

|                                                 |                   |             |
|-------------------------------------------------|-------------------|-------------|
| L.B.H.S.S.T's Institute of Computer Application | Issue No./ Date   | 0-07-30-18  |
| Procedural Manual                               | Revision No./Date | 01-04-12-24 |
| List of Records                                 |                   |             |

| Sr. No. | Record No. | Title of Documents                            | Indexing     | Location        | Storage  | Min. Retention Period | Disposition Authority | Protection             |
|---------|------------|-----------------------------------------------|--------------|-----------------|----------|-----------------------|-----------------------|------------------------|
| 1       | NQF/MCA/01 | Yearly Academic Planner                       | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 2       | NQF/MCA/02 | Subject Distribution                          | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 3       | NQF/MCA/03 | Teaching Plan                                 | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 4       | NQF/MCA/04 | Monthly Attendance Subject Wise               | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 5       | NQF/MCA/05 | Consolidated Attendance                       | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 6       | NQF/MCA/06 | Student Council List                          | Yearwise     | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 7       | NQF/MCA/07 | Internal Exam Marksheet                       | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 8       | NQF/MCA/08 | Consolidated Marksheet                        | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 9       | NQF/MCA/09 | Term Work Marksheet                           | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 10      | NQF/MCA/10 | Seminar / Workshop Detail                     | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 11      | NQF/MCA/11 | Seminar / Workshop Feedback                   | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 12      | NQF/MCA/12 | Placement Detail                              | Yearwise     | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 13      | NQF/MCA/20 | Training Schedule for Faculty                 | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 14      | NQF/MCA/22 | University Result Analysis                    | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 15      | NQF/MCA/23 | Faculty-wise Student Feedback                 | Semesterwise | ISOC Office     | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 16      | NQF/MCA/24 | Performance Appraisal Form (Teaching Faculty) | Yearwise     | ISOC Office     | Cupboard | 3 Year                | Director              | From Rats & Terminates |

*Verified by*

### Obsolete form list for MCA Department

| Sr. No. | Record No.   | Title of Documents                        | Indexing     | Location        | Storage  | Min. Retention Period | Disposition Authority | Protection             |
|---------|--------------|-------------------------------------------|--------------|-----------------|----------|-----------------------|-----------------------|------------------------|
| 1       | NQF/MCA/06   | Defaulter Student List                    | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 2       | NQF/MCA/10   | Details of Extra & Co-curricular Activity | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 3       | NQF/MCA/12   | Parent Meeting Register                   | Yearwise     | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 4       | NQF/MCA/13   | Counselling Register                      | Yearwise     | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 5       | NQF/MCA/14   | Suggestion Box Register                   | Yearwise     | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 6       | NQF/MCA/15   | Internet User Register                    | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 7       | NQF/MCA/16   | Lab Lecture Room Register                 | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 8       | NQF/MCA/17   | Projector Register                        | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 9       | NQF/MCA/18   | Laptop Register                           | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 10      | NQF/MCA/19   | Call or Log Down Register                 | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 11      | NQF/MCA/21   | Students Council Feedback And Action      | Yearwise     | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 12      | NQF/MCA/25   | ERP Copy Back Up                          | Semesterwise | Director Office | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 13      | NQF/MCA/26-A | List of Equipment                         | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 14      | NQF/MCA/26-B | List of Equipment (Laptop)                | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |
| 15      | NQF/MCA/27   | Laptop Return Inventory                   | Yearwise     | LAB             | Cupboard | 3 Year                | Director              | From Rats & Terminates |

*Vijayalakshmi*

|                                                 |                  |             |
|-------------------------------------------------|------------------|-------------|
| L.B.H.S.S.T's Institute of Computer Application | Doc. Ref         | NQF/MCA/96  |
| Student Council List                            | Issue No. / Date | 01-04-12-24 |
|                                                 | Rev No. / Date   | 0           |

