

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 2020 -2021
Internal Quality Assurance Cell (IQAC)

Date: 18.06.2020

Notice

The first online meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 20.06.2020 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 discuss the installment facility to be given to students for fee payment due to pandemic.
3. Discuss the plan for COVID-19 safety norms including social distancing and sanitization of the college premise.
4. To review the finances of the previous year
5. To discuss the finances and prepare the budget plan for the academic year 2020-2021
6. To prepare the academic calendar.
7. To review the syllabus of the in-house certificate courses introduced in the academic year.
8. To decide the dates for the first CDC meeting.

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



Smt. Jyoti Gaitonde



Date: 20.06.2020.

Academic Year 2020 -2021
Internal Quality Assurance Cell (IQAC)

Minutes of the first meeting held on 20.06.2020 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its first meeting online for the academic year 2020-2021 on 20.06.2020 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 Mehul 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 in accordance with the guidelines given in the University circular keeping in mind the COVID-19 guidelines and commenced the online admissions process.

2. To discuss the installment facility to be given to students for fee payment due to pandemic

From payment deferment to monthly installments to quarterly fees, members discussed what all could be offered to students, a variety of alternatives were discussed, understanding that many of the families may be undergoing low or no income phase as a result of the COVID-19 pandemic.



3. Discuss the plan for COVID-19 safety norms including social distancing and sanitization of the college premise.

The primary priority would be the safety, health, and well-being of all students, staff, and non-teaching staff in light of the COVID-19 pandemic and the subsequent lock down, it was discussed. Each department was disinfected, and each department was given sanitizer bottles.

4. To review the finances of the previous year

Mr. Shashikant Gawde presented the statement of income and expenditure for the academic year 2020-2021 .

5. To discuss the finances and prepare the budget plan for the academic year 2020-2021

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 2020-2021 academic year.

6. To prepare the academic calendar

The academic calendar prototype was discussed for various academic and co-curricular activities that adhered to the present pandemic condition. Mrs. Manisha Mehul Sayani and Mrs. Sangeetha G. were asked to produce the final version of the academic calendar, which would be considered at the CDC meeting.

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

The in-house certificate courses and their modified syllabus were reviewed. Ms. Jyoti Gaitonde requested that in-house courses be continued and managed online in order to enhance them for the benefit of the students.

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

The finalization of the first CDC meeting for the academic year 2020-2021 was discussed and the date for the same was decided with everyone's agreement on 25.06.2020.



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ACTION TAKEN REPORT OF THE IQAC FIRST MEETING 2020-21

Sr. No.	FEEDBACK	ACTION TAKEN	IMPACT
1	Instalments Facilities	Requests from the students related to academic fees to be paid in installments during the Covid-19 pandemic. The Institution understood the request and gave the facility for the quarterly payment options.	All the students continued their formal education, financial issues did not become the barrier for the education.
2	Formation of the In-house Certificate courses (CEC Certified Software Professional) syllabus	Understanding the fast trends and changing technology, the syllabus of the vocational certificate course was revised for the learners to bridge the gap for theoretical and practical learning.	The revised syllabus helped the learners in detail as per the Industry and Corporate Norms.
3	Attendance report and Online PTM	The Institution organized an Online Parents-Teacher Meeting (twice) to give them the report of the individual students on attendance and academic growth.	Stakeholders were satisfied by this initiative and the students became more punctual and regular for the lectures.
4	E-learning platforms & Study Resources	All the subject faculties provided the learners with the e-content for online education. The learners were taught on how to handle Google Classrooms, Google meet, Google drive & various platforms for learning & understanding.	E-notes and study materials helped the learners to clear all the concepts.



