



LAXMI CHARITABLE TRUST'S
SHETH L.U.J. & SIR M.V. COLLEGE OF ARTS, SCIENCE &
COMMERCE
DR. S. RADHAKRISHNAN MARG, ANDHERI (E), MUMBAI – 400 069.

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Policies for Maintaining Infrastructure ADMISSION POLICY

Intake Policy for UG Self-Financed Programmes:

The admission intake in Sheth LUJ and Sir MV College, Andheri(E), Mumbai for UG programmes is as shown below.

Total Seats: 100% (215)

F.Y B.Sc. Computer Science (60 seats)

F.Y.B.Sc. (I.T.) (60 seats)

F.Y.B.M.M. (60 seats)

F.Y.Biotech (35 seats)

Management Quota: Only for those, the College is obliged to admit.

15% of 60 seats (9) for BSc CS, IT and BMM Program

15% of 35 seats (5) for BSc Biotech Program

General Merit and Reserved Category Seats : Remaining 85% of 60 seats (51)

Remaining 85% of 35 seats (30)

ADMISSION PROCEDURE

Students seeking admission to all F.Y. classes should produce the following documents at the time of securing admission.

1. Duly signed Online Registration form (Institute copy and student copy). Note: - Online Registration Assistance available at Computer Science Dept. (Ground Floor), on request.
2. Four xerox copies along with the Original Marksheet of Std. XII Examination.
3. Four xerox copies of Std. XII Leaving Certificate along with the Original Certificate.
4. Xerox copy of Std. X Marksheet.
5. Physically Handicapped Students should submit an Original Disability Certificate along with a xerox copy issued by all India Institute of Physical Medicine & Rehabilitation, Haji Ali,



Mahalaxmi, Mumbai – 400 034. Students with learning disabilities should submit an original certificate along with a Xerox copy from Sion Hospital, Mumbai.

6. Four coloured passport size photographs of the student.
7. One coloured stamp-size photograph of each of the parents/guardians, to be affixed to the admission form.
8. A xerox copy of the latest electricity bill or latest telephone bill.
9. A xerox copy of Aadhar Card or Passport or Ration Card.
10. A xerox copy along with the Original Caste Certificate and Caste Validity Certificate in case of students belonging to Reserved Category.
11. A xerox copy along with the Original Non Creamy Layer Certificate in case of students belonging to VJ/DT (A), NT (B), NT (C), NT (D), OBC & SBC Categories.
12. Affidavit (on Rs. 100/- stamp paper) of gap from students, who have passed their XIIth Examination prior to March, of every year.
13. Students from outside the state of Maharashtra are required to submit Migration certificate and Transference certificate after their admission. Their admission will be provisional subject to confirmation of the eligibility from University of Mumbai.
14. Admission to S.Y. and T.Y. classes for all courses are in house except if any vacancy exists (failure of students at F.Y. or S.Y. level) seats are filled up by admitting eligible outside students).

LIBRARY POLICIES

- Maintain silence and discipline in the Library.
- Library cards are stamped by 30th September, in every academic year.
- Library cards are not transferable and valid for the duration of one academic year.
- Students are requested to submit their I-card while entering the library, Entry without I-cards is prohibited, and students have to make an entry in the user register.
- Talking is not allowed; in case of group discussion related to studies students are advised to maintain low voice so that others don't get disturbed.
- Use of mobile phones/_earphones and laptops for educational purposes is allowed but use of these for entertainment purposes is prohibited and fined.
- Eating refreshments of any kind is strictly prohibited.
- Students are requested to obey the instructions of the Librarian.
- Misbehavior of any kind is not tolerated & students are expelled from the library & fined.



BOOK BORROWING PROCESS FROM LIBRARY

- All students have to submit their library cards before borrowing any library materials.
- Students are allowed to issue a maximum of 2 books for the period of 7 days/one week.
- Reference books, Encyclopaedias, Dictionaries, periodicals, newspapers, and project books are not issued out of the library to anybody.
- All borrowed materials must be returned on or before the due date written on the respective book cards .
- If the books are returned after the due date, a fine is charged for the delayed period.

RULES FOR DAMAGE /LOSS OF LIBRARY MATERIALS

- Users are held responsible for any damage or loss of library material in their possession.
- Students are requested to check the books while borrowing; otherwise, they are held responsible for damage found afterwards.
- Lost books are to be reported to the Librarian immediately and replaced or paid for the same within 30 days.
- Lost books that are recovered must be returned to the library as they remain the property of the college Library.

Each and every user has to follow the above rules and regulations for smooth functioning of the library.

SPORTS ROOM POLICIES:

- For Indoor Sports, a college gymkhana facility is available. Indoor Sports facility is open to students and staff during all working days.
- Students / Staff must sign the muster kept in the sports room with the Sports Room Incharge person and then use the available facility by maintaining discipline.
- For outdoor sports such as Cricket, Football, Kabaddi etc. the college ground is available for students. All outdoor sports are played in the ground as per ground time table set by the college.

COMPUTER LABORATORY POLICIES:

- There are three computer labs in college. Two are situated on the ground floor and one is on the first floor.
- Each Computer Lab is furnished with full-fledged high end machines to meet all practical needs prescribed by the Mumbai University.



- Each department's students and staff use computer systems for academic and administrative purposes.
- Students are not permitted to use Pen-drives in the lab.

