

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

Date: 18<sup>th</sup> June, 2018

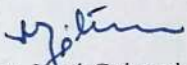
Academic Year 2018 -2019  
Internal Quality Assurance Cell (IQAC)

Notice

The first meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on Saturday 23<sup>rd</sup> June, 2018 at 11:00 a.m. to discuss the following agenda.

1. To decide the dates for the first CDC meeting.
2. To begin the sale of admission forms (First Year) & commencement of the admission process as per the university circular
3. To discuss the finances and prepare the budget plan for the academic year 2018-2019
4. To review the finances of the previous year
5. To discuss the academic calendar
6. To schedule a tentative examination schedule of internals, regular, and ATKT.
7. To Discuss the orientation of first years
8. To plan for various intercollegiate and intra-collegiate events
9. To discuss webinars/seminars and industrial visits for various departments
10. To initiate and publish bi-annual newsletter
11. Attendance records
12. To tentatively discuss the dates of Ganesh Chaturthi, Diwali, and Winter Vacation
13. To continue with the previously run add-on courses in college.

All members are requested to be present for the said meeting.

  
Smt. Jyoti Gaitonde



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DR. S. RADHAKRISHNAN MARG, ANDHERI (E), MUMBAI - 400 069

Date : 23rd June, 2018.

Academic Year 2018 -2019  
Internal Quality Assurance Cell (IQAC)

Minutes of the first meeting held on Saturday 23rd June, 2018 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its first meeting for the academic year 2018-2019, on 23rd June 2018 at 11:00 am.

The meeting was conducted by the IQAC coordinator with the permission of the chair  
The following members were present for the meeting:

Mrs. Jyoti Gaitonde  
Mr. Mahendra Kanojia  
Mrs. Manisha Sayani  
Mrs. Sangeetha G.  
Mrs. Sneha Gokarnkar  
Mr. Ashish Chaturvedi

**The following topics were discussed in the meeting:**

The notes on agenda :

**1. To decide the dates for the first CDC meeting.**

The finalization of the first CDC meeting for the academic year 2018-2019 was discussed and the date for the same was decided with everyone's agreement on 25.06.2018

**2. To begin the sale of admission forms (First Year) & commencement of the admission process as per the university circular.**

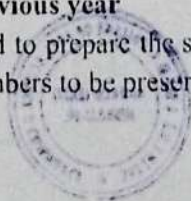
Post the release of 12th Class results, the members discussed the release of admission forms for the first years and the commencement of their classes for the same

**3. To discuss the finances and prepare the budget plan for the academic year 2018-2019**

The members discussed the necessary expenditures and initiated the preparation of a budget plan for the academic year 2018-2019

**4. To review the finances of the previous year**

Mr. Shashikant Gawde was informed to prepare the statement of income and expenditure for the academic year 2017-2018 to the members to be presented in the CDC meeting.



**5. To discuss the academic calendar**

The prototype of the academic calendar was discussed for various co-curricular events/activities and tasked Mrs. Manisha Mehul Sayani and Mrs. Sangeetha G. with preparing the final version of the academic calendar which will be discussed in the CDC meeting.

**6. To schedule a tentative examination schedule of internals, regular, and ATKT.**

The Examinations incharge, Ms. Pradnya Bhabal informed the committee that the exam schedules would be finalized according to the University of Mumbai directives.

**7. To Discuss the orientation of first years**

The orientation of the freshers from all the departments was discussed and was held in the second week of July 2018.

**8. To plan for various intercollegiate and intra-collegiate events**

Plans were made for intra-college and intercollegiate events, including the Vibes fest, Matinee Tadka, Cultural events, felicitation of toppers, and sports day.

**9. To discuss webinars/seminars and industrial visits for various departments**

The curriculum of all courses includes industrial visits, and the department heads suggested taking students to relevant industries to help them relate their studies to modern industry. They were instructed to plan these visits accordingly.

**10. To initiate and publish bi-annual newsletter**

Smt. Jyoti Gaitonde (Member Secretary) recommended releasing bi-annual newsletters, wherein information about the various activities conducted by all departments will be included in the newsletter.

**11. Attendance records**

Mrs. Jyoti Gaitonde suggested having a systematic record of attendance that will be discussed with the pupil's parents

**12. To tentatively discuss the dates of Ganesh Chaturthi, Diwali, and Winter Vacation**

The list of other holidays as well as the long vacations were discussed and the dates were decided.

**13. To continue with the previously run add-on courses in college.**

Mrs. Jyoti Gaitonde suggested not only continuing with the previously run add-on courses but also introducing new certificate courses for the benefit of students.



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Academic Year 2018 -2019  
Internal Quality Assurance Cell (IQAC)

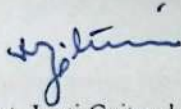
Date : 26/11/2018

**Notice**

The second meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on Saturday 1st December, 2018 at 11:00 a.m. to discuss the following agenda.

1. Status of pending fees.
2. To analyze student's attendance reports and the progress of parents' meetings.
3. To discuss and analyze student feedback for Sem I, III & V.
4. To discuss the progress of in-house certificate courses for the current academic year.
5. Schedules of intra-collegiate and intercollegiate events.
6. Finalizing the field/Industrial visits for all the departments

All members are requested to be present for the said meeting.



Smt. Jyoti Gaitonde  
Member Secretary



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DR. S. RADHAKRISHNAN MARG, ANDHERI (E), MUMBAI – 400 069

Date : 1st December, 2018.

Academic Year 2018 -2019  
Internal Quality Assurance Cell (IQAC)

Minutes of the second meeting held on Saturday, 1st December, 2018 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its second meeting for the academic year 2018-2019, on 1st December 2018 at 11:00 am.

