



**LATE BHAUSAHEB HIRAY S. S. TRUST'S
INSTITUTE OF COMPUTER APPLICATION**
ISO 9001:2015 CERTIFIED

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. 91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : director@hiray.org.in



**LATE BHAUSAHEB HIRAY COLLEGE S.S. TRUST'S
INSTITUTE OF COMPUTER APPLICATION**
(AFFILIATED TO UNIVERSITY OF MUMBAI)



**Academic & Administrative Audit
AND
Gender Audit**

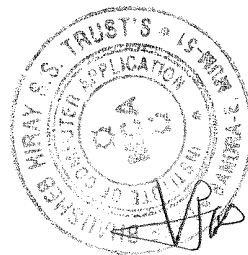
Conducted by
IQAC Cluster

Physical Visit - 05/05/2023

Auditors :-

Prof. (Dr.) Ayub Shaikh
I.C.S. college, Khed
Coordinator Audit cell
IQAC cluster

Dr. Amelia Antony
Principal & Chairman
WDC, St, Paul College
Ulhasnagar, Mumbai.



VP. Patel

AAA and Gender Audit

Visit Schedule

Late Bhausaheb Hiray S.S.Trust's Institute of Computer Application,

Bandra(E) Mumbai

Date- 05/05/2023: 9:30 A.M.

Sr.NO.	Activity	Time
I	Interactions Part-1 1) Principal 2) Chairman, G.C. 3) Chairman, CDC. 4) IQAC 5) Registrar 6) Head of Departments.	9:30 A.M. To 10:30 A.M.
II	Interactions part-2 7) <i>WDC</i> 8) <i>Women employee</i> 9) Mandatory cells and committees. 10) Best practices and Institutional distinctiveness.	10:30 A.M. To 11:30 A.M.
III	Visits 1) <i>Women's facilities</i> 2) Academic departments (25%)(Verification of departmental documents). 3) ICT Infrastructure 4) Research Center 5) Library-ICT 6) Examination department. 7) NSS and NCC. 8) Facilities and infrastructure for physical disable. 9) Waste management system. 10) Sports and cultural.	11:30 A.M. To 1:00 P.M.
IV	Lunch	1:00 P.M. To 2:00 P.M.

IQAC CLUSTER INDIA
(Reg.No.MAH/236/2021/PUNE)

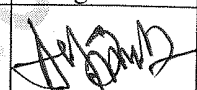
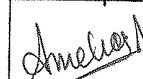
INSPECTION COMMITTEE REPORT
FOR LATE BHAUSAHEB HIRAY S.S. TRUST'S
INSTITUTE OF COMPUTER APPLICATION

(Framed Under Sections 90(2) Read with 5(25), 14 (14), And 28 (dd) Of The Act)

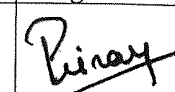


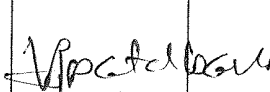
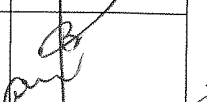

The Academic and Administrative Audit Committee visited **LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION** on:

Day: Friday	Date:--05-05-2023	Time: 9:30am
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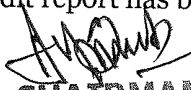
The External Peer committee members for AAA appointed by Cluster Maharashtra are:

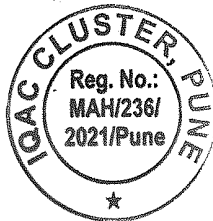
No	Name	Designation	Address	Signature
1.	Prof. (Dr.) Ayub Shaikh	Chairman	Dr. Ayub Shaikh I.C.S, College, Khed. Coordinator Audit Cell IQAC Cluster	
2.	Dr. Amelia Antony	Member	Dr. Amelia Antony Principal and Chairman WDC, St. Paul College, Ulhasnagar, Mumbai	


Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Ms.Pranjali Hiray	Management representative	26, Lotus Court, J.Tata Road, Churchgate,Mumbai-400020	
2.	Mr.Vikram Patalbansi	Director	Flat No.B-301,B-Wing, Paras Villa Co-op Housing Society,Plot No 46,Sector,50(old)Seawoods,Nerul, Navi Mumbai,Thane-400706	
3.	Ms. Rashmita Pradhan	CDC member	D-10/102,Rutu Estate , Patalipada,Ghodbunder Road,Thane (w)-400607	
4.	Mr.Vikram Patalbansi	IQAC In charge	Flat No.B-301,B-Wing, Paras Villa Co-op Housing Society,Plot No 46,Sector 50(old) Seawoods, Nerul,Navi Mumbai,Thane-400706	
5.	Mr.Anil Parab	Registrar or equivalent	22/A 3231, Prasad Co.Ho.Soc., Abhyudaya Nagar, Kalachowki, Mumbai-33	
6.	Ms. Rashmita Pradhan	Teacher representative	D-10/102,Rutu Estate , Patalipada, Ghodbunder Road,Thane (w)-400607	

