



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

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. 91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : director@hiray.org.in

LBH/ICA/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:	30 th 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.).

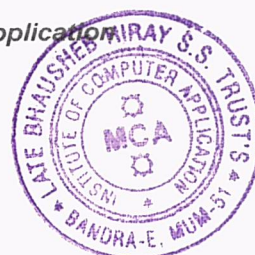
Details of the Program are as follows:

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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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)

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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:

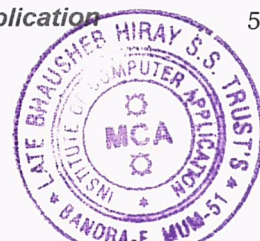
Special skills:

E. STUDY AT DBHCOA (COMPULSORY)

Year/ semester

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

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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.

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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

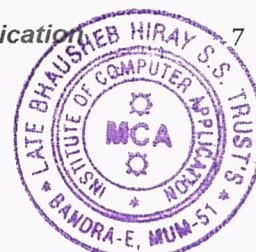
Proficiency

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

Self- Home Institution sponsored.

Sponsor

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

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President

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