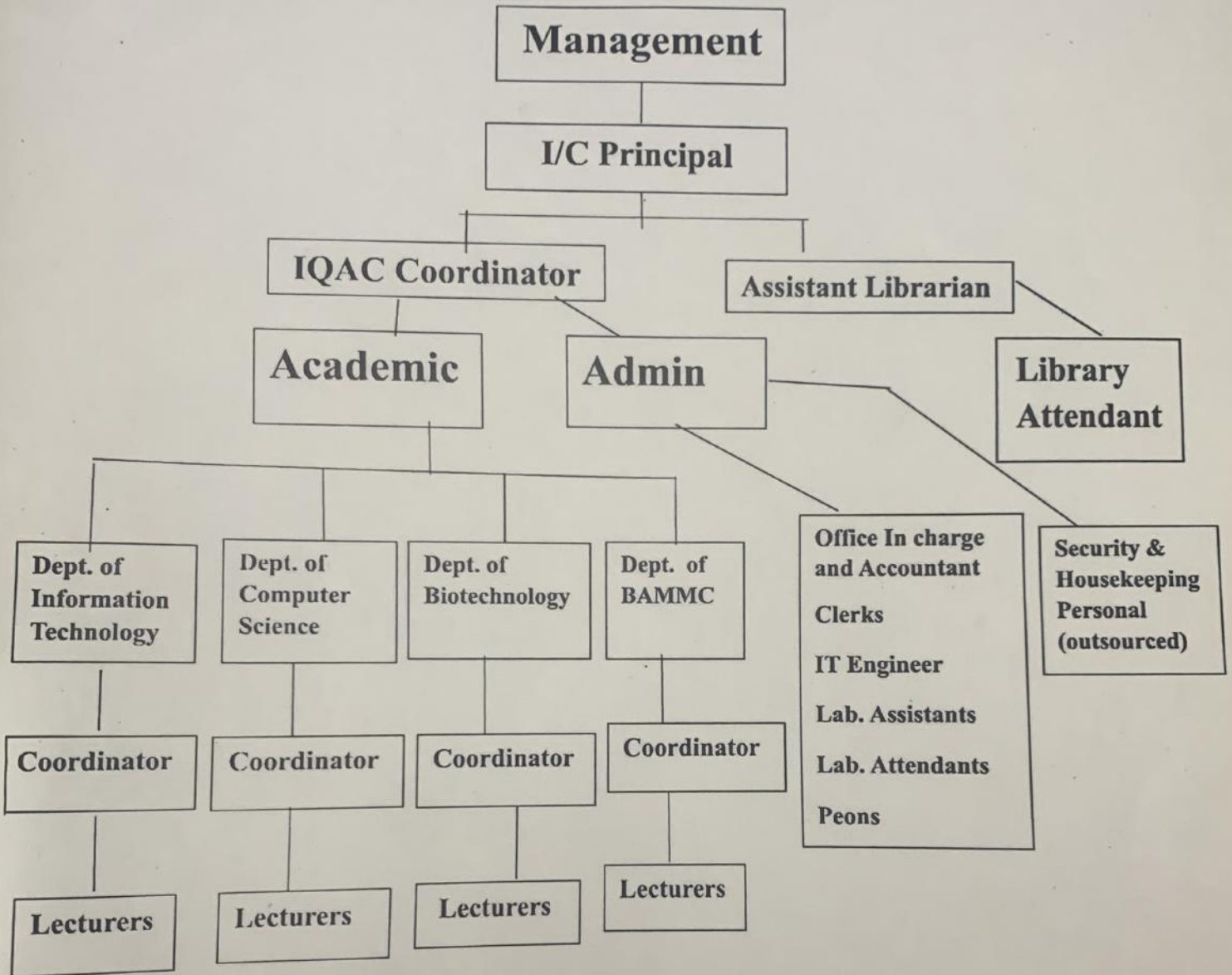


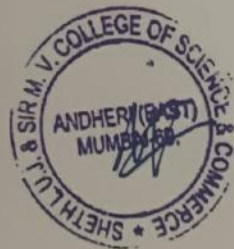


College Organogram from academic year 2022-2023:



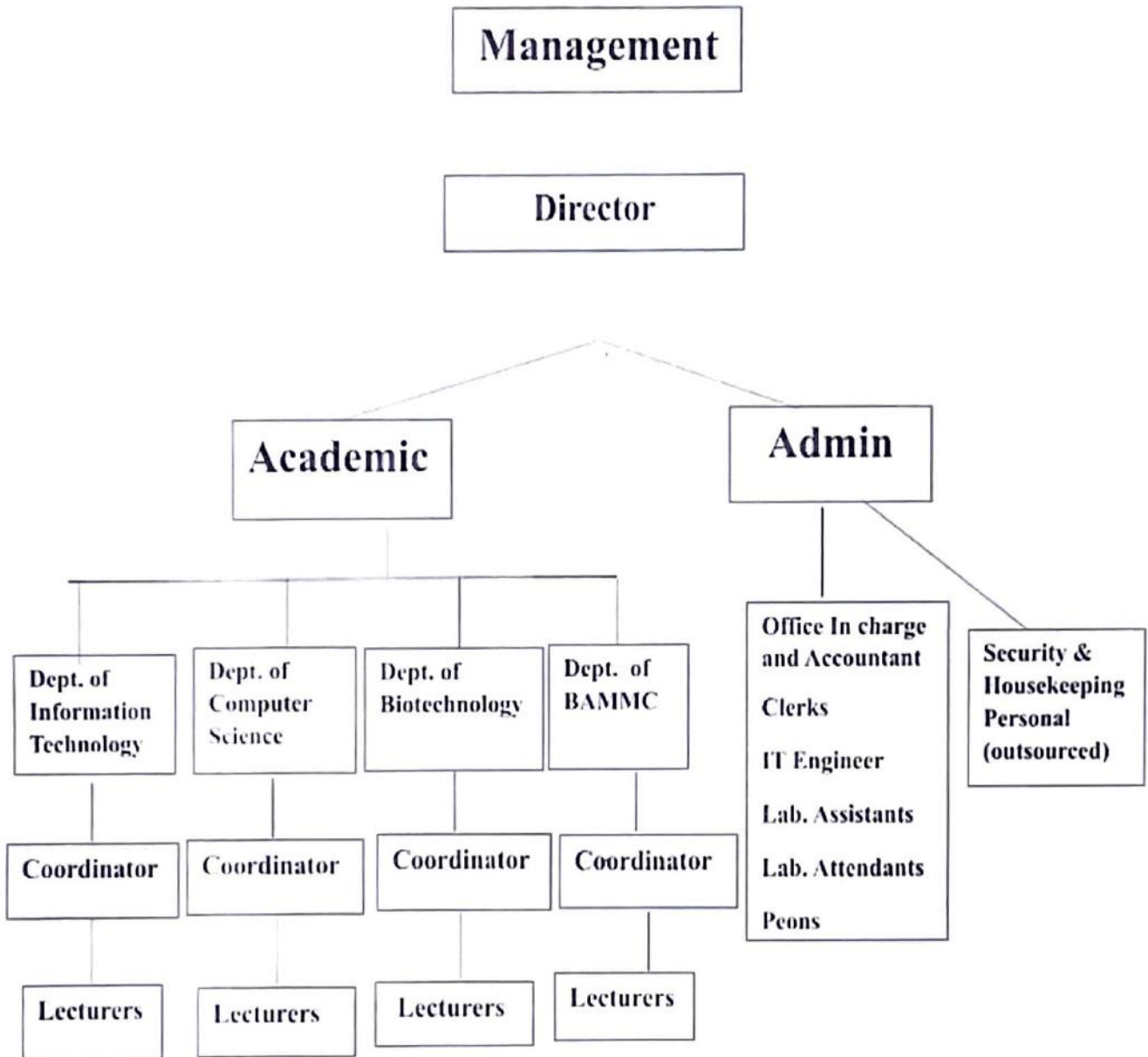
Management includes Trustee, Director, Chairperson.

Lecturers report to their respective coordinators, who then report to the I/C Principal, who reports to the management.



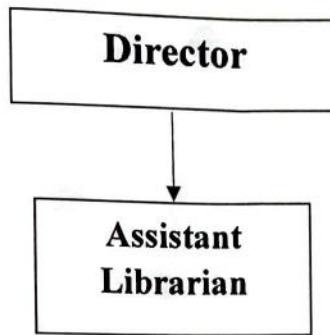
LAXMI CHARITABLE TRUST'S
SHETH L.U.J. & SIR M.V. COLLEGE OF ARTS, SCIENCE & COMMERCE
DR. S. RADHAKRISHNAN MARG, ANDHERI (E), MUMBAI – 400 069

College Organogram from academic year 2018-2022:



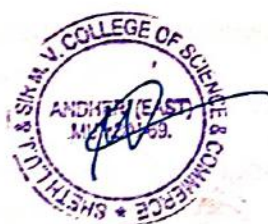
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Library Organogram:



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

Perspective Plan A.Y 2023-2024



12

Perspective Plan for M.V.L.U College: A.Y 2023-2024

Our Institution has drafted Perspective Plans for development. Six broad aspects were identified and included in the plan and are as follows : Academics, Research and Extension, Administration, Co and Extra curricular activities, Infrastructure and Financial resources. Gap analysis was also done.

