

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 2023 -2024
Internal Quality Assurance Cell (IQAC)

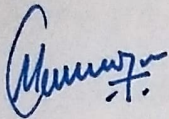
Date: 8th June, 2023.

Notice

The first meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on Thursday 15th June 2023 at 11:00 a.m. to discuss the following agenda.

1. To appoint NAAC Criteria members amongst the teaching staff.
2. To allocate various college committees to teaching staff.
3. Review the A.Y. 2022-23 exam results for Semesters II, IV, and VI, and felicitate the toppers of the academic year A.Y. 2022-23.
4. To discuss the departmental equipment requirements.
5. To discuss the Introduction/Continuation of value-added courses and certification courses.
6. To plan the significant contribution to be made by the IQAC for the A.Y. 2023-24
7. To plan for training Teachers & Non-teaching staff on upgradation programs for A.Y. 2023-24
8. To discuss a self-appraisal form for the A.Y. 2023-24.

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



I/C Principal



**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: 15.06.2023.

**Academic Year 2023 -2024
Internal Quality Assurance Cell (IQAC)**

Minutes of the first IQAC meeting held on 15.06.2023 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of the college conducted its first IQAC meeting for the academic year 2023-2024 on 15.06.2023 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:

Smt. Jyoti Gaitonde
Dr. Mahendra Kanojia
Smt. Manisha Sayani
Smt. Sneha Gokarnka
Smt. Shweta Khopde
Smt. Pradnya Kharade
Smt. Rohini Jagdale
Mr. Shashikant Gawade

The following topics were discussed in the meeting:

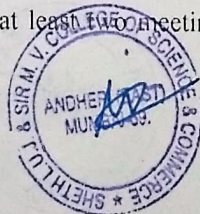
The notes on the agenda:

1. To appoint NAAC Criteria members amongst the teaching staff.

Asst. Prof. Rohini Jagadale was appointed as the new head of Criteria 3 after Dr. Mahendra Kanojia, who had previously headed the criteria, handed over his duties. He also suggested that Assistant Professor Rohini Jagadale facilitate a research conference for the academic year 2023-24. Dr. Mahendra Kanojia assigned Assistant Professor Dhvani to Criteria 1 and Criteria 4. Dr. Priyanka Vartak was assigned to Criteria 3. Furthermore, Dr. Mahendra Kanojia suggested that the head of Criteria 7, Asst. Prof. Sneha Gokarnakar organizes yearly national days with the library committee. Rest all the faculties were asked to continue working with the previously allotted NAAC Criteria.

2. To allocate various college committees to teaching staff.

Members of the staff were appointed as in-charge heads and members of various committees, including those for attendance, sports, and culture. The I/C Principal suggested that each of these committees should conduct at least two meetings, for which a notice with an agenda,



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minutes, and action taken report should be presented. He also advised all the faculties that a monthly attendance report must be sent to Asst. Prof. Shweta Khopde, the head of the attendance committee, by the 5th of every month. It was also suggested that the defaulter's list be reviewed and that parents be summoned to discuss the student's progress. The staff was also instructed to keep note of pupils who did not attend a specific subject/teacher's lecture and communicate this with the students. He advised the heads of cultural and sports, Asst. Prof. Manisha Sayani and Asst. Prof. Sneha Gokarnakar, to encourage students to participate in university-level competitions, which was initially approved by the committee.

3. To review exam results of the A.Y. 2022-23 for Semesters II, IV, VI.

Results for semesters II, IV, and VI of the academic year 2022–2023 for each department were examined, and plans were put forward to increase the passing percentage.

4. To discuss the departmental equipment requirements.

All of the departments' equipment requirements were discussed.

Asst.Prof. Pradnya Kharade and Asst.Prof.Shweta Khopde informed the committee that their third-year curriculum is about to be updated, and hence some new requirements will be recommended later.

5. To discuss the Introduction/Continuation of value-added courses and certification courses.

The in-house certificate courses for the BAMMC, such as digital marketing and graphic design, were designed and presented by Asst. Prof. Manisha Sayani. The CCSP and data science courses for IT and CS were designed by Asst. Prof. Jyoti Chauhan, and Asst. Prof. Sumit Tripathi under the guidance of Dr. Mahendra Kanojia and it was presented to the committee, which was approved.

The in-house certificate food auditing course syllabus for biotechnology, directed by Assistant Professor Shwetha Khopde, remains to be reviewed.