Academic Year: \_\_\_\_\_

Class : \_\_\_\_\_ Div : \_\_\_\_\_

| Sr. No. | Designation                | Student Name | Mobile No. | Signature |
|---------|----------------------------|--------------|------------|-----------|
| 1       | General Secretary          |              |            |           |
| 2       | Class Representative       |              |            |           |
| 3       | Girls Representative       |              |            |           |
| 4       | Eterna In charge           |              |            |           |
| 5       | Sports In charge           |              |            |           |
| 6       | Cultural Secretary         |              |            |           |
| 7       | Library In charge          |              |            |           |
| 8       | Workshop/Seminar In charge |              |            |           |
| 9       | Placement Team             |              |            |           |
| 11      | ISR Team                   |              |            |           |

Class In charge

Dy. Director

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



|                                               |                  |               |
|-----------------------------------------------|------------------|---------------|
| L.B.H.S.T's Institute of Computer Application | Doc. Ref.        | NQE/MCA/11    |
| Seminar / Workshop                            | Issue No. / Date | 01-04-12-2024 |
|                                               | Rev. No. / Date  | 0             |

Title of the Workshop /Seminar : \_\_\_\_\_

|    |                         |  |
|----|-------------------------|--|
| 1  | Date & Day:             |  |
| 2  | Time:                   |  |
| 4  | Venue:                  |  |
| 6  | Name of the Speaker:    |  |
| 7  | Organization:           |  |
| 8  | Experience:             |  |
| 9  | Speaker's Email-Id      |  |
| 10 | Speaker's Contact No:   |  |
| 11 | Program Objectives:     |  |
| 12 | Summary Report:         |  |
| 13 | Outcomes:               |  |
| 14 | PO & PSO mapped         |  |
| 16 | Number of beneficiaries |  |

Seminar/Workshop in charge

Director

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

Enclosure: Activity Hands-on Material  
Attendance Report  
Speaker Bio-data  
Invitation Letter copy to other college

|                                                 |                  |               |
|-------------------------------------------------|------------------|---------------|
| L.B.H.S.S.T's Institute of Computer Application | Doc. Ref.        | NDE/MCA/13    |
| Annual Student's Placement Report               | Issue No. / Date | 01-04-12-2024 |
|                                                 | Rev. No. / Date  | 0             |

Academic Year :

[illegible]

Total No. of students in Hatch:

**Total No. of students placed:** \_\_\_\_\_

Placement percentage: \_\_\_\_\_

### Training & Placement Officer

Viprotalbas

Director

for Washburn

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

Prepared By: Dy. Director

Approved By: By. Director

|                                                 |                  |             |
|-------------------------------------------------|------------------|-------------|
| L.N.H.S.S.T's Institute of Computer Application | Doc. Ref.        | NQF/MCA/03  |
| Teaching Plan                                   | Issue No. / Date | 01-07-2018  |
|                                                 | Rev. No. / Date  | 05-03-12-24 |

| Subject Code | Subject Name | Theory(in hrs) | Practical(in hrs) | Tutorial(in hrs) | Total Weekly workload |
|--------------|--------------|----------------|-------------------|------------------|-----------------------|
|              |              |                |                   |                  |                       |

| Theory Marks        |                            |                      |                                | Examination and Marking Scheme |  |  |  | Practical Marks  |                       |      |             |
|---------------------|----------------------------|----------------------|--------------------------------|--------------------------------|--|--|--|------------------|-----------------------|------|-------------|
| Internal Assessment |                            |                      |                                |                                |  |  |  | Internal Assess. | University Assessment |      |             |
| Class test-I        | Continuous Assessment (CA) | Average of CI I & CA | Semester End (University Exam) |                                |  |  |  | Term Work        | Practical             | Oral | Total Marks |
|                     |                            |                      |                                |                                |  |  |  |                  |                       |      |             |

Class & Sem :-

Subject :-

Name of Faculty :-

Date:

Second Half \_\_\_\_\_ (Academic Year \_\_\_\_\_)

#### Program Educational Objectives (PEOs)

|       |                                                                                                                                                                                                     |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PEO-1 | To provide strong basic fundamentals of computer applications that prepare students for the beginning of a professional career in industry and entrepreneurship.                                    |
| PEO-2 | To instill programming skills in students by using fundamental knowledge of computer science which emphasizes software development, modern tools, and new design with Project-Based Learning (PBL). |
| PEO-3 | To achieve recognition as an individual or as a team by adopting ethics and communicating effectively to excel well in cross-culture and interdisciplinary streams.                                 |

#### Program Outcomes

| PO  | Description of POs                                                                                                                                                                                                                                               |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PO1 | <b>Knowledge of Computer Science and Application:</b><br>Apply knowledge of Computer Science and Application, fundamentals and specialization and mathematics for computing and finding solution of complex coding problems.                                     |
| PO2 | <b>Problem Identification and Analysis:</b><br>Identify, formulate, research literature and analyse computer oriented problems to achieve substantiated conclusions using principles of Mathematics and Computer Science.                                        |
| PO3 | <b>Design and Development of Projects:</b><br>Design and evaluate solutions for complex problems and design system components, processes to meet the specifications with appropriate considerations for any specific need on societal and environmental aspects. |
| PO4 | <b>Investigations and Analysis of complex problems:</b><br>Use Research based knowledge including skills of design experiments, analysis and interpretation of data, to provide valid inferences from resulting data.                                            |
| PO5 | <b>Modern Tools usage</b><br>To create, select and apply efficiently the contemporary IT tools to complex algorithm, simulation activities with an understanding of the limitations.                                                                             |
| PO6 | <b>Professional Ability</b>                                                                                                                                                                                                                                      |



## Reference Books:

| Reference No.<br>(RF) | Reference Book Name / Title |
|-----------------------|-----------------------------|
|                       |                             |
|                       |                             |
|                       |                             |

## Web References:

| Web Reference<br>(WRF) | Website / Reference Name |
|------------------------|--------------------------|
|                        |                          |
|                        |                          |
|                        |                          |

## Course Outcomes (CO) mapped with Program Outcomes (PO)

| Course Outcomes(CO) | Program Outcomes (PO) |     |     |     |     |     |     |
|---------------------|-----------------------|-----|-----|-----|-----|-----|-----|
|                     | PO1                   | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 |
| CO1                 |                       |     |     |     |     |     |     |
| CO2                 |                       |     |     |     |     |     |     |
| CO3                 |                       |     |     |     |     |     |     |
| CO4                 |                       |     |     |     |     |     |     |

| Course Outcomes(CO) | Program Outcomes (PO) |     |      |      |      |      |      |
|---------------------|-----------------------|-----|------|------|------|------|------|
|                     | PO8                   | PO9 | PO10 | PO11 | PO10 | PO11 | PO12 |
| CO1                 |                       |     |      |      |      |      |      |
| CO2                 |                       |     |      |      |      |      |      |
| CO3                 |                       |     |      |      |      |      |      |
| CO4                 |                       |     |      |      |      |      |      |

Subject in charge

*V. Pradeep Kumar*

Dy. Director

*V. Pradeep Kumar*

Prepared By: Dy. Director

Approved By: Dy. Director

|                                               |                   |             |
|-----------------------------------------------|-------------------|-------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | QF/MR/08    |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-05-01-08 |
|                                               | Rev.No. / Date.   | 00          |

|                                               |                       |
|-----------------------------------------------|-----------------------|
| Department / Function :                       | Audit No:             |
| Auditee : <u>Sonali <del>Mote</del> Mote.</u> | Note No: <u>1</u>     |
| Auditor : <u>Nupur Lal</u>                    | Date : <u>24/8/18</u> |

|                                          |                |
|------------------------------------------|----------------|
| Location : <u>Deputy Directors Cabin</u> | Major /Minor : |
| Q.P.Ref.                                 | ISO 9001 Ref.  |
| Non-Conformity :                         |                |