CLASSROOM POLICIES

- Each classroom is used for academic and administrative purposes.
- Concerned student/s and teaching and non-teaching staff members have to obtain prior permission from the head of the institution to use the classroom for purposes other than teaching and learning.
- Prior permission is obtained from the head of the institution to publicize any college event in the classroom during regular working periods.

INFRASTRUCTURE

ABOUT COLLEGE

- Known as **MVLU College**
- Established in **1963**
- Affiliated to **University of Mumbai**.
- Professional and Internationally acclaimed **certification courses**.
- Sports events and Social activities
- Value based education.



The College has self-finance courses

Bachelor of Science in Information Technology



Bachelor of Mass Media
BMM / BA in Multimedia and Mass
Communication (BAMMC)



Bachelor of Science in Bio-Technology



Bachelor of Science in Computer Science



LIBRARY



LIBRARY



➤ Collection of about 52,000 text books, reference books, journals, periodicals etc.

First Floor :

AUDITORIUM



Ground Floor :



CANTEEN

➤ Affordable price and good quality food .



GROUND



LAWN TENNIS



GYMKHANA

➤ Stress -Buster Zone for the students.



Computer LAB 1



Computer Lab 2



BIO-TECH LAB



Media Room / Lab



BAMMC / BMM

- High-tech Computers
- Graphic Card
- Graphic Processors
- Audi-visual Systems
- Media Professionals



CLASSROOM



MVCEC

ABOUT

Computer Education center is a branch of a 65-year-old institute over the past years we have recognized the rapidly changing IT landscape in India and have innovated our teaching and courses over the years. Computer Education center is an extended learning branch of our college. Over the past years we have recognized the rapidly changing IT landscape in India and have innovated our teaching and courses over the years.



WEBSITE:- <https://www.mvcec.com>



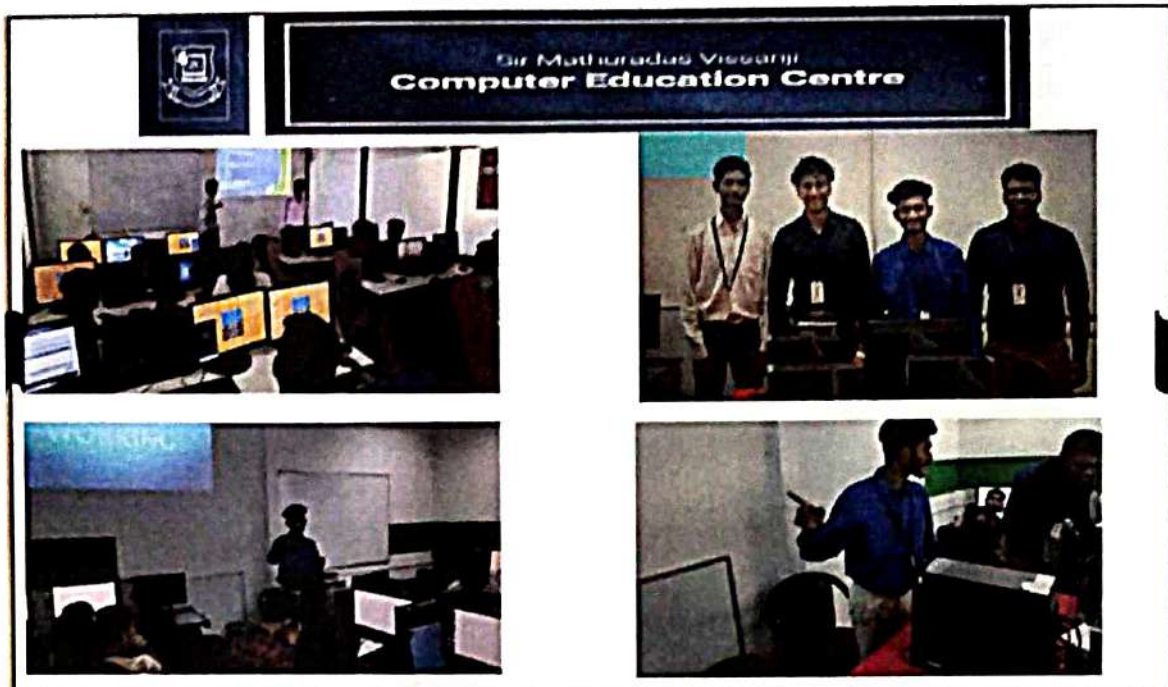
CLASSES



MVCEC COURSES

- ✓ JAVA Certification (Basics, Advanced)
- ✓ Android Certification
- ✓ .NET Certification
- ✓ Hardware & Networking
- ✓ Oracle Database Certification
- ✓ Ethical Hacking
- ✓ Cyber Forensics
- ✓ Tally ERP
- ✓ CCSP (Cec Certified Software Professional)
- ✓ DBA (Diploma in Business Application)
- ✓ Website Development
- ✓ Python Certification
- ✓ Robotics & Embedded Systems
- ✓ Project Development
- ✓ Cloud Computing
- ✓ Artificial Intelligence
- ✓ Internships/ Placements





Click on the YouTube link to watch the infrastructure video:

<https://www.youtube.com/watch?v=mMrwccb-vYA>

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DIRECTOR

Seth L.U. & Sir M.V. College of
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Andheri (East), Mumbai-400 069.