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

LBH/ICA/257(E)/2021

07/09/2021

Policy document

		Policy Title: Infrastructure Policy	
1.	Administrative Policy Number (APN): MCA/APN/10		Functional Area: Quality in functioning of Library
2.	Brief Description of the Policy:	Purpose: Upgrading and maintaining quality of infrastructure of institution. 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:	01 June 2015.	
5.	Approved by:	Core Committee and Management	
6.	Responsible Authority	Head of Infrastructure Committee	
7.	Superseding Authority	Dy. Director	
8.	Last Reviewed/ Updated:	7th September 2021	
9.	Reason for the policy	Quality as the sole criterion for updating	
10.	References for the policy	UGC/ NAAC/ University/ LIC	

I. **Introduction:** Infrastructure of an institute is a key to its overall development. It plays a crucial role in providing all stakeholders with appropriate opportunities to enhance their capabilities in the process of providing quality education.

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The infrastructure committee has a responsibility for enhancing as well as maintaining the quality of both physical and academic support infrastructure.

II. **Policy Statement:** *Late Bhausaheb Hiray S.S. Institute of Computer Application* is committed to providing the best infrastructure facilities to all the stakeholders of the institute so that they can contribute to the advancement of the institute. The infrastructure policy is formulated under the close supervision of management by the core committee and tries to cover all the aspects related to physical and academic infrastructure and is applicable to all stakeholders of the institute.

III. **Objectives:**

   i. To work in conformity with institutional management /University/ Council of architecture/ NAAC/ UGC.

   ii. To upgrade Physical Infrastructure with safety for effective and best utilization by staff, students etc.

   iii. To provide better academic support facilities to the students to engage them in the learning process.

   iv. To build up new resources such as books, reading materials, notes, videos, recordings to make the library a resource creator.

   v. To upgrade the IT infrastructure in the campus to encourage the students and staff members for research work.

   vi. To create an awareness amongst the stakeholders of organization for upgrading and maintaining the quality of infrastructure facilities.

   vii. To ensure the timely up gradation and maintenance of existing infrastructure of institute.

IV. **Definitions**

   i. **Quality:** Quality could be defined as a basic tool for the natural property of any good or service that allows it to be compared with any other good or

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service of its kind. The word quality has many meanings, but basically, it refers to the set of inherent properties of an object that allows satisfying stated or implied needs. (Geneva Business News)

ii. **Stakeholders:** A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers, and suppliers. However, with the increasing attention on corporate social responsibility, the concept has been extended to include communities, governments, and trade associations. (Investopedia)

iii. **Infrastructure:** Infrastructure is the general term for the basic physical systems of a business, region, or nation. These systems tend to be capital intensive and high cost investments and are vital to economic development and prosperity (Investopedia).

iv. **Infrastructure committee:** an institutionalized body created under the guidance of management, core committee and principal to promote quality in educational institutions.

v. **Head of committee:** An authority with seniority and experience appointed by the institution to coordinate with management in terms of grievances, suggestions on quality of infrastructure.

vi. **Institution:** Higher Educational Institution (HEI)

vii. **NAAC:** National Assessment and Accreditation Council, an accrediting organization in India for higher educational organizations.

viii. **Institutionalization:** The action of establishing something as a convention or norm in an organization or culture. (Oxford Dictionary)

ix. **Internal Quality Assurance System:** a holistic mechanism that includes quality control and quality assurance.

V. **Processes:**

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The Policy covers the following domains.

1. **Academic and Support Facilities**

   It includes the up gradation and maintenance of the library, computer lab and other laboratories dedicated to different subjects mentioned in the syllabus for the course.

2. **Policy for Physical Infrastructure:**

   It includes the up gradation and maintenance of classrooms, studios, other areas as well as the furniture and other facilities required for smooth conduction of the course.

VI. **Related Documents:**

Policy Documents, Procedures, Guidelines, and other Resources

A. Policy Statement

B. Procedures

C. Forms

D. Guidelines

E. Other resources

F. Frequently Asked Questions.

(These statements and documents will vary from organization to organization)

VII. **Standard Operating Procedure (SOP)**

➢ **Utilization and Maintenance of Classrooms:**

- All classrooms to be cleaned after the current day's lectures are completed.
- Each floor has a staff assigned (floor in charge) who will supervise all the classroom infrastructure and maintenance of that particular floor. The floor in charge should ensure that all lights and fans should be turned off after all students vacate the class.
- The floor in charge should ensure that all the students vacate classrooms after the lectures are completed and should lock all the doors thereafter.