**OBSERVATION:** The class details along with academic details should be added in the result analysis forms.

|                                              |                                                |
|----------------------------------------------|------------------------------------------------|
| Auditor's Sign : <u>Nupur</u> <u>24.8.18</u> | Auditee's Sign : <u>Sonali</u> <u>24/08/18</u> |
| Root Cause analysis : <u>Lapse.</u>          |                                                |

|                                                 |                               |
|-------------------------------------------------|-------------------------------|
| Corrective Action :                             | (To be completed within.....) |
| <u>It has been incorporated in file format.</u> |                               |

|                                            |                                          |                                              |
|--------------------------------------------|------------------------------------------|----------------------------------------------|
| Proposed completion date : <u>24/08/18</u> | Actual completion date : <u>24/08/18</u> | Auditee's sign: <u>Sonali</u> <u>24/8/18</u> |
| Follow-up corrective action taken :        |                                          |                                              |

- NCR closed, satisfactory implemented :
- New NCR issued, Ref No :

|            |                |
|------------|----------------|
| Audit on : | MR / Auditor : |
|------------|----------------|

|                   |                          |
|-------------------|--------------------------|
| Prepared By :- MR | Approved By :- Principal |
|-------------------|--------------------------|

|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

|                                                       |                   |
|-------------------------------------------------------|-------------------|
| Department / Function : M.C.A                         | Audit No:         |
| Auditee : MO. Vikram Patalkausi                       | Note No:          |
| Auditor : AR. Bharti Marathe-Gupta<br>AR. Samir Naik. | Date : 28.8.2019. |

|                                |                 |
|--------------------------------|-----------------|
| Location : Director's cabin.   | Major / Minor : |
| Q.P.Ref.                       | ISO 9001 Ref.   |
| Non Conformity / Observation : |                 |

Observations.

- 1) NQF/MCA/02 - Sub-Distribution - should be signed. It was missing.
- 2) NQF/MCA/03 - Teaching Plan - Academic Year is to be mentioned & should be changed on std. format of teaching plan.
- 3) NQF/MCA/06 - Default student list - Batch with academic year is missing & month is also not mentioned for which record is prepared.
- 4) NQF/MCA/12 - Parent meeting Reg - date column is missing (std. format has not been followed).
- 5) NQF/MCA/21 - Student council feedback - Director sign is missing.

|                                                                                                 |                                        |
|-------------------------------------------------------------------------------------------------|----------------------------------------|
| Auditor's Sign<br>1) <i>[Signature]</i> 28/08/19<br>2) <i>[Signature]</i> 28/08/19              | Auditee's Sign :<br><i>[Signature]</i> |
| Root Cause analysis :<br>most of documents are on ERP. so std. format on ERP has to be changed. |                                        |

|                                                   |                               |
|---------------------------------------------------|-------------------------------|
| Corrective Action :                               | (To be completed within.....) |
| 1) We have changed in ISO std format on ERP also. |                               |

|                                      |                                     |                                       |
|--------------------------------------|-------------------------------------|---------------------------------------|
| Proposed completion date :<br>6/9/19 | Actual completion date :<br>29/8/19 | Auditee's sign:<br><i>[Signature]</i> |
| Follow-up corrective action taken :  |                                     |                                       |

- NCR closed, satisfactory implemented :
- New NCR issued, Ref No :

|                       |                                                  |
|-----------------------|--------------------------------------------------|
| Audit on : 28.08.2019 | ISOC / Auditor :                                 |
|                       | 1. AR. Bharti Marathe-Gupta<br>2. AR. Samir Naik |

