



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

LBH/ICA/30/2020

30/04/2020

Policy document

Policy Title: Environment and Energy Usage		
1.	Administrative Policy Number (APN): MCA/APN/15	Functional Area: Functioning in every part of infrastructure facility of college campus.
2.	Brief Description of the Policy:	Purpose: Efficiency and environmental awareness into daily activities. Audience: all stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	30 th April 2020
5.	Approved by:	IQAC Committee and Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	To develop a responsible and receptive attitude amongst all stakeholders.
10.	References for the policy	AICTE new Delhi, Directorate of technical education(DTE) Maharashtra

The environment and energy policy of *Late Bhausaheb Hiray S.S. Institute of Computer Application* is to manage energy in such a systematic way to minimize its impact on the environment. The policy implies to explore renewable energy resources to reduce the burden of the government and to find alternate resources as a solution to the energy crisis.

Environment and energy usage Policy: *L.B.H.S.S.T's Institute of computer application*





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

Policy document

This policy is binding to all stakeholders of the institute, every part of infrastructure and various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into everyday activities. Hence it will help to conserve natural resources and to limit its usage.

Late Bhausaheb Hiray S.S. Trust's Institute of Computer Application conducts awareness programmes for environment and energy usage.

Policy objectives:

- To conduct awareness programmes for environment and energy usage.
- To install LED lights, BDLS fans in classrooms, studios, cabins, staff rooms, etc.
- To install motion sensor lights in passages.
- To implement a tree plantation drive.
- To circulate notice for vehicle free campus to reduce noise and air pollution.
- To provide information and training programmes for energy saving measures.
- To offer opportunities for employees and students to engage in initiatives which contribute to environmental protection.
- To engage in dialogue with local authorities, municipal corporations, NGOs to work in areas of environment, energy efficiency and sustainable development.
- To reduce the use of single use of plastic, thermocol.

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

LBH/ICA/28/2020
30/04/2020

Policy document

Policy Title: Green Campus Initiative		
1.	Administrative Policy Number (APN): MCA/APN/13	Functional Area: functioning in management and reduction in the amount of waste.
2.	Brief Description of the Policy:	Purpose: To protect, conserve and restore ecological resources within campus Audience: all stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	30 th April 2020
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	To sensitize students and every other user of the institute towards the environment. To make them aware about various aspects of waste management.
10.	References for the policy	AICTE new Delhi, Directorate of technical education(DTE) Maharashtra

Objective: To protect and conserve ecological systems and resources within the campus. To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.





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

Policy document

Government Policy on rooftop solar panels:

The subsidy on the solar panels is as per the guidelines of MNRE. The government aims to achieve a cumulative capacity of 40 GW of Rooftop Solar projects for the country by the year 2023.

Solar panels are installed on the terrace of the institution in the year 2021.

Ban on single-use plastic on campus: (press information bureau of India)

The Plastic Waste Management Rules, 2016, as amended, provide the statutory framework and the prescribed authorities for enforcement of the rules, including ban on identified single use plastic items. The following identified single use plastic items, which have low utility and high littering potential, have been prohibited, with effect from 1st July 2022, vide Plastic Waste Management Amendment Rules, 2021:

- Earbuds with plastic sticks, plastic sticks for balloons, plastic flags, candy sticks, ice- cream sticks, polystyrene [Thermocol] for decoration.
- Plates, cups, glasses, cutlery such as forks, spoons, knives, straw, trays, wrapping or packaging films around sweet boxes, invitation cards, and cigarette packets, plastic, or PVC banners less than 100 micron, stirrers.

Institute promotes use of paper cups, paper plates, glass, and melamine cutlery in the canteen. Our college has banned the use of thermocol for model making.

Green campus initiative:

Institute organizes and participates in a tree-planting campaign on and off campus. Every user develops the habit of switching off lights and fans in classrooms and faculty cabins when not in use. Our college promotes the use of digital initiatives and e-learning and reduces use of hard copies.





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

Policy document

Fifth year, Semester X final viva-voce is now taken on digital media, which saves large prints on paper.

Institute has signed a memorandum of understanding with Swachha Sustainable Solutions Pvt. Ltd., to manage waste, such as all types of waste, plastic, e-waste, and all type metal waste. E-waste which is generated every year is recycled by ECOReco (eco recycling limited).

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

LBH/ICA/29/2020
1/6/2020

Policy document

Policy Title: Gender Equity		
1.	Administrative Policy Number (APN): MCA/APN/12	Functional Area: equal opportunity for every person working and studying in the institute.
2.	Brief Description of the Policy:	Purpose: making organization gender neutral. Audience: all stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 st June 2020
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	To achieve equal opportunities, protection of their rights and full participation in the academic environment.
10.	References for the policy	Council of Architecture, Directorate of technical education

Gender equity prevents violence against women and girls. It's essential for economic prosperity. Societies that value women and men as equal are safer and healthier. Gender equality in educational institutes means providing equal opportunities to both men and women.





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

Policy document

Our institution takes conscious efforts in making place of work gender neutral. The Institute's policy recognizes that every person is valuable human resources for the Institution and seeks to create an environment that provides equal opportunities, protection of their rights and full participation in the academic environment. This gender policy has been framed to ensure that there is no gender-based discrimination in the institute.