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- Classrooms are allotted as per the student strength.
- Stock register for the utilities to be maintained. The college Maintenance Department retains the stock and allocations of the requirements.

> **Utilization and Maintenance of Computer Laboratories:**

- Laboratories are allotted for practical sessions based on a timetable.
- Print-out Facilities are provided for staff and students. The register for recording the reason and the printouts availed should be maintained.
- Standard Operational Procedures for handling various Equipment and instruments are to be strictly followed.
- The maintenance of computer laboratories is taken care of by laboratory In-charge and the system administrators take care of the repairs and maintenance of all computers.
- The stock register is maintained and updated regularly.
- Stock verification and inspection must be carried out by the departments at the end of the Academic Year.
- Old and outdated Equipment and instruments are discarded by standard procedure.
- Non usable gadgets are discarded as per the write-off policy. The college has a link with an E-waste collection firm for discarding all the electronic components.
- Software upgrade form to be made available to faculties & students for requisition of software's required. The software must be upgraded after approval by the principal.

> **Utilization and maintenance of library:**

- The library is a Silent, No Mobile, and No Eatables Zone.

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- The book list requirement is received from the concerned department as per their curriculum changes and as per the variation of intake.
- The students are instructed to procure an Identity card to access the library.
- All the functions of the library, i.e., book borrowing and lending etc. are monitored by automated library software.
- Students can utilize the library daily during all working hours from 7:30 am to 5 pm as per their timetable and beyond working hours anyone can access up to 6.00 pm.
- The library must maintain all graduate and postgraduate students' thesis books for reference.
- Periodically, the conditions of all the library books are monitored and old books are maintained by binding the books if needed.

> **Maintenance, housekeeping, and Annual maintenance contracts**
- The floor in charge must check if any equipment or infrastructure component needs repair and maintenance work must register a written complaint to the administration department. Students, teaching, and non-teaching staff who want to bring to notice any defect in any physical or academic infrastructure component must inform the administrative department or floor in charge.
- The details of the maintenance work and the details of equipment need to be mentioned.
- The maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocates duties to the respective staff.
- The maintenance schedules are executed with the support of both internal and external agencies and accordingly annual maintenance contracts.

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Policy document

- Once the task is completed, the maintenance head signs the completion report.
- Bill is generated and processed through the concerned authorities and forwarded to the management for approval and final payment.
- All monthly maintenance bills are brought to the notice of the principal.
- The college has Annual Maintenance Contracts for the following:
  - Housekeeping
  - Pest-control
  - Air conditioning service
  - Water Purifier maintenance
  - Computers (Hardware and Software) and printers
  - Elevators
  - Gardener
  - Biometric scanner machine
  - Housekeeping staff Rules & Regulations:
    - To maintain the cleaning completion chart at every toilet block and to be updated daily.
    - One housekeeping supervisor should be present daily and should report to the maintenance in charge.
    - Housekeeping staff should always wear the assigned uniform.
    - Any important items found during cleaning should be handed over to the administrative department.
- ➤ Policy for write off:
- Furniture and other items including equipment and models which are beyond repair or have lost functional significance are intimated to the core committee and its decision regarding scrapping it should be simultaneously resolved.

Policy document

- Committee members personally check the Equipment's and convey the decision for further action like repair from outside agencies or write-off to higher authority.

- For write-off of equipment, records are updated by respective In-charge and same is authenticated by core committee and principal.

- Accordingly, such equipment is written off at college level with the consent of Registrar and Principal, standard Accounting Procedures are followed for write-off of equipment.

- The Answer Sheets are preserved for a period of one year as per the provisions of the University of Mumbai circular from time to time. The Registrar identifies such answer books and proposes for them to be scrapped in the Infrastructure Committee.

- The Library Committee identifies old books, outdated books, damaged books, newspapers, periodicals & magazines etc. from time to time and proposes for it to be scrapped, the minutes of the meeting of the library committee are sent to the principal for final approval.

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

Policy document

	Policy Title: Student Support & Progression Policy	
1.	Administrative Policy Number (APN): MCA/APN/7a	Functional Area: Quality in functioning of Student Support & Progression
2.	Brief Description of the Policy:	Purpose: promoting quality in Learning and Research using library. Audience: all stake holders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1ST June 2019.
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinators
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University/ LIC

Aim: Our purpose is to provide holistic development of students to enable them to make informed choices, build stronger families, communities, and economies.