6. To plan the significant contribution of IQAC for the A.Y. 2023-24.

The I/C Principal suggested that academic and administrative audits of AAA be done. He also recommended that each department host seminars or webinars and encourage students to actively engage and participate in research by encouraging them to submit their research papers and posters to the Aavishkar: Maharashtra State Inter-University Research Convention in the upcoming academic year. A free medical camp for students, professors, and non-teaching staff was suggested by Assistant Professor Manisha Sayani. National-level contests were suggested by assistant professor Pradnya Kharade, and each was approved in light of the significance of the IQAC's contribution for the academic year 2023–2024. Mrs. Jyoti Gaitonde suggested celebrating the occasion of the institute completing 60 glorious years in education. Prof. Manisha Sayani was made the convenor for the same.



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7. To plan for training Teachers & Non-teaching staff on upgradation programs for A.Y. 2023-24.

Asst. Prof. Shweta Khopde presented to conduct a soft skills training program and Excel for non-teaching staff. In addition, Asst. Prof. Rohini Jagadale proposed and the committee approved an upgradation program on PowerPoint presentations and ChatGPT for teaching staff members.

8. To discuss self-appraisal form for the A.Y. 2023-24.

All The criteria points of the self-appraisal form were evaluated and approved. Asst. Prof. Manisha Sayani proposed to add pointer number three to criteria five of the appraisal form for syllabus designing of add-on courses at the college level.

The employees were urged to complete and submit the form at the upcoming CDC meeting.

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Manisha

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Manisha Sayani
IQAC - co-ordinator

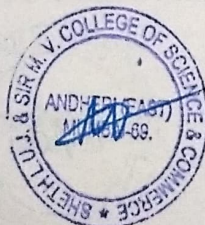


**LAXMI CHARITABLE TRUST'S
SHETH L.U.J & SIR M.V. COLLEGE OF ARTS, SCIENCE & COMMERCE
DR. S. RADHAKRISHNAN MARG, ANDHERI EAST, MUMBAI 400069**

ACTION TAKEN REPORT OF THE FIRST IQAC MEETING 2023-24

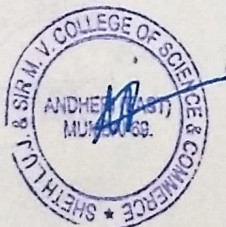
| Sr. No. | FEEDBACK | ACTION TAKEN | IMPACT |
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| 1. | To appoint NAAC criteria members amongst the teaching staff. | <ul style="list-style-type: none"> • Asst Prof Rohini Jagdale was appointed as the new head of Criteria 3. • Prof Rohini Jagdale was also given the responsibility to facilitate a research conference for the A.Y. 2023-24. • Asst Prof Dhvani Kapadia was assigned criteria 1 and 4 and Dr Priyanka Vartak was assigned criteria 3 and 7. • Head of criteria 7, Prof Sneha Gokarnkar was asked to celebrate all the yearly national days with the librarian Ms. Pankti Dedhia | <ul style="list-style-type: none"> • Asst Prof Rohini Jagdale headed criteria 7 and the other teachers who were part of the same assisted her. • The teachers who were assigned the new NAAC criteria started working on their respective criteria. • Criteria 7 Head Asst Prof Sneha Gokarnkar and the librarian together organized all national days and commemorated with the college staff and students. |
| 2. | To allocate various college committees to the teaching staff. | <ul style="list-style-type: none"> • Asst Prof Mrs Manisha Sayani, Asst Prof. Mrs Sneha Gokarnkar and Asst Prof Mrs. Shweta Khopde were appointed as the heads of cultural, sports, and | <ul style="list-style-type: none"> • The heads of the committees along with other teachers-in-charge organized various festivals in college and sent students to |

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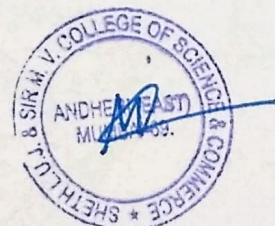
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| | | <p>attendance committees respectively.</p> <ul style="list-style-type: none"> • It was put forth to conduct two meetings of the said committees for the year. • Teachers were asked to encourage students to participate in university-level competitions. • All the departments of the college were asked to prepare and submit the defaulter's list to Asst Professor Mrs. Shweta Khopde by the 5th of every month. • It was instructed that the teachers keep a watch on the student's performance and review it from time to time. • Parents meeting to be conducted for those students who appeared on the defaulter's list and to discuss the student's performance with them. | <p>participate in various university-level competitions.</p> <ul style="list-style-type: none"> • The meetings of the said committee were held regularly throughout the year to discuss student welfare. • The teachers abided by the instructions and submitted the defaulter's list as per the guidelines given by the principal. • Students' performances were reviewed and discussed with the parents regularly. |
| 3. | To review exam results of A.Y. 2022-23 for the semesters II, IV, VI | <ul style="list-style-type: none"> • The coordinators of each department along with the principal reviewed the performances of students of sem II, IV, and VI. | The teachers conducted regular class tests and assignments were given to students regularly as measures to improve the students' performance. |