5	Academic Feedbacks	Academic feedback was collected through Google forms and analyzed from all the students for even and odd semesters based on faculties' performances on teaching and using of teaching aids during the lectures.	Analyzed feedbacks were considered and applied, concerning the growth of the Institution.
6	Online Examination & Proctoring Software (Form Presenter)	For unbiased results, online term end examinations were conducted by using a proctoring software (Form Presenter). All the faculties and students were taught by organizing demo lectures on how the online exams would be conducted for the students.	The intensity of the examination was maintained for the fair result.
7	Soft Skill Development	The Institution organized a skill development webinar with an industry expert, to help learners in developing effective communications.	Effective communication encouraged the learner's growth and development in the Academics as well as for the industry.
8	Intercollege Online Fest - 'Wings of Joy'	To make learning more interesting an online intercollege fest "Vibes- Wings of Joy" was organized for the students, by the students. The online fest had all the events same as offline events to encourage students and push them towards their creativity.	The fest helped students to learn coordination, management skills and make them believe in themselves by enhancing their confidence. Students won cash prizes and certificates.
9	Mental Health Counseling	One-to-one counseling was opened for all students on Mental Health. Discussion on Mental health is very important and needs to be focused. All the coordinators were trained how to deal with Mental health enquiry.	Students became comfortable about the topic of mental health.



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Academic Year 2020 -2021
Internal Quality Assurance Cell (IQAC)

Date: 31.10.2020

Notice

The second online meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on Saturday 07.11.2020 at 11:00 a.m. to discuss the following agenda.

1. To analyze the admissions & fee collection status of all departments.
2. To analyze students' attendance reports and the scheduled dates of online parents' meetings.
3. To discuss the progress of in-house certificate courses for the current academic year.
4. To plan the research activities undertaken by departments.
5. To plan the e-learning platforms and study resources.
6. To discuss Students' Academic Performance

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



Smt. Jyoti Gaitonde
Member Secretary



Date: 07.11.2020

Academic Year 2020 -2021
Internal Quality Assurance Cell (IQAC)

Minutes of the second meeting held on Saturday 07.11.2020 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its second meeting for the academic year 2020-2021, on 07.11.2020 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 Mehul 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 expressed their worries about the quantity of application forms received and the total number of students admitted. They were instructed to contact the students whose fees hadn't yet been paid, and a brief discussion about the expected payment dates took place.

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

Each department was assigned the responsibility of submitting a report on student attendance based on daily lecture attendance sheets, identifying students with attendance concerns, and discussing the same with the parent at the upcoming parent-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, was informed during the second CDC meeting, they will present progress reports on continuing certification courses online for the current academic year. Mrs. Manisha Mehul Sayani who is in charge of certification courses related to media and marketing expressed her concerns on commencing any certificate course in online mode.

4. To plan the research activities undertaken by departments.

Each department was aimed at assisting faculty and students to participate in research activities.

5. To plan the e-learning platforms and study resources.

It was determined that Google Suite, in collaboration with Google Classroom, would be utilized as an e-learning platform for staff and student interaction and submissions, and that Google Meet would be used for online lectures.

6. To discuss Students' Academic Performance

Smt. Jyoti Gaitonde (Member Secretary) advised that all department coordinators compile a statistical report on students' academic achievement.



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ACTION TAKEN REPORT OF THE IQAC SECOND MEETING 2020-21

Sr. No.	FEEDBACK	ACTION TAKEN	IMPACT
1	Analyzing the admissions & fee collection status of all departments	The institution was aware of how many applications were submitted, and it made sure to contact students who needed to pay the fee.	This provided a brief overview of the total number of students that have been admitted to our college along with the demand generated for subsequent courses.
2	Attendance report and Online PTM	The Institution organized an Online Parents-Teacher Meeting (twice) to give them the report of the individual students on attendance and academic growth.	Stakeholders were satisfied by this initiative and the students became more punctual and regular for the lectures and responsive towards academics.
3	Formation of the In-house Certificate Courses (CEC Certified Software Professional) syllabus Courses: CCSP-2019-20 Sem III, CCSP 2020-21 Sem I	Understanding the fast trends and changing technology, the syllabus of the vocational certificate course was revised for the learners to bridge the gap for theoretical and practical learning.	The revised syllabus helped the learners to bridge the gap between academics & Industry. Number of students enrolled were 21.