The Audit report has been submitted by Cluster India on: 05-05-2023


CHAIRMAN
Audit Team IQAC CLUSTER
Pune
Committee Chairman




Principal



Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address Phone no: E-mail Year of Establishment:	Late Bhausaheb Hiray S.S.Trust Malegaon, district-Nashik 022-31621953 <u>hirayarch@yahoo.co.in</u> 1977
II	Name of the College/ Institute:	Late Bhausaheb Hiray S.S. Trust's Institute of Computer Application
	Address:	S.No. 341, Government Colony, Opposite Kherwadi Police Station, Bandra (E), Mumbai – 400 051.
	Year of Establishment	2001
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	022-31621953 N.A. 8291679488 <u>director@hiray.org.in</u> <u>http://www.hirayica.edu.in/</u>

PROVIDE DATA AND DOCUMENTS OF LAST TWO COMPLETED ACADEMIC YEARS.

(Academic Year- 2021-22 to 2022-23)

Section III: Governance Structure and Policies

No	Metric details	Inputs	File Number
1.	Vision/ Mission and Goals. The Vision and mission statement is understood by the staff. The aims and objectives are realistic and achievable Assessment Parameters:	Vision: We intend to create high-quality software professionals or Entrepreneurs through teaching, research, Project-Based Learning, and innovation to meet the need of industries and society with outstanding facilities. http://www.hirayica.edu.in/ Mission : Mission 1: To empower students to unleash their potential to leverage their computational and research skills through academics and contribute to social progress with their entrepreneurial spirit. Mission 2: To provide the technical solution by imparting theoretical, practical background and Project-Based Learning in the field of Computer science and technology.	

	e) Whether a Perspective plan is in place and is working? What is the % of success?	YES 100%	
	f) Whether a short term and long term goals and objectives are identifiable by the IQAC and Management?	YES	
	g) Number of Quality initiatives undertaken by IQAC	02	
	h) Number of collaborative activities are conducted with other institute by IQAC	01	
	i) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	NA	
	j) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	YES	
	k) Audits conducted other than AAA? (Environmental/ Green / Energy/ Gender, etc.)	Yes Environmental, Gender, Energy	
5.	Student Council committee		
	a) Whether the student council has been formed as per the norms?	YES	
	b) Whether the student council is active?	YES	
	c) Activities of Student Council.	Seminar series, cultural events	
6.	Student Grievance Redressal Cell		
	a) Composition of Cell	Yes	
	b) Redressal Policy of the college.	Yes	File
	c) Number of meetings conducted per year? Decisions taken	2	
	d) Number and nature of complaints received? Action taken on it?	NA	
	e) Redressal procedure?	NA	
	f) Number of Awareness program conducted	1 per year by counselor	

11.	Purchase Committee		
	a) Functional purchase committee with standard procedures present/absent?	NA	
	b) Minutes of Meeting documents of Purchase committee.	NA	
	c) Purchase Orders and Comparative Statement documents	NA	
12.	Development & Utilization fund		
	a) Fund, grants received from Government agencies (apart from Research grant)		
	b) Fund, grants received from Non- Government agencies (apart from Research grant)	FDP	
	c) Fund, grant Utilization policy is in place?		
13.	AISHE – whether each year certificate is obtained and the organization is registered with AISHE	YES	
14.	NIRF - ranking of the organization and procedures completed.	NA	
15.	ISO – completed?	YES	
16.	Any other accreditation?		
17.	Standard Operating Procedures, policies & Benchmarks Developed:		
	a) Number of SOP's developed.	1	
	a) Number of Policies are developed	17	
	b) Bench marks created? Describe the areas.	NA	
18.	Committee working? a) Library-		
	i. Decisions taken by library committee and implemented?	Yes, we have library committee: i) The library committee supports the purchase of books, journals, and reference materials-DATABASE ii) The library committee has formulated set of library rules and regulation for student and staff.	