1. Academics :

Where the College is now :

- Four undergraduate programs undertaken are B.Sc. Information Technology, B.Sc. Computer Science , Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc. Biotechnology.
- Certificate courses like Python Programming, Database Administration, Statistics for Data Science, Python Libraries for Data Science, Data Visualization, Statistics Analysis Using R, Machine Learning Level-1, Machine Learning Level-2 were conducted by B.Sc. Information Technology and B.Sc. Computer Science Department. The Digital marketing and Graphic designing add on courses were conducted by BAMMC Department. Various Free Online certificate courses were completed by Computer Science Students.
- Students Passing percentage was fairly good.
- Well equipped library with reading hall.
- Vast collection of textbooks, newspapers and Journals.
- Open-access databases and websites, such as J-STOR, NDLI, N-LIST, ShodhGanga, ShodhGangotri, Directory of Open Access Journals, and others, are accessible to faculty and students.
- Campus orbit app was employed for marking attendance and to generate attendance reports.

Gaps :

- Additional Skill based courses in the Biotechnology department can be introduced.
- Additional online courses for every department.
- The college offers a limited range of undergraduate programs, restricting student choices and potentially limiting career paths.

Perspective Plans :

- Introduction of skill-based courses in Biotechnology
- Providing various courses which will help in increasing student's practical knowledge/skills.
- Develop and launch new undergraduate programs after achieving NAAC accreditation.
- Developing entrepreneurial potential among the students.
- We will digitally transform classrooms for employing ICT based teaching learning in totality.
- Curriculum delivery which will enable students to achieve their learning goals by improving their presentation skills.
- Create an educational plant database to raise biodiversity awareness within the college campus.



PA

2) Research and Extension :

Where The College is now : <ul style="list-style-type: none">• Good number of around 15 research paper publications by students and teachers from the Computer Science and Information Technology Department were done.• Avishkar Research Convention poster presentation competition at college level was conducted to make the students research oriented. Best students amongst them were sent for the Avishkar Research Convention competition organised by Mumbai University.
Gaps : <ul style="list-style-type: none">• There are fewer students conducting research from other departments.
Perspective plans: <ul style="list-style-type: none">• Encourage other departments to be involved in research and publish their work.• To motivate all departments to actively participate in the Avishkar Research Convention competition.

3) Administration :

Where The College is now : <ul style="list-style-type: none">• An Office incharge has been appointed by the College to oversee the administrative employees. He handles day-to-day tax preparation and account writing.• The smooth functioning of administrative activities is monitored and reviewed by the Director and Principal from time to time.• The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.• This gives transparency in the collection of fees and avoids handling large amounts of cash at the counters.• The office staff also efficiently manages all required compliances with the University of Mumbai and authorities.• Provide assistance in carrying out a variety of activities: Co-curricular and extracurricular activities.
Gaps : <ul style="list-style-type: none">• To make the most of technology, employees must receive training.
Perspective Plans : <ul style="list-style-type: none">• Implement training programs to ensure employees effectively utilize technology.• Enhance soft skills development for all staff members.• Plan mentorship programs where senior staff members groom junior staff members.



②

4) Co and Extra Curricular Activities :

Where The College is now :

- Workshops, seminars, and webinars are conducted to cultivate skill development, knowledge enrichment and improve communication, leadership and teamwork abilities through a variety of events.
- The college observes national and international days like Independence Day, Republic Day, and Guru Purnima, while hosting intercollegiate events such as Vibes and Matinee Tadka.
- The annual sports meet promotes sportsmanship among students.
- Alumni contributed to the college by serving as judges for the Vibes Intercollegiate festival.

Gaps :

- Greater number of alumni needs to contribute to the institution.

Perspective plans :

- Enhancing Alumni Engagement and Contributions.



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5) Infrastructure :

Where The College is now :

- There are three smart classrooms with 3 fixed projectors on the Ground floor, and 6 portable projectors.
- Well-equipped Library.
- We have three Computer labs, one Biotechnology laboratory and one Chemistry laboratory.
- Total number of computers available in college 144.
- All departments have computer systems with Wi-Fi internet connectivity.
- One spacious Auditorium.
- Fully air-conditioned Admin office.
- Canteen Facility available where the contractor is not charged any rent and the benefit is passed on to students in the form of pocket friendly food menu .
- Clean washrooms.
- Water purifiers for drinking water.
- Staff rooms in all departments.
- Ground surrounded by greenery.
- Ground with Cricket pitch.
- Lawn tennis court
- Gymkhana
- College has a borewell which supplies water to washrooms and is used for watering plants.

Gap :

- Better Canteen facility with enhanced menu options and improved hygiene standards
- Civil and painting maintenance is required which is affecting the overall aesthetics and functionality of the campus.
- Absence of CCTV cameras in classrooms for security and monitoring purposes.
- Requires smart boards in each department which hinders effective teaching and learning.
- Need of ICT-based classrooms for modern teaching methodologies.
- Provision of laptops for teachers in each department, which can improve their efficiency and research capabilities.
- Provision of air conditioned classrooms to improve the overall learning environment , student comfort and focus.

Perspective plans :

- Infrastructure and technology upgradation.
- Conduct a comprehensive assessment of canteen facilities, including menu options, hygiene standards, and seating capacity. Implement necessary upgrades and introduce healthier food options.
- Allocate dedicated funds for regular civil and painting maintenance to improve the overall campus
- Install CCTV cameras in classrooms, corridors, and common areas to ensure the safety and security of students and staff.
- Equip each department with smart boards to facilitate interactive and engaging teaching methods.
- Convert classrooms into ICT-enabled spaces to promote digital learning and access to online resources.
- Provide laptops to faculty members.



6) Financial Resources :

Where the College is now:

- As per University of Mumbai, fees are charged for every course.
- Additional income is generated by conducting various value based and skill based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.

GAP

- Dependence on a small number of courses restricts the college's financial resources.

Perspective Plans :

- More effective use of college infrastructure for income and revenue generation.
- To address the financial constraints resulting from dependence on a limited number of courses, we will apply for more courses after getting NAAC accreditation indirectly generating revenue for college.



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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

Perspective Plan A.Y 2022-2023



Perspective Plan for M.V.L.U College: A.Y 2022-2023

Our Institution has drafted Perspective Plans for development. Six broad aspects were identified and included in the plan and are as follows : Academics, Research and Extension, Administration, Co and Extra curricular activities, Infrastructure and Financial resources. Gap analysis was also done.

1. Academics :

Where the College is now :

- Four undergraduate programs undertaken are B.Sc(Information Technology), B.Sc(Computer Science), Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc(Biotechnology).
- Taking into account all the necessary measures, the college began operating in offline mode in 2022–2023.
- Certificate courses like CEC Certified Software Professional by CS and IT Department, IOT based automation by IT Department and Digital marketing and Graphic designing by BAMMC Department were conducted.
- Passing percentage was fairly good.
- Well equipped library with reading hall.
- Vast collection of text books and newspapers.

Gaps :

- Additional Skill based courses in the Biotechnology department can be introduced.

Perspective Plans :

- Providing various courses which will help in increasing their practical knowledge/skills.
- Developing entrepreneurial potential among the students.
- Enhancement of ICT in every classroom.
- Curriculum delivery which will enable students to achieve their learning goals by improving their presentation skills.
- Make available e-resources in the library.

2) Research and Extension :

Where The College is now :

- Good number of around 11 research paper publications from the Computer Science and Information Technology Department students and teachers were done.



Gaps :

- There are fewer students conducting research from other departments.

Perspective plans:

- Encourage other departments to be involved in research and publish their work.

3) Administration :**Where The College is now :**

- An Office incharge has been appointed by the College to oversee the administrative employees. He handles day-to-day tax preparation and account writing.
- The smooth functioning of administrative activities is monitored and reviewed by the Director from time to time.
- The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.
- This gives transparency in the collection of fees and avoids handling large amounts of cash at the counters.
- The office staff also efficiently manages all required compliances with the University of Mumbai and authorities.
- Provide assistance in carrying out a variety of activities: Co-curricular and extracurricular activities.

Perspective Plans :

- Effective use of technology and soft skills by all staff members.
- Grooming of Junior staff members by Senior staff members.

4) Co and Extra Curricular Activities :**Where The College is now :**

- Cultural Fest was celebrated from 19th to 22nd December 2022. As a part of cultural fest, the traditional day was enthusiastically and zealously observed. All students showcased an assortment of colors that represented the diversity of India, and their clothing was simply stunning. Denim Day, Twin Day and Red & White Day were celebrated under Cultural Fest.