Student Support & Progression Policy: *L.B.H.S.S.T's Institute of computer application*

1

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Policy document

Student Progression Support

1.Student Support

- The college provides government Scholarships for financial deprived students from all the batches.NO free ship is provided by the institution.
- College provides the data of the Merit holders from each batch, and they are awarded the certificate and medal prizes.
- The decision made by the college authorities will be final and not subject to challenge by the applicants.

2. Student Progression

- The institute promotes Higher education of outgoing students by providing them with LOR
  (Letter of Recommendation) and Transcripts.

3. Inclusivity and Diversity

- Equal Opportunity: The College will ensure equal opportunities for all students, regardless of their background, gender, or ethnicity.

- Cultural Sensitivity: The College will promote a culturally sensitive environment that celebrates diversity and encourages respect for different perspectives.

Student Support & Progression Policy: *L.B.H.S.S.T's Institute of computer application*

2

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4. Programs and Activities

- The institute conducts various programs to promote fitness and well-being of the students.
- It also promotes up gradation of students with respect to Digital Architecture and Various Computing skills.

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LBH/ICA/257(4)/2021
07/09/2021

Policy document

	Policy Title: Policy for Extension Activities	
1.	Administrative Policy Number (APN): MCA/APN/07	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:	1st June 2019
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Aim: The aim is to extend commitment to society by sensitizing students towards community issues, civic duties, social responsibilities, and environmental sustainability.

Objectives:

- To create awareness about community issues by undertaking **Academic Extension Activities** through project assignment, studying, and researching a community, presenting the primary data.

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Policy document

- To create awareness towards **Social Responsibility** by taking students to underprivileged strata of the society, old age homes, orphanage centres, schools, shelter for women, missionaries, charity homes and centres run by various NGOs. Organising Blood Donation Camp each year on 16th December on the occasion of "Prerna Diwas".

- To develop **Environmental Sustainability** by promoting responsible practises and conducting activities to conserve natural resources and biodiversity such as Participating in tree Plantation, Beach cleaning and Hospital cleaning Drive.

- To fulfil **Civil Duties** by setting up programs like blood donation camps, cleaning-up drives to make students understand the concept of giving back to the society.

Introduction: The most important component of the extension activities is to sensitize students towards community. By undertaking these activities outside the college premises makes students understand the reality of the society and its mechanism of working. Students feel responsible when they visit the under-privileged communities, and they analyse their role in the society. For an institute, developing the sense of empathy in students for society, environment and community is or prime importance to ensure user sensitive designs in future. These societal engagements serve to identify the problems faced by the society which can be used in planning and designing by the students, hence ensuring a two-way flow of knowledge.

The institute has a policy to promote various extension activities to build a healthy and responsible culture among its staff and students. Below mentioned points are the general provisions in the policy to plan and execute extension activities outside college:

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- All students should be involved in extension and outreach activities planned under academic, environmental, civic, and social responsibility. The programmes organised should help in imbibing the spirit of service among students.

- Teaching staff should actively participate in planning and executing academic extension activities. The entire strength of the class must be involved in the academic extension activity for the semester it is planned for and ensure equal outcome from all students. The field work done will be shared with the institute in a documented report.

- Different communities and areas in Mumbai city should be selected in order to have a complete overview of the current scenario. The students must visit the communities to collect the primary data and present it to the institute.

- Special care and consideration should be given to the marginalised sections of society including tribal, economically backward communities, gender inequalities, vulnerable population etc while selecting the communities.

- Donations and help under social responsibility should be in the form of essentials like grains, clothes, stationary, books and study materials, toys etc. or as per the requirements of the centre to be visited.

- The entire elected student council for that year will be involved in executing all the extension activities along with the students' volunteers from all years with pre-registration for the same. A faculty in charge along with few assigned faculties will assist a particular activity to be undertaken.

- Old people, especially abled and small children should be given special attention when the services are offered. There should be no physical and psychological harm whatsoever because of the activity to the people the institute will be visiting.

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- Code of conduct with respect to clothes, language of communication and behaviour should be followed by all the students and faculties while carrying out extension activities.

- The institute will dedicatedly work for the civic responsibility by arranging blood donation camp and encourage its students and faculties to participate and donate blood.

- The institute will provide all the arrangements from infrastructure to refreshments to the hospital authorities with whom the camp will be collaborated.

- The institute understands its responsibility towards environment and will extend its service to make it more sustainable, clean, and green. Tree plantation drives, cleanliness drives will be arranged with in the campus as well as outside the campus in various communities and public places with maximum participation from students and faculties.