The College provides different committees for women (including female students) to address various issues such as 'Mahila Takrar committee', 'Grievance Redressal Committee' and 'Anti-ragging committee'. Student council is formed every year for smooth coordination of students with faculties.

Infrastructure	Institute has a separate Girls' common room. It is equipped with a desktop, a changing room and toilet facility with a sanitary pad dispenser.
Security	Safety and security of the campus is closely monitored through CCTV cameras installed at various locations such as, staircases, passages, entry exits, etc. The college campus is guarded by security guards at the entrance. Security guards are bound to maintain a register of visitors with necessary information such as name, address, and mobile no.
Counselling	Counsellor is appointed in the college for students as well as faculties to tackle different work pressures, time management, family concerns. Counsellor is scheduled for the appointment for students/ faculties on a particular day at a particular time.

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

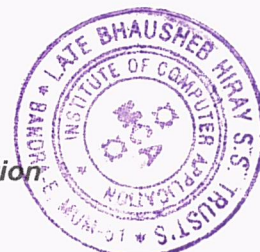
*LBH/ICA/253(H)/2021
07/09/2021*

Policy document

Policy Title: Grievance redressal Policy		
1.	Administrative Policy Number (APN): MCA/APN/14	Functional Area: functioning in redressal of certain grievances.
2.	Brief Description of the Policy:	Purpose: To meet timely redressal of grievances and concerns of students and faculties Audience: all stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	30 th April 2020
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	To develop a responsible and receptive attitude amongst all stakeholders.
10.	References for the policy	Council of Architecture, Directorate of technical education

Introduction:

The institute has formed various committees such as, 'Mahila Takrar Nivaran Samiti', 'Anti-ragging squad', 'Right of information committee', 'Attendance committee', 'Grievance Redressal Committee', 'Building and construction committee', 'Reservation Cell'.





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

Policy document

Aim:

- To meet timely redressal of grievances and concerns of students of the institution as and when they arise.

Objectives:

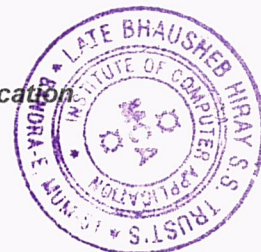
- The main objective of the above-mentioned committees is to develop a responsible and receptive attitude among all the stakeholders so that a harmonious educational atmosphere is maintained in the college.
- To encourage the students to express their problems / grievances anonymously.
- Any kind of harassment, complaints regarding classroom management, classroom teaching, teaching methods, completion of syllabus etc., if and when they arise.

Rules:

- The committees deal with every genuine issue of students at the institute.
- All complainants should file their grievances either by writing to the committee or by filling up the form floated on the website of the institute.
- The committees will meet on the 1st Friday of every month and minutes of the meetings will be reported to the Principal.
- One may refer to the Directorate of Technical Education (DTE) Circular and University of Mumbai for more details regarding the grievance redressal process.

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

L.B.H./ICA/2574/2021

7/9/2021

Policy document

Policy Title: Barrier Free Campus Design		
1.	Administrative Policy Number (APN): MCA/APN/11	Functional Area: Quality in accessibility and universal design
2.	Brief Description of the Policy:	Purpose: promoting accessibility in organization. Audience: all stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	30 th April 2020
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Accessibility everywhere in campus
10.	References for the policy	AICTE New Delhi, Directorate of technical education (DTE) Maharashtra

The Government of India formulated the national policy for persons with disabilities in February 2006 which deals with educational rehabilitation of persons with disabilities, therefore in view of this **Late Bhausaheb Hiray S.S. Institute of Computer Application** has implemented these policies in the teaching and learning process.

The Institute's policy recognizes that persons with disabilities are valuable human resources for the institution and seeks to create an environment that provides equal





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

Policy document

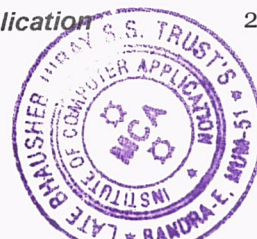
opportunities, protection of their rights and full participation in the academic environment.

The focus of the policy is on the following:

1. To ensure that the design of the building such as ramp/ lift should be according to the disabled persons.
2. To ensure the accessible, gender-sensitive, safe, usable and functional washroom facilities should be provided for disabled persons.
3. To ensure the proper text and pictogram signage such as tactile path, lights, display boards, signposts are necessary, located to be visible and touchable.
4. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright colour contrast will be more evident to everyone and particularly helpful for persons with visual impairments.
5. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology, and with leadership, teaching staff and college communities that are responsive to their needs.

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

LBH/ICA/809/2022

7/6/2022

Policy document

Policy Title: Welfare measures Policy		
1.	Administrative Policy Number (APN): MCA/APN/03	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 st June 2020
5.	Approved by:	Core Committee and Management
6.	Responsible Authority	IQAC Coordinator and HR
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Welfare measures for teaching and non-teaching staff Institution has the following welfare measures:

i) Provident Fund:

All regular employees of the Institute are entitled to the Employees' Provident Fund Scheme under the provisions of the Employees' Provident Fund and Misc. Provisions Act, 1952, and the related pension scheme of 1995, provided they have completed their probationary period successfully.