- Inter-Collegiate Fest Vibes was celebrated from 9th to 11th January 2023, where students from various colleges participated and presented their talents. 'Women Empowerment' was the theme of 2022-2023 fest. Various indoor events like carrom, chess, table tennis, photography, mehndi, digital poster making, nail art, counter strike, COD, valorant were conducted. The outdoor events included box cricket, rink football, badminton and stage events like dance (solo, duet, group), singing and rapping were also conducted during Vibes.

Gaps :

- To increase the number of sports and cultural events to be organised by the Institution.
- To encourage the more alumni to contribute towards the Institution.

Perspective plans :

- Use both online and offline channels to reach a wider audience and participants.

5) Infrastructure :

Where The College is now :

- There are three smart classrooms with 3 fixed projectors on Ground floor, and 6 portable projectors.
- Well-equipped Library.
- We have three Computer labs, one Biotechnology laboratory and one Chemistry laboratory.
- Total number of computers available in college 140.
- All departments have computer systems with Wi-Fi internet connectivity.
- One spacious Auditorium.
- Fully air-conditioned Admin office.
- One canteen with good quality food.
- Clean washrooms.
- Water purifiers for drinking water.
- Staff rooms in all departments.
- Ground surrounded by greenery.
- Ground with Cricket pitch.
- Lawn tennis court
- Gymkhana
- College has a borewell which supplies water to washrooms and is used for watering plants.



8/5

Perspective plans :

- Infrastructure and technology upgradation.
- All classrooms with ICT.

6) Financial Resources :

Where the College is now:

- As per University of Mumbai, fees are charged for every course.
- Additional income is generated by conducting various value based and skill based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.

Perspective Plans :

- More effective use of college infrastructure for income and revenue generation.



**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**

**Perspective Plan
A.Y 2021-2022**



Perspective Plan for M.V.L.U College: A.Y 2021-2022

Our Institution has drafted Perspective Plans for development. Six broad aspects were identified and included in the plan and are as follows : Academics, Research and Extension, Administration, Co and Extra curricular activities, Infrastructure and Financial resources. Gap analysis was also done.

1) Academics :

Where the College is now :

- Four undergraduate programs undertaken are B.Sc(Information Technology), B.Sc(Computer Science), Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc(Biotechnology).
- Taking into account all the necessary measures, the college began operating in a hybrid mode in 2021–2022.
- Certificate course is introduced which is CEC Certified Software Professional and Digital marketing by BAMMC.
- Passing percentage was fairly good.
- Well equipped library with reading hall.
- Vast collection of text books and newspapers.

Gaps :

- Additional Skill based courses in Biotechnology departments can be introduced.

Perspective Plans :

- Introduction of courses like Android Certification Course, which could not be conducted due to lockdown.
- Providing various courses which will help in increasing their practical knowledge/skills.
- Developing entrepreneurial potential among the students.
- Enhancement of ICT in every classroom.
- Curriculum delivery which will enable students to achieve their learning goals by improving their presentation skills.
- Make available e-resources in the library.



8/3

2) Research and Extension :

Where The College is now :

- Good number of around 10 research paper publications from the Computer Science and BAMMC Department students and teachers were done.

Gaps :

- There are fewer students conducting research from other departments.

Perspective plans:

- Encourage other departments to be involved in research and publish their work.

3) Administration :

Where The College is now :

- An Office incharge has been appointed by the College to oversee the administrative employees. He handles day-to-day tax preparation and account writing.
- The smooth functioning of administrative activities is monitored and reviewed by the Director from time to time.
- The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.
- This gives transparency in the collection of fees and avoids handling large amounts of cash at the counters.
- The office staff also efficiently manages all required compliances with the University of Mumbai and authorities.
- Provide assistance in carrying out a variety of activities:
Co-curricular and extracurricular activities.

Perspective Plans :

- Effective use of technology and soft skills by all staff members.
- Grooming of Junior staff members by Senior staff members.



4) Co and Extra Curricular Activities :

Where The College is now :

Cultural:

- Even after the limitations were relaxed, the college contemplated holding all activities online to preserve security. Due to the pandemic, the "Vibes" festival was conducted online.
- Students excelled in co-curricular activities like Singing, Digital poster making, etc.

Gaps :

- Many activities could not be conducted due to pandemic.

Perspective plans :

- Looking forward to conducting various activities in physical mode at the earliest.



5) Infrastructure :

Where The College is now :

- There are three smart classrooms on Ground floor, three classrooms on first floor and 10 on second floor, which are fully ventilated.
- Well-equipped Library.
- We have three Computer labs, one Biotechnology laboratory and one Chemistry laboratory.
- Total number of computers available in college 138.
- All departments have computer systems with wifi internet connectivity.
- One spacious Auditorium.
- Fully air-conditioned Admin office.
- One canteen with good quality food.
- Clean washrooms.
- Water purifiers for drinking water.
- Staff rooms in all departments.
- Ground surrounded by greenery.
- Ground with Cricket pitch.
- Lawn tennis court
- Gymkhana
- College has a borewell which supplies water to washrooms and is used for watering plants.

Perspective plans :

- Infrastructure and technology upgradation.
- All classrooms with ICT.

6) Financial Resources :

Where the College is now:

- As per University of Mumbai, fees are charged for every course.
- Additional income is generated by conducting various value based and skill based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.

Perspective Plans :

- More effective use of college infrastructure for income and revenue generation.



**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**

**Perspective Plan
A.Y 2020-2021**



Perspective Plan for M.V.L.U College: A.Y 2020-2021

Our Institution has drafted Perspective Plans for development. Six broad aspects were identified and included in the plan and are as follows : Academics, Research and Extension, Administration, Co and Extra curricular activities, Infrastructure and Financial resources. Gap analysis was also done.

1) Academics :

Where the College is now :

- Four undergraduate programs undertaken are B.Sc(Information Technology), B.Sc(Computer Science), Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc(Biotechnology)
- Certificate course is introduced which is CEC Certified Software Professional.
- Passing percentage was fairly good.
- Biotech department showed 100% result.
- Well equipped library with reading hall.
- Vast collection of text books and newspapers.

Gaps :

- Additional Skill based courses in Biotechnology and BAMMC departments can be introduced.

Perspective Plans :

- Introduction of additional Skill based Programs and courses like Android Certification Course, Content Writing, Digital Marketing, etc., which could not be conducted due to lockdown.
- Providing various courses which will help in increasing their practical knowledge/skills.
- Developing entrepreneurial potential among the students.
- Enhancement of ICT in every classroom.
- Curriculum delivery which will enable students to achieve their learning goals by improving their presentation skills.
- Make available e-resources in the library.



SS

2) Research and Extension :

Where The College is now :

- Good number of research paper publications from Computer Science Department.

Gaps :

- Less number of students undertaking research from other Departments.

Perspective plans:

- Encourage other departments to involve in research and publish their work.

3) Administration :

Where The College is now :

- The College has appointed an Office incharge for guiding the admin staff and he also work as an Accountant. He takes care of day to day accounts writing and the taxation matters.
- The smooth functioning of administrative activities is monitored and reviewed by the Director from time to time.
- The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.
- This gives a transparency in the collection of fees and avoid handling of large amount of cash at the counters.
- The administrative staff also effectively manages all mandatory compliances with the University of Mumbai and Government authorities.
- Provide support for conducting all kinds of activities: - Cocurricular and Extra-curricular.

Perspective Plans :

- Effective use of technology and soft skills by all staff members.
- Grooming of Junior staff members by Senior staff members.



SB

4) Co and Extra Curricular Activities :

Where The College is now :

Cultural:

- Conducted "Vibes" fest through online mode due to pandemic.
- Students and faculty members excelled in co-curricular activities like Singing, Digital poster making, etc.

Gaps :

- Many activities could not be conducted due to pandemic.

Perspective plans :

- Looking forward to conducting various activities in physical mode at the earliest.

5) Infrastructure :

Where The College is now :

- There are three smart classrooms on Ground floor, three classrooms on first floor and 10 on second floor, which are fully ventilated.
- Well-equipped Library.
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- Total number of computers available in college are 138.
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- College has borewell which supplies water to washrooms and used for watering plants.



Perspective plans :

- Infrastructure and technology upgradation.
- All classrooms with ICT.

6) Financial Resources :

Where the College is now:

- As per University of Mumbai, fees are charged for every course.
- Additional income is generated by conducting various value based and skill based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.

Perspective Plans :

- More effective use of college infrastructure for income and revenue generation.