The meeting was conducted by the IQAC coordinator with the permission of the chair

The following members were present for the meeting:

Mrs. Jyoti Gaitonde  
Mr. Mahendra Kanojia  
Mrs. Manisha Sayani  
Mrs. Sangeetha G  
Mrs. Sneha Gokarnkar  
Mr. Ashish Chaturvedi

The following topics were discussed in the meeting:

The notes on agenda :

**1. To discuss the pending fees collection**

The Coordinators were informed to follow up with the students whose fees were pending and a brief discussion on the tentative payments dates took place.

**2. To review students' attendance reports and the progress of parents' meetings.**

Each department was asked to create a report on student attendance based on daily lecture attendance sheets, identifying students with attendance issues and to discuss the feedback of parents obtained during the first parent meeting.

**3. To Discuss the analysis of student feedback**

The committee utilized Google forms to gather feedback from students and reviewed the feedback of each department in order to analyze it. An in-depth discussion on the same was decided to be done in the second CDC meeting

**4. Discussion on the progress of in-house certificate courses for the current academic year.**

Mr. Mahendra Kanojia, in charge of IT certification courses, and Mrs. Manisha Sayani, in charge of Digital Marketing certification courses, were informed to present progress reports on the ongoing certification courses for the current academic year which will be presented in the second CDC meeting.

**5. Discussion on finalizing the dates for the various fests**

The date for Matinee Tadka was decided to be on 12th December 2018. Vibes fest and sports day were scheduled on 17th December 2018 to 19th December. Prior to the winter break, from 21st December to 22nd December, cultural days were scheduled. All the dates were decided with everyone's agreement.

**6. Finalizing the field/Industrial visits for all the departments**

The coordinator of each department put forth the venues for field trips and Industrial visits which was agreed upon by everyone. The Biotechnology department finalized their two field trips to - Collaborative Undergraduate Biology Research (CUBE) "Homi Bhabha Centre" for Science Education "TIFR" and Advanced Centre for Treatment, Research and Education in Cancer (ACTREC) and an industrial visit Sula Vineyards - Nashik. The IT department finalized their trip to ISRO Space Exhibition at VJTI Information Technology and an Industrial Visit to Trans Thane Creek Waste Management Association (TTCWMA), Mahape, Navi Mumbai. The BMM department finalized their one day Visit to Kala Ghoda Fest-2019 and an Industrial visit to Sakaal Times, Pune. The tentative dates for all the visits were scheduled to be in the 3rd and 4th week of March 2019.



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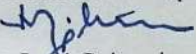
**Notice**

Date: 15/04/2019

The third meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on Saturday 20th April 2019 at 11:00 a.m. to discuss the following agenda.

1. To analyze the students feedback for sem II, IV & VI
2. To analyze students' attendance reports and the progress of 2nd parents' meetings.
3. Reports of intra-collegiate and intercollegiate events
4. Reports of Seminars/Workshops/ Research Publications.
5. Reports on Industrial/field Visits.
6. College Newsletter
7. To plan the upcoming academic year's calendar and activities.

All members are requested to be present for the said meeting.

  
Smt. Jyoti Gaitonde  
Member Secretary



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DR. S. RADHAKRISHNAN MARG, ANDHERI (E), MUMBAI - 400 069**

Date : 20th April, 2019

**Academic Year 2018 -2019  
Internal Quality Assurance Cell (IQAC)**

**Minutes of the third meeting held on Saturday, 20th April, 2019 at 11:00 a.m.**

The Internal Quality Assurance Cell (IQAC) of our college conducted its third meeting for the academic year 2018-2019, on 20th April 2019 at 11:00 am.

The meeting was conducted by the IQAC coordinator with the permission of the chair

The following members were present for the meeting:

Mrs. Jyoti Gaitonde  
Mr. Mahendra Kanojia  
Mrs. Manisha Sayani  
Mrs. Sangeetha G  
Mrs. Sneha Gokamkar  
Mr. Ashish Chaturvedi

**The following topics were discussed in the meeting:**

The notes on agenda :

**1. To analyze the students feedback for sem II, IV & VI**

The coordinators discussed the feedback given by the students and necessary measures to be undertaken based on the overall feedback pertaining to the teachers and subjects were discussed.

**2. To analyze students' attendance reports and the progress of 2nd parents' meetings**

The 2nd parents meeting was conducted and the feedback from the parents as well as the assurance given by the parents for their defaulter wards were presented in the meet.

**3. Reports of intra-collegiate and intercollegiate events.**

Mrs. Sangeetha (Cultural incharge) presented the reports on various intra-college cultural events conducted in the month of December 2019. The report on the intercollegiate event "Matinee Tadka" was presented by event convener Mrs. Manisha Mehul Sayani. Mr. Mahendra Kanojia (Vibes Event Convener) presented the activities which were organized in the VIBES - Events. Mr. Mahendra Kanojia discussed how the three rounds of code execution competitions were held online.

**4. Reports of Seminars/Workshop and Research Publications**

Reports of all the seminars/workshops and research publications that took place in the academic year 2018-2019, were made and presented.

**5. Reports of Industrial/field Visits.**

Reports on various industrial visits were submitted by the department heads. The Department heads also shared their experience of the field trips/ industrial visits.

**6. Discussion on the release of the College Newsletter**

Ms. Manisha Mehul Sayani (Editor, College Newsletter) ideated and presented the "MVLU Express News Letter - 1st and 2nd Edition for the A.Y. 2018-2019. The committee members appreciated the creativity and compilation of the newsletter.

**7. To plan the upcoming academic year's calendar and activities.**

Mr. Mahendra Kanojia gave a rough skeleton to Mrs. Manisha Sayani & Ms. Sangeetha G to prepare the academic calendar for the academic year 2019-20. Committee members proposed various activities which could be conducted by various departments.