- The institute will look forward to collaborating with government and government recognised bodies to undertake these extension activities.

L.B.H.S.S.T's I.C.A strives to promote and undertake Extension Activities as an aspect of education which emphasizes community services to help, serve, reflect, and learn.

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

Policy document

	Policy Title: Internal Quality Assurance Policy	
1.	Administrative Policy Number (APN): MCA/APN/01	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:	1st June 2020
5.	Approved by:	Core Committee (CC)
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

I. **Introduction:** Quality plays a pivotal role in the progress of the organization. Quality is everyone's responsibility and the only way an organization can rise. Quality needs to improve meaningfully and should be measured quantitatively also. IQAC Policy is a policy of Policies. Quality policy promotes the vision, mission and goals of the organization. The quality policy will be governed by the IQAC.

IQAC is formed after the first accreditation and is the torch bearer for taking the initiatives of quality.

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II. **Policy Statement:** The institution is committed to impart **quality** in every process of Academics, Administration and Governance for welfare of the organization and its stakeholders with a continual improvement and its effectiveness of the quality management system. The Quality policy is with reference to the organizational Vision, Mission, Goals and objectives. The quality policy is framed, finalized, communicated and understood by all stakeholders within the institution and will be reviewed periodically for its suitability and effectiveness.

III. **Objectives:**

i. To work in conformity with institutional management /University/ State Higher Education/ NAAC/ UGC.

ii. To upgrade:

   a) Infrastructure with safety for effective and best use

   b) To create better value-based knowledge systems and mechanisms for its effective dissemination.

   c) To build up new resources in such as books, reading materials, notes, videos, recordings to make library a resource creator.

   d) To promote a mechanism of continuous updating of the teaching faculty through faculty development processes.

   e) To forward the processes of self-learning for student centricity through technology, promotional learning, enthusiastic mechanisms and responsibility-based focuses.

   f) To champion proactive approaches in the employees and stakeholders for promoting a good work culture and value system.

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g) To strengthen the institutional values through effective multiple continuous feedbacks from all sources for keeping mechanisms and thus quality in place.

IV. Definitions

i. **Quality:**

Quality could be defined as a basic tool for a natural property of any good or service that allows it to be compared with any other good or service of its kind. The word quality has many meanings, but basically, it refers to the set of inherent properties of an object that allows satisfying stated or implied needs. (Geneva Business News)

ii. **Stakeholders:**

A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers, and suppliers. However, with the increasing attention on corporate social responsibility, the concept has been extended to include communities, governments, and trade associations. (Investopedia)

iii. **Infrastructure:**

Infrastructure is the general term for the basic physical systems of a business, region, or nation. These systems tend to be capital intensive and high-cost investments, and are vital to an economic development and prosperity (Investopedia)

iv. **Internal Quality Assurance Cell (IQAC):** an institutionalized body created under the guidance of NAAC to promote quality in the educational institutions.

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v. **IQAC Coordinator:** An authority with seniority and experience appointed by the institution to promote, govern and create quality management systems. The IQAC Coordinator works with the IQAC Committee under the leadership of the Principal/ Director.

vi. **Institution:** Higher Educational Institution (HEI)

vii. **NAAC:** National Assessment and Accreditation Council, an accrediting organization in India for higher educational organizations.

viii. **Institutionalization:** The action of establishing something as a convention or norm in an organization or culture. (Oxford Dictionary)

ix. **Internal Quality Assurance System:** a holistic mechanism that includes quality control and quality assurance.

V. **Processes:**

i. **Institutionalization of Quality:** the process involves

   a) Creation of an active and functional Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC

   b) Institutionalize IQAC by associating it with the apex bodies of the organization such as managing committee, standing committee, and etc. bodies of the organization.

   c) Keeping a budget head for quality activities and assuring the utilization of the budget.

   d) IQAC Coordinator as one of the signatories for the promotions of the organizations.

   e) Conduct of regular meetings by the statutory IQAC committee

   f) Creation of IQAC Calendar and its implementation methodology.