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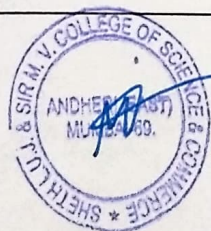


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| | | <ul style="list-style-type: none"> • Suggestions were put forth by the teachers | |
| 4. | To discuss departmental equipment requirements. | Asst Prof Pradnya Kharade and Asst Prof Shweta Khopde from CS and Biotechnology departments respectively put it in front of the panel that their SY syllabus would get updated which would require new materials, instruments, etc. which would be informed on receiving the updated syllabus. | <ul style="list-style-type: none"> • The requirements list was shared with the management upon receiving the updated syllabus. • The management evaluated the requirements list and made arrangements as per the CS and Biotechnology departments' needs. |
| 5. | To discuss the introduction/continuation of value-added courses and certification courses. | <ul style="list-style-type: none"> • It was decided in the meeting to continue with the digital marketing and graphic designing in-house certification courses initiated by Asst Prof Manisha Sayani from the BAMMC department. • The IT Certificate courses designed by Asst Prof Ms. Jyoti Chauhan and Asst Prof Mr Sumit Tripathi under the guidance of I/C Principal Dr.Mahendra Kanojia that were put forth in front of the committee were approved. | <ul style="list-style-type: none"> • The in-house certification courses such as Digital Marketing, Graphic Designing, IT Certificate were commenced for the A.Y. 2023-24. • The course syllabus for food adulteration was proposed to the managing committee. The syllabus was reviewed and the suggested changes were implemented. |

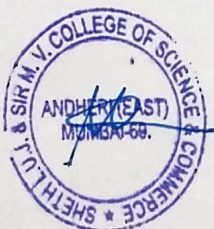
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| | | <ul style="list-style-type: none"> Asst Prof Mrs. Shweta Khopde put forth the suggestion of initiating a food adulteration course for the students whose syllabus was left to be reviewed. | |
| 6 | To plan the significant contribution of IQAC for the A.Y. 2023-24 | <ul style="list-style-type: none"> A suggestion was put forth by the principal to carry out academic and administrative audits for AAA. Principal, Dr. Mahendra Kanojia suggested all the departments organize regular webinars and seminars. A suggestion was put forth by the principal to all the teachers to encourage the students to participate in the Aavishkar: Maharashtra State Inter-University Research Convention in the upcoming academic year. To encourage students to participate in national level competitions organized representing the university was put forth by Asst Prof. Pradnya Kharade. Asst Prof. Manisha Sayani proposed the idea of organizing a free medical | <ul style="list-style-type: none"> The suggestion on audits for AAA was implemented from A.Y. 2023-24. The departments of the college obeyed the suggestions put forth by the Principal and regular seminars and webinars were conducted for the A.Y. 2023-24. The teachers encouraged the students to participate in Aavishkar for the current A.Y. which was acted in accordance by the students. Students were encouraged to participate in national-level competitions |



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| | | camp for the students, teaching and non-teaching staff. | representing the university. <ul style="list-style-type: none"> • A free medical health camp was organized which was attended by all the staff members of the college. |
| 7. | To plan for training Teachers & Non-teaching staff on upgradation programs for A.Y. 2023-24. | <ul style="list-style-type: none"> • Asst. Prof. Shweta Khopde presented a soft skills training program and Excel for non-teaching staff. • An upgradation program on PowerPoint presentation and ChatGPT was proposed by Asst Prof Rohini Jagdale for the teaching staff members. | |
| 8. | To discuss the self-appraisal form for the A.Y. 2023-24. | <ul style="list-style-type: none"> • The appraisal form was updated on the suggestions given by Asst Prof Manisha Sayani. • As per the suggestions, it was decided to add pointer number three of the appraisal form which was regarding syllabus designing of add-on courses at the college level to criteria five. • It was urged to all staff members to submit the appraisal form in the next CDC meeting. | <ul style="list-style-type: none"> • The suggested changes in the appraisal form were brought about for the A.Y. 2023-24 and all the teachers abided by it. • All the staff members submitted the appraisal form for review in the next CDC meeting. |



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Academic Year 2023 -2024
Internal Quality Assurance Cell (IQAC)

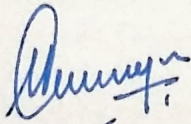
Date: 27th September, 2023.

