

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 2021 -2022
Internal Quality Assurance Cell (IQAC)

Date: 14.06.2021

Notice

The first online meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 08.07.2021 at 11:00 a.m. to discuss the following agenda. The meeting will be conducted on the Google Meet platform. The link of the meeting will be shared on WhatsApp with the staff on the same day at 10.45 am.

1. To discuss students' academic performance for A.Y. 2020-2021.
2. To prepare an academic calendar for the A.Y. 2021-2022.
3. To allocate college committees to various teaching staff
4. To discuss teaching modes and methodologies in view of the current ongoing pandemic.
5. To discuss the introduction of in-house certificate courses for the current academic year.
6. Planning of the admission process in both offline and online mode as per the University of Mumbai directives.

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

Smt. Jyoti Gaitonde



**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: 8.07.2021

**Academic Year 2021 -2022
Internal Quality Assurance Cell (IQAC)**

Minutes of the first meeting held on 8.07.2021 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its first meeting online for the academic year 2021-2022 on 8.07.2021 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 Gaitonde
Mr. Mahendra Kanojia
Mrs. Manisha Mehul Sayani
Mrs. Sangeetha G.
Mrs. Sneha Gokarnkar

The following topics were discussed in the meeting:

The notes on the agenda:

1. To discuss students' academic performance for A.Y. 2020-2021.

Each department's results for semesters II, IV, and VI of the academic year 2020-2021 were evaluated and discussions were done on how to raise the passing percentage.

2. To prepare an academic calendar for the A.Y. 2021-2022.

The prototype academic time was discussed for different academic and co-curricular events that corresponded to the current pandemic situation. Mrs. Manisha Mehul Sayani and Mrs. Sangeetha G. were tasked with preparing the final version of the academic calendar for consideration at the CDC meeting.

3. To allocate college committees to various teaching staff.

Staff members were appointed as heads and members of numerous committees, including those for sports, and cultural committees. It was advised that each of these committees hold at least two meetings, each of which should include a notice with an agenda. It suggested that the heads of culture and sports, Asst. Prof. Sangeetha G. and Asst. Prof. Sneha Gokarnkar, to encourage students to participate in university-level events, which the committee had initially authorized.



4. To discuss teaching modes and methodologies in view of the current ongoing pandemic.

Because of the current pandemic scenario, all department professors were informed that lectures must be organized in hybrid forms for students so that they do not lose out on what is done in class.

5. To discuss the introduction of in-house certificate courses for the current academic year.

The amended syllabus for the in-house certificate courses was evaluated. Ms. Jyoti Gaitonde recommended that in-house courses be continued and administered online and offline in order to make them accessible to all students.

6. Planning of the admission process in both offline and online mode as per the University of Mumbai directives.

Ms. Jyoti Gaitonde proposed that our college accept both offline and online payments for admissions to the forthcoming academic years in accordance with Mumbai University norms.



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ACTION TAKEN REPORT OF THE FIRST IQAC MEETING 2021-22

Sr. No.	FEEDBACK	ACTION TAKEN	IMPACT
1.	To discuss students' academic performance for A.Y. 2021-2022	Academic performances of students of semesters II, IV and VI were reviewed and measures were proposed to raise their passing percentage.	The teachers took timely revisions, remedial lectures and regular class tests due to which there was an improvement in the students' performances.
2.	To prepare an academic calendar for the A.Y. 2021-2022.	After discussing the prototype for the academic year and co-curricular events as per the pandemic situation in the country, Asst Prof Sangeetha G and Asst Prof Manisha Sayani worked on preparing the academic calendar.	The academic calendar was prepared by taking into consideration the pandemic situation and was followed throughout the year.
3.	To allocate college committees to various teaching staff.	Asst Prof Sangeetha G and Asst Prof Sneha Gokarnkar were allotted the cultural and sports committee respectively for the academic year.	Both the committees organized meetings throughout the year and organized events keeping in mind the pandemic situation.
4.	To discuss teaching modes and methodologies in view of the current ongoing pandemic.	By taking into account the pandemic situation of the country, it was decided to take lectures in hybrid format, acknowledging the safety of the students.	All those students who could attend college, were present for offline lectures. Whereas, those students who were skeptical about attending offline lectures, attended them online. The lectures were conducted smoothly in hybrid format.