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Policy document

g) Understanding the organizational culture and creating mechanisms to improvise it.

h) IQAC audits every year and its presentation in apex body each year.

ii. **Creation of Policies**: policies need to be created so that employees know the correct working methodology, and the expectations and working procedures of the organization. They also are a tool for learning and continuous up gradation. Areas of policy making are

   a) Academics: Teaching, Learning, evaluation, mentoring, remedial
   b) Administration: effectiveness, work allocation, financial accounting
   c) Governance: mechanism building and functioning, decentralization and work sharing, departmental and committee effectiveness
   d) Safety.: Environment, power, fire, student safety

Policies helps achieving benchmarking process and supports value framework and ethicality of the organization.

iii. **Audits:** regular auditing Internal and external auditing promotes effectiveness, reviews compliances, helps us to know threats and challenges, and decide strategies to overcome. The processes of audits will include

   a) Designing audits
   b) Planning audits
   c) Preparing for audits

    d) Creating audit formats

    e) Communicate the auditing mechanism and responsibility.

    f) Conducting audits

    g) Analysing results and meetings

    h) Going for the compliances

    i) Completing the compliances and reporting them.

iv. **Periodic assessments**: accreditations are an important feature of Quality checks.

    a) NAAC accreditation,

    b) ISO,

    c) Teacher & teaching related evaluations

    d) others

The processes include from inviting the assessment to completion of assessment.

v. **Feedbacks:** conducting various technology assisted system routed feedbacks and their analysis for understanding the stakeholder and taking action on the feedback. These feedbacks could also be in the form of Student satisfaction survey, complaint/ suggestion box, ratings, result, survey, advice etc. the procedures of feedback mechanism include:

a) Areas of feedback to be taken

b) Time of the feedback

c) Sample size decided

d) Duration decided

e) Key performance indicators to be finalized

f) Analysis and action taken report

g) Presentation to the management and its acceptance.

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Policy document

vi. Documentation: a prime function of IQAC is documentation. It includes preparation, training, circulation, and explanation of formats. It also includes critically getting them filed, fixing accountability of documentation. Collection of documents, its preservation, classification, filing and analysing the documents for understanding the organization better.

vii. Collaborations and partnerships:

Every organization prospers when it is with the working community. The job of IQAC is to create collaborations for specific purposes such as research, placements, industry – academic interactions, governmental agencies, social areas such as NGO's, philanthropists, etc. the aspects would cover

- Objective of collaboration and partnership
- Duration
- Complementary skills needed/ used and earned
- Advantage potential from the collaboration
- Key Performance indicators to measure the progress

The IQAC in this aspect needs to look into:

- Specific outcomes each beneficiary expects.
- Clear clarity of what is in and what is not in the collaboration or partnership.
- Clear mention of the roles and responsibilities of either party.
- Clear awareness to the members of either party who will be involved in this association.
- Joint decision-making parameters and methodology.

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- Investments: financial and non-financial.
- Governance rules for the said collaboration.

viii. Promoting value framework:

Values promoted by NAAC and Organizational values count.

Creation of mechanisms to streamline and implement the value systems.

Creation of mechanisms to evaluate percolation of value systems

ix. Technology use:

Promoting technology use in academics, administration and governance. A technology development, maintenance, up gradation, and utilization policy is a way to promote the technology use.

x. Constructivism in teaching & learning: The Constructivist approach in teaching and learning is the key fundamental of IQAC.

The teaching and learning policy must include the aspect of adult learners. The constructivist approach will include:

1. Learners experiences and thus the teaching methods would dynamically shift.

2. IQAC approaches would focus on helping teaching fraternity understand the students and design teaching methodologies.

3. Respecting the learners' experiences for effective learning. Their experience and their ideas make the base of learning. The Gandhian philosophy of Hand, head and heart would play an important role.

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4. Teaching methodologies would get associated with outcome-based education and assessments would relate to "Attainments" rather than percentages.

5. The assessments methodologies would become diverse and the teacher will need to be trained to relate student with "friend by side concept "rather than the authoritarian methodology. This changes teacher to a "mentor "making the teacher more empowered and responsible for developing student with values.

6. Learner would possibly be made to use learning methods other than the classical rote methods and technology shift of the teacher becomes evident.

VI.   Related Documents: Policy Documents, Procedures, Guidelines, and other Resources
  A. Policy Statement
  B. Procedures
  C. Forms
  D. Guidelines
  E. Other resources
  F. Frequently Asked Questions:
(These statements and documents will vary from organization to organization)

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

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

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

Policy document

	Policy Title: Implementation of e-governance in areas of operation	
1.	Administrative Policy Number (APN): MCA/APN/04	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:	1st June 2020
5.	Approved by:	Core Committee
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Dy. Director
8.	Last Reviewed/ Updated:	7th September 2021
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

Implementation of e-governance in areas of operation

1. Administration

a) The Administration communicates with members of the Governing Body as well as all key administrative information, including notifications, is frequently published on the website for teaching and non-teaching employees.

b) Biometric attendance for all employees.

c) Fully automated, Wi-Fi office with 24-hour internet access.

d) To meet the IQAC goal, committee members began utilizing Google services like as-

- Google Sheets: For collecting data from several departments.
- Google Docs: For creating notifications and activity reports.
- Google Forms: For creating feedback forms and collecting online input from students and parents.