**Laxmi Charitable Trust's
SHETH L.U. JHAVERI COLLEGE OF ARTS
&
SIR M.V. COLLEGE OF SCIENCE AND COMMERCE
ANDHERI (EAST), MUMBAI-400069.**

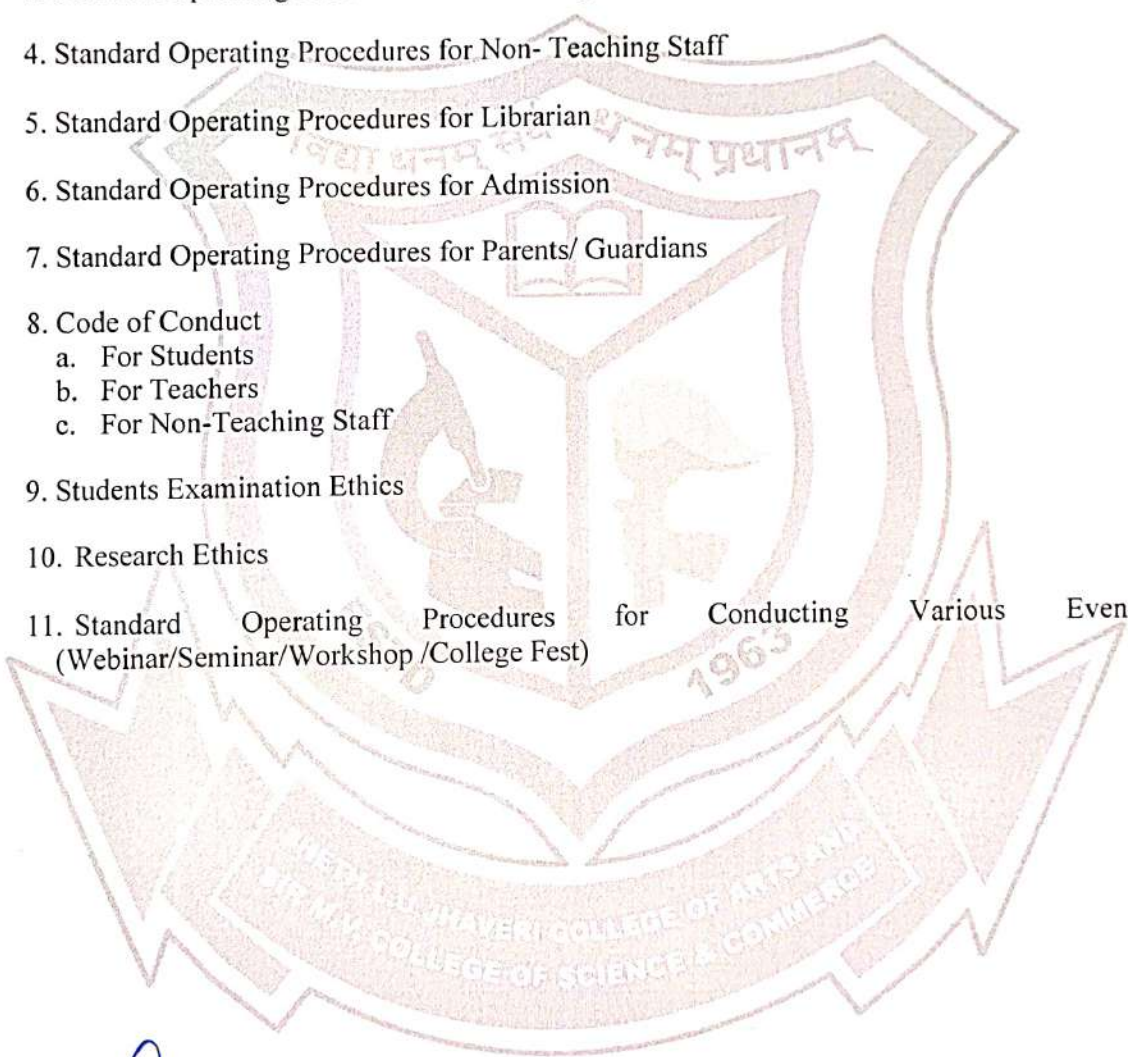


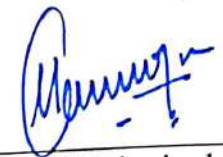
**MVLU CODE OF ETHICS
Standard Operating Procedures (SOP)**

**Laxmi Charitable Trust's
SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

Index:-

1. Overview and Purpose of Standard Operating Procedures
2. Standard Operating Procedures for Students
3. Standard Operating Procedures for Teaching Staff
4. Standard Operating Procedures for Non- Teaching Staff
5. Standard Operating Procedures for Librarian
6. Standard Operating Procedures for Admission
7. Standard Operating Procedures for Parents/ Guardians
8. Code of Conduct
 - a. For Students
 - b. For Teachers
 - c. For Non-Teaching Staff
9. Students Examination Ethics
10. Research Ethics
11. Standard Operating Procedures for Conducting Various Events
(Webinar/Seminar/Workshop /College Fest)



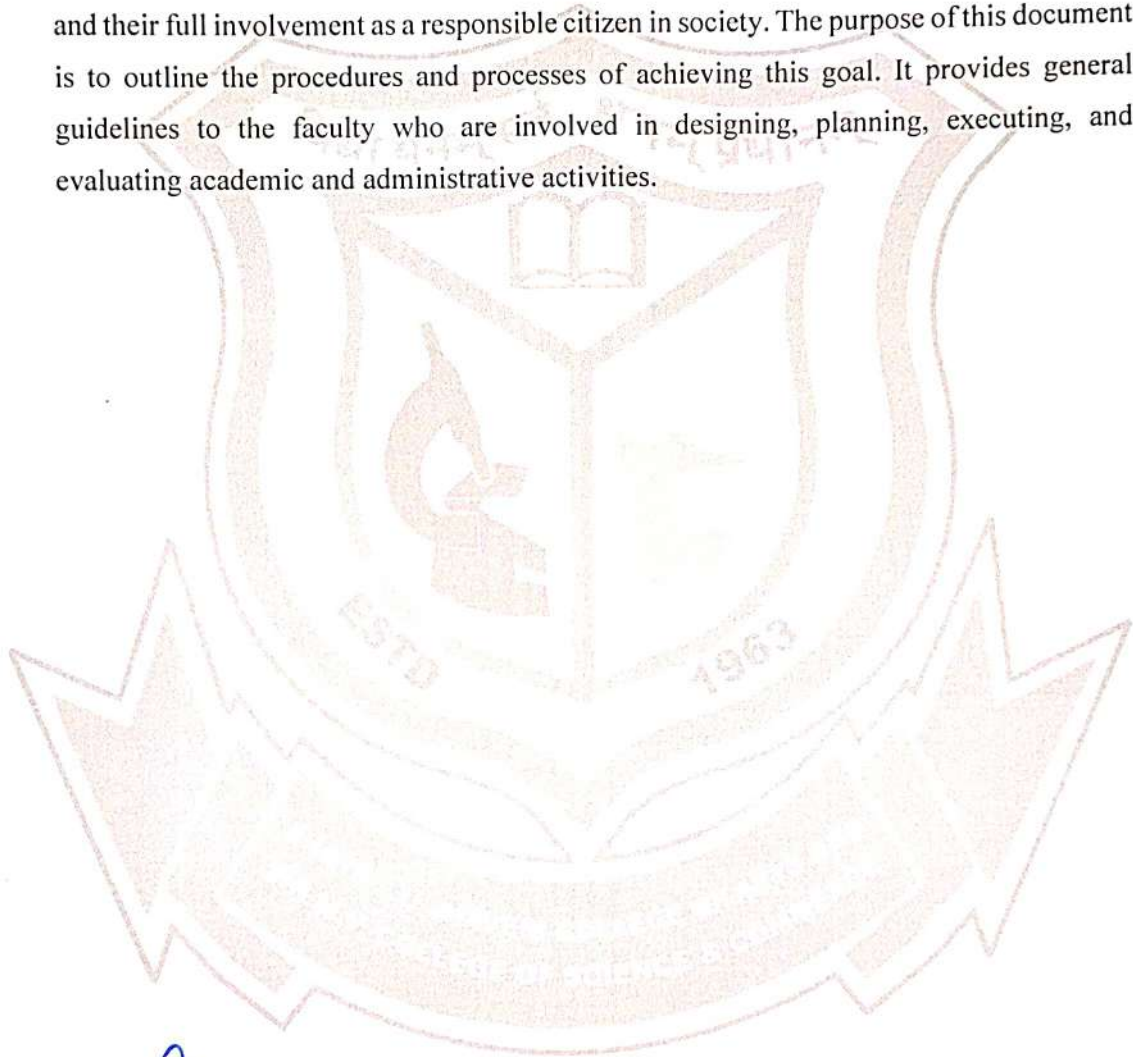


I/C Principal

**Laxmi Charitable Trust's
SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

1. Overview and Purpose of Standard Operating Procedures

The core activities at Sheth L.U. Jhaveri and Sir M.V. College of Arts, Commerce & Science College (MVLU) are teaching and learning. The mission of MVLU College is to give exceptional progressive education to students, focusing on their intellectual growth as well as evolving them as an individual devoted to virtuous standards and their full involvement as a responsible citizen in society. The purpose of this document is to outline the procedures and processes of achieving this goal. It provides general guidelines to the faculty who are involved in designing, planning, executing, and evaluating academic and administrative activities.