Prepared By : HR Officer *[Signature]* Approved By :- ISOC *[Signature]*



|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

|                             |                                    |
|-----------------------------|------------------------------------|
| Department / Function : MCA | Audit No:                          |
| Auditee : Vikram Sir        | Note No:                           |
| Auditor : Ranjeet , Rahul.  | Date : 17 <sup>th</sup> March 2020 |

|                                |                |
|--------------------------------|----------------|
| Location : Vikram Sir's Cabin  | Major /Minor : |
| Q.P.Ref.                       | ISO 9001 Ref.  |
| Non Conformity / Observation : |                |

NIL

|                                                                                                      |                                                                                                       |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Auditor's Sign :  | Auditee's Sign :  |
| Root Cause analysis :                                                                                |                                                                                                       |

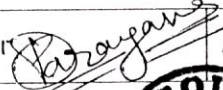
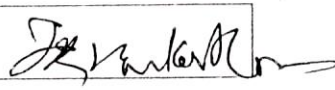
|                     |                               |
|---------------------|-------------------------------|
| Corrective Action : | (To be completed within.....) |
|---------------------|-------------------------------|

|                            |                          |                 |
|----------------------------|--------------------------|-----------------|
| Proposed completion date : | Actual completion date : | Auditee's sign: |
|----------------------------|--------------------------|-----------------|

|                                     |
|-------------------------------------|
| Follow-up corrective action taken : |
|-------------------------------------|

- NCR closed, satisfactory implemented :
- New NCR issued, Ref No :

|            |                  |
|------------|------------------|
| Audit on : | ISOC / Auditor : |
|------------|------------------|

|                                                                                                              |                                                                                                           |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Prepared By : HR Officer  | Approved By :- ISOC  |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

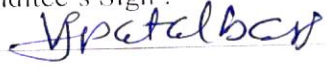


|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

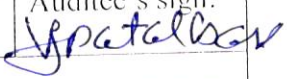
|                                                        |                 |
|--------------------------------------------------------|-----------------|
| Department / Function : MCA                            | Audit No:       |
| Auditee : Mr. Vikram Patalbansi                        | Note No:        |
| Auditor : Mr. Nilesh Gaikwad ;<br>Ar. Shalini Shrimati | Date : 26/03/21 |

|                                           |                 |
|-------------------------------------------|-----------------|
| Location : 1 <sup>st</sup> Floor (cabin). | Major / Minor : |
| Q.P.Ref.                                  | ISO 9001 Ref.   |
| Non Conformity / Observation :            |                 |

1. Prepared by & checked by is missing in many docs. (control copy)
2. All major records may have dep. director's sign.
3. Institute / stream name can be added in all the records.
4. Provision of class-in-charge sign. in attendance records.
5. Revision date mismatch in doc. of extra-curricular activities
6. 'List of equipments' - The doc. no. was incorrect
7. 26A & 26B doc no. to be corrected in control copy.

|                                                                                                      |                                                                                                       |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Auditor's Sign :  | Auditee's Sign :  |
| Root Cause analysis :                                                                                |                                                                                                       |

|                                                                               |                               |
|-------------------------------------------------------------------------------|-------------------------------|
| Corrective Action :                                                           | (To be completed within.....) |
| All Control Copies will be corrected and Completed on or before 13th May 2021 |                               |

|                                     |                          |                                                                                       |
|-------------------------------------|--------------------------|---------------------------------------------------------------------------------------|
| Proposed completion date :          | Actual completion date : | Auditee's sign:                                                                       |
| End of June 2021                    | 22/6/2021                |  |
| Follow-up corrective action taken : |                          |                                                                                       |

|                                                                                                                                |  |                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• NCR closed, satisfactory implemented :</li> <li>• New NCR issued, Ref No :</li> </ul> |  | ISOC / Auditor :  |
| Audit on :                                                                                                                     |  |                                                                                                       |

|                          |                     |
|--------------------------|---------------------|
| Prepared By : HR Officer | Approved By :- ISOC |
|--------------------------|---------------------|

|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

|                                              |                    |
|----------------------------------------------|--------------------|
| Department / Function : MCA.                 | Audit No:          |
| Auditee : Mr. Vikram Patalbansi              | Note No:           |
| Auditor : Ms. Sonali Palkar & Mr. Samir Naik | Date : 21.09.2021. |

|                                       |                 |
|---------------------------------------|-----------------|
| Location : 1st Floor, Director cabin. | Major / Minor : |
| Q.P.Ref.                              | ISO 9001 Ref.   |
| Non Conformity / Observation :        |                 |