2. Finance and Accounts

a) The accounts of the institution are maintained through different systems.

b) Financial matters are also dealt with UPI for transaction purposes.

3. Student Admission and Support

a) The admission portal is used to manage student admissions.

b) The college website serves as a reflection of the college's information. The website includes admission interfaces. The college has a full-time web developer and team members.

c) In a central library, we use different software and online portals to expose students to update their knowledge daily. The software we use is SLIM21

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(System for Library Information and Management), as well as E-library portals such as Bloomsbury.

4. Examination

a) Filling out examination forms, acquiring admission cards, uploading marks, and so on are all done online. Under the supervision of the institution's examination controller, the academic cell of the College Examination controls the whole examination procedure.

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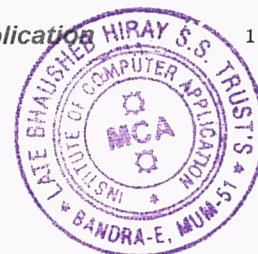### ISO 9001:2015 CERTIFIED

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LBH/ICA/132/2022
30/04/2022

Policy document

	Policy Title:	Student Exchange Program	
1.	Administrative Policy Number (APN): MCA/APN/16	Functional Area: Quality in functioning and governance.	
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration. Audience: all Student enrolled in organization.	
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization	
4.	Effective from the Date:	30th April 2022	
5.	Approved by:	IQAC Committee and Core Committee	
6.	Responsible Authority	IQAC Coordinator	
7.	Superseding Authority	Dy. Director	
8.	Last Reviewed/ Updated:	New policy	
9.	Reason for the policy	Quality as the sole criterion for updating.	
10.	References for the policy	AICTE/LIC/ NAAC	

Student exchange programs are activities of receiving foreign students for short term visit and semester exchange/study abroad at LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION, Mumbai, and sending LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION students for the same at Collaborative Institutes (CIs) within frameworks of MoU/ Agreement executed by the collaborative Institute & LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION.

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At present, LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION has None of the form of student exchange but we will do it in future which is as follows:

(i)   Non-Credit Exchange Program (includes summer schools, internships, short duration courses etc.).

Details of the Program are as follows:

1.1 Exchange under Summer Schools/Short Duration Programs/ Internships

1. An application form in which students apply as per the Collaborative Institutes requirement and only participate in summer schools, short-term visits, relation exchanges, internships, and study from 1 week to 6 months without receiving any degree/diploma. Such exchanges are encouraged during the semester breaks.

2. Students from Collaborative Institutes can apply for similar exchanges at LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION by applying as per LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION's application format and undergo summer schools/ short duration programs/ internships.

The student and parent of the student need to agree on the Student Exchange Policy and sign an Undertaking Form (ANNEXURE 1).

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Policy document

ANNEXURE 1

Undertaking Form for Student Exchange/Study Abroad/Semester Exchange Programme

I, _____ wish to earn external credits

from _____ which is

an/a Indian/Foreign

University/Institution. I and my parents agree to follow all the rules and regulations set under the exchange process.

We agree to all the guidelines and procedures mentioned below;

1. MCA students with consistent academic performance and CGPA > 7 can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION, Mumbai in other institutions during 3rd/4th year and during any semester breaks.
2. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned Faculty Head, before proceeding for the course.
3. The credit exchange process is subjected to approval by the authorities at LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION and Host Institute applied.
4. The credits will be considered only if the student passes all the course at the Host Institute.If in case, the courses are not completed/passed, then the student will not get the credits transferred for that particular course(s).
5. The incomplete or failed courses need to be either passed as per the host Institute's requirements or retaken at DBHCOA to complete the credit requirements.
6. The student after getting the exchange process done and once the offer is generated must not cancel the offer unless any emergency occurs.
7. The student will have to bear all the financial part (stay, travel, transport, etc.) and fees (if applicable).

Student's Name and Signature   Parent's Name and Signature

Date:

Student Exchange Program Policy: *L.B.H.S.S.T's Institute of computer application*

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ANNEXURE 2

STUDENT APPLICATION FORM (INBOUND)

(This form must be filled by the applicant 2-3 months prior to the program)

PART I : To be completed by the applicant.

