators visited Univerity on 11/10/24 to gain clarity over revised MMS syllabus for semster I & II. Dr. Farheen read the following pointers from the visit that brought lot of clarity. she quited...</p> <ul style="list-style-type: none"> - SIP is there post sem II -Academic Bank of Credit (digilocker) registrations are imported for students as credit will be transferred -Lectures now can happen in hybrid mode; 40% of credit delivery can be doone online. -Diploma will be given to a student passing FYMMS (minimum 44 credits) & + 4credit OJT maximum 52 credits -Where as Degree will be granted to a student passing SYMMS (minimum 88 credits) with maximum 104 credits <p>Dr. Radhika mentioned further...</p> <ul style="list-style-type: none"> - OJT is routine activitied done by Industry...student shall learn the same. - SIP - Project / task intensive - OJT is of 60 hours (suhhested is everyday 2 hours/day or giving 1 working dayto students for the same) - Assessment pattern for 100 marks remains same. 60:40 wieghtage to all courses is applied - CO's can be modified but suggested that prescribed course outcome statements must be used as they are made by panel of expert -Course Mandatory or Elective - All 4 CIE tools will be used -Fexibility in attendance for OJT - Evaluation guidelines are on Mumbai website - Project based evaluation - Research Methodology Sem-2 (BRM subject) <p>(Project Guidelines yet to be published)</p>

Resolution# 1.1:	It was accepted by all
-------------------------	------------------------

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


Dr. Farheen Ahmad
(APRC Coordinator)


Dr. Dinesh Gabbhane
(Director)

Copy Submitted: APRC MoM File 24-25





Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 14/10/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 14/10/2024 are circulated amongst its following members for their kind comment/consent and necessary action.

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Mr. Abhishek Naik	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Divya Mahadule	Member (Faculty Representative)	
12	Ms. Pranali Pawar	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
14	Mr. Kulvinder Singh	Member (Alumni Representative)	
15	Mr. Sunil Ghangurde	Member (Industry Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 24-25 File





Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 14/10/2024

Action taken report - APRC Meeting (14/10/2024)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
1.1	It was accepted by all	Academically all pointers be acted upon throughout academic year	-	-

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MOM 24-25 File

University of Mumbai

Phone – 022-68320031/33/34
E-mail- science@aau.mu.ac.in



Academic Authorities
Meetings & Services,
Room No. 130,
Fort Campus,

No. AAMS/ICC/2024-25/8

Date:- 03rd October, 2024

Circular :-

All the Directors, Faculty Members and Teachers in Management Institutes / Computer Applications Institution / Departments & Chairperson and members of the Board of Studies of Management and MCA are hereby informed that Workshop for Orientations towards NEP curriculum and syllabus under the aegis of UGC Malviya Mission Teachers Training Centre, University of Mumbai is scheduled on **Friday 11th October, 2024 at Green Technology Auditorium from 10.30 a.m. onwards.**

Hon.Vice Chancellor and Hon. Pro-Vice Chancellor will grace the occasion.

You are advised to attend the Orientation Workshop to understand NEP 2020 structure and implementation from the Academic Year 2024-25.

**The schedule of the workshop is as follows :-
Workshop date 11th October, 2024**

Sr. No.	Time	Particulars
1.	10.30 AM to 11.00 AM	Inauguration
2	11.00 AM to 1.00 P.M.	The NEP 2020 induced structure and Philosophy
3	2.00 P.M. to 5.00 P.M.	Break out room discussions for MMS and MCA conducted by BOS chairperson and Members.

The Link for the Registration of the Workshop is :-

https://docs.google.com/forms/d/e/1FAIpQLSegAGiF_wFwm4HI-86OEI-9AUaZQjmfddhGG9Wqg3jpwwmysQ/viewform?pli=1

You are requested to register for the workshop on the link given above.

Mumbai - 400 032.
Date – 03rd October, 2024.

(Dr. Prasad Karande)
Registrar

To,

All the Directors, Faculty Members and Teachers in Management Institutes / Computer Applications Institution / Departments & Chairperson and members of the Board of Studies of Management and MCA.

Queries on Revised UoM MMS Program syllabus

Page no	Mentioned	Query	Understanding						
4	Formative Assessment pattern: Class Participation 10 Marks and remaining 30 marks based on minimum of 3 other assessment formats	What about credit 2 courses							
5	<table><tr><td>R</td><td>OJT/F</td><td>R</td></tr><tr><td>M</td><td>P</td><td>P</td></tr></table>	R	OJT/F	R	M	P	P	Abbreviation to RM & RP & what is expected here	✓
R	OJT/F	R							
M	P	P							
5	Exit Option: PG Diploma with additional 4 credits of OJT	How to do this	Add 4 more credit time to give Diploma						
8	<table><tr><td>OJT / Field Project</td><td>OJT / Field Project</td><td>4</td></tr></table>	OJT / Field Project	OJT / Field Project	4	How OJT will be treated as equal to a course of 100 marks? How to conduct – mentioned during the semesters?	4 weeks			
OJT / Field Project	OJT / Field Project	4							
11	Each Unit is courses are mapped to 2-3 course outcomes	CO - Is it compulsion to use course outcomes suggested in the syllabus or we can modify it cognition wise?							
94	Mode of evaluation – Project work & OJT: If the performance of a student is to be evaluated through a Project work for any course, then End Term Examination (written) may not be suitable method of evaluation. The project evaluation to be done as per the following guidelines keeping the ratio of Internal and External Viva Examination and presentation in ratio of 50:50	Need clarity	SEE 60-40 CIE 60 — 6 Ques + Att + any 4 (15 each)						
107	Questions to be given for 10 marks or 5 marks sub questions are also allowed	Mapping of course outcomes to Question papers							



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2024-25

Date: 24/9/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Kulvinder Singh |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 13. Mr. Sunilkumar Sharma |
| 3. Ms. Divya Mahadule | 8. Mr. Abhishek Naik | 14. Ms. Pranali Pawar |
| 4. Ms. Ashvini Jadhav | 9. Ms. Chahat Hargunani | 15. Mr. Sunil Ghangurde |
| 5. Dr. Arshi Siddiqui | 10. Ms. Shravanti Hable | |

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 25/9/2024. You are kindly requested to attend the same.

