| 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 | TermWork 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 |

[illegible signature]

# 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-curicular 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 Record 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 |

| L.B.H.S.S.T's Institute of Computer Application | Doc. Ref | NQF/MCA/06 |
|---|---|---|
| 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 | Eternia 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.S.T's Institute of Computer Application | Doc. Ref | NQF/MCA/12 |
|---|---|---|
| Workshop/Seminar Feedback | Issue No. / Date | 01-04-12-24 |
| | Rev. No. / Date | 0 |

**Title of the Workshop /Seminar:** ____________________

**Year:** __________ **Sem:** __________ **Date:** __________

**Resource Person and Affiliation -** ____________________

**Subject:** ____________________

**Topic:** ____________________

Answer the following questions on a scale of 1-5:

{1- Needs improvement, 2- Satisfactory, 3- Good, 4- Very Good, 5-Excellent}

A. Was the topic interesting?
B. Did the topic improve your understanding of the subject?
C. Did the topic give an insight into current trends?
D. Did the topic help in preparing for higher studies/entrepreneurship?
E. Was the Workshop / Seminar session effective?

| Roll. No. | Student Name | A | B | C | D | E |
|---|---|---|---|---|---|---|
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Seminar/Workshop In charge

Dy. Director

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

| L.B.H.H.S.T's Institute of Computer Application | Doc. Ref. | NQF/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 : ______________________

| Sr. No. | Student Name | Company Name | Campus | | Date of Placement | Internship / Final Placement |
|---|---|---|---|---|---|---|
| | | | On Campus | Off Campus | | |
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Total No. of students in Batch: ______________________

Total No. of students placed: ______________________

Placement percentage: ______________________

Training & Placement Officer

Director

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

| | | | |
|---|---|---|---|
| L.R.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 | 05-04-12-24 |

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

| Examination and Marking Scheme | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Theory Marks | | | | | | Practical Marks | | | | |
| Internal Assessment | | | | | | Internal Assess. | University Assessment | | | |
| Class test-I | Continous Assessment (CA) | Average of CT & 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 | **Knowledge of Computer Science and Application:** |
| | Apply knowledge of Computer Science and Application, fundamentals and specialization and mathematics for computing and finding solution of complex coding problems. |
| PO2 | **Problem Identification and Analysis:** |
| | Identify, formulate, research literature and analyze computer oriented problems to achieve substantiated conclusions using principles of Mathematics and Computer Science. |
| PO3 | **Design and Development of Projects:** |
| | 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 | **Investigations and Analysis of complex problems:** |
| | Use Research based knowledge including skills of design experiments, analysis and interpretation of data, to provide valid inferences from resulting data. |
| PO5 | **Modern Tools usage** |
| | To create, select and apply efficiently the contemporary IT tools to complex algorithms, simulation activities with an understanding of the limitations. |
| PO6 | **Professional Ability** |

| | |
|---|---|
| | Involve in perpetual learning and assessment principles to design and develop hardware and software based systems for career development and progress as a computer professional. |
| PO7 | Ethics: Understand, apply ethical principles and commit to professional ethics and cyber regulations and norms of professional computer practices. |
| PO8 | Communication Efficiency Communicate effectively with computing community and society about complex problems by being able to present technical information in oral and written reports. |
| PO9 | Individual and Team work Function effectively both as a team leader and team member in multidisciplinary environments to demonstrate computing and management skills. |
| PO10 | Societal and Environmental Concern Understand and assess societal, environmental and cultural aspects with local and global context and the subsequent responsibilities relevant to professional computing practice |
| PO11 | **Project management and finance** An ability to use the modern Computer Application and Engineering tools, techniques, skills and management principles to do work as a member and leader in a team, to manage projects in multi-disciplinary environments |
| PO12 | **Life-long learning** A recognition of the need for, and an ability to engage in, to resolve contemporary issues and acquire lifelong learning |

**Course Objectives: Learner/Student will learn and perform**

| Sr. No. | Course Objective (CO) |
|---|---|
| | |

**Course Outcomes: On successful completion of course learner/student will be able to**

| CO | Course Outcomes (CO) | Blooms Taxonomy Level |
|---|---|---|
| | | |

| Sr.No. | Planned Week | Topics Covered | Topics covered in Actual Timeline of week | Methodolgies/ Technique/ Tools applies during delivering class session | Bloom's Taxonomy Level applies with Assessment Policy | Course Outcome (CO) Mapped with respect to Topics | Reference (Book /Web) | Remark | Sign of the Faculty |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
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Reference Books:

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

Web References:

| Web Reference (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 | Dy. Director |
|---|---|
| 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 : Sonali Mote. | Note No: 1 |
| Auditor : Nupur lal | Date : 24/8/18 |

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

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

| | |
|---|---|
| Auditor's Sign : Nupur 24.8.18 | Auditee's Sign : Sonali 24/08/18 |
| Root Cause analysis : | |

Lapse.