A handwritten signature in blue ink, appearing to read 'Anurag', is written over a horizontal line.

I/C Principal

**Laxmi Charitable Trust's
SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

2. Standard Operating Procedures for Students

- Students after their H.S.C are updated with details of admissions via online and offline mode in the college campus of Sheth L.U.J. and Sir M.V. College of Arts, Commerce & Science.
- The college provides equal opportunities to the students to get admissions in college as per the policy specified by the Government of Maharashtra.
- Students are made aware of the admission process and during admissions students sign the University undertaking and college undertaking for maintaining minimum attendance of 75%.
- Students need to compulsorily wear ID cards during lectures, practical's, examinations or any other purposes while on the college campus and while representing college elsewhere.
- Students need to maintain decency in their language, attire and behaviour in and around the campus.
- Students are prohibited from using their mobile phones during lectures and practical's.
- Students are required to maintain silence while in the library.
- Students are encouraged to participate in extracurricular activities along with academia for their overall development.
- Students are required to be respectful to everyone on the campus.
- The students must maintain peace within the campus.
- Students must exhibit the virtue of brotherhood and kindness
- Students are encouraged to make the best use of all the resources available in the campus for the enhancement of their personal development.
- Students are informed that ragging is totally banned in the College premises and anyone found guilty of ragging and /or abetting ragging is liable to be punished as it is a criminal offense. Students are requested to follow the revised procedure for online filling up of Anti-Ragging Undertaking and compliance form on www.antiragging.in.



I/C Principal

**Laxmi Charitable Trust's
SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

3. Standard Operating Procedures for Teaching Staff

- Teacher is expected to be punctual and sincere in engaging the lectures and practical's assigned. Teacher has to plan the assignment based on the learning outcomes.
- Teacher should encourage students to engage in research and social projects.
- Conduct of examination and assessment of students are mandatory activities of the teacher.
- Teachers should encourage and counsel students to continue their education.
- Teacher shall not engage in any act of child abuse in any form including verbal, physical and sexual.
- Teacher shall carry out diligently and faithfully the instructions assigned by the authorities.
- Teachers are expected to behave appropriately so that the credit and prestige of the College is maintained.
- Teachers must try to create an environment wherein students feel safe. They should converse with students to uplift their emotional and mental balance. They should ensure zero tolerance towards ragging on the campus.
- Teachers should not involve in disclosure of any vital/confidential information pertaining to the college to any outsider.
- Teachers shall not share and/or disclose any matter or post any comment on social media/press concerning the college which may adversely affect the interest and/or reputation of the College and /or Management.
- Teachers shall attend seminars/workshops organized by the respective Board of Studies for curriculum updation.
- Teachers are expected to render help in various college activities as per the directives of the authorities.
- Teachers should perform all duties with integrity and commitment.

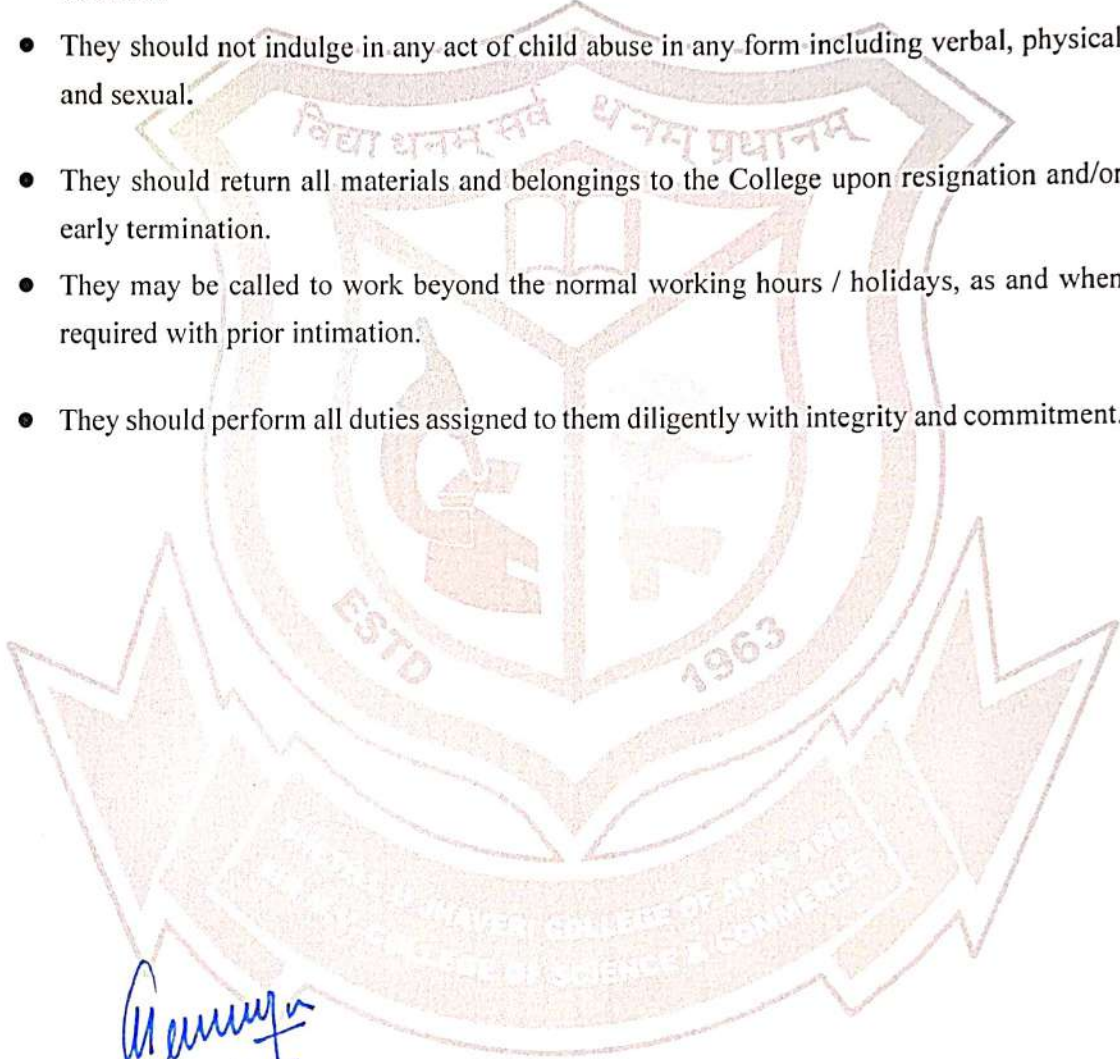


I/C Principal

**Laxmi Charitable Trust's
SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

4. Standard Operating Procedures for Non- Teaching Staff

- They should not share and/or disclose any matter or post any comment on social media/press concerning the college.
- They shall not disclose any vital/confidential information pertaining to the college to any outsider.
- They should not indulge in any act of child abuse in any form including verbal, physical and sexual.
- They should return all materials and belongings to the College upon resignation and/or early termination.
- They may be called to work beyond the normal working hours / holidays, as and when required with prior intimation.
- They should perform all duties assigned to them diligently with integrity and commitment.





I/C Principal

**Laxmi Charitable Trust's
SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

5. Standard Operating Procedures for Librarian

- Distribute library cards to students.
- Issue and receive books from students and staff following the entire process.
- Managing access of maps and newspapers to students and staff.
- Managing N-list databases and providing login Id to the students.
- Collecting journals and periodicals and arranging for their stacking.
- Handling library periods and maintaining attendance for the same.
- To ensure that the library is presentable and neat.
- Keeping day wise records of student / staff visits in the library.
- To hold the meetings, of the library committee with the students council and organize monthly activities for the students.
- To compile the requirement of books and periodicals and submit to the principal for further purchase.
- Take care of Library automation and update it from time to time
- Effectively encourage staff and students to keep e-journals / books in working condition.
- Make a list of books and weeding them once they are that are out of date and no longer in use.
- Any other matter appointed by the principal from time to time.



I/C Principal

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SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

6. Standard Operating Procedures for Admissions

- The admission procedure for every academic session commences as per the circulars issued by University of Mumbai.
- We pick the best and brightest students purely on their academic merit and passion for their chosen course
- Registration form and schedule of admission process are made available online on the college website and on college campus.
- On completion of the registration process and after the verification of documents, the list of shortlisted candidates will be displayed on the college website and the notice board.
- Once the admission is confirmed students will be notified about the admission through mail or phone call.
- Fees to be deposited within the stipulated time period. Once the admission form, fees and required documents are received, Roll no will be assigned to the student.
- An orientation session will be informed to parents through e-mail or telephonically.