Notice

The second Internal Quality Assurance Cell (IQAC) meeting is scheduled for Thursday 5th October 2023 at 11:00 a.m. to discuss the following agenda.

1. Reading & Confirmation of minutes of meeting held on 15th June 2023.
2. To analyze the student's attendance reports and the progress of the parent-teacher meetings.
3. To review the various students-centric activities that were conducted between June, 2023-October, 2023.
4. To discuss the inter and intra-college fest, competitions, and activities to be conducted.
5. To discuss any other matter with the permission of the chair.

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



I/C Principal



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

Date: 05.10.2023.

Academic Year 2023 -2024
Internal Quality Assurance Cell (IQAC)

Minutes of the second IQAC meeting held on 05.10.2023 at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of the college conducted its 2nd IQAC meeting for the academic year 2023-2024 on 05.10.2023 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:

Smt. Jyoti Gaitonde
Dr. Mahendra Kanojia
Smt. Manisha Sayani
Smt. Sneha Gokarnka
Smt. Shweta Khopde
Smt. Pradnya Kharade
Smt. Rohini Jagdale
Mr. Shashikant Gawade

The following topics were discussed in the meeting:

The notes on the agenda:

1. Reading and confirmation of minutes of meetings held on 16.06.2022.

Ms. Manisha Sayani, the IQAC coordinator, read the minutes of the last meetings, which were then reviewed and agreed upon by all committee members.

2. To analyze the student's attendance reports and the progress of the parent-teacher meetings.

Attendance reports were assessed, and parent-teacher meeting progress was analyzed and discussed.

3. To review the various student-centric activities that were conducted between June and October 2023.

The various student-centric activities, such as the International Yoga Day celebration held on 21st June 2023, the Cleanliness drive on 27th June, Webinar on Cloud computing, awareness & understanding of Kargil Vijay Diwas on 26th July, workshop on data handling with Python from 7th-10th August, Independence Day celebration on 15th August, Teacher's day celebration on 5th September, webinar on Digital marketing on 9th September & Hindi Diwas

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celebration on 14th September, the feedback and reports of all the activities were received and analyzed by the committee members.

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

The cultural committee in charge proposed to organize 'Raasoutsav'- garba evening on 28th October 2024. Mrs. Shweta Kopde, coordinator of the Biotechnology department proposed a one-day field visit to ACTREC. Organizing interdepartmental sports days and female sports activities were discussed. The BSc.IT coordinator proposed to organize a workshop on IOT. Career counseling was to be organized for the final-year students, and Dr. Mahendra Kanojia proposed to organize a conference on writing research papers for which he would be the resource person.

- Mrs. Pradnya Kharade proposed that the inter-college fest VIBES be held from January 11th-12th January 2024. All teachers were assigned to be in charge of various activities that would be held during the fest. Mrs. Manisha Sayani, the BAMMC coordinator, proposed to organize the Matinee-Tadka inter-college short film festival on 11th January 2024.

5. To discuss any other matter with the permission of the chair.

Dr. Mahendra Kanojia suggested conducting an extension activity under the banner of MVLU Care Club to which Mrs. Manisha Sayani proposed a tie-up with Happie Foundation as Ms. Charmy Shah is a treasurer of that NGO to which Dr. Mahendra Kanojia appointed Ms. Charmy Shah as the in-charge to lead the drive for MVLU Care Club (Donation Drive). This initiative was subsequently planned to be held in January, under this initiative all staff & students donated books & stationery distributed amongst the underprivileged children in Khindipada of Mulund, which was then approved and accepted by all committee members.

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Academic Year 2023 -2024
Internal Quality Assurance Cell (IQAC)

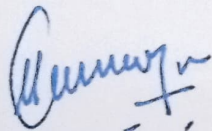
Date: 18th January, 2024.

Notice

The third Internal Quality Assurance Cell (IQAC) meeting is scheduled for Thursday 25th January 2024 at 11:00 a.m. to discuss the following agenda.