	<p>computers & computer to student ratio</p> <p>ii) Computer to administrative office staff ratio</p> <p>iii) Available band width currently</p> <p>iv) Facilities such as lecture capturing system/ media centre.</p> <p>v) Wi- fi updating last done</p> <p>vi) No of rooms for academic purpose (class rooms, benches & accommodation in classes, class wise furniture and other details)</p>	<p>1:2</p> <p>ii) Computers to administrative staff ratio=1:1</p> <p>iii) Available bandwidth= 100 MBPS</p> <p>iv) NO</p> <p>v) DECEMBER 2021</p> <p>vi) Numbers of classrooms: There are 4 classrooms. Details of class wise furniture is maintained in separate excel workbook</p>	
	c) other committees, their meetings, minutes and action taken reports		
19	<p>Departmental filing (department wise)</p> <p><i>(25% department's records will be verified as per following parameter during physical visit.)</i></p> <p>a) Departmental staff details, appointments, etc.</p> <p>b) Workload,</p> <p>c) Timetable,</p> <p>d) Teaching plan and monthly teaching schedule.</p> <p>e) Teachers diary,</p> <p>f) Leaves record and necessary adjustments.</p> <p>g) Departmental meetings,</p> <p>h) Student list,</p> <p>i) Result analysis,</p> <p>j) Examination dates,</p> <p>k) Activity planning,</p> <p>l) Add-on courses details</p> <p>m) Value added courses details</p> <p>n) Cross Cutting issues related courses details</p> <p>o) Remedial course planning and execution methodology</p>	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>

	international/ national/ state/ university/ various levels vs. total number of students			
15.	Number of Sports and Cultural events conducted in college.	2	2	
16	Percentage of participation of students in a) NSS b) NCC c) Any other	NA	NA	
17.	Number of Extension and Outreach activities conducted by NSS/ NCC/Red cross/YRC wherein students were participated.	NA	NA	
18	Students completed graduation/ masters and employed by the college placement cell (give details) i) Number of student registered for placement cell ii) No of trainings conducted by placement cell and students benefitted. iii) Number of pre-placement sessions conducted. iv) Students directly placed. v) Students placed on campus through job fairs vi) Students placed off campus through job fairs. vii) Total number of MoU/ tie-ups created by institution in current year for placement. viii) % students who have gone for entrepreneurship/ family businesses.	137 15 32 No No No 2 No	137 12 28 No No No 2 No	
19.	Students who have pursued their education further (Progression) a) % progression of students passed. b) % of Student progressed to higher education c) % progressed into interdisciplinary areas. d) % students who have stopped progression (@home/married/etc.)	96.85% 0.1% N.A. N.A.	96.87% 0.1% N.A. N.A.	
20	Capability enhancement schemes, Guidance for competitive examination, Career counselling conducted. a) Number of Capability enhancement activities conducted. b) Percentage of Student participant c) Number of Guidance for competitive examination conducted. d) Percentage of Student participant. e) Number of Career Counselling programs conducted. f) Percentage of students participants.	N.A. N.A. N.A. N.A. N.A. N.A.	N.A. N.A. N.A. N.A. N.A. N.A.	

	a) Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website? b) Attainment of PO, PSO & CO conducted? Provide documents.	Yes	Yes	
12	Provide average passing percentage of the college (only final year be considered) Passing analysis; Distinction First Class Second Class Pass Class Failed:	117 6 0 0 0	16 45 40 02 04	
14	How does college analyse results and how are they used for the future development of the organization?	Grading System	Grading System	As per ISO requirement we analyse the result & set the target of 100% result achieved

Section VI: Teaching staff related

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	20%	20%	
2.	Percentage of teachers recognised as research guides	0	0	
3.	Number of teachers who have completed their Ph.D. in last two years	2	2	
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last two years	0	0	
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	3	3	
6.	Grants (Amount in lakhs) received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ the institution during last two years.	0	0	
7.	Percentage of teachers who have taken a research project in last two years.	0	0	
8.	Workshops /seminars on IPR/Research methodology and Entrepreneurship conducted by college.	4	4	
9.	Number of papers published in UGC listed journals	7	7	
10.	Number of books, chapter in book, research	2	2	