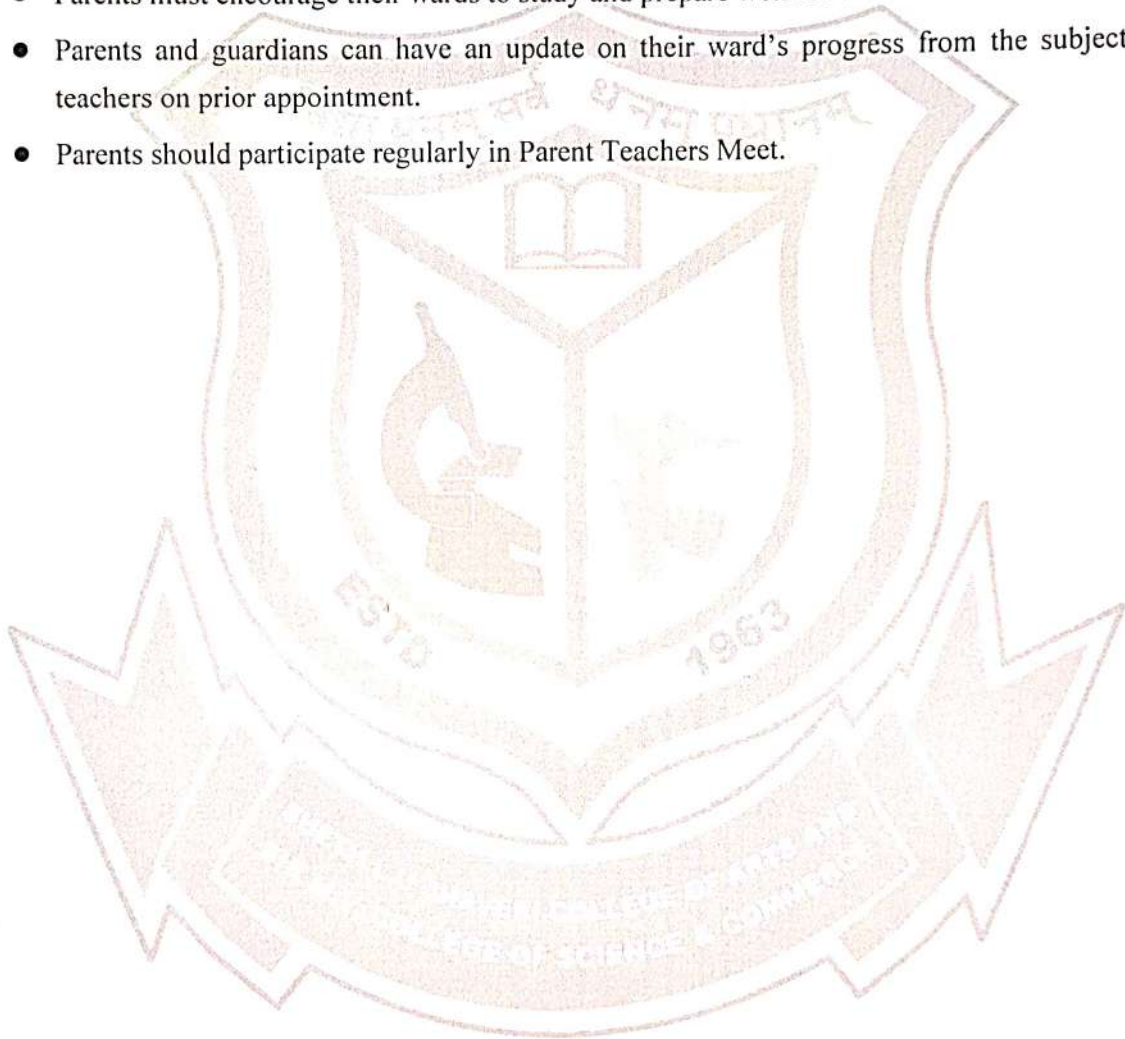


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SCIENCE AND COMMERCE**

7. Standard Operating Procedures for Parents/Guardians

- Parents/Guardians are expected to cooperate with the college authorities in the matters concerning their wards by personally attending the college on request of college authorities.
- Parents/Guardians are ensured consistent support from teaching and non-teaching staff.
- Parents must encourage their wards to study and prepare well for the exam.
- Parents and guardians can have an update on their ward's progress from the subject teachers on prior appointment.
- Parents should participate regularly in Parent Teachers Meet.





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8. Code of Conduct

a. For Students

- Students must wear their Identity Card every day without fail while on campus and come to college appropriately dressed.
- Students must maintain punctuality while attending all theory and practical classes.
- Students shall attend lectures, practical's, tutorials and seminars according to the regular Time-Table on all working days of the college.
- Mobile phones are absolutely prohibited in the college premises except canteen / college ground. A student charging mobile in the college premises will be appropriately fined
- Students shall not loiter in the College premises during Lecture/Practical hours.
- Students are expected to take proper care of the college property and to help in keeping the premises neat and tidy. Causing damage to the property of the college, e.g. defacing walls and doors, damaging fittings or breaking furniture, etc. is a breach of discipline and will be duly punished.
- Students should not leave behind their books, valuables and other belongings when they move away from classrooms, laboratories, common rooms etc.
- Students should complete all the term work, assignments, workshops, journals as per the specified schedule.
- Students must not participate in any political and anti-social activities.
- Students will not indulge in any addictive habits and follow all regulations pertaining to ragging, eve teasing.
- Students are expected to show respect for elders and teachers and get along well with their peers.
- Students are informed that ragging is totally banned in the College premises and anyone found guilty of ragging and /or abetting ragging is liable to be punished as it is a criminal offense. Students are requested to follow the revised procedure for online filling up of Anti-Ragging Undertaking and compliance form on www.antiragging.in.

b. For Teachers

- Teachers must demonstrate a commitment to the values and mission of the College.
- The teacher is expected to be punctual and sincere in engaging the lectures and practicals assigned. The teacher has to plan the assignment based on the learning outcomes.
- Teachers shall not engage in any form of child abuse including verbal, physical, and sexual.
- The teacher shall carry out diligently and faithfully the instructions assigned by the authorities.
- The teacher is expected to dress appropriately. No revealing clothes for women faculties and no shorts for male faculties.
- Teachers should not be involved in the disclosure of any vital/confidential information about the college to any outsider.
- The teacher must protect and respect the confidentiality of the student and the college.
- Teachers must stay updated with relevant industry trends and best practices.
- The teacher must use institutional resources, including types of equipment and facilities responsibly and for their intended purpose only.

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- Teachers must act with honesty, integrity, and transparency in all professional matters.
- The teacher shall not use any unethical method or malpractice in teaching or examination/administration.
- Teachers should treat colleagues, students, and other stakeholders with respect and courtesy.
- Teachers should use appropriate and respectful language in all forms of communication.
- Teachers should actively listen to others and consider their perspectives.
- Teachers shall not share and/or disclose any matter or post any comment on social media/press concerning the college that may adversely affect the interest and/or reputation of the College and /or Management.
- Teachers should strictly adhere to institutional policies and procedures.
- Teachers should not engage in an inappropriate relationship with a student because doing so would be an obvious betrayal of trust. Professional boundaries must be observed, and improper emotional or sexual behavior is never permitted.
- Teachers should make rounds in the classroom while on exam duty. The use of mobile phones is not permitted during exam duties.
- Teachers shall attend seminars/workshops organized by the respective Board of Studies for curriculum updation.
- Teachers are expected to render help in various college activities as per the directives of the authorities.
- A teacher should return all materials and belongings to the College upon resignation and/or early termination.