Welfare measures Policy: *L.B.H.S.S.T's Institute of computer application*





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

Policy document

All the faculties and the staff members after completion of their probation are eligible for EPF scheme. The management contributes 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employer's contribution to the EPF Scheme.

ii) Gratuity:

After the completion of five years' service in the College staff members are eligible for Gratuity payment at the time of separation.

iii) Maternity benefits:

Maternity leave may be granted to married female permanent employees who have completed probation for a period of not exceeding 3 months at a time during her confinement (both pre-natal and post-natal periods put together). The full salary will be paid for the said maternity leave period. However, the maternity leave can be clubbed with earned leave or vacation leave or sick leave. The competent authority reserves the right for granting extension for such leave.

iv) Sick Leave (on medical grounds):

All employees who have completed probation period are eligible for 10 days (in case of teaching staff) and 8 days (in case of non-teaching staff) in a calendar year on medical ground. Unavailed sick leaves shall be accumulated to the next calendar year. Employee must submit Medical Certificate if he / she avails more than 3 days sick leave at a time.

v) Compensatory leave:





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

Policy document

At the discretion of the Head of the Institution, an employee may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty. The unveiled compensatory leaves during the year lapse at the end of year.

vi) Accessible Psychological Counselling Services:

Psychological counselling and workshop sessions are provided for all staff members which is beneficial for their well-being and overall job satisfaction. It shows that your organization values the mental health and personal development of its employees. Counselling services are easily accessible to all staff members with an in-house counsellor. Multiple options for employees to seek counselling, such as in-person sessions, teletherapy, or online resources. The importance of confidentiality and privacy when it comes to counselling sessions. Assure employees that their personal information and discussions will remain confidential, which will encourage them to seek help without fear of judgment or repercussions.

vii) 24-hour power back-up:

24-hour power back-up system in place is an asset for any organization. It helps ensure uninterrupted operations, mitigates the impact of power outages, and enhances overall productivity. Regular maintenance and testing of the power back-up system ensure its reliability.

By implementing a robust 24-hour power back-up system and ensuring proper maintenance and planning, the institute minimizes the impact of power outages and maintains smooth operations even during unexpected disruptions.

viii) Wi-Fi facility:





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

Policy document

S24-hour Wi-Fi facility on campus provides valuable resource that enhances productivity, communication, and convenience for students, faculty, and staff. Our campus has a robust and reliable network infrastructure capable of handling the expected traffic and user demand. This includes the necessary routers, access points, switches, and back-end systems to provide a seamless and high-quality Wi-Fi experience.

ix) Workspace:

A well-equipped workspace is provided for all staff members.

x) Computing facility:

All sets of advanced computers with up-to-date technology are provided on campus.

xi) Cafeteria

A cafe is provided on campus with complimentary morning tea for teaching and non-teaching staff.

xii) Identity cards: for all staff members

Providing identity cards for all staff members to help identify staff members and distinguish them from visitors or unauthorized individuals. To provide a visual means of verifying an employee's affiliation with the organization. This contributes to overall security by allowing easy recognition of authorized personnel within the workplace.

xiii) Uniform for supporting staff.

Providing uniforms for supporting staff to create a consistent and professional image for supporting staff members, reinforcing the





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

Policy document
organization's brand identity. A uniform can help distinguish staff members
from other individuals and project a cohesive and unified appearance.

- xiv) Welfare would keep on updating as per the need of the
time.

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

LBH/ICA/257/2021
07/09/2021.

Policy document

	Policy Title: IT Policy	
1.	Administrative Policy Number (APN): MCA/APN/09	Functional Area: Quality in functioning of Library
2.	Brief Description of the Policy:	Purpose: promoting quality in Learning and Research using library. Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 ST June 2017.
5.	Approved by:	Dy. Director and Management
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Effective use of Library in Learning
10.	References for the policy	UGC/ NAAC/ University/ LIC

- **Introduction:** IT Infrastructure of an institute is an effective tool to be used in the betterment of teaching learning process as well as administrative work. It provides the stakeholders with an opportunity to explore the resources available on the internet, with the help of these students can also access the digital content available in the college library.





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

Policy document

The infrastructure committee committed towards monitoring, enhancing as well as maintaining the usage and quality of IT infrastructure.