1. Reading and confirmation of minutes of meetings held on 05.10.2023.
2. To analyze and discuss student's feedback for Semester-I, III & V.
3. To discuss the reports of the annual Inter-collegiate event 'Vibes', 'Matinee Tadka' 'Annual Day' & 'Sports Day'.
4. To discuss the progress of the in-house certificate courses for the current academic year.
5. To review the research activities undertaken by the department.
6. To review the various activities conducted by departments.
7. To discuss any other matter with the permission of the chair.

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


I/C Principal



**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: 25th January, 2024.

Academic Year 2023 -2024
Internal Quality Assurance Cell (IQAC)

Minutes of the third IQAC meeting held on 25th January at 11:00 a.m.

The Internal Quality Assurance Cell (IQAC) of the college conducted its third IQAC meeting for the academic year 2023-2024 on 25th January 2024 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:

Smt. Jyoti Gaitonde
Dr. Mahendra Kanojia
Smt. Manisha Sayani
Smt. Sneha Gokarnka
Smt. Shweta Khopde
Smt. Pradnya Kharade
Smt. Rohini Jagdale
Mr. Shashikant Gawade

The following topics were discussed in the meeting:

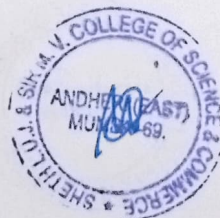
The notes on the agenda:

1. Reading and confirmation of minutes of meetings held on 05.10.2023.

Ms. Manisha Sayani, the IQAC coordinator, read the minutes of the last meeting, which were reviewed and agreed upon by all committee members.

2. To analyze and discuss student's feedback for Semester-I, III & V.

The academic performance for semesters I, III, and V of students for the academic year 2023–2024 for each department was examined, and discussions about increasing the passing percentage were done. Dr. Mahendra Kanojia asked each coordinator if remedial lectures were conducted during the semester to which each coordinator confirmed assertively.



3. **To discuss the reports of the annual Inter-collegiate event 'Vibes', 'Matinee Tadka' 'Annual Day' & 'Sports Day'.**

Mrs. Pradnya Kharade, the convener of the inter-collegiate event 'Vibes', presented the report on the activities held on January 11th and 12th, 2024. Additionally, Mrs. Manisha Sayani, the convener of the Inter-College Media Fest 'Matinee Tadka,' shared the report detailing the participation and enthusiasm surrounding the 'Matinee Tadka - Short Film Festival' that took place on January 11th, 2024. Mrs. Sneha Gokarnkar, in charge of the sports committee, reported on the 'Sports Day' event held on January 8th, 2024. The college also marked its 60th anniversary, celebrating this milestone with contributions from all departments, spearheaded by Mrs. Manisha Sayani.

4. **To discuss the progress of the in-house certificate courses for the current academic year.**

Dr. Mahendra Kanojia, I/C Principal, reviewed the admission progress of students admitted to various IT certification courses. Mrs. Manisha Sayani updated that 36 students enrolled in the course of Digital Marketing in the A.Y. 2023-24, out of which 35 students completed the course. She also reported that 16 students enrolled in a Graphic Designing course.

5. **To review the research activities undertaken by the department.**

Dr. Mahendra Kanojia conducted a workshop on the fundamentals of writing a research paper. He also extended his congratulations to the teachers and students from all departments who actively participated in the research activities.

6. **To review the various activities conducted by departments.**

Mrs. Manisha Sayani, head of the cultural committee, presented the report on 'Raasoutsav,' a garba evening held on October 27, 2023, which saw participation from over 150 students. She also discussed the details of the Cultural Fest celebrated from December 21st to 23rd, 2023, highlighting the various events that took place during the fest.

Mrs. Sneha Gokarnkar provided an update on the webinar on Cloud Computing and the workshop on Application Development using IoT. Mrs. Shweta Kopde reported on the one-day visit to ACTREC. Additionally, the college library committee organized a range of activities, including quizzes and poster-making competitions on topics such as Kargil Vijay Diwas, the successful launch of Chandrayaan, and monthly brain-buster activities.



7. To discuss any other matter with the permission of the chair.

Dr. Mahendra Kanojia informed all members about the upcoming Green Audit scheduled for March 2024. Mrs. Sneha Gokarnkar, the IT Coordinator, was assigned to coordinate with the relevant agency for this audit.

