



**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

IQAC Meeting – III/ 2023

MEETING NO: 03

DATE: 28/09/2023

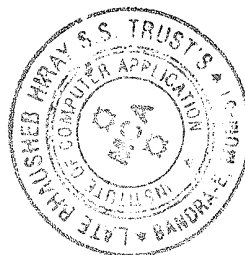
IQAC MEETING NOTICE

This is to inform all the concerned members that there will be a meeting at our institute on Friday, September 30, 2023 in the conference room in the basement, at 1.00 pm. All members of the IQAC team and the criteria heads are requested to attend the meeting.

Agenda for the meeting is given below:

1. Updates from criteria heads on the information compiled
2. Compile list of requirements from management
3. Discussion regarding the annual technical seminar Techtoday

Dr. Rashmita Pradhan
IQAC Coordinator



Copy to:
All IQAC members



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IQAC

Minutes of meeting conducted on 30/09/2023

A meeting of certain selected group of members from IQAC and Criteria heads was conducted on 30/09/2023, Saturday at 11.00 am in in the conference room. The following members from were present in person.

The following people were present for the meeting:

- Mr.Vikram Patalbansi (Dy Director, IQAC Head, Criteria 3 Head)
- Ms.Rashmita Pradhan (IQAC Co-ordinator, Criteria 2 head)
- Ms.Aquila Shaikh (IQAC Member, Criteria 1 head)
- Mr.Prakash Sakharkar(Criteria 4 head)
- Ms.Avantika Mahadik(IQAC Member, Criteria 5 head)
- Mr.Divakar Jha (Criteria 6 head)
- Ms.Sheetal Waghmare (IQAC Member, Criteria 7 head)
- Ms. Dipika Parayane (IQAC Member)
- Ms. Shraddha Shivsharan (IQAC Member)



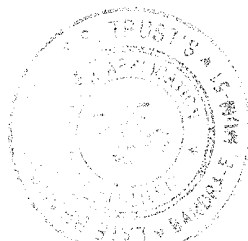
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Summary of the minutes where action is to be taken

	Points Discussed	Action Taken/ Plan
IQAC Coordinator	Self evaluation by all criteria to decide the duration required before commencing the application process	After analysing work of all criteria, application to be started by the end of academic year 2023-2024
	Mentor mentee format to be screened	Sample mentor mentee format circulated among all
	Documentation and compilation of papers written by faculties	All faculties who have written research papers to submit soft copies of the same
	Accession report of library	No software available, hence hardcopy of accession register to be scanned and attached
	Current year