- **Policy Statement:** The *L.B.H.S.S.T's Institute of computer application* (IT) Policy sets forth the policies that govern the responsible usage of all users of the college's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of college is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

➤ **Objectives:**

Each user of the College Information Resources must ensure that it is used for promoting the mission of the College towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- To ensure the integrity, reliability, availability, and superior performance of the College IT Systems.
- To ensure that the IT resources protect the official e-identity (allocated by the College) of an individual.
- To ensure that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

➤ **Definitions**

- i. **Quality:** Quality could be defined as a basic tool for a natural property of any good or service that allows it to be compared with any other good or service of its kind. The word quality has many meanings, but basically, it refers to the set





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

Policy document
of inherent properties of an object that allows satisfying stated or implied needs.
(Geneva Business News)

- ii. **Stakeholders:** A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers, and suppliers. However, with the increasing attention on corporate social responsibility, the concept has been extended to include communities, governments, and trade associations. (Investopedia)
- iii. **Infrastructure:** Infrastructure is the general term for the basic physical systems of a business, region, or nation. These systems tend to be capital intensive and high-cost investments, and are vital to an economic development and prosperity (Investopedia).
- iv. **Infrastructure committee:** an institutionalized body created under the guidance of management, core committee and principal to upgrade and maintain the infrastructure of the institution.
- v. **Head of committee:** An authority with seniority and experience appointed by the institution to coordinate with management in terms of grievances, suggestions on quality of infrastructure.
- vi. **Institution:** Higher Educational Institution (HEI)
- vii. **NAAC:** National Assessment and Accreditation Council, an accrediting organization in India for higher educational organizations.
- viii. **Institutionalization:** The action of establishing something as a convention or norm in an organization or culture. (Oxford Dictionary)
- ix. **Internal Quality Assurance System:** a holistic mechanism that includes quality control and quality assurance.





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

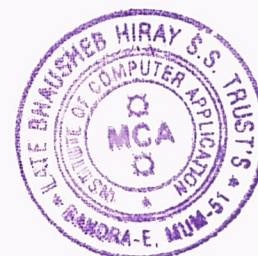
Policy document

➤ Need for IT Policy

- Basically, the college IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the college on the campus.
- This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.
- Intranet & Internet services have become the most important resources in educational institutions & research organisations. While educational institutions are providing access to the Internet to their faculty, students, and staff, they face certain constraints:
- Limited Internet bandwidth.
- Limited infrastructure like computers, computer laboratories,
- Limited financial resources in which faculty, students and staff should be provided with the network facilities and
- Limited technical manpower needed for network management.

On one hand, resources are not easily available for expansion to accommodate the continuous rise in Internet needs, on the other hand uncontrolled, uninterrupted, and free web access can give rise to activities that are neither related to Teaching/learning processes nor governance of the College. At the outset, we need to recognize the problems related to uncontrolled surfing by the users:

- Prolonged or intermittent surfing, affecting quality of work.
- Heavy downloads that lead to choking of available bandwidth





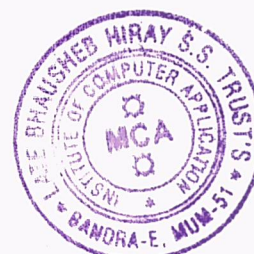
LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

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

Policy document

- Confidential information being made public.
- With the extensive use of the Internet, network performance suffers in three ways:
 1. When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.
 2. When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.
 3. When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.
- Too many concurrent users, who are on the high-speed LANs trying to access Internet resources through a limited bandwidth, create stress on the Internet bandwidth available. Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the Quality of Service. Reducing Internet traffic is the answer.
- Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.
- Apart from this, plenty of employee time is lost with a workstation being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they enter the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network. They can slow down or even bring the network to halt. Containing a virus once it spreads through the network is not





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

Policy document
an easy job. Plenty of man-hours and possibly data are lost in making the network safe once more. So, preventing it at the earliest is crucial

- Hence, to secure the network, the Internet Unit has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway. However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified, and infringing the freedom of users. As IT users are aware, all the educational institutions worldwide have IT policies implemented in the irrespective institutions.
- Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires. Hence, policies and guidelines form the foundation of the Institution's security program. Effective policies are assigned due diligence, often necessary in the event of an IT audit or litigation. Policies also serve as blueprints that help the institution implement security measures. An effective security policy is as necessary to a good information security program as a solid foundation to the building.
- Hence, LBHSSTICA also is proposing to have its own IT Policy that works as guidelines for using the College's computing facilities including computer hardware, software, email, information resources, intranet, and Internet access facilities, collectively called "Information Technology (IT)". Hence, this document tries to propose some IT policies and guidelines that would be relevant in the context of this College.
- While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users. Further, due to the dynamic nature of Information Technology,





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

Policy document

Information security in general and therefore policies that govern information security processes are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing requirements of the IT user community, and operating procedures. Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organisations, departments and individuals who are part of the college community to understand how College policy applies to some of the significant areas and to bring conformance with stated policies.

➤ **Areas**

- **It usage and prohibitions**-The users of the College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, conference website, journal portals, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the College and e-Library resources The College shall stress upon the users to comply with College policies and legal obligations (including licences and contracts). The College shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
- **Prohibited Use** - The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy. Contributing to the creation of a hostile academic or work environment is prohibited.
- **Copyrights and Licences** - Users must not violate copyright law and must respect licences to copyrighted materials. For the avoidance of doubt, unlawful





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

file sharing using the College's information resources is a violation of this policy. Policy document

- **Social Media** - Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- **Commercial Use** - The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under College rules.
- **Personal Use** - The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner.
- The users must refrain from making any unauthorised access of information to promote secure access of Network and Computers.
- The competent system administrator may access the information resources for a legitimate purpose.
- **Firewall** - Additional procedures to maintain a secured flow of internet and intranet-based traffic in the campus shall be managed through the use of Unified Threat management (firewall).
- **Antivirus and security updates** - The regular updating of the anti-virus policy and security updates should be done for the protection of computing resources.
- **Asset Management**: The College shall lay down processes for the management of hardware and software assets that facilitates the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilisation, energy audit, and disposal of software and hardware applications within the College.
- **Copying and Distribution**: The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.