	as above procedure		
2.	<p>Non- Teaching Staff Appointments & Promotions</p> <p>*Aided:</p> <p>a) Describe Process of Appointments, Approvals and Promotion in bullet form along with documentary evidences</p> <p>*Unaided :</p> <p>As above procedure</p>	<p>For new opening We display advertisement on college website and online portal indeed.com</p>	
3.	<p>Service Books & Leave Records (Teaching & Non – Teaching Staff)</p> <p>Aided:</p> <ul style="list-style-type: none"> • Service Books maintained as per Joint Director Office • Computerized Leave Record is maintained as per service book <p>* Unaided dept.:</p> <p>As above procedure</p>	<p>Leave Records are maintained by Admin</p>	
4.	<p>Admissions Procedures</p> <p>*Aided/Unaided.</p> <ul style="list-style-type: none"> • Describe process of Admission in bullet form with documentary evidences. 	<ul style="list-style-type: none"> • Every Year in Mid-February Maharashtra CET Cell display advertisement for MCA admission • MH-CET conducted in month of March • Documents verification MH-CET pass out student done in June • MH-CET Cell display Schedule for Admission All MCA admission procedure are centralized all over Maharashtra and conducted 	

	Aided/Unaided. Digitized		
10.	Dead Stock Registers: Provide record *Aided/Unaided Course dept.: Register is maintained in excel format	No	
11.	Records of Minutes Governing council, College development committee, Internal Quality Assurance Cells. *Aided/Unaided.: Provide Records: <ul style="list-style-type: none"> • CDC-Twice a year • IQAC – Once in three months (minimum) • Management committee - Twice a year 	Yes Yes Yes	
12.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's *Aided/Unaided <ul style="list-style-type: none"> • Purchase of new equipment is recorded in the Dead Stock Register • New purchases are numbered • List Attached • Scrap is also donated& recorded 	Yes Yes Yes	
13.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. Aided/Unaided : <ul style="list-style-type: none"> • Accounts is maintained in Tally ERP9 • Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9 • Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained • Fees Receipts are printed from the customized software 	Yes Yes Yes No	
14.	College Budgets & Audited Balance Sheet *Aided/Unaided Course dept.: <ul style="list-style-type: none"> • Budget is prepared department wise every year • Audited Balance Sheet is also prepared and submitted to the trust 	Yes Yes	
15.	Teachers Workload & Class Time Tables *Aided/Unaided: <ul style="list-style-type: none"> • As per University norms & approved form University/Joint Director Office *Unaided:	Yes	

International Organization for Standardization (ISO) is a worldwide federation of national standard bodies.

The objective of ISO is 'Facilitation of international coordination and unification of industrial standards'.

Unlike product certification, ISO aims at 'system certification'.

Bureau of Indian Standards, New Delhi represents our country at ISO level.

4.The Practice and evidence of success

QMS principles:

The quality management principles are described in ISO 9001 standards.

It describes a statement for each principle, a rationale of why the principle is important, benefits

associated with principle and actions needed to improve performance.

7 QMS principles are:

- 1.Customer focus
- 2.Leadership
- 3.Engagement of people
- 4.Process approach
- 5.Improvement
- 6.Evidence- based decision making
- 7.Relationship management

Process approach and risk based thinking

1.The Process based approach in QMS

- Consistency in understanding and meeting requirements
- Adding value
- Effective performance
- Improvement through evaluation of data and information.

ISO 9001: 2015: Fundamental concepts, principles and vocabulary for QMS standards.

- Two training programmes are conducted by the institute and team ISO of staff for certification as Internal Auditor.
- Minutes of the meeting are noted in the MRC meeting which is conducted after every internal and external audit.
- Remarks are given under "root cause analysis" on the "Internal Quality Audit Corrective Action Plan"
- and proposed completion date is given to corrective action.
- Documents reference number is updated in the master copy in case of changes.
- Visitor's logbook is maintained showing attendees records for the meeting and training programmes.

5.Problems Encountered and Resources required

During early years of ISO implementation, very few faculties were trained for documentation of ISO.Hence implementation was difficult. In later stages, the institute arranged training programmes for faculties. College is well equipped with a large number of ISO internal auditors for smooth functioning of quality management.

4.The Practice and evidence of success

The seven key underlying principles of social responsibility:

- Accountability.
- Transparency.
- Ethical behavior.
- Respect for stakeholder interests.
- Respect for the rule of law.
- Respect for international norms of behavior.
- Respect for human rights.

ISR: Fundamental concepts, principles and Programs.

To imbibe social responsibility and patriotism amongst the students and motivate the students to adopt the culture of sacrifice in life by making them donate voluntarily things and services for the welfare of the society.

ISR is generally categorized in four ways:

- **environmental responsibility**
- **ethical/human rights responsibility**
- **philanthropic responsibility**
- **economic responsibility.**

• Programmes were conducted by the institute and team ISR of staff .