Date of meeting: 25/9/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 29-07-2024 and Action Report review
- 2) Academic Term Semester I Batch 24-26 A.Y. 24-25 - Revised Commencement, Syllabus completion & All CIE completion dates
- 3) Discussion on Academic Term Semesters I & II A.Y. 24-25 - discussion on syllabus, & selection of electives
- 4) Discussion on Subject Allocation & Faculty Workload Distribution - Semester I Batch 24-26 A.Y. 24-25
- 5) Semester I - Courses planning Batch 24-26 A.Y. 24-25
- 6) Discussion on action taken on unstructured faculty feedback from Sem III
- 7) Value Added Program planning A.Y. 24-25 based on PO gap/ Curriculum Gap
- 8) Discussion on planned event for students
- 9) Any other agenda



Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 25/9/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2024-25

Attendees:

<u>Members Present</u>		
Dr. Dinesh Gabhane Dr. Radhika Wadhera Dr. Arshi Siddiqui Mr. Atul Mumbarkar Ms. Divya Mahadule Ms. Ashvini Jadhav	Ms. Chahat Hargunani Dr. Arshi Siddiqui Mr. Abhishek Naik Ms. Shravanti Hable Dr. Puja Kaushik Ms. Pranali Pawar (student)	Mr. Sunil Ghangurde(industry expert) Mr. Kulvinder Singh (alumni) Mr. Sunilkumar Sharma (industry expert)

Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting


Topic #1:	Confirmation of minutes held on 29-7-2024 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 29-7-2024 and it was decided to confirm / accept the same Action Report, 6.1 resolution was pending but got completed later. With running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 29-7-2024
Resolution# 1.2:	It was resolved to accept an Action Report along with a running list of actions to be acted upon from the Meeting held of 29-7-2024
Topic #2:	Academic Term Semester I Batch 24-26 A.Y. 24-25 - Revised Commencement, Syllabus completion & All CIE completion dates
Discussion:	Dr. Farheen mentioned the term prescribed by mumbai university for affiliated college is now from October'24 till mid Dec' 24 & Dec month will be utilized for exam Dr. Radhika mentioned to make sure full completion of syllabus is done. Dr. Dinesh emphasized faculty members taking extra hours to complete syllabus on time and then on discussion all finalized respective dates Revised Commencement of sem I -26/9/2024 Syllabus completion date - 30/11/2024 All CIE completion dates - 30/11/2024
Resolution# 2.1:	It was resolved that Ms. Divya (Exam coordinator) will communicate to faculty with via notice - all CIE completion date
Topic #3:	Discussion on Academic Term Semesters I & II A.Y. 24-25 - discussion on syllabus, & selection of electives

<p>Discussion:</p>	<p>"The coordinator initiated the discussion on planning for mentioned academic term Semester I Batch 24-26 A.Y. 24-25. The academic coordinator opened the discussion of feedback over choice of courses/electives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni.</p> <p>Feedback from stakeholders:</p> <p>Employer's representative Mr. Sunilkumar Sharma stated that the university of mumbai syllabus has a variety of electives; specific courses like Managerial Communication must be provided which will induce them to become placeable. The academic coordinator confirmed that such courses are already available.</p> <p>Alumni representative Mr. Kulvinder Singh recalled that subjects like Financial accounting, Business statistics syllabus are rightly made by university but are hard for students to learn hence urged for more sessions for students learning even though they have 2 credits. Dr. Diensh stated having Bhartiya management as an elective will help balance the difficulty level of the overall course offered under semester I also bring in NEP ask inclusiveness & learning from Indian scriptures/ history persperctive.</p> <p>Student representatives Ms. Pranali mentioned that all subjects syllabus are well designed & that elecive subject like Bhartiya Management & Managerial communication will help boost juniors personality & knowlede aboout Indian ethos</p> <p>Later all agreed on Bhartiya Management & Managerial communication as elective for semester I</p>
	<p>"The coordinator initiated the discussion on planning for mentioned academic term Semester II Batch Batch 24-26 A.Y. 24-25. The academic coordinator opened the discussion of feedback over choice of courses/elevtives offeres based on shared university syllabus beforehand to Faculty, industry expert /employer, student & alumni.</p> <p>Feedback from stakeholders:</p> <p>Employer's representative Mr. Sunil verified the relevance of the elective subjects like Cost & Management Accounting, Entrepreneurship Management course must be learnt & Business Analytics course is booming & must be known to students. The academic coordinator confirmed that such courses are already available.</p> <p>Faculty representative mentioned that subjects like Cost & Management Accounting, Entrepreneurship Management, Business Analytics & Foundation of Strategy are all are currently relevant to industry</p> <p>Student representative Ms. Pranali mentioned that Foundation of Strategy also is quite interesting. Mr. Kulvinder stated that Enterpreneurship is relevant hence must be kept as a n elective where as Foundation of Strategy is interesting</p> <p>Later all agreed on Entrepreneurship Management & Foundation of Strategy as electives for semester II</p>
<p>Resolution# 3.1:</p>	<p>It was resolved that the APRC coordinator will create the list & communicate the same to faculty members</p>
<p>Topic #4:</p>	<p>Discussion on Subject Allocation & Faculty Workload Distribution - Semester I Batch 24-26 A.Y. 24-25</p>