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

It has been incorporated in file format.

| | | |
|---|---|---|
| Proposed completion date : 24/08/18 | Actual completion date : 24/08/18 | Auditee's sign: Sonali 24/8/18 |

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 : Mr. Vikram Patalbansi | 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 - Defaulter 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 : 1) [signature] 28/08/19 2) [signature] 28/8/19

Auditee's Sign : [signature]

Root Cause analysis :

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 : | Actual completion date : | Auditee's sign: |
|---|---|---|
| 6/9/19 | 29/8/19 | [signature] |

Follow –up corrective action taken :

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

Audit on : 28.08.2019

ISOC / Auditor : [signature]
1. AR Bharati Marathe-Gupta
2. AR. Samir Naik

Prepared By : HR Officer [signature]

Approved By :- ISOC [signature]

CONTROLLED COPY ISO 9001 2015

| 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 : Ramneet, Rahul. | Date : 17th March 2020 |

| | |
|---|---|
| Location : Vikram Sir's Cabin | Major /Minor : |
| Q.P.Ref. | ISO 9001 Ref. |
| Non Conformity / Observation : | |
| NIL | |
| Auditor's Sign : [signature] | Auditee's Sign : [signature] |
| 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 [signature] | Approved By :- ISOC [signature] |
|---|---|

CONTROLLED COPY ISO 9001 2015

| 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 : Dr. Nilesh Gaikwad ; Dr. Shalini Shrimali | Date : 26/03/21 . |
| Location : 1st 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 : Shelj

Auditee's Sign : Vpatalbcs

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 | Vpatalbcs |

Follow –up corrective action taken :

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

Audit on :

ISOC / Auditor : Shelj

| 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 entries missing in record.
4. NQF/MCA/20 - Signature of Director missing in tranning 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 [signature] |
|---|---|---|

Follow –up corrective action taken :

All corrections are done.

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

Audit on : 21.09.2021.
1st Floor (Director's Cabin)

ISOC / Auditor : [signature] 28/9/2021 [signature]

| 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. Shallu S., Ar. Janhavi K. | Date : 29.03.2022 |

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

Non Conformity / Observation :

1. NQF/MCA/04 - Discripancy 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 : JSKhandekar Shallu Seth

Auditee's Sign : VPatalbansi

Root Cause analysis :

Corrective Action : (To be completed within…..)

Corrections should be made based on above observations.

| | | |
|---|---|---|
| Proposed completion date : 2/05/2022. | Actual completion date : 02/05/2022 | Auditee's sign: VPatalbansi |

Follow –up corrective action taken :

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

Audit on :

ISOC / Auditor : JSKhandekar

| | |
|---|---|
| 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. Swarupa 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 were not produced.
- Teaching plans of two subjects/ faculties were 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, 10, 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

13/9/2022

| | | |
|---|---|---|
| Proposed completion date : 26/9/2022 | Actual completion date : 26/9/2022 | Auditee's sign: 26/09/2022 |

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 Khandkar | Date : 29-03-2023 |

| | |
|---|---|
| Location : 1st floor Directors cabin | Major /Minor : |
| Q.P.Ref. | ISO 9001 Ref. |
| Non Conformity / Observation : | |

- 'A' not marked in the attendance sheets
- Holidays not marked in the attendance sheets.
- Register for PTM incomplete
- BDV internal exam marksheet ref. No. wrongly mentioned along with ref. date.
- Internal Exam attendance sign mentioned insted of marks. (NQF/MCA/08)
- Term work marksheets not updated. also ref. No. wrong.
- In Training programmes schedule date not mentioned.
- 'consolidated marksheet' mentioned as title on result analysis.
- Teaching plans not updated according to NBA format.

Auditor's Sign : | Auditee's Sign : 11/04/2023

Root Cause analysis :

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

On 18th April 2023 correct all observation

| Proposed completion date : | Actual completion date : | Auditee's sign : |
|---|---|---|
| 18-04-2023 | 18/04/2023 | |

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

CONTROLLED COPY ISO 9001 2015

| 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. Nilesh 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 : | Actual completion date : | Auditee's sign: |
|---|---|---|
| 27-09-2023 | 27/9/2023 | |

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 |

CONTROLLED COPY ISO 9001 2015

FIRST QUALITY CERTIFICATION

FQC

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.I** |
| **Revision Date/No** | **: -** |

First Quality Certification
System Certificate Approved

IAF

IAS