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

- **Risks:** The College shall emphasise on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization, and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- **Open-Source Asset:** The College shall endeavour towards the promotion and effective usage of open source softwares.

➤ **Operating aspects**

- **College Governance** - The College shall endeavour to ensure fair implementation of this policy to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the College governance structure.
- The respective heads of the institutions shall be responsible for compliance with all the college policies relating to the use/ownership of information, keeping in mind the vision and mission of the college.
- Website and Core committee shall coordinate various activities in adherence to IT policies in association with the IT administrator of the college.
- Individual Users - The users are solely responsible for the activities they perform on the college servers which are monitored by CCTV continuously.

Maintenance Aspect

- Any student, teaching or non-teaching staffs who observes any technical issues with the IT equipment should report to the IT in charge in the computer laboratory.
- IT in charge should maintain a book of records for all complaints regarding issues with IT devices and its components.






LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

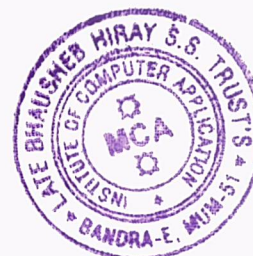
ISO 9001:2015 CERTIFIED

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

- The responsibility of coordination with the IT AMC firm for repairs and upgradation of devices will be held by IT in -charge.
- The payment of any IT component repair or upgradation should only be released after the device is duly inspected by the IT in- charge and approved by him.
- **Violation of policy**
Any violation of any objectives and regulations mentioned under the IT policy will be considered as violation and misconduct under college rules and strict action will be taken against the user.
- **Implementation of policy**
For implementation of policy, the college will take necessary steps from time to time.
- **Review and monitoring**
The policy document needs to be reviewed and monitored at least once every 2 years. This shall be done by a committee chaired by the Principal and the IQAC chairman of the college. The members present in the committee should comprise the Core committee, IT administrator and heads of departments.

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application


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





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

LBH/ICA/257(A)/2021
07/09/2021

Policy document

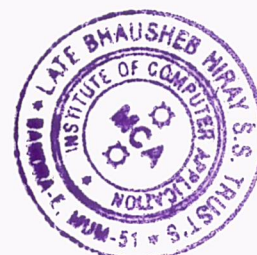
Policy Title: Library Policy		
1.	Administrative Policy Number (APN): MCA/APN/o8	Functional Area: Quality in functioning of Library
2.	Brief Description of the Policy:	Purpose: promoting quality in Learning and Research using library. Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 ST June 2017.
5.	Approved by:	Principal and Management
6.	Responsible Authority	Library Committee Head
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Effective use of Library in Learning
10.	References for the policy	UGC/ NAAC/ University/ LIC

1. AIM

Late Bhausaheb Hiray S.S. Institute of Computer Application to serve the information needs of the staff and Students of **Late Bhausaheb Hiray S.S. Institute of Computer Application** by providing access to information in all formats.

2. MISSION

We support the mission of the college in inculcating the habit of lifelong Learning by acquiring and facilitating access to learning resources.





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

Policy document

3. OBJECTIVES

- To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
- To develop the habit of self-learning and lifelong learning.

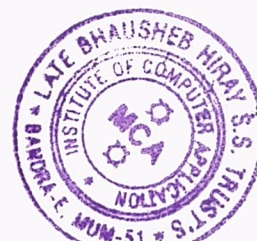
4. LIBRARY COLLECTION DEVELOPMENT POLICY

- The library buys books and other learning materials which are adhere to the syllabus Library also acquires reading materials of various Architect which are useful for architecture students.
- Library will also buy printed periodicals and online database for accessing Scholarly content.
- Staff and students can recommend the books, which must be approved by the Heads of the Department. This will further be approved by the principal.

5. LIBRARY USAGE POLICY

LIBRARY RULES AND REGULATIONS FOR STUDENTS/STAFF

- Students can borrow 1 book at a time for 8 days.
- Student must return book to the library promptly when due failure in do so will result in a confiscation of Library card.
- The books should be borrowed from/returned to the library personally and borrower should sign the book card. Transactions should not be carried out through an intermediary.
- Reference books, and periodicals should be borrowed against the identity card and should be used in library only. Students should inform the library staff if





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

library document

they wish to take photocopy of these materials.

- Library card is not transferable.
- Use of mobile phones in the library is strictly prohibited.
- Perfect Silence should be maintained in library.
- Eatables are not allowed in the library.
- If the borrower loses a book, he or she should replace it with a brand-new copy of the latest edition of the same book. If the book has ceased publication, then amount equal to the price of the book must be paid.

6. VISITOR'S STATISTICS:

1. The entry register of visitors (students and staff) maintained.
2. Entry registers are also maintained at hall, discussion room, internet section, etc.