Discussion:	<p>The APRC coordinator stated subjects of semester I are revised & initiated the discussion on course faculty selection on the basis of faculty members expertise , experience & consent for the same</p> <p>Dr. Dinesh stated his interest in teaching Business Statistics, has been taking course since past years & is an expert for the same</p> <p>Ms. Divya shared her interest in teaching Financial Accounting for Business, has been taking course since past years & was a finance faculty</p> <p>Managerial Economics was suggested to Dr. Puja Kaushik as she has keen interest & background of economics to which she readily agreed.</p> <p>Dr. Farheen Ahmad shared her interest in teaching Fundamentals of Marketing Managerial Communication as she has taught Marketing Management for past years & was also a softskills trainer earlier.</p>
	<p>Dr. Radhika shared her interest in teaching Managerial Communication as she has taught EMC for past years</p> <p>Mr. Abhishek shared his interest in teaching Operations Management Organization Behaviour was asked by Dr. Arshi Siddiqui mam as she is an HR faculty.</p> <p>Ms. Chahat Hargunani mam shared her interest in teaching IT for Business or Fundamentals of Management Theory and Practice as she has taught these related courses earlier</p> <p>Ms. Shravanti Habale mam shared her interest in teaching IT for Business</p> <p>Ms. Annie was open to teach Bhartiya management as it is a new course & she was new too at RGCMS</p> <p>Later on concensual discussion subject allocation keeping faculty workload in mind was then collectively finalized</p>
Resolution# 4.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members
Resolution# 4.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement
Topic #5:	Semester I - Courses planning Batch 24-26 A.Y. 24-25
Discussion:	<p>Director sir mentioned that for course planning review might take time it would be better to call for a working meeting - Sem I course planning review as soon as possible.</p> <p>Dr. Farheen mentioned that faculty members require time to prepare a first cut on course planning hence suggested the working meeting to be conducted before the start of the term mentioned date: 19.10.24</p> <p>Dr. Radhika emphasized the key inputs required for the working meeting where we would have a peer review for the same. She stated CO- PO mapping, lesson plan - relevancy check, CO targets, teaching pedagogy, planning for Weak & Bright learner</p> <p>Ms. Divya added to the same with quality of CIE/ assessment instruments</p>
Resolution# 5.1:	This was agreed by all.
Resolution# 5.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.
Topic #6:	Discussion on action taken on unstructured faculty feedback from Sem III

Discussion:	All subject were going smoothly. Visiting faculty members did not share respective notes University paper Strategic management - Dr. Krunal recieved student feedback that his speed of catering to syllabus was slow, voice modulation issue & notes unavailability were some concerns.
Resolution# 6.1:	Resolved that the APRC coordinator talk in persom with Dr. Krunal about students concern
Resolution# 6.2:	Resolved that the specialization in charges will talk with visiting facult y members in person
Topic #7:	Value Added Program planning A.Y. 24-25 based on PO gap/ Curriculum Gap
Discussion:	The APRC coordinator mentioned that with SQA Infotech a VAP on Leadership program mapped with PO3 was executed for FYMMS students. It was 30 hours training done by Mr. Maneesh. & students will be getting completion certificate for te same.
Resolution# 7.1:	This was approved by all.
Topic #8:	Discussion on aligning Guest session/ Expert talk/ event for students
Discussion:	Dr. Farheen communicated the events are to aligned but as NBA documentation work is in full swing the events shall be planned onlater dates
Resolution# 8.1:	This was approved by all.

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


Dr. Farheen Ahmad
(APRC Coordinator)




Dr. Dinesh Gabhane
(Director)

Copy Submitted: APRC MoM File 24-25



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 25/9/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 25/9/2024 are circulated amongst its following members for their kind comment/consent and necessary action.

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Mr. Abhishek Naik	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Divya Mahadule	Member (Faculty Representative)	
12	Ms. Pranali Pawar	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	
14	Mr. Kulvinder Singh	Member (Alumni Representative)	
15	Mr. Sunil Ghangurde	Member (Industry Representative)	

Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MoM 24-25 File




Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 11/11/2024

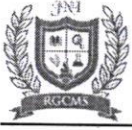
Action taken report - APRC Meeting (25/9/2024)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
29/7/24 6.1	It was resolved that coordinator must create a mentor list & communicate the same to faculty members & students	Mentor allocation list communicated to all	8/10/24	Completed
2.1	It was resolved that Ms. Divya (Exam coordinator) will communicate to faculty with via notice - all CIE completion date	Notified via notice & communicated on mail	24/10/24	Completed
3.1	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members	Created subject distribution & timetable, filed & communicated to students via mail	27.9.24	Completed
4.1	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members	Created faculty workload distribution list & filed	27.9.24	Completed
4.2	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement	Created subject distribution & timetable, filed & communicated to students via mail	27.9.24	Completed
5.2	Resolved that the coordinator will align a course planning review meeting on discussed date.	Aligned course planning review meeting on 19.10.24	19.10.24	Completed
6.1	Resolved that the APRC coordinator talk in person with Dr. Krupal about students concern	Conversated in person	-	Completed
6.2	Resolved that the specialization in charges will talk with visiting faculty members in person	Conversated in person	-	Completed