1. NQF/MCA/01 - Events are not specified in format of academic planner ✓
2. NQF/MCA/02 - Signature of faculty missing in format ✓
3. NQF/MCA/15 - updated / recent entry missing in record.
4. NQF/MCA/20 - Signature of Director missing in training format ✓
5. NQF/MCA/22 - Result analysis of recent result missing ✓

Auditor's Sign : 1) *[Signature]* 21.9.2021.  
2) *[Signature]* 21/9/21.

Auditee's Sign : *[Signature]*

Root Cause analysis :

Corrective Action :

(To be completed within.....)

Missing entries/signatures/records will be corrected on or before 24/9/2021

Proposed completion date :

24/9/2021

Actual completion date :

28/9/2021

Auditee's sign

Follow-up corrective action taken :

All corrections are done.

✓ NCR closed, satisfactory implemented :

- New NCR issued, Ref No :

Audit on : 21.09.2021.

ISOC / Auditor :

1st Floor (Director's Cabin)

Prepared By : HR Officer

Approved By :- ISOC

|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

|                                         |                   |
|-----------------------------------------|-------------------|
| Department / Function : MCA             | Audit No: 1/2022  |
| Auditee : Mr. Vikram Patalbansi         | Note No:          |
| Auditor : Ar. Shalla S., Ar. Janhavi K. | Date : 29.03.2022 |

|                                   |                 |
|-----------------------------------|-----------------|
| Location : 1st Floor cabin of MCA | Major / Minor : |
| Q.P.Ref.                          | ISO 9001 Ref.   |
| Non Conformity / Observation :    |                 |

- ① NQF/MCA/04 - Discrepancy observed in format of subject-wise attendance sheet.
- ② NQF/MCA/03 - Sign of faculty was missing in teaching plan
- ③ In parents meeting register record no. to be specified.
- ④ NQF/MCA/20 - Data needs to be updated.
- ⑤ The format of NQF/MCA/26-A List of equipments to be cross checked.

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| Auditor's Sign : <u>Shalla S.</u> | Auditee's Sign : <u>V. Patalbansi</u> |
| Root Cause analysis :             |                                       |

Corrective Action : (To be completed within.....)  
Correction should be made based on above observation.

|                                             |                                            |                                      |
|---------------------------------------------|--------------------------------------------|--------------------------------------|
| Proposed completion date : <u>2/05/2022</u> | Actual completion date : <u>02/05/2022</u> | Auditee's sign: <u>V. Patalbansi</u> |
| Follow-up corrective action taken :         |                                            |                                      |

|                                                                                                                            |  |                                   |
|----------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------|
| <ul style="list-style-type: none"> <li>NCR closed, satisfactory implemented :</li> <li>New NCR issued, Ref No :</li> </ul> |  | ISOC / Auditor : <u>Shalla S.</u> |
| Audit on :                                                                                                                 |  |                                   |

|                          |                     |
|--------------------------|---------------------|
| Prepared By : HR Officer | Approved By :- ISOC |
|--------------------------|---------------------|

|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

|                                              |                     |
|----------------------------------------------|---------------------|
| Department / Function : MCA                  | Audit No: II / 2022 |
| Auditee : Dr. Minesh Ade                     | Note No:            |
| Auditor : Ar. Swarnpa Sane / Ar. Kiran Sutar | Date : 13/09/2022   |

|                                 |                  |
|---------------------------------|------------------|
| Location : MCA Director's cabin | Major/Minor : NC |
| Q.P.Ref.                        | ISO 9001 Ref.    |
| Non Conformity / Observation :  |                  |

- Major NC :-** Defaulter List <sup>were</sup> not produced.
- Teaching plans of two subjects/ faculties <sup>were</sup> not produced.
  - Internet Register ~~were not~~ and NQF/MCA / 19, 27 were not produced.
- Observations :** Master copy & copies in use are not matching (Number, dates, sign, etc) in form no-07, 19, 12, 13, 14, 16, 17, 18, 20, 22.
- Class test not marked in academic planner.