4	Analyzing departmental research activity.	The concept of research was introduced to faculty and students.	This aided them in determining the range of relevant research and study. Six Research papers were published.
5	E-learning platforms & Study Resources	The students had access to e-content for online education from all academic faculties. The students received instruction on how to use Google Classrooms, Google Meet, Google Drive, and other learning and comprehension platforms.	E-notes and study resources aided the students in understanding all of the ideas.
6	Analyzing Students' Academic Performance	Academic performance was gathered and examined from all departments for even and odd semesters based on faculty teaching performance and use of teaching aids during lectures using Google forms.	Academic achievements of students were appreciated via certificates.



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Academic Year 2020 -2021
Internal Quality Assurance Cell (IQAC)

Notice

Date: 01.04.2021

The third meeting online of the Internal Quality Assurance Cell (IQAC) is scheduled on Saturday 03.04.2021 at 11:00 a.m. to discuss the following agenda.

1. To analyze the student's feedback for all semesters.
2. To review students' attendance reports and the scheduled dates of online parents' meetings.
3. To discuss the software for online examination and proctoring.
4. Reports of intra-collegiate and Mumbai Suburban level-code execution championship held in the month of March 2021.
5. To discuss any other matter with due permission from the chair.

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

Smt. Jyoti Gaitonde
Member Secretary



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Date: 03.04.2021

Academic Year 2020-2021
Internal Quality Assurance Cell (IQAC)

Minutes of the third meeting held on Saturday, 03.04.2021 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its third meeting for the academic year 2020-2021 Saturday 03.04.2021 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 Gatomde
Mr. Mahendra Kanojia
Mrs. Manisha Mehul Sayam
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 analyzed the students' feedback and the necessary measures to be undertaken based on the overall feedback pertaining to the teachers and subjects.

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

Attendance reports were examined, and feedback from parents on online classes, as well as promises made by parents for their defaulter wards, were presented at the meeting.

3. To discuss the software for online examination and proctoring.

On account of the pandemic, it was decided to use Form-presenter proctoring software for the upcoming online examination to exempt students from any malpractices.

4. Reports of inter-collegiate fest Vibes and Mumbai Suburban level-code execution championship held in the month of March 2021.

Due to the pandemic, it was decided to arrange the intercollegiate event and Code execution championship online. The report on the intercollegiate event 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 online this year.

5. To discuss any other matter with due permission from the chair.

Further planning and discussions were carried out while keeping the current pandemic situation in mind.



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ACTION TAKEN REPORT OF THE IQAC THIRD MEETING 2020-21

Sr. No.	FEEDBACK	ACTION TAKEN	IMPACT
1	Academic Feedbacks	Academic feedback was collected through Google Forms and analyzed from all the students for even and odd semesters based on the faculty's performances in teaching and the use of teaching aids during the lectures.	Analyzed feedback was considered and applied, concerning the growth of the institution.
2	Attendance report and Online PTM	The institution organized an online parent-teacher meeting (twice) to give them the report of the individual students' reports on attendance and academic growth.	Stakeholders were satisfied by this initiative, and the students became more punctual and regular for the lectures.
3	Online Examination & Proctoring (Form Presenter)	For unbiased results, online term-end examinations were conducted by using proctoring software along with video monitoring using Google Meet. All the faculties and students were taught by organizing demo lectures on how the online exams would be conducted for the students.	The intensity of the exam was maintained by proctoring software which resulted in fair results.
4	Intercollege Online Fest – VIBES 'Wings of Joy'	To make learning more interesting, an online intercollege fest called "Vibes-Wings of Joy" was organized for the students, by the students. The online fest was conducted on Google Meet and all the events that were previously conducted offline were conducted online to encourage students and push them towards their creativity.	The festival helped students to learn coordination and management skills and made them believe in themselves by enhancing their confidence. Students won cash prizes and certificates.