Dr. Farheen Ahmad
Coordinator - APRC



Copy Submitted: APRC MOM 24-25 File



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2024-25

Date: 2/8/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 10. Mr. Sunil Ghangurde |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 11. Mr. Kulvinder singh |
| 3. Ms. Ashvini Jadhav | 8. Ms. Divya Mahadule | 13. Mr. Sunilkumar Sharma |
| 4. Dr. Arshi Siddiqui | 9. Ms. Chahat Hargunani | 14. Ms. Pranali Patil |
| 5. Ms. Shrivanti Hable | 10. Mr. Abhishek Naik | |

Dear Sir / Madam,


Please note that the APRC Meeting has been scheduled on 12/8/2024. You are kindly requested to

Date of meeting: 12/8/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Sem I B24-26- Semester Start Checklist - checking & updation
- 2) Sem III b23-25 Mid - Semester Checklist - checking & updation

Copy Submitted: APRC/Meeting 2024-25 file




Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 12/8/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2024-25

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
1. Dr. Dinesh Gabhane	6. Dr. Puja Kaushik	Mr. Sunilkumar Sharma (industry expert) Ms. Pranali Patil (student) Mr. Kulvinder singh (alumni) Mr. Sunil Ghangurde (industry expert)
2. Dr. Radhika Wadhera	7. Mr. Atul Mumbarkar	
3. Ms. Ashvini Jadhav	8. Ms. Divya Mahadule	
4. Dr. Arshi Siddiqui	9. Ms. Chahat Hargunani	
5. Ms. Shravanti Hable	10. Mr. Abhishek Naik	

Minutes of Meeting and Resolutions

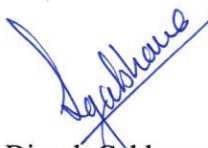
Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

Topic #1:	Sem I b24-26- Semester Start Checklist - checking & updation
Discussion:	Managerial Economics - DPK has changed the cognition Operation Management - All Checkpoints Approved Financial Accounting - All Checkpoints Approved PE - DFA has changed the cognition EMC - All Checkpoints Approved BS - All Checkpoints Approved PM - All Checkpoints Approved CH - All Checkpoints Approved
Resolution# 1.1:	This was approved by the all.
Topic #2:	Sem III b23-25- Mid - Semester Checklist - checking & updation
Discussion:	Common courses: IB - All checkpoints Approved SM (UA) - All checkpoints Approved SIP - All checkpoints Approved Finance courses: DRM - All checkpoints Approved SCM - All checkpoints Approved SAPM - All checkpoints Approved FR - All checkpoints Approved FMI - All checkpoints Approved CVMA - All checkpoints Approved

	<p>IT courses:</p> <p>SE - All checkpoints Approved</p> <p>KM - All checkpoints Approved</p> <p>EMS - All checkpoints Approved</p> <p>CCV(E) - All checkpoints Approved</p> <p>BDBA - All checkpoints Approved</p> <p>DBDM - All checkpoints Approved</p> <p>HR courses:</p> <p>T&D - All checkpoints Approved</p> <p>GHRM - All checkpoints Approved</p> <p>C&B - All checkpoints Approved</p> <p>CBHRM - All checkpoints Approved</p> <p>HRP - All checkpoints Approved</p> <p>LL - All checkpoints Approved</p> <p>Operations courses:</p> <p>SCM - All checkpoints Approved</p> <p>MM - All checkpoints Approved</p> <p>SAM - All checkpoints Approved</p> <p>IL - All checkpoints Approved</p> <p>MRPC - All checkpoints Approved</p> <p>OA - All checkpoints Approved</p> <p>Marketing courses:</p> <p>PnB Mgt - All checkpoints Approved</p> <p>Retail Mgt - All checkpoints Approved</p> <p>Services Marketing - All checkpoints Approved</p> <p>CB - All checkpoints Approved</p> <p>MS - All checkpoints Approved</p> <p>Sales Mgt - All checkpoints Approved</p>
Resolution# 2.1:	This was approved by the all. Advised to all Faculty Members to push and complete the syllabus as per stated final syllabus completion date

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


Dr. Farheen Ahmad


Dr. Dinesh Gabhane

Copy Submitted: APRC MoM File 24-25





Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Date: 12/8/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 12/8/2024 are circulated amongst its

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Ms. Divya Mahadule	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Pranali Patil	Member (Student Representative)	ab
12	Mr. Kulvinder singh	Member (Student Representative)	ab
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	ab
14	Mr. Sunil Ghangurde	Member (Alumni Representative)	ab
15	Mr. Abhishek Naik	Member (Faculty Representative)	

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 24-25 File





Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 12/08/2024

Action taken report - APRC Checklist Meeting

Res #	Resolution	Action taken for	Due Date	Remark /
Resolution# 1.1:	This was approved by all	-	-	Complete
Resolution# 2.1:	This was approved by the all. Advised to all Faculty Members to push and complete the syllabus as per stated final syllabus completion date	-	-	Complete

Dr. Farheen Ahmad
Coordinator - APRC

Copy Submitted: APRC MoM 24-25 File





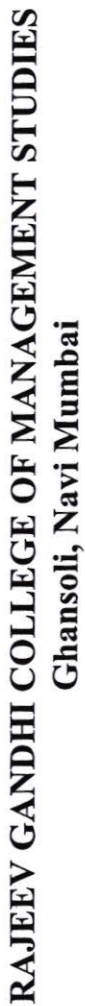
RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Mid - Semester Checklist - Semester (I/H/ III/ IV)
syms-finance