5.	To discuss the introduction of in-house certificate courses for the current academic year.	Suggestion was put forth by the director Mrs. Jyoti Gaitonde to introduce in-house certificate courses for all-round development of students.	The teachers agreed to it and the certification courses were initiated by the BAMMC dept and Computer Science dept for the students of the academic year 2021-22.
6.	Planning of the admission process in both offline and online mode as per the University of Mumbai directives.	As per the suggestions given by the director Mrs Jyoyti Gaitonde, it was decided to follow university norms and collect fees in both offline as well as online format for the current year and forthcoming years.	The admission for the academic year 2021-22 were carried out efficiently in both the formats.



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Academic Year 2021 -2022
Internal Quality Assurance Cell (IQAC)

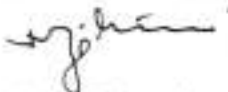
Date: 01.12.2021

Notice

The second online meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 09.12.2021 at 11:00 a.m. to discuss the following agenda. The meeting will be conducted on the Google Meet platform. The link of the meeting will be shared on WhatsApp with the staff on the same day at 10.45 am.

1. To analyze students' online attendance reports and the progress of online parents' meetings.
2. To discuss the progress of admissions of in-house certificate courses for the current academic year in view of the ongoing pandemic
3. Planning for conducting online examination and finalizing on proctoring software.
4. To discuss the inter & intra college fest, competitions and activities to be conducted.

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



Smt. Jyoti Gaitonde



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Date: 09.12.2021

Academic Year 2021 -2022
Internal Quality Assurance Cell (IQAC)

Minutes of the second meeting held on Thursday, 09.12.2021 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its second meeting for the academic year 2021-2020, on 09.12.2021 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 Gaitonde
Mr. Mahendra Kanojia
Mrs. Manisha Mehul Sayani
Mrs. Sangeetha G
Mrs. Sneha Gokarnkar

The following topics were discussed in the meeting:

The notes on the agenda :

1. To analyze the student's online attendance reports and the progress of online parent meetings.

Attendance reports were evaluated, and the progress of online parent meetings was analyzed and presented.

2. To discuss the progress of admission of inhouse certificate courses for the current academic year in view of the ongoing pandemic.

Prof. Mahendra Kanojia, who is currently in charge of CEC certification courses, highlighted admissions progress with 10 students and provided an update on ongoing certification courses available online for the current academic year.



3. Planning for conducting online examinations and finalizing on proctoring software.
As the pandemic effects were still evident, it was decided to continue utilizing the Form-Presenter proctoring software for the forthcoming online exams in order to exempt students from any malpractices.

4. To discuss the inter and intra college fest, competitions, and activities to be conducted.

Due to the pandemic's decrease, there has been a relaxation of the restrictions on organizing events offline. Even with the relaxation of the restrictions, the college considered conducting all events on the online platform to maintain precautions. The radio program production, future trends in IT, and career paths in biotechnology webinars were held in the months of September and October, respectively. Also, the WDC-sponsored webinar on women's health awareness was conducted in November. Abiding by the current change in circumstances, it was agreed to have the intercollegiate fest Vibes, the code execution championship, cultural activities, and the intercollegiate PPT competition (Green Technology), as well as a webinar on podcast, were held in online mode in the months of February, March, and April 2022.



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ACTION TAKEN REPORT OF THE SECOND IQAC MEETING 2021-22

Sr. No.	FEEDBACK	ACTION TAKEN	IMPACT
1.	To analyze the student's online attendance reports and the progress of online parent meetings.	The online attendance reports of students and progress of online parents meeting was discussed.	The students and the teachers got acquainted with the online meeting and lectures and got adapted to it.
2.	To discuss the progress of admission of inhouse certificate courses for the current academic year in view of the ongoing pandemic.	Prof. Mahendra Kanojia gave an update on the on-going certification courses.	10 students had taken admission in CEC. As per the suggestions of Prof. Manisha Sayam, no new certification courses were introduced in online format for the academic year.
3.	Planning for conducting online examinations and finalizing on proctoring software.	Due to the pandemic situation still prevailing in the country, it was decided to continue with online examination and Form-Presenter software to be used as the proctoring software for the online examinations.	Since the students were well acquainted with the software, neither the students nor the teachers faced any difficulty during the examinations.
4.	To discuss the inter and intra college fest, competitions, and activities to be conducted.	Even after the relaxation of restrictions on holding events offline, the members of the meeting decided to hold the event in the online format. The following events were conducted online;	Students participated on a large scale in various events: <ul style="list-style-type: none"> • The radio program production was attended by 87 students in all. • 146 students attended the webinar on Future Trends in IT.



