

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

Academic Year 2019 -2020
Internal Quality Assurance Cell (IQAC)

Date: 15th June, 2019

Notice

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

1. To approve and begin the sale of admission forms (First Year) & commencement of the admission process as per the University circular
2. To review the finances of the previous year
3. To discuss the finances and prepare the budget plan for the academic year 2019-2020
4. To discuss the academic calendar
5. To discuss the orientation of first year students
6. To discuss steps taken to strengthen the research activities.
7. To review the syllabus of the in-house certificate courses introduced in the academic year
8. To discuss workshops /seminars and student centric activities to be conducted for the academic year by various departments
9. To decide the dates for the first CDC meeting.

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


Smt. Jyoti Gaitonde



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Date: 20th June, 2019

Academic Year 2019 -2020
Internal Quality Assurance Cell (IQAC)

Minutes of the first meeting held on Thursday 20th June, 2019 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its first meeting for the academic year 2019-2020 on June 20, 2019 at 11:00 a.m.

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 the agenda:

1. To approve and begin the sale of admission forms (First Year) & commencement of the admission process as per the university circular

After the announcement of the HSC results, the members considered the sale of admission forms for the first year as per the guidelines mentioned in the University circular and commenced with the process of admissions.

2. To review the finances of the previous year

Mr. Shashikant Gawde presented the statement of income and expenditure for the academic year 2018-2019.

3. To discuss the finances and prepare the budget plan for the academic year 2019-2020

The members discussed the necessary expenses to be made for the augmentation of each department's infrastructure and ICT tools. Proposals were discussed keeping in mind the budget plan for the 2019-2020 academic year.

4. To discuss the academic calendar

The prototype of the academic calendar was discussed for various academic and co-curricular activities. Mrs. Manisha Mehul Sayani and Mrs. Sangeetha G. were requested to prepare the final version of the academic calendar, which would be discussed in the CDC meeting.

5. To Discuss the orientation of first year students

Fresher orientation program from all departments was planned and would be held in the second week of July 2019.

6. To discuss steps taken to strengthen the research activities.

It was discussed to encourage student research in the coming academic year.

7. To review the syllabus of the in-house certificate courses introduced in the academic year

The in-house certificate courses were reviewed, along with their updated syllabus. Mrs. Jyoti Gaitonde suggested that internship programs should be strengthened for the benefit of the students.

8. To discuss workshops /seminars to be conducted by various departments

The curriculum of all courses can be enhanced and efficiently followed by undertaking additional industry guidance. All the department heads proposed to conduct workshops / seminars for helping students correlate their studies to the current industry.

9. To decide the dates for the first CDC meeting.

The finalization of the first CDC meeting for the academic year 2019-2020 was discussed and the date for the same was decided with everyone's agreement on 25.06.2019.



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Date: 1st August, 2019

Academic Year 2019 -2020
Internal Quality Assurance Cell (IQAC)

Minutes of the second meeting held on Saturday, 1st August, 2019 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its second meeting for the academic year 2019-2020, on 1st August 2019 at 11:00 a.m.

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 the agenda :

1. To analyze the admissions & fee collection status of all departments.

The Coordinators shared their concerns on the number of application forms received and the overall admitted number of students. They were instructed to contact the students whose fees remained unpaid, and a brief conversation about the estimated payment dates took place.

2. To analyze students' attendance reports and the scheduled dates of parents' meetings.

Each department was instructed to submit a report on student attendance based on daily lecture attendance sheets, identifying students with attendance concerns, and discussing the same with the parent in the upcoming parent's teacher meeting.

3. 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 that they will be presenting progress updates on ongoing certification courses for the current academic year at the second CDC meeting.

4. To plan and discuss and finalize the dates for the various intercollegiate and intra-collegiate events.

The date for Matinee Tadka was decided to be on 6th December, 2019. Vibes fest and sports day were scheduled on 16th December, 2019 to 18th December 2019. Prior to the winter break, from 23rd December to 24th December, cultural days were scheduled. All the dates were decided with everyone's agreement.

5. 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 were agreed upon by everyone. The Biotechnology department finalized its field trips to - Visit To Advanced Centre for Treatment, Research, and Education in Cancer (ACTREC). The IT department finalized their two trips to Industry visits to CETTM, MTNL Powai, and a visit to Karjat, and Pune. The BMM/BAMMC department finalized their one-day visit to Red Fm Studio and an industrial visit to ND's Film World. The tentative dates for all the visits were scheduled to be in the months of January and February.

6. To discuss Students' Academic Performance

Smt. Jyoti Gaitonde (Member Secretary) suggested all the department coordinators to create a statistical report on the academic performance of the students



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Date: 8th February, 2020.

Academic Year 2019 -2020
Internal Quality Assurance Cell (IQAC)

Minutes of the third meeting held on Saturday, 8th February, 2020 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its third meeting for the academic year 2019-2020 Saturday 8th February 2020 at 11:00 a.m. 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 the agenda :

1. To analyze the student's feedback for all semesters

The coordinators discussed the feedback given by the students and the 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 parents teachers meetings

Feedback from the parents as well as the assurances given by the parents for their defaulter wards were presented in the meeting.

3. Reports of intra-collegiate and intercollegiate events.

Mrs. Sangeetha (Incharge - Cultural events) 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 Convenor) presented the activities which were organized in the VIBES - Events. Mr. Mahendra Kanojia discussed how the three rounds of code execution competitions were held successfully.

4. **Reports of Seminars/Workshop and Research Publications**
Reports of all the seminars/workshops and research publications that took place in the academic year 2019-2020, were made and presented.
5. **Reports of Industrial/field Visits.**
Reports of various industrial visits were submitted by the department heads. The department heads also shared their experience of field trips and industrial visits.
6. **To review the final draft of six monthly newsletters.**
Ms. Manisha Mehul Sayani (Editor of the College Newsletter) ideated and presented the "MVLU Express News Letter.". Smt. Jyoti Gaitonde (Member Secretary) and other members evaluated the final manuscript and advised publishing the bi-annual newsletters; they also suggested incorporating adjustments as needed. The committee members also appreciated the creativity and compilation of the newsletter.