Batch: *2023-25*

A.Y.: 2024-25

Sr. No.	Courses	Particulars	Course Initials	1	2	3	4	5	6	7	8
				Faculty Initials	FR	SAPM	DRM	CVMA	FMI		
1	Bright & slow learners -course wise list, nos. and action taken for improvement	Course file - Student analysis & Action plan		DPK	DM	DM	CK	AM	AM		
2	Syllabus completion status	Syllabus completion report		✓	✓	✓	✓				
3	Action taken on unstructured faculty feedback	Course file - Action plan		4/13 units 33%	5/8 unit 60%	5/11 50%	3/8 units 40%				
4	Status of CIE conduction	Number of CIE conducted / Total		in Planning stage	Quiz done	Quiz done	Quiz done				
5	Types of CIE	Types of CIE (Field Project, Research Paper, etc)		Research Paper, Quiz, written Assignment	Quiz, Gap Read Gap Resolution Assignment	Quiz	Quiz				



Mid - Semester Checklist - Semester (I/ II/ III/ IV)

Batch: 2023-25-

A.Y.: 2024-25

symms marketing

Courses	1	2	3	4	5	6	7	8
Particulars	Consumer Behaviour	PRD Mgt.	MS	Retail Mgt.	Sales Mgt	Servicing Mktg	SM	CB
Sr. No.	DPK	DFA	DAS	CH	CH	DKP	(Common) DKP	DFA
Course Initials								
Faculty initials								
Course file - Student analysis & Action plan	✓	✓	✓	✓	✓	✓	✓	✓
Bright & slow learners -course wise list, nos. and action taken for improvement								
Syllabus completion status	5/12 45%	5/9 units 78%	3/6 units 50%	6/12 units 50%	6/9 units 75%	4/8 units 50%	6/13 units 45%	4/7 units 60%
Action taken on unstructured faculty feedback	-	-	-	-	-	-	Posted Notes on G Classroom	-
Status of CIE conduction	Assigned	Quiz done	Quiz done	Quiz done	Quiz done	Quiz done	Quiz done	Quiz done
Types of CIE	Written test, Quiz, Group Presentation	Quiz, Assignment, Fieldwork	Quiz, Assignment, Presentation	Quiz, Assignment	Field study, Roleplay, Assignment	Assigned, Group presentation, Assignment, Quiz	Quiz, Presentation & Assignment	Quiz, Assignment, Group presentation

5	Action taken on gaps derived	Course file - Annexure documents	—	—	—	—	Align Sales Non-Co mapped	—	—	—	—
6	Tutorial conduction status	Attendance of students	—	—	—	—	—	—	—	—	—
7	Project submission status	Work completion Status	—	5 projects approved others still preparing	—	—	—	—	—	—	—

Dr. Farheen Ahmad

Dr. Farheen Ahmad
APRC Coordinator Signature



Prof. Dr. Dinesh Gabhane
Prof. Dr. Dinesh Gabhane
Directors Signature



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Mid - Semester Checklist - Semester (I/H/ III/IV)

Batch: 2023-25

AY: 2024-25

S4mms - HR

Courses		1	2	3	4	5	6	7	8
Particulars		Course Initials							
Sr. No.		Faculty initials							
1	Bright & slow learners -course wise list, nos. and action taken for improvement	Course file - Student analysis & Action plan	✓	✓	✓	✓	✓		
2	Syllabus completion status	Syllabus completion report	5/13unit 40%	7/12unit 50%	2/9units 25%	4/5unit 80%	4/10unit 45%	3/8 40%	
3	Action taken on unstructured faculty feedback	Course file - Action plan	—	—	—	—	—		
4	Status of CIE conduction	Numer of CIE conducted / Total	1done —	1done, 2to be done	1done	Quiz done	Quiz done		
5	Types of CIE	Types of CIE (Field Project, Research Paper, etc)	Int Quiz, Assignment, Research paper	Quiz, Assignment, MD	Quiz, Case study, Assignment	Quiz, Assignment, Group Present	Quiz, Assignment, Group Presentation		

5	Action taken on gaps derived	Course file - Annexure documents	—	Expert Lectures done	Expert lecture - Aug done	—	Expert lecture - Sept End	—		
6	Tutorial conduction status	Attendance of students	—	—	—	—	—	—		
7	Project submission status	Work completion Status	—	—	—	7 - approval on Topic, objective, Question 3 - Unavailable	—	—		

Dr. Farheen Ahmad
APRC Coordinator Signature



Prof. Dr. Dinesh Gabhane
Directors Signature



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Mid - Semester Checklist - Semester (H/H/ III/IV)
syms - operations

Batch: 2023-25

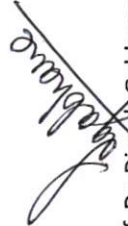
A.Y.: 2024-25

Courses	Particulars	Course Initials	1	2	3	4	5	6	7	8
Sr. No.		Faculty Initials	MRPC	IL	OA	SCM	MM	SOM		
1	Bright & slow learners - course wise list, nos. and action taken for improvement	Course file - Student analysis & Action plan	AN	AN	AN	CH	SS	SS		
2	Syllabus completion status	Syllabus completion report	✓	✓	✓	✓	✓	✓		
3	Action taken on unstructured faculty feedback	Course file - Action plan	2/12 units 15%	6/14 35%	2/9 20%	6/13 45%	4/14 units 35%	4/14 units 35%		
4	Status of CIE conduction	Number of CIE conducted / Total	✓	✓	✓	✓	✓	✓		
5	Types of CIE	Types of CIE (Field Project, Research Paper, etc)	1 Quiz, Class Quiz, Fieldwork, Assignment	1 Quiz, Project, Assignment	1 Quiz, Presentation, Assignment	Quiz, Fieldwork, Assignment	Quiz, Assignment, Presentation	Quiz done		

5	Action taken on gaps derived	Course file - Annexure documents	Aug end - Expert lecture	Aug end - Expert lecture	—	—	to be aligned	to be aligned		
6:	Tutorial conduction status	Attendance of students	4 done	2 done	4 done	—	—	—		
7	Project submission status	Work completion Status	—	—	—	—	—	—		