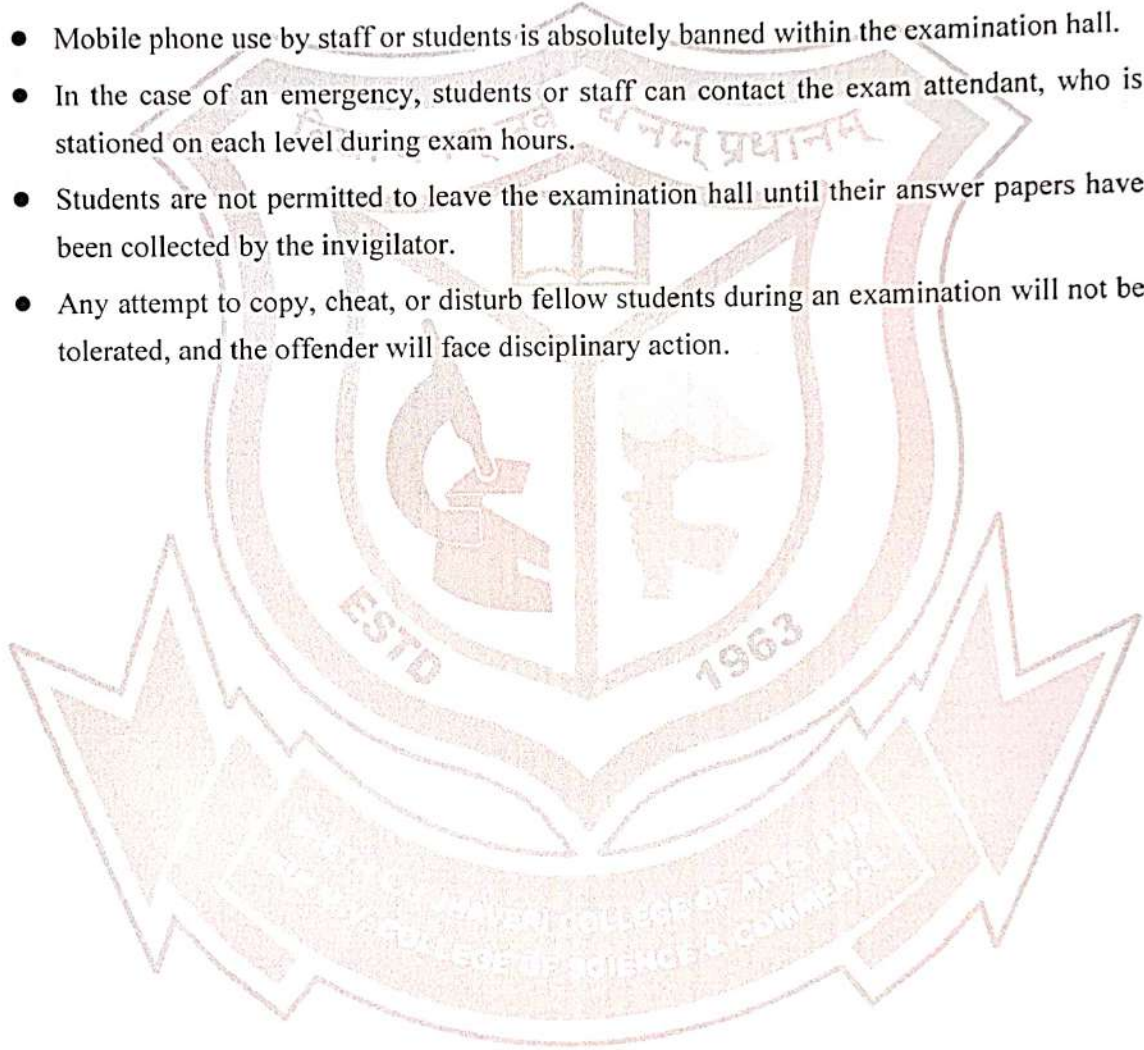
c. For Non-Teaching Staff

- The nonteaching staff must demonstrate a commitment to the values and mission of the College.
- The nonteaching may not skip a day of work without prior authorization. If there are valid reasons, he or she should abide by the institute's attendance and leave policies.
- They should not indulge in any act of child abuse in any form including verbal, physical, or sexual.
- They should not be involved in the disclosure of any vital/confidential information about the college to any outsider.
- They must take proper care of the institutional resources, including the types of equipment and facilities assigned to him/her.
- They are not permitted to support, subscribe to, or otherwise participate in any political movement or affiliation with any political party or organization.
- No employee shall engage in or support any activity that is anti-secular or that contributes to exacerbating social unrest.
- They must act with honesty, integrity, and transparency in all professional matters.
- They should protect the student's dignity and treat them with kindness and concern.
- They are not permitted to partake in any corrupt activities or receive bribes.
- They must not discriminate in any way.

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SCIENCE AND COMMERCE**

9. Students Examination Ethics

- Student must have a valid ID card and/or hall ticket to appear for an examination.
- Student must be present in the examination hall at least 30 mins prior to the commencement of the examination. Student will not be allowed to enter or leave the examination hall till the first 30 mins of exam commencement.
- Mobile phone use by staff or students is absolutely banned within the examination hall.
- In the case of an emergency, students or staff can contact the exam attendant, who is stationed on each level during exam hours.
- Students are not permitted to leave the examination hall until their answer papers have been collected by the invigilator.
- Any attempt to copy, cheat, or disturb fellow students during an examination will not be tolerated, and the offender will face disciplinary action.





I/C Principal

**Laxmi Charitable Trust's
SHETH L.U.JHAVERI COLLEGE OF ARTS & SIR M.V. COLLEGE OF
SCIENCE AND COMMERCE**

10. Research Ethics

- Research scholars are expected to refrain from plagiarism, data manipulation, and misleading facts in articles, manuscripts, and conference proceedings published/presented by them.
- Research scholars should avoid prejudice against any caste, creed, or religion in their research articles.
- Research scholars should avoid violations of national integrity, human and/or animal rights.
- Research scholars shall mention college name as research scholars' affiliation in the articles they publish.
- Research scholars should give proper citation to the work adopted from other articles.
- The college also adheres to the Plagiarism Policy.
- Ethics and honesty are fundamental in all academic activity, whether teaching, project or research, and are founded on lofty moral standards.
- Claiming credit and ownership of others' work and ideas, whether consciously or naively, goes against the spirit and ethics of study.
- Unethical practices affect the academic environment and the reputations of institutions and people.

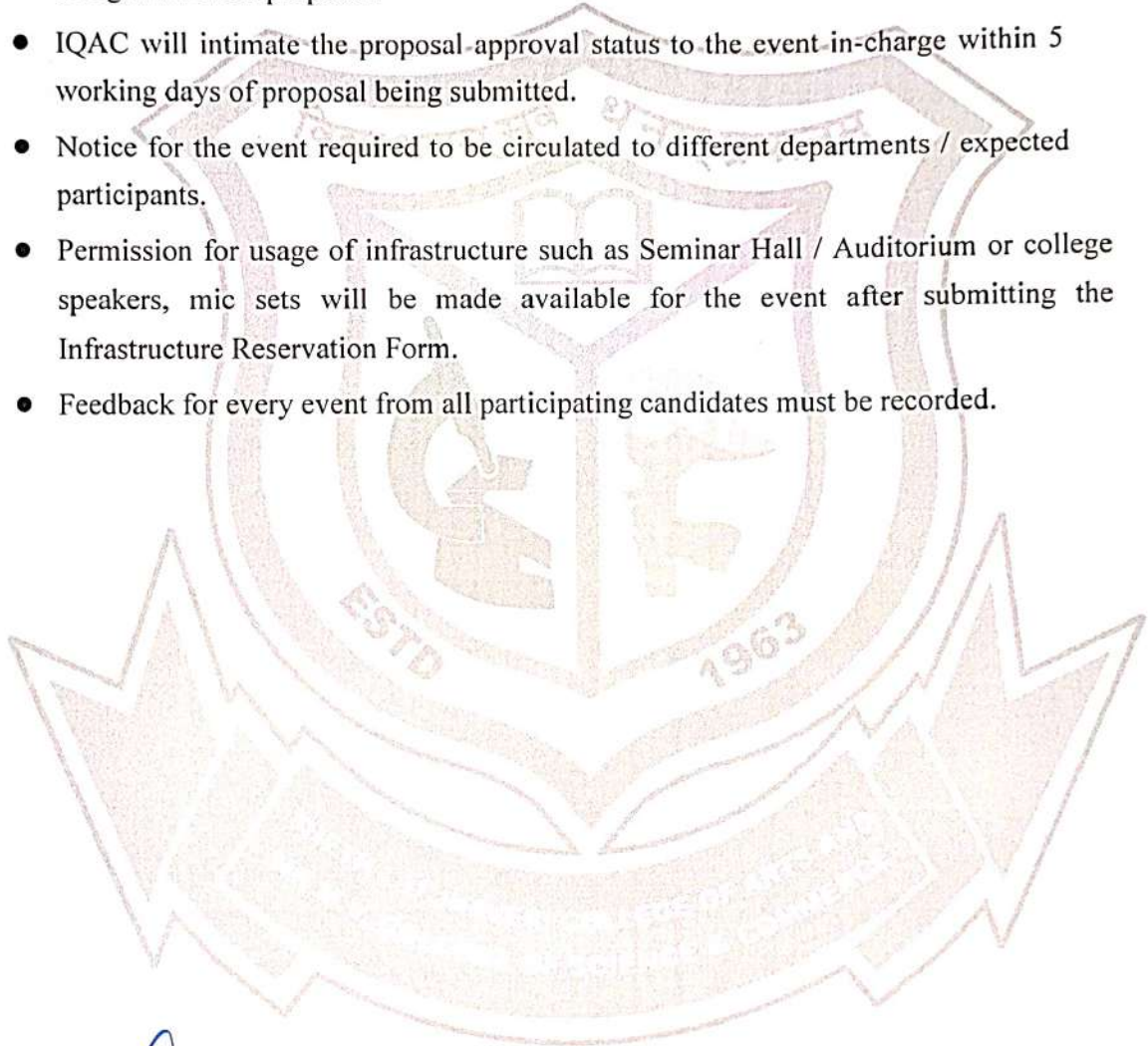


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**11. Standard Operating Procedures for Conducting Various Events
(Webinar / Seminar / Workshop/ College Fest):**

- Event in-charge has to submit duly filled Proposal Form to IQAC before minimum 10 working days of the proposed event date.
- Budget to be prepared by event in-charge and get approved with IQAC Committee along with event proposal.
- IQAC will intimate the proposal-approval status to the event-in-charge within 5 working days of proposal being submitted.
- Notice for the event required to be circulated to different departments / expected participants.
- Permission for usage of infrastructure such as Seminar Hall / Auditorium or college speakers, mic sets will be made available for the event after submitting the Infrastructure Reservation Form.
- Feedback for every event from all participating candidates must be recorded.