A. NAME OF PROGRAMME: Semester Exchange / Internship / Short Term

B. APPLICANT / PARTICIPANT PERSONAL DETAILS (COMPULSORY)

Name

Mr./Mrs./Miss

Passport No. and Date of Expiry

Date of Birth   Age

Place of Birth Mobile Number

Gender Male Female   Marital Status   Married Single

Citizenship/

Nationality

E-mail address

Emergency Contact

Person

Contact Number

Home address

State & Country Postcode

C. EDUCATION AT HOME UNIVERSITY (COMPULSORY)

Student Exchange Program Policy: *L.B.H.S.S.T's Institute of computer application*   4

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Policy document

Current Home

University (name & full address)

Phone Number   Fax Number

E-mail address University website

Faculty

Programme of Study

Level of Study Current Semester

Current result (CGPI)

Expected year of graduation

Academic awards obtained (please specify name of award, organiser & date received):

Recent Passport Sized Photograph

(Please write your name at the back of the photo)

Qualification

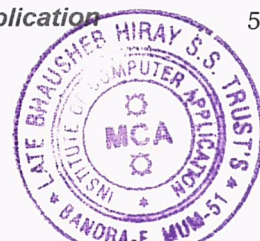D. OTHERS (CO-CURRICULUM ACTIVITIES)

Co-curriculum activities:

Special skills:

E. STUDY AT DBHCOA (COMPULSORY)

Year/ semester

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Does your university have MoU with LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION?

Type of mobility program Semester Exchange Programme

Internship Programme (work/research attachment)

Others, please specify_____

Period of study (in LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION)

Start Date _____ End Date _____

Please describe your project (if relevant)

F. FINANCIAL INFORMATION (COMPULSORY)

How would you intend to finance your programme?

Please specify details of sponsorships (Sponsoring Body/Institution/Association):

_____

_____

G. LANGUAGE

H. INTER-OFFICE COMMUNICATION (COMPULSORY)

Please include the contact person from the home university (international officer/student exchange/mobility coordinator) who is responsible for correspondence.

Student Exchange Program Policy: *L.B.H.S.S.T's Institute of computer application* 6

Policy document

Name

(Dr. / Mr. / Miss / Mrs.)

Position

Office/Department

Correspondence address

Office Number Mobile

E-mail address

I hereby declare that the information provided in this form is true.

Signature: _____ Date: _____

Name: _____

Place: _____

NOTE: Please submit 4 current-coloured photographs (passport size), a copy of your passport

(Front page only). For credit transfer program, please enclosed a copy of academic transcript.
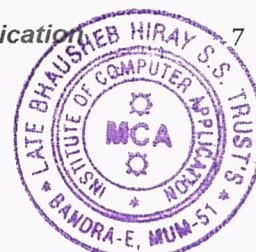

Native Language

Language   Proficiency

	Proficient	Moderate	Weak
English: -	Proficient	Moderate	Weak
Hindi: -	Proficient	Moderate	Weak
Others (specify): -	Proficient	Moderate	Weak

Self- Home Institution sponsored.

Sponsor

Student Exchange Program Policy: *L.B.H.S.S.T's Institute of computer application* 7

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PART II: To be completed by LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION

APPROVAL BY THE RESEPECTIVE FACULTY:

Comment:

(For credit transfer program, Dy Director/Director is requested to comment on the courses applied by the students)

Name:

Signature & Stamp:

Date:

APPROVAL BY THE PRINCIPAL:

(For credit transfer program, Principal is requested to approve the courses applied by the students)

Comment:

Name:

Signature & Stamp:

Date:

REMARKS BY THE INTERNATIONAL COLLABORATIONS' FACULTY:

Comment:

Name:

Signature & Stamp:

Date:

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

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

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LBHI ICA I132 A I 2024
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Policy document

	Policy Title:	**Faculty Exchange Programme**	
1.	Administrative Policy Number (APN): MCA/APN/17		Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: promoting quality in Academics and administration. Audience: all stakeholders of the organization.	
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization	
4.	Effective from the Date:	30th April 2022	
5.	Approved by:	IQAC Committee and Core Committee	
6.	Responsible Authority	IQAC Coordinator	
7.	Superseding Authority	Dy. Director	
8.	Last Reviewed/ Updated:	New policy	
9.	Reason for the policy	Quality as the sole criterion for updating.	
10.	References for the policy	AICTE/ NAAC	

About the programme: The faculty exchange programme aims to provide opportunities for interaction between well-known Indian and Foreign Institutions with Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application, Mumbai. This is expected to create greater bond between these institutions as well as exchange of ideas in the fields of research, teaching, training, and dissemination of research findings.