Auditor's Sign :

Auditee's Sign :

Root Cause analysis :

Corrective Action :

(To be completed within.....)

All the required corrections will be resolved in 2-3 days time

Proposed completion date :

26/9/2022

Actual completion date :

26/9/2022

Auditee's sign:

Follow-up corrective action taken :

- NCR closed, satisfactory implemented :
- New NCR issued, Ref No :

Audit on :

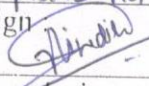
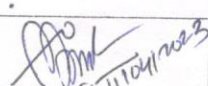
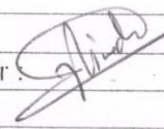
ISOC / Auditor :

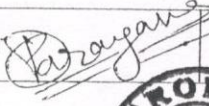
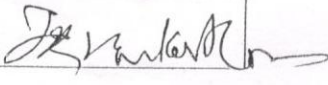
Prepared By : HR Officer

Approved By :- ISOC

|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| Department / Function : MCA                         | Audit No:         |
| Auditee : Dr. Minesh Ade                            | Note No:          |
| Auditor : Ar. Nivedita Desai, Ar. Janhavi Khandekar | Date : 29-03-2023 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Location : 1 <sup>st</sup> floor Directors cabin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Major / Minor :                                                                                        |
| Q.P.Ref.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ISO 9001 Ref.                                                                                          |
| Non Conformity / Observation :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                        |
| <ul style="list-style-type: none"> <li>• 'A' not marked in the attendance sheets</li> <li>• Holidays not marked in the attendance sheets</li> <li>• Register for PTM incomplete</li> <li>• BDV internal exam marksheet ref. No. wrongly mentioned along with ref. date.</li> <li>• Internal Exam attendance sign mentioned instead of marks. (NQF/MCA/08)</li> <li>• Term work marksheets not updated also ref. No. wrong.</li> <li>• In Training programmes schedule, date not mentioned.</li> <li>• consolidated marksheet mentioned as title on result analysis.</li> <li>• Teaching plans not updated according to NBA format.</li> </ul> |                                                                                                        |
| Auditor's Sign :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Auditee's Sign :   |
| Root Cause analysis :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                        |
| Corrective Action : (To be completed within.....)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                        |
| On 18 <sup>th</sup> April 2023 correct all observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                        |
| Proposed completion date : 18-04-2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Actual completion date : 18/04/2023                                                                    |
| Auditee's sign :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                        |
| Follow-up corrective action taken :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                        |
| <ul style="list-style-type: none"> <li>• NCR closed, satisfactory implemented ✓</li> <li>• New NCR issued, Ref No :</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                        |
| Audit on :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ISOC / Auditor :  |

Prepared By : HR Officer  Approved By :- ISOC 

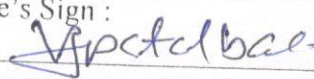


|                                               |                   |               |
|-----------------------------------------------|-------------------|---------------|
| L.B.H.S.S.T. Institution, Mumbai              | Doc.Ref.          | NQF/ISOC/05   |
| Internal Quality Audit Corrective Action Plan | Issue No. / Date. | 01-01/09/2018 |
|                                               | Rev.No. / Date.   | 00            |