		<ul style="list-style-type: none"> • The radio program production, future trends in IT, and career paths in biotechnology webinars were held in the months of September and October, respectively. • WDC-sponsored webinar on women's health awareness was conducted in November. • The intercollegiate fest Vibes, The Code Execution Championship, Cultural Activities, and the intercollegiate PPT competition (Green Technology), as well as a webinar on podcast, were held in online mode in the months of February, March, and April 2022. 	<ul style="list-style-type: none"> • A total of 105 students attended the webinar on career paths in Biotechnology. • The webinar sponsored by WDC was attended by a total of 98 students in all. • 55 students participated in the Vibes events. • The National Level Code Execution Championship was participated by 609 students in all. <p>The students enthusiastically participated in the online events and a large viewership was observed on the online platforms especially during the intercollegiate Vibes Fest. The events were managed well online.</p>
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Academic Year 2021 -2022
Internal Quality Assurance Cell (IQAC)

Notice

Date: 15.03.2022

The third online meeting of the Internal Quality Assurance Cell (IQAC) is scheduled for Thursday, 24.03.2022 at 11:00 a.m. to discuss the following agenda.

1. To analyze and discuss student's feedback.
2. To organize sessions with experts who could provide deeper insights into individual NAAC Criteria.
3. To discuss on the offline admission and teaching mode for the upcoming A.Y. 2022-2023

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


Smt. Jyoti Gaikonde
Member Secretary



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Date: 24.03.2022

Academic Year 2021 -2022
Internal Quality Assurance Cell (IQAC)

Minutes of the third meeting held on Thursday, 24.03.2022 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of our college conducted its third online meeting for the academic year 2021-2022, on Thursday, 24.03.2022 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
Dr. Mahendra Kanojia
Mrs. Manisha Mehul Sayani
Mrs. Sangeetha G
Mrs. Sneha Gokarnkar

The following topics were discussed in the meeting:

The notes on the agenda :

1. To analyze and discuss student's feedback.

The coordinators assessed the students' comments and determined the required actions to be taken based on the general feedback about the instructors and subjects. The staff was requested to address the issues raised in the feedback responses on priority basis by Mrs. Jyoti Gaitonde.

2. To organize sessions with experts who could provide deeper insights into individual NAAC Criteria.

Dr. Mahendra Kanojia proposed an expert Dr. Mohammedali Farooqui, Ex-Principal of Rizvi College of Arts, Science, and Commerce and requested him to organize NAAC Counseling sessions.

3. To discuss the offline admission and teaching mode for the upcoming A.Y. 2022-2023.

Mrs. Jyoti Gaitonde proposed that offline admissions and teaching mode be considered for the upcoming A.Y. 2022-2023 as per the University of Mumbai direction each department's coordinator agreed to work on it.



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ACTION TAKEN REPORT OF THE THIRD IQAC MEETING 2021-22

Sr. No.	FEEDBACK	ACTION TAKEN	IMPACT
1.	To analyze and discuss students feedback	Feedback given by the students from various departments of the college were discussed and analyzed in the meeting. Mrs. Jyoti Gaitonde requested the concerned teachers of the department to address the issues pointed out by the students.	<ul style="list-style-type: none"> • Those students who were not able to keep up with the teaching pace during online lectures, brought it to the concerned teacher's notice. • The raised issue was solved by the teachers during the lectures and it was made sure that the students were able to keep up with the teaching pace. • Remedial lectures too were initiated by the teachers for those students who had expressed a difficulty in understanding certain complicated concepts.
2.	To appoint as expert for NAAC as the mentor for the institute	On the recommendation of Dr. Mahendra Kanojia, Dr. Mohammed Ali Farooqui, former Principal of Rizvi College of Arts, Science, and Commerce was requested to conduct NAAC Counseling sessions.	Dr. Mohammed Ali Farooqui was formally requested to plan and conduct NAAC Counseling sessions. Dr. Farooqui agreed for the same.



3.	To discuss the offline admission and teaching mode for the upcoming A.Y. 2022-2023	<p>In preparation for the upcoming A.Y. 2022-23, Mrs Jyoti Gaitonde proposed a plan for offline admissions and teaching modes. This was agreed upon by the coordinators from all departments and the teachers started working upon the same for the upcoming academic year.</p>	<ul style="list-style-type: none"> • The teaching mode and admissions switched back to offline mode and the process was conducted smoothly. • Out of the 3 visiting faculties and 1 part time lecturer who took lectures online, 2 visiting faculties and the part time lecturer agreed to conduct offline lectures as well. • 4 full-time teachers joined the Biotechnology Department for the A.Y. 2022-23. • Lectures and examinations were conducted offline for A.Y. 2022-23
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