7. PEST CONTROL:

1. Every attempt is made to keep the books and bookracks clean and tidy and free from dust by regular cleaning drives.
2. One Treatment of termite has done every five years.
3. Four Treatment of General disinfection & Six Treatment of Rodent control is carried out in every year.

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

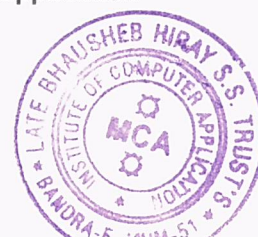
LBH/ICA/257(B)/2021
07/09/2021

Policy document

	Policy Title: Institutional strategies for mobilization of funds and the optimal utilization of resources and funds Policy	
1.	Administrative Policy Number (APN): MCA/APN/02	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 st June 2015
5.	Approved by:	Core Committee, Management
6.	Responsible Authority	Finance Committee
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Institutional strategies for mobilization of funds and the optimal utilization of resources and funds

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.





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

Policy document

- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.
- The management provides need-based funds to colleges.
- Various government and non-government agencies sponsor events like seminars and workshops.
- Sponsorships are sought from individuals and corporate for cultural events and fests.

Utilization of Funds

A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses-

- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

Before the financial year begins, Principal and Heads of Departments prepare the college budget.





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

Policy document

- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the top management and core committee.
- Accounts department and Purchase department monitor whether expenses are exceeding budget provision.
- Statutory auditors are also appointed who certify the financial statements in every financial year.
- The grants received by the college are also audited by certified auditors.

Optimal utilization of resources

- The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- The faculty, who exhibit initiative and receive substantial grants for R&D works or for strengthening the infrastructure in the institute would be encouraged and will receive special commendation.
- Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.





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

Policy document

- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, and parent teacher meetings.
- The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, and alumni.

Prof. Vikram Patalbansi
Dy. Director

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

President

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





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

LBH/ICA/257(c)/2021
07/09/2021

Policy document

Policy Title: Code of Ethics for Research		
1.	Administrative Policy Number (APN): MCA/APN/o6	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 st June 2018
5.	Approved by:	Core Committee
6.	Responsible Authority	HRDC (Research and design cell)
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Aim: The aim of code of conduct for research is to undertake promotion of research, publications and to prevent any misconduct including plagiarism in research.

Introduction: The most important components of the academic activities are ethics and honesty in teaching and research. Teaching and research are based on extremely high moral values. The act of plagiarism is unhealthy to the academic environment which will harm the reputation of the institute as well as the individual. The institute is committed towards producing and promoting research activities without any unethical practises like plagiarism.





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

The college has a stated code of ethics to check mal practises and plagiarism in research. Promotion of healthy research culture among the staff and students is at most important to the college. Hence, below mentioned code of conduct should not be compromised.

Policy document

Objectives:

To create academic awareness about responsible conduct, research, study, project assignment, dissertation.

To prevent misconduct including plagiarism in academic writing among students, faculties, researchers, and other members of academic staff.

To establish institutional mechanism through education and training to conduct responsible research practises.

To develop systems for detecting plagiarism and setup mechanisms to prevent it and punish a student, faculty or staff committing the act of plagiarism.

The Code of Ethics is:

- The college strictly intends to follow the code of ethics for various research activities.
- Researchers are bound to publish original research work.
- Authors shall be responsible for ensuring original research work.
- Academic integrity should be ensured in the research work.
- Alternatively, authors are encouraged to use free online plagiarism websites in this regard.
- All the teaching staff is requested to comply with the guidelines stated above and help in maintaining highest ethical standards in publication.





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

Policy document

Procedure for handling alleged Plagiarism:

a. Procedural Fairness:

The institution is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

- Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.
- Have a reasonable period within which to respond to the allegations against them.
- Have the matter resolved in a timely manner.
- Impartiality in any investigation process.
- An absence of bias in any decision making.

b. Identification and assessment of Alleged plagiarism:

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report it to an empowered body which will first confirm if there is plagiarism or not, and if it is, then whether it is negligent or dishonest type and the degree of plagiarism. The empowered body will then submit its report along with its recommendations to the statutory bodies which can be categorized as follows:

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Similarities up to 10% - excluded.

Level 1: Similarities above 10 to 40%

Level 2: Similarities above 40 to 60%





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

Policy document

Level 3: Similarities above 60%

c. Counselling

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution needs to take steps to strengthen the moral of students so that they do not take support of the unfair means.

Guidelines for Action:

The institution will form a committee of about 5 experts who will establish whether there is plagiarism or not, and if it is then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the Academic Council for a final decision in this regard.

The committee of experts will use the best possible software's provided by UGC or National Knowledge Commission for detecting the plagiarism.