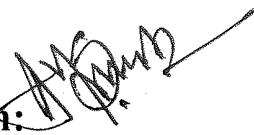
- 1)'Majhi Vasundhara Abhiyaan' to spread awareness on rain water harvesting and tree plantation in community.
- 2)87th Beach Cleanup at Juhu Beach in collaboration with Child Help Foundation.
- 3)World Environmental Day tree plantation initiative with Mission Green Mumbai.
- 4)Participation in the event of ROTARAI by spreading awareness about tree planting in community
- 5)Blood Donation Camp held in college by Jaslok Hospital.
- 6)Rainwater harvesting.
- 7)Management of electronic waste and hazardous waste.

5.Problems Encountered and Resources required

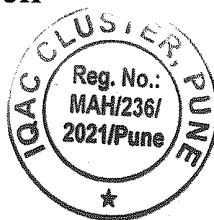
Social responsibility is a subject of great concern for higher learning institutions in both domestic and international spheres. Despite of the benefits of social responsibility, there are a number of challenges in the implementation in higher learning institutions. Time Constraint due to tight academic schedule.


Recommendation for academic and administrative audit

1. Assessment of learning levels of students is required in structured format so as to implement the process effectively.
2. Introduce more add-on courses to enhance, advancement and updation among the students.
3. IQAC should be constituted as per NAAC guideline 2017 and meeting conducted at least once in three months.
4. IQAC is suggested to formulate structure method of documentation and record keeping.
5. Skill development courses to be developed at institutional level and offered free of cost to all students.
6. Welfare measure for teaching and nonteaching staff to be undertaken along with structured formatted self - appraisal system.
7. Provision for solid, liquid waste management & structured E-waste management is expected with effective implementation.
8. Library rules, regulations and policy documents to be displayed in library at a remarkable place.
9. It is recommended to generate OER(Open Education Resources) & preserve rare book collection.
10. Constitution of library committee, minutes of meeting & action taken report should be documented.
11. It is recommended to have 100% classrooms with ICT enabled facilities along with one smart classroom to enhance ICT teaching learning process.
12. Sufficient, spacious and protected infrastructure to be provided for examination department.
13. ICT maintenance to be done frequently, accordingly record to be maintained.

Chairman: 
Prof.(Dr.) Ayub Shaikh
Coordinator Audit Cell
IQAC CLUSTER
I.C.S College Khed

CHAIRMAN
Audit Team IQAC CLUSTER
Pune



Member: 
Dr. Amelia Antony
Principal & Chairman WDC
St. Paul College
Ulhasnagar

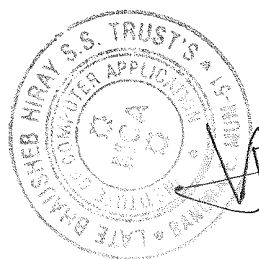
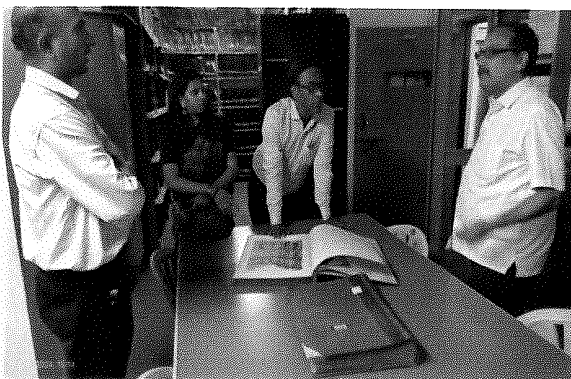
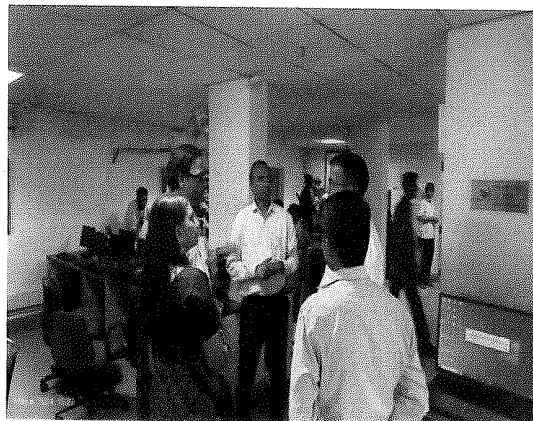
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Vipatlabar