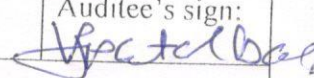
|                                          |                   |
|------------------------------------------|-------------------|
| Department / Function : MCA              | Audit No: II/2023 |
| Auditee : Vikram Patalbansi              | Note No:          |
| Auditor : Er Niles G., Er. Dhanashree K. | Date : 18/09/2023 |

|                                  |                 |
|----------------------------------|-----------------|
| Location : Directors cabin (MCA) | Major / Minor : |
| Q.P.Ref.                         | ISO 9001 Ref.   |
| Non Conformity / Observation :   |                 |

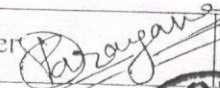
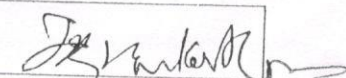
- 1) NQF/MCA/08 - Revision No. not matching with Master copy for one of the soft copies.
- 2) NQF/MCA/10, 12, 13, 14, Header was not seen in Hard copy documents (Register).

|                                                                                                      |                                                                                                       |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Auditor's Sign :  | Auditee's Sign :  |
| Root Cause analysis :                                                                                |                                                                                                       |

|                          |                               |
|--------------------------|-------------------------------|
| Corrective Action :      | (To be completed within.....) |
| Rectification will done. |                               |

|                                                                           |                                    |                                                                                                       |
|---------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------|
| Proposed completion date : 27-09-2023                                     | Actual completion date : 27/9/2023 | Auditee's sign:  |
| Follow-up corrective action taken : All corrections are done and checked. |                                    |                                                                                                       |

|                                          |                                                                                                        |
|------------------------------------------|--------------------------------------------------------------------------------------------------------|
| • NCR closed, satisfactory implemented : |                                                                                                        |
| • New NCR issued, Ref No :               |                                                                                                        |
| Audit on :                               | ISOC / Auditor :  |

|                                                                                                              |                                                                                                           |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Prepared By : HR Officer  | Approved By :- ISOC  |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|





FIRST QUALITY CERTIFICATION

# CERTIFICATE

This certificate is granted to the organization,

## LATE BHAUSAHEB HIRAY S. S. TRUST INSTITUTIONS

S. No. 341, Opp. Kherwadi Police Station, Next to New English School, Govt. Colony, Bandra (East), Mumbai - 400051, Maharashtra, India

**PROVIDING EDUCATIONAL SERVICES LEADING TO UNDER GRADUATE & POST GRADUATE COURSES IN ARCHITECTURE AND COMPUTER APPLICATIONS**

EA 37

Non-Applicable Clauses: 8.3

according to the scope,

## ISO 9001:2015

to certify that Quality Management System in accordance with standard's clauses is established and being implemented.

First Date of Issue : 23.10.2015  
 Date of Issue : 22.10.2023  
 Certificate Period : 3 Years  
 Reissue Due Date : 22.10.2024  
 Certificate No : 01.15.5319.10258.1  
 Revision Date/No : -

  
 First Quality Certification  
 System Certificate Approved



FQC India & Head Office  
 FQC First Quality Certification Pvt. Ltd.  
 SGT 37, Sector-12, Faridkot - 151005, Punjab & India  
 T: +91 171 8520475 F: +91 171 44 4373  
 www.fqc.com info@fqc.com

FQC, Turkey & Official Location  
 FQC Sakarya Sanayi & Ticaret A.Ş.  
 Çarşı Sok. 1. Kat Kat: 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50  
 T: +90 264 441 21 41 F: +90 264 451 11 12 F: +90 264 451 46 50  
 www.fqc.com.tr info@fqc.com.tr

By being issued, FQC certifies that the organization is in compliance with the requirements of the ISO 9001:2015 standard. FQC is not responsible for the quality of the products or services provided by the organization. The certificate is valid only if the organization maintains the quality management system in accordance with the requirements of the standard. The certificate is valid only if the organization maintains the quality management system in accordance with the requirements of the standard. The certificate is valid only if the organization maintains the quality management system in accordance with the requirements of the standard.