Depending on the severity of crime the punishment could be:

- Fine or warning
- Rustication for limitation period or permanent
- Withdrawal of degree

Prof. Vikram Patalbansi
Dy. Director
Late Bhausaheb Hiray S. S. Trust's
Institute of Computer Application

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





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

LBH/ICA/257(0)/2021
07/09/2021

Policy document

	Policy Title: ISO Policy	
1.	Administrative Policy Number (APN): MCA/APN/05	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 st June 2009
5.	Approved by:	Dy. Director
6.	Responsible Authority	IQAC Coordinator and ISO Team
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7 th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

1. Purpose

- 1) To introduce the students to various theory subjects which are related to their curriculum.
- 2) Developing students, material skills to analyze, understand fundamentals in working of various parts of building and implementation of it in practically through studios.
- 3) Helping them to design structurally stable, climatologically acceptable structures.
- 4) Helping them to understand the changing trends & technology globally and make them competent for the profession.

ISO Policy: *L.B.H.S.S.T's Institute of computer application*





LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

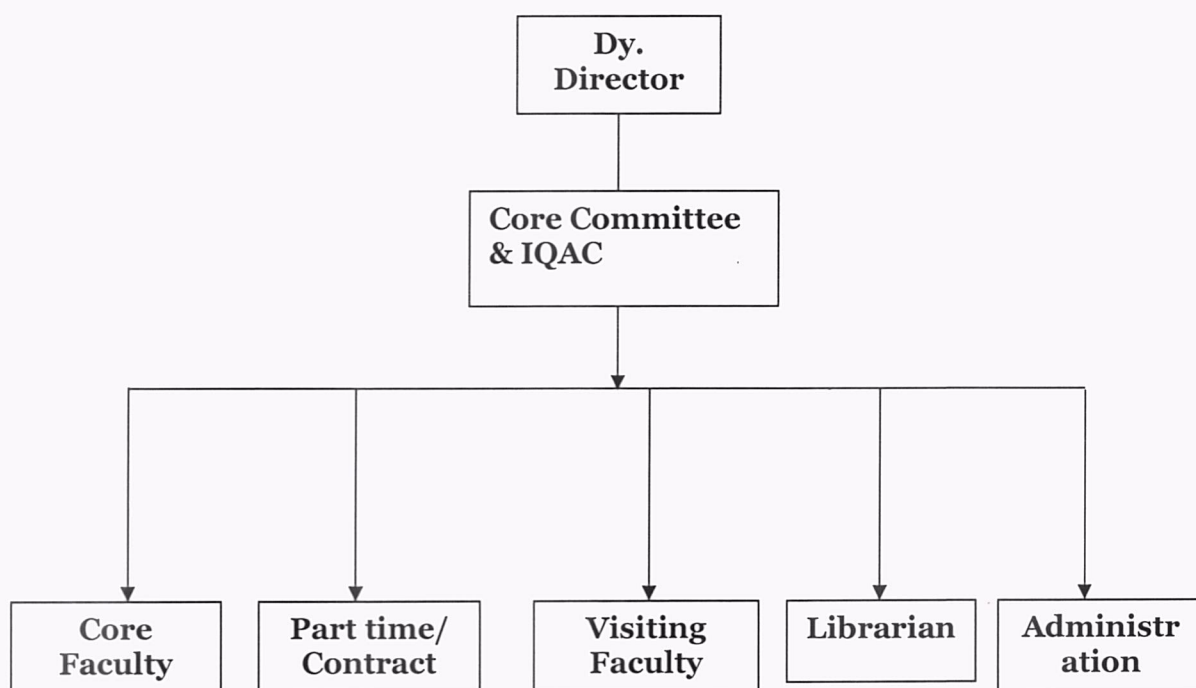
ISO 9001:2015 CERTIFIED

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

Policy document

- 5) To explore the materials, their use, limits, means of construction, their services in the building & implementation into reality through studios with the theory knowledge from different subjects.
- 6) To make students aware of the different interlinked fields in the field of architecture like landscaping, urban planning, conservation etc.
- 7) To understand the execution process of a project and project management.
- 8) To make them sensitive to various issues to be better designers & an asset to society.

2. Organizational Chart





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

Policy document

3. Responsibilities

- 1) **Dy. Director:** Administration & Teaching; Co-ordination between staff and management.
- 2) **Core Committee:** Administration & Teaching; Co-ordination between student and faculty; monitoring the teaching plans; Moderation of Assessment.
- 3) **Faculties:** (Core, Part-time and Visiting faculty)
 - a. 100% adherence to syllabus
 - b. Preparation of Assignments & Question paper.
 - c. Assessment of answer sheet & preparing mark sheet.
 - d. Conducting Class Test, internal exams, Viva-voce exam, & University exams.
5. Class in Charge
 - I. Preparing monthly attendance record.
 - II. Preparing defaulter list.
 - III. Student counseling.
6. Exam in Charge
 - I. Collection of Question papers 3 days prior of exam.
 - II. Preparing final mark sheet.
7. TARASH (Annual Festival)

Contribution in following activities:

 - I. Cultural activities
 - II. Sports
 - III. Arch. Design competition
 - IV. Arranging special lectures or seminars on the latest topics.





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

Policy document

4. Resource Management and List of Equipment

1. Faculty requirement

University Norms	Current Status	Any Requirements
Teacher ratio is 1:20	-Full Time Faculties -Contract basis Faculties -Visiting Faculties	No

* The equipment is used for demonstration purposes only. Maintenance is carried out as & when required.