This will also result in collaborative research which ultimately benefit the population at large. Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application will

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enter into faculty exchange agreement with leading institutions working in the similar areas both in India and abroad. The exchange of faculty between these institutions will be encouraged. Not more than two members of faculty will be eligible for such programme in a year. Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application will also host maximum of two faculties in a year from other Institutions as part of the exchange.

A. For Members Of Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application Faculty Visiting Other Institutions

I. Eligibility: The following eligibility criteria shall be applicable to the applicant, for the said Faculty Exchange Program:

1. Applicant must be a full-time member as faculty of the Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application. The preference will be given to faculty at Assistant Professor and Associate Professor Level.

2. Applicant must have a minimum of three years of continuous teaching experience at Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application.

3. Applicant should have at least three research publications in the relevant areas (in reputed journals)

4. Applicant should NOT have availed any benefit from the faculty exchange program in the last three years, at the time of application.

II. **Submission of application:** It is the responsibility of the faculty to identify the appropriate institutions where Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application has entered MOU for the faculty exchange programme. After receiving the response from the Institutions, the faculty may apply to the Director and Senior Professor for consideration under the faculty exchange programme.
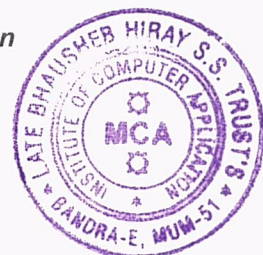
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The proposal should include a research proposal on the academic work that will be accomplished during the stay at the host institution indicating the potential benefits to the faculty as well as to Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application. Preference will be given to those faculties receiving partial assistance from the host Institutions.

III. **Selection Procedure:** The submitted application will be reviewed by a five-member committee under the chairpersonship of Principal and Sr. Professor with four seniors most professors.

IV. **Duration and number of outgoing faculties:**

1. Maximum three months with the institutional funding

2. This would be relaxed for those going with external funding.

3. The faculty must undertake a bond as per the GoI rules

V. **Funding:**

1. Travel to and from on actual basis

2. Lodging and boarding as per the GoI/Institute norms

3. Local travel expenses as per the GoI/Institute norms

4. Preference will be given when partial funding is received from the host institution.

B. **For Incoming Faculties to Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application:**

I. **Eligibility:** The faculties from other Institutions where Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application has understanding for the faculty exchange programme can apply directly to the Institute duly forwarded by the head of their institution. The application received from the external
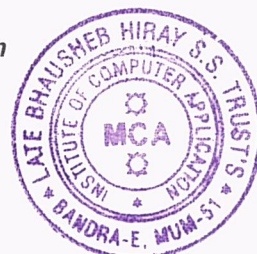
Faculty Exchange Policy: *L.B.H.S.S.T's Institute of computer application*

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institutions for incoming faculty will be reviewed by a five-member committee headed by the Dy. Director with four senior most professors. The maximum number of incoming faculty will not be more than 2 in a year with a maximum period of three months of stay for each faculty.

II. **Academic engagement at the Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application:** The faculty can participate and contribute to the academic life at LATE BHAUSAHEB HIRAY S.S. TRUST'S INSTITUTE OF COMPUTER APPLICATION under any of the Departments through ¬ Teaching of courses ¬ Curriculum development ¬ Seminar/workshops/conferences ¬ Collaborative research and publications ¬ Public lectures.

III. **Documents of application form:** The full-time faculty member at the host institution wishing to be considered as an applicant for the faculty exchange program should provide the following requisite (whichever is applicable) information:

1. A two-page curriculum vitae and a one-page applicant' profile.

2. A research proposal should not be more than six pages and two references.

3. The research proposal should mention the purpose of the proposed research/teaching activity with the time frame.

4. Any other supporting documents or awards to be added separately with the application, 5. The potential source of funding for the visit.

IV. **Support from Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application:**

1. Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application would support for Visa process, letter for recommendation, No Objection letters, and Approval letters from the desk of International Relation Cell in the case of

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visiting faculty from Institutions outside India. For the visiting faculties from Indian Institutions, necessary administrative support for facilitating the visit will be carried out.

2. The visiting faculties will be eligible for office space and other facilities within the Institute.

3. No financial assistance or stay will be available from Late Bhausaheb Hiray S.S. Trust's Institute Of Computer Application for the visiting faculties

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

President
Late Bhausaheb Hiray S. S. Trust's
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