



National University
of computer and emerging sciences

Final Report

Course: Professional Practice in IT

Section-SE-7A

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Submitted to:

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The below Question and Answers has been taken from Mr Abrar who is currently a Principal at Iqra Huffaz Boys Secondary School, Karachi.

Registration

Q. Is your educational sector a PVT LTD, public LTD, or Sole proprietorship?

- The Sector is Private LTD.

HR

Q. What is your recruitment procedure for teaching position as well as for technical positions

- Through Facebook and newspaper advertisements we accept applications.
- For Teaching Position Each individual is judged on the basis of their capable skills and the position they applied for.
- For Technical positions like account departments ,lab assistants the success criteria is based on the individual expertise in that particular position.

Q. How do you manage students' satisfaction with newly hired teachers?

- To ensure student satisfaction with newly hired teachers, the school can assess the teacher's performance by giving them an opportunity to provide a demo class to the respective section. After the demo, student feedback is considered and the individual is judged further. This helps the school to evaluate the teacher's teaching style and effectiveness, and make sure that the students are satisfied with the teacher's performance.

Q. What do you think are the major factors that increase employee loyalty?

- We place significant emphasis on recognizing and appreciating employees who demonstrate exceptional performance in their interactions with students. Individuals who exhibit exemplary skills in facilitating student development and contribute positively to overall student performance are acknowledged and celebrated for their dedication and impact.
- To further incentivize and honor sustained excellence, IQRA School has instituted a policy of providing appreciation and bonuses throughout an individual's career. This ensures that employees who consistently perform at a high level receive tangible rewards, fostering a sense of long-term commitment and loyalty to the institution.

Discrimination

Q. Do you think that there is any Discrimination during the hiring process?

- Iqra School provides religious education as well as modern so on behalf of this it is policy that no other religious person is to apply for any position in any branch of our institute. Rather than it no other discrimination.

Q. What action do you take in case of harassment at the workplace?

- IQRA School has a policy of separating male and female students during their education. This means that male teachers teach male students, and female teachers teach female students. The school has implemented this policy to maintain cultural norms and address any potential concerns
- School has a policy that students of different genders are not allowed to communicate with each other, whether it is formal or informal. The school has implemented this policy to ensure that students can learn in an environment that is focused and respectful.
- Upon receipt of a harassment complaint, the Higher Management will investigate the complaint to determine if it is true. If the allegations are found to be true, the school will take immediate and strict action in accordance with its internal policies.

Data Protection

Q. For what purposes is the information collected?

- Information is collected to maintain all academic records for each student. This includes grades, attendance, and performance assessments, enabling us to monitor and support each student's educational journey.
- data related to staff members, schedules, and resource allocation, ensuring the smooth functioning of day-to-day activities.

Q. Does your department store personal information? If so, how you manage data protection

- Personal information is primarily stored in digital formats on secure and password-protected computer systems. This includes student academic records, contact details, and administrative data. Access to this information is restricted to authorized personnel, and cybersecurity measures are implemented to safeguard against unauthorized access.
- Regular training and awareness programs are implemented to ensure that staff members handling personal information are well-informed about data protection best practices.

Q. Do the employees in your department receive training on data protection law and other relevant law?

- There is no such proper training program but the awareness section is held occasionally .Our data management system is capable of holding all the data in authorized manner

Contract

Q. What types of contracts are commonly held in IQRA School, and how do the terms and conditions vary based on the nature of the engagement?

- We engage in various types of contracts, including employment contracts, service contracts, and vendor contracts. The terms and conditions are tailored to the specific context and purpose of each agreement. For instance, an employment contract would focus on roles and responsibilities, while a vendor contract would outline deliverables and payment terms.

Q. Who are the parties involved in the contracts at School, and are all parties correctly identified with their legal names?

- Employees,Vendors ,Service Providers ,Parents/Guardians:

Q. What notice period is required for termination?

- Generally, we adhere to fair and industry-standard notice periods, allowing sufficient time for both the employee and the institution to manage the transition effectively.

Q. Under what conditions can the contract be terminated by either party?

- From the perspective of a contract with Vendors. The mutual agreement is signed which clearly states that if any of the parties fail to provide services in the manner of time .It will be resolved using mutual interest .
- If any performance issue occurs regarding the materials quality .School is permissible to terminate the contract.

Financial Terms

Q. Are payment terms, including amounts, timelines, and methods, clearly defined?

- Yes, the schedule of payments, and the preferred methods are clearly defined to ensure mutual understanding and compliance with the agreed-upon financial terms.

Q. Who is responsible for what in the event of failure, damage, or legal action?

- The vendor is responsible for delivering materials that meet the specifications outlined in the contract. If there is a failure to meet these specifications, the vendor is typically required to rectify the issue.
- School is responsible for collaborating with the vendor to resolve issues effectively. This includes providing information regarding any defect in the materials in a timely manner.

Suggestions

Training For Data Privacy

- There should be proper training in educational institutes through which awareness is delivered about how data privacy is essential in this era of cyber breaches .

Student Safety Policy

- There should be proper student safety policies in place. These include strict access controls, regular safety drills, and educational programs to empower students with knowledge about personal safety, cyber safety, and anti-bullying measures.

Ready For Professional Era

- IQRA School should recognize the importance of digital literacy and has incorporated dedicated programs into its curriculum. Students learn essential digital skills, including online research, critical evaluation of information, and responsible use of technology.

Regarding Intellectual Rights

- The school should have clear policies in place, outlining ownership rights and providing guidance on the proper use and attribution of intellectual property created by faculty and students.
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