 Dr. Farheen Ahmad
 APRC Coordinator Signature




 Prof. Dr. Dipesh Gabhane
 Directors Signature



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Batch: 2023-25 Mid - Semester Checklist - Semester (H/H-III/IV) ✓ AY: 2024-25
summs - IT

Courses	Particulars	Course Initials	1	2	3	4	5	6	7	8
Sr. No.		Faculty initials								
1	Bright & slow learners -course wise list, nos. and action taken for improvement	Course file - Student analysis & Action plan	✓	✓	✓	✓	✓	✓		
2	Syllabus completion status	Syllabus completion report	3/7 units 45%	4/6 units 80%	2/6 units 33%	2-6/7 units 30%	2-5/6 units 35%	3/10 units 30%		
3	Action taken on unstructured faculty feedback	Course file - Action plan	—	—	—	—	—	—		
4	Status of CIE conduction	Number of CIE conducted / Total	aligned further	Quiz done	Quiz done	Quiz done	Quiz done	Quiz done		
5	Types of CIE	Types of CIE (Field Project, Research Paper, etc)	Quiz, Assignment, Group Project, Case study	Quiz, Assignment, Case study	Quiz, Assignment, Group Project, Case study	Quiz, Assignment, Group Project, Case study	Quiz, Assignment, Group Project, Case study	Quiz, Assignment, Group Project, Case study		

5	Action taken on gaps derived	Course file - Annexure documents	—	—	Expert lecture - Aug End	—	—	✓		
6	Tutorial conduction status	Attendance: of students	—	—	—	—	—	✓		
7	Project submission status	Work completion status	—	—	1 project approved, 9 students 50% complete	—	—	✓		

1 medically unavailable

Dr. Farheen Ahmad
APRC Coordinator Signature



Prof. Dr. Dinesh Gabbhane
Directors Signature

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RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES
Ghansoli, Navi Mumbai

Batch: 2024-26

Semester Start Checklist - Semester (I/ H/ III/ IV)-
FYMMS - Common

A.Y.: 2024-25

	Particulars	Course Initials Faculty --> Documents	1	2	3	4	5	6	7	8
Sr. No.										
1	Course outcomes -statements/cognition change	Course File - CO Statements	Mgt. Eco. DPK ✓ Cognition Change	Qpr. Mgt AN ✓	Fin. A/C. DM ✓	PE DFA ✓ Cognition Change	EMC DRLO ✓	BS DDG ✓	PM DAS ✓	CH ITM ✓
2	CO-PO mapping-changes and justification	Course File- CO-PO Mapping	✓	✓	✓	✓	✓	✓	✓	✓
3	Lesson plan- content delivery/ pedagogical initiative	Course File - Lesson Plan	✓	✓	✓	✓	✓	✓	✓	✓
4	Planning of CIE assessment instruments	Course File - Assessment Instruments	✓	✓	✓	✓	✓	✓	✓	✓
5	CO targets aligned	Course File - CO Targets	✓	✓	✓	✓	✓	✓	✓	✓



12/08/24



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Notice

Ref No: RGCMS/APRC/Meeting Notice/2024-25

Date: 25/7/2024

Subject: APRC Meeting

Kind Attn:

- | | | |
|------------------------|-------------------------|---------------------------|
| 1. Dr. Dinesh Gabhane | 6. Dr. Puja Kaushik | 11. Mr. Kulvinder Singh |
| 2. Dr. Radhika Wadhera | 7. Mr. Atul Mumbarkar | 13. Mr. Sunilkumar Sharma |
| 3. Ms. Divya Mahadule | 8. Mr. Abhishek Naik | 14. Ms. Pranali Pawar |
| 4. Ms. Ashvini Jadhav | 9. Ms. Chahat Hargunani | 15. Mr. Sunil Ghangurde |
| 5. Dr. Arshi Siddiqui | 10. Ms. Shravanti Hable | |

Dear Sir / Madam,

Please note that the APRC Meeting has been scheduled on 29/7/2024. You are kindly requested to attend the same.

Date of meeting: 29/7/2024
Time: 3:00 PM
Venue: RGCMS, Boardroom
Agenda:

- 1) Confirmation of minutes held on 25-06-2024 and Action Report review
- 2) Academic Term Semester I Batch 24-26 A.Y. 24-25 - Commencement, Syllabus completion & All CIE completion dates
- 3) Semester I - Courses planning Batch 24-26 A.Y. 24-25
- 4) Discussion on proposed Academic Budget A.Y. 24-25
- 5) Orientation Program Batch 24-26 Planning
- 6) Discussion on Mentoring for Batch 24-25
- 7) Discussion on Code of conduct, Attendance & Defaulters A.Y. 24-25
- 8) Value Added Program planning A.Y. 24-25 based on PO gap/ Curriculum Gap
- 9) Discussion on aligning Guest session/ Expert talk/ event for students
- 10) Discussion on Subject Allocation & Faculty Workload Distribution - Semester I Batch 24-26 A.Y. 24-25
- 11) Any other agenda



Dr. Farheen Ahmad
(Coordinator, APRC)



Rajeev Gandhi College of Management Studies

Ghansoli, Navi Mumbai

Office of: Academic Planning & Review Committee (APRC)

Minutes of Meeting

Date and Time: 29/7/2024 at 3:00pm

Location: RGCMS Board room

Ref No: RGCMS/APRC/MOM/2024-25

Attendees:

