



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*





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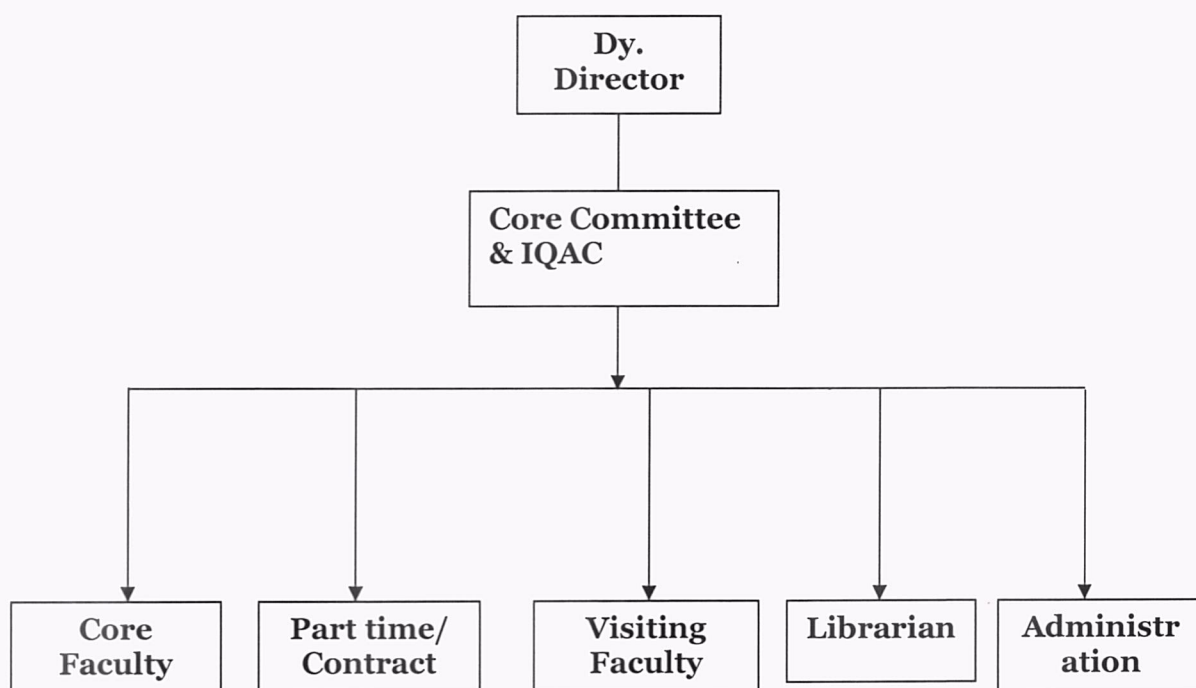
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- 5) To explore the materials, their use, limits, means of construction, their services in the building & implementation into reality through studios with the theory knowledge from different subjects.
- 6) To make students aware of the different interlinked 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





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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.





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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

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- 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).





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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				





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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 PRINICIPAL/HRD

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





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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)*





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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





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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

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Institute of Computer Application