5. Methodology of teaching

METHODOLOGY OF TEACHING SUBJECTS

Theory Subjects: -

1. Collection of data
 - * Library study
 - * Internet
2. Analysis of data
3. Preparation of notes & presentation
4. Introduction of topic in the class
 - Aims
 - Objectives &
 - Scope of study
5. Detailed explanation of the topic with the help of notes, transparencies & P.P.T.
6. Question & answer session.
7. Sessional work based on the tutored topic.

FOR THE PRACTICALS

- 1) Introduction of the topic / design
- 2) Theory study / data collection
- 3) Library, internet, study

ISO Policy: *L.B.H.S.S.T's Institute of computer application*





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

Policy document

- 4) Study of the Software Installation/ case studies
- 5) Analysis of the topic, case study
- 6) Preparation of the Practical Concept / merits or de-merits
- 7) Recommendations
- 8) Conceptualization
- 9) Lab practice
- 10) Project Implementation(Mini Project)
- 11) Evaluation
- 12) Grading/Marking

6. Assessment of Sessional Work

- Evaluation based on the class work as well as sessional evaluated on daily basis.
- Timely evaluation of sessional
- Daily attendance & students' participation are marked & the students are made aware of their positive & negative attitude.
- Counselling of students for performance and attendance at the end of every month (subject-wise), followed by defaulter letters and parent-teacher meeting (if required).





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

Policy document

7. Student Feed Back Form (Annually) (Issued to Regular students)

L.B.H.S.S.T Institution, Mumbai	Doc Ref.	QF/ MR /o
Faculty wise Students Feedback Form	Issue No /Date	01- 05-01-08
	Rev. No. / Date	00

STUDENTS' INPUT TO FACULTY PERFORMANCE APPRAISAL PROCESS

Date: (DD/MM/YYYY)	
Lecturer/Professor Name:	
Position:	
Department:	() MCA

To Support exemplary teaching and learning, it is required to ask for student input. This input must focus on student level of satisfaction with communication with their faculty and whether their faculty effectively promotes student learning.

Students are requested to evaluate their faculty on the following aspects on a Four Point Scale mentioned below.

RATING SCALE	
(4) Exemplary	(2) Professional
(2) Improvement required	(1) Unsatisfactory

		4	3	2	1
1	Demonstrates commitment to the well-being and development of students in the class				





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

Policy document				
2	Provides a learning environment that encourages students			
3	Communicates effectively with students			
4	Encourages questions/doubts			
5	Controls classroom			
6	Time Management of Lectures			
7	Has thorough knowledge of the subject			
8	Available beyond lectures			

(Signature/Name of the Student should not be entered anywhere in the form)

AFTER FILLING UP PLEASE RETURN THIS FORM TO THE PRINCIPAL/HRD

Prepared By: Dy. Director	Approved By: - Dy. Director
---------------------------	-----------------------------





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

Policy document

8. Reporting System

1. Monthly progress as per teaching plan by 1st week of following month to the principal & core-committee.
2. Class teachers should submit the defaulter list by the 1st week of the following month to the Dy. Director & core-committee.
3. Faculty should submit teaching plans, assignment list and practical list to the principal & core-committee.
4. Class teacher should submit List of students counseled for poor attendance/performance to the principal in the 1st week of following month.





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

Policy document

9. Action plan for the objectives

i. Quality objectives for Architecture Department

1. Training for all Employees. (Minimum 2 days/Employee/Year)
2. Organize TARASH (Cultural Function) Minimum 2days, Sports Minimum 2 days.
3. 100% adherence to syllabus.

II. Process Measurement: -

Action plan for the Objectives:

- i. Additional Lectures (Subject wise Guest Lectures)
 - ii. Counseling to fail/below par students (Register)
 - iii. Students' suggestions and complaints (Register)
 - iv. Attendance of students monthly- Class teacher
 - v. Defaulter list of students monthly- Class teacher
-
- ii. Objective no. 2: Training for all Employees. (Minimum 2 days/Employee/Year)*





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

Policy document

Training schedule for faculty/students

Sr.no	Topics for Training	Approximate schedule	Name pf the faculty	Remark

Followings are the process measurement parameter in Architecture department to demonstrate the ability to achieve planned results as per clause 8.2.3

Sr.No	Measurement Parameter	Methods of data collection	Responsibility	Frequency
1	Suggestion/complaint by the students	From suggestion box	Principal	Monthly
2	Student feedback from	Feedback form	Principal	Quarterly /Annually
3	Results	Class Tests, Viva-voce exams, Results of examinations	Class In charge	Within two weeks of declaration of results
4	Scope for extracurricular activities	Class In charge reports- Participation & prize won in various cultured & co-curriculum activities	Class In charge	As and when events occur





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

Policy document

10. Monitoring customers' (student's) satisfaction

PROFORMA

Sr.no	Data	Periodicity	Responsibility	Action
1	Student complaints/ suggestions (Oral and suggestion box)	Monthly	Core committee	
2	Comments from SC meeting	Quarterly	Core committee	

Prof. Vikram Patalbansi
Dy. Director

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

President

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