<u>Members Present</u>		<u>Members Absent</u>
Dr. Dinesh Gabhane	Ms. Chahat Hargunani	Mr. Sunil Ghangurde(industry expert) Mr. Kulvinder Singh (alumni) Mr. Sunilkumar Sharma (industry expert)
Dr. Radhika Wadhera	Dr. Arshi Siddiqui	
Dr. Arshi Siddiqui	Mr. Abhishek Naik	
Mr. Atul Mumbarkar	Ms. Shravanti Hable	
Ms. Divya Mahadule	Dr. Puja Kaushik	
Ms. Ashvini Jadhav	Ms. Pranali Pawar (student)	

Minutes of Meeting and Resolutions

Dr. Farheen Ahmad (APRC coordinator) welcomed all the APRC members and with the permission of Chair – (Dr. Dinesh Gabhane) and started the proceedings of the meeting

Topic #1:	Confirmation of minutes held on 25-6-2024 and Action Report review
Discussion:	Dr. Farheen read the Minutes of the meeting held on 25-6-2024 and it was decided to confirm / accept the same Action Report, with running list of actions to be acted upon was reviewed and accepted
Resolution# 1.1:	It was resolved to confirm Minutes of Meeting held on 25-6-2024
Resolution# 1.2:	It was resolved to accept an Action Report along with a running list of actions to be acted upon from the Meeting held of 25-6-2024
Topic #2:	Academic Term Semester I Batch 24-26 A.Y. 24-25 - Commencement, Syllabus completion & All CIE completion dates
Discussion:	Ms. Divya mentioned the term prescribed by mumbai university for affiliated college was from Sept'24 till mid Dec' 24 & Dec month will be utilized for exam Dr. Dinesh sir mentioned watch on 90 days term criteria and then on discussion all finalized respective dates Commencement of sem I -31/8/2024 Syllabus completion date - 30/11/2024 All CIE completion dates - 30/11/2024
Resolution# 2.1:	It was resolved that Ms. Divya (Exam coordinator) will communicate to faculty with via notice - all CIE completion date
Topic #3:	Semester I - Courses planning Batch 24-26 A.Y. 24-25





Discussion:	<p>Director sir mentioned that for course planning review might take time it would be better to call for a working meeting - Sem I course planning review as soon as possible.</p> <p>Dr. Farheen mentioned that faculty members require time to prepare a first cut on course planning hence suggested the working meeting to be conducted before the start of the term mentioned date: 31.8.24</p> <p>Dr. Radhika emphasized the key inputs required for the working meeting where we would have a peer review for the same. She stated CO- PO mapping, lesson plan - relevancy check, CO targets, teaching pedagogy, (trained on Outcome Based pedagogy), planning for Weak & Bright learner, Syllabus Gap Analysis and Action Items for COs - Expert lectures & mapping planning & adopting new teaching learning pedagogy</p> <p>Ms. Divya added to the same with quality of CIE/ assessment instruments</p>
Resolution# 3.1:	This was agreed by all.
Resolution# 3.2:	Resolved that the coordinator will align a course planning review meeting on discussed date.
Topic #4:	Discussion on proposed Academic Budget A.Y. 24-25
Discussion:	Dr. Dinesh mentioned the budget shall remain nearly similar as per previous year budget
Resolution# 4.1:	This was approved by all.
Topic #5:	Orientation Program Batch 24-26 Planning
Discussion:	<p>Dr. Farheen Ahmad showcased a tentative roadmap of the induction event which must be organized as the term for new batch commences & be planned in a manner that maximum students attendance must be achieved. It will be a 2 day event: 1st day formal induction ceremony followed by lunch later interaction with faculty coordinators running student centric committees & day 2 to engage in other placement related & admin work followed by introduction of courses in class.</p> <p>Dr. Dinesh Gabhane suggested that the event must have Chief Guest & Guest of Honor preferably from industry vertical</p> <p>Dr. Radhika emphasized that orientation roadmap should involve tasks which help students understand what the college is offering</p> <p>Ms. Ashvini seconded this thought & expressed her zeal to welcome the new batch as a trustee too.</p> <p>Dr. Puja Kaushik stressed on communicating about attendance as a mandatory criteria to gain knowledge and get placement.</p> <p>All respective faculty members will create a powerpoint to communicate about committee & encourage & develop students area of interest</p>
Resolution# 5.1:	The discussion was approved by all.
Resolution# 5.2:	It was resolved that Dr. Farheen Ahmad will distribute responsibilities to all staff & prepare D.O.R.
Resolution# 5.3:	It was resolved that Orientation invite should be prepared by Student Body
Resolution# 5.4:	It was resolved that Dr. Farheen will get in touch & confirm guests for the event.
Topic #6:	Discussion on Mentoring for Batch 24-26
Discussion:	<p>Dr. Dinesh expressed although we have a systematic way to mentor group of students together till date; but also suggested that we should develop more individualistic mentoring process for the upcoming batch.</p> <p>Dr. Radhika mentioned including students profile. Dr. Farheen suggested inclusion of students strengths & weaknesses; other faculty members agreed to the same.</p> <p>This was approved by the director</p>

Resolution# 6.1:	It was resolved that coordinator must create a mentee form & communicate the same to faculty members & students
Topic #7:	Discussion on Code of conduct, Attendance & Defaulters A.Y. 24-25
Discussion:	<p>The director emphasised students should be aware about code of conduct that includes their attire, attendance and discipline.</p> <p>Even though these thing will be communicated to them on the day of orientation, it is the duty of all faculty members that the decorum is maintained.</p> <p>the coordinator added below 75% attendance in classroom, failing to be in formal attire, lack of discipline in classroom will raise a question of APRC's work</p> <p>Even Dr. Radhika added reviewing if BISAT/ any other test is taken as a part of teams discipline.</p>
Resolution# 7.1:	Resolved that the committee will formally notify student from time to time upon seeing any deviation
Topic #8:	Value Added Program planning A.Y. 24-25 based on PO gap/ Curriculum Gap
Discussion:	<p>Dr. Dinesh Gabhane mentioned that variety of VAP needs to be planned.</p> <p>The APRC coordinator emphasized that they must be PO gap based like leadership program with some vendor can be mapped with PO3, etc</p>
Resolution# 8.1:	This was approved by all.
Topic #9:	Discussion on aligning Guest session/ Expert talk/ event for students
Discussion:	<p>Dr. Farheen communicated the guest session that were conducted for this month till date.</p> <p>She quoted: Guest Lecture on "Training as a Business partner" was conducted on 3rd August' 2024 in campus. The session was mapped to PO1. Feedback was also taken & report was generated for the same.</p>
Resolution# 9.1:	This was approved by all.
Topic #10:	Discussion on Subject Allocation & Faculty Workload Distribution - Semester I Batch 24-26 A.Y. 24-25
Discussion:	<p>The APRC coordinator stated subjects of semester I & initiated the discussion on course faculty selection on the basis of faculty members expertise , experience & consent for the same</p> <p>Dr. Dinesh stated his interest in teaching Business Statistics, has been taking course since past years & is an expert for the same</p> <p>Ms. Divya shared her interest in teaching Financial Accounting, has been taking course since past years & was a finance faculty</p> <p>Managerial Economics was suggested to Dr.Puja Kaushik as she has keen interest & background of economics to which she readily agreed.</p> <p>Dr. Farheen Ahmad shared her interest in teaching Personal effectiveness or Effective management Communication as she has taught PE for past years & was also a softskills trainer earlier.</p>

	<p>Dr. Radhika shared her interest in teaching Effective management Communication & Personal effectiveness as she has taught EMC for past years</p> <p>Mr. Abhishek shared his interest in teaching Operations Management & Perspective Management</p> <p>Perspective Management was asked by Dr. Arshi Siddiqui mam as she is an HR faculty.</p> <p>Dr. Farheen Ahmad mentioned that Ms. Chahat Hargunani mam already shared her interest in teaching IT for mgt. & Operations Management as has taught these related courses earlier</p> <p>Ms. Shravanti Habale mam shared her interest in teaching IT for mgt.</p> <p>Later on concentual discussion subject allocation keeping faculty workload in mind was then collectively finalized</p>
Resolution# 10.1:	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members
Resolution# 10.2:	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement

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


 Dr. Farheen Ahmad
 (APRC Coordinator)


 Dr. Dinesh Gabhane
 (Director)

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Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 29/7/2024

CIRCULATION OF MINUTES

Minutes of the APRC of the College held on 29/7/2024 are circulated amongst its following members for their kind comment/consent and necessary action.

Sr. No.	Name	Designation	Signature
1	Dr. Dinesh Gabhane	Chairman	
2	Dr. Farheen Ahmad	Member Secretary (Coordinator)	
3	Dr. Radhika Wadhera	Member (Faculty Representative)	
4	Ms. Ashvini Jadhav	Member (Faculty Representative)	
5	Mr. Abhishek Naik	Member (Faculty Representative)	
6	Mr Atul Mumbarkar	Member (Faculty Representative)	
7	Dr. Arshi Siddiqui	Member (Faculty Representative)	
8	Ms. Chahat Hargunani	Member (Faculty Representative)	
9	Ms. Shravanti Hable	Member (Faculty Representative)	
10	Dr. Puja Kaushik	Member (Faculty Representative)	
11	Ms. Divya Mahadule	Member (Faculty Representative)	
12	Ms. Pranali Pawar	Member (Student Representative)	
13	Mr. Sunil Kumar Sharma	Member (Industry Representative)	ab
14	Mr. Kulvinder Singh	Member (Alumni Representative)	ab
15	Mr. Sunil Ghangurde	Member (Industry Representative)	ab

Dr. Farheen Ahmad
Coordinator - APRC

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Rajeev Gandhi College of Management Studies
Ghansoli, Navi Mumbai
Office of: Academic Planning & Review Committee (APRC)

Date: 20/09/2024

Action taken report - APRC Meeting (29/7/2024)

Res #	Resolution	Action taken for improvement / outcomes	Due Date	Remark / Status
2.1	It was resolved that Ms. Niyati Joshi (Exam coordinator) will communicate to faculty with via notice - all CIE completion date	Notified via notice & communicated on mail	-	Completed
3.2	Resolved that the coordinator will align a course planning review meeting on discussed date.	Aligned course planning review meeting on 6.8.24	30.7.24	Completed
5.1	It was resolved that Dr. Farheen Ahmad will distribute responsibilities to all staff & prepare D.O.R.	Induction event D.O.R. communicate dto all via mail	21.8.24	Completed
5.2	It was resolved that Orientation invite should be prepared by student body	Invite created on canva by Apeksha	21.8.24	Completed
5.3	It was resolved that Dr. Farheen will get in touch & confirm guests for the event.	Confirmed for induction event chief guest, guest of honor invite mail forwarded to all	21.8.24	Completed
6.1	It was resolved that coordinator must create a mentor list & communicate the same to faculty members & students	Mentor allocation list communicated to all	-	Pending
10.1	It was resolved that the APRC coordinator will create the list & communicate the same to faculty members	Created faculty workload distribution list & filed	20.8.24	Completed
10.2	It was resolved that the APRC coordinator will create the Timetable & communicate the same to faculty members & students before term commencement	Created subject distribution & timetable, filed & communicated to students via mail	20.8.24	Completed


Dr. Farheen Ahmad
Coordinator - APRC



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