I/C Principal



Laxmi Charitable Trust's
Sheth L.U.J. College of Arts & Sir M.V. College of Science & Commerce
Dr. S. Radhakrishnan Marg, Andheri (East), Mumbai 400 069.

Deployment Report

A.Y. 2023-24

1) Academics :

- Four undergraduate programs undertaken are B.Sc. Information Technology, B.Sc. Computer Science , Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc. Biotechnology.
- Certificate courses like Python Programming, Database Administration, Statistics for Data Science, Python Libraries for Data Science, Data Visualization, Statistics Analysis Using R, Machine Learning Level-1, Machine Learning Level-2 were conducted by B.Sc. Information Technology and B.Sc. Computer Science Department. The Digital marketing and Graphic designing add on courses were conducted by BAMMC Department. Various Free Online certificate courses were completed by Computer Science Students.
- Students Passing percentage was fairly good.
- Well equipped library with reading hall.
- Vast collection of textbooks, newspapers and Journals.
- Open-access databases and websites, such as J-STOR, NDLI, N-LIST, ShodhGanga, ShodhGangotri, Directory of Open Access Journals, and others, are accessible to faculty and students.
- Campus orbit app was employed for marking attendance and to generate attendance reports.

2) Research and Extension :

- Good number of around 15 research paper publications by students and teachers from the Computer Science and Information Technology Department were done.



- Avishkar Research Convention poster presentation competition at college level was conducted to make the students research oriented. Best students amongst them were sent for the Avishkar Research Convention competition organized by Mumbai University.

3) Administration :

- An Office incharge has been appointed by the College to oversee the administrative functions. He handles day-to-day tax preparation and account writing.
- The smooth functioning of administrative activities is monitored and reviewed by the Director and Principal from time to time.
- The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.
- This gives transparency in the collection of fees and avoids handling large amounts of cash at the counters.
- The office staff also efficiently manages all required compliances with the University of Mumbai and authorities.
- Provide assistance in carrying out a variety of activities: Co-curricular and extracurricular activities.

4) Co and Extra Curricular Activities :

- Workshops, seminars, and webinars are conducted to cultivate skill development, knowledge enrichment and improve communication, leadership and teamwork abilities through a variety of events.
- The college observes national and international days like Independence Day, Republic Day, and Guru Purnima, while hosting intercollegiate events such as Vibes and Matinee Tadka.
- The annual sports meet promotes sportsmanship among students.
- Alumni contributed to the college by serving as judges for the Vibes Intercollegiate



festival.

5) Infrastructure :

- There are three smart classrooms with 3 fixed projectors on the Ground floor, and 6 portable projectors.
- Well-equipped Library.
- We have three Computer labs, one Biotechnology laboratory and one Chemistry laboratory.
- Total number of computers available in college 144.
- All departments have computer systems with Wi-Fi internet connectivity.
- One spacious Auditorium.
- Fully air-conditioned Admin office.
- Canteen Facility available where the contractor is not charged any rent and the benefit is passed on to students in the form of pocket friendly food menu .
- Clean washrooms.
- Water purifiers for drinking water.
- Staff rooms in all departments.
- Ground surrounded by greenery.
- Ground with Cricket pitch.
- Lawn tennis court
- Gymkhana
- College has a borewell which supplies water to washrooms and is used for watering plants.

6) Financial Resources :

- As per University of Mumbai, fees are charged for every course.
- Additional income is generated by conducting various value based and skill based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.



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Deployment Report

A.Y 2022-2023

1. Academics:

- Four undergraduate programs undertaken are B.Sc(Information Technology), B.Sc(Computer Science), Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc(Biotechnology).
- Taking into account all the necessary measures, the college began operating in offline mode in 2022–2023.
- Certificate courses like CEC Certified Software Professional by CS and IT Department, IOT based automation by IT Department and Digital marketing and Graphic designing by BAMMC Department were conducted.
- E-resources were made available in the library.

2. Research and extension:

- Good number of around 11 research paper publications from the Computer Science and Information Technology Department students and teachers were done.

3. Administration:

- An Office incharge has been appointed by the College to oversee the administrative employees. He handles day-to-day tax preparation and account writing.
- The smooth functioning of administrative activities is monitored and reviewed by the Director from time to time.
- The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.
- This gives transparency in the collection of fees and avoids handling large amounts of cash at the counters.
- The office staff also efficiently manages all required compliances with the University of Mumbai and authorities.



4. Co and Extra Curricular Activities:

- The college used offline channels to reach large number of participants.

5. Infrastructure:

- There are three smart classrooms with 3 fixed projectors on Ground floor, and 6 portable projectors.
- Well-equipped Library.
- We have three Computer labs, one Biotechnology laboratory and one Chemistry laboratory.
- Total number of computers available in college 140.
- All departments have computer systems with Wi-Fi internet connectivity.

6. Financial Resources:

- Additional income is generated by conducting various value based and skill based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.



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

Deployment Report

A.Y 2021-2022

1. Academics:

- Four undergraduate programs undertaken are B.Sc. (Information Technology), B.Sc. (Computer Science), Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc. (Biotechnology).
- Taking into account all the necessary measures, the college began operating in a hybrid mode in 2021–2022.
- Certificate course is introduced which is CEC Certified Software Professional and Digital marketing by BAMMC.

2. Research and extension:

- Good number of around 10 research paper publications from the Computer Science and BAMMC Department students and teachers were done.

3. Administration:

- An Office incharge has been appointed by the College to oversee the administrative employees. He handles day-to-day tax preparation and account writing.
- The smooth functioning of administrative activities is monitored and reviewed by the Director from time to time.
- The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.
- This gives transparency in the collection of fees and avoids handling large amounts of cash at the counters.
- The office staff also efficiently manages all required compliances with the University of Mumbai and authorities.

4. Co and Extra Curricular Activities:

- Even after the limitations were relaxed, the college contemplated holding all activities online to preserve security. Due to the pandemic, the "Vibes" festival was conducted online.
- Students excelled in co-curricular activities like Singing, Digital poster making, etc.



5. Infrastructure:

- There are three smart classrooms on Ground floor, three classrooms on first floor and 10 on second floor, which are fully ventilated.
- Well-equipped Library.
- We have three Computer labs, one Biotechnology laboratory and one Chemistry laboratory.
- Total number of computers available in college 138.
- All departments have computer systems with Wi-Fi internet connectivity.

6. Financial Resources:

- Additional income is generated by conducting various value based and skill-based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.



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

Deployment Report

A.Y 2020-2021

1. Academics:

- Four undergraduate programs undertaken are B.Sc(Information Technology), B.Sc(Computer Science), Bachelor of Arts in Multimedia and Mass Communication (BAMMC), B.Sc(Biotechnology)
- Certificate course is introduced which is CEC Certified Software Professional.
- Well equipped library with reading hall.

2. Research and Extension:

- Good number of research paper publications from Computer Science Department.

3. Administration:

- The College has appointed an Office incharge for guiding the admin staff and he also work as an Accountant. He takes care of day to day accounts writing and the taxation matters.
- The smooth functioning of administrative activities is monitored and reviewed by the Director from time to time.
- The college has encouraged the collection of various fees using online mode or through credit/debit cards or UPI payments.
- This gives a transparency in the collection of fees and avoid handling of large amount of cash at the counters.
- The administrative staff also effectively manages all mandatory compliances with the University of Mumbai and Government authorities.

4. Co and Extra Curricular Activities:

- Conducted "Vibes" fest through online mode due to pandemic.
- Students and faculty members excelled in co-curricular activities like Singing, Digital poster making, etc.

5. Infrastructure:

- There are three smart classrooms on Ground floor, three classrooms on first floor and 10 on second floor, which are fully ventilated.
- Well-equipped Library.
- We have three Computer labs, one Biotechnology laboratory and one Chemistry laboratory.
- Total number of computers available in college are 121.



- All departments have computer systems with Wi-Fi internet connectivity.

6. Financial Resources:

- Additional income is generated by conducting various value based and skill based add-on courses. This helps in overcoming the financial constraints and maintaining the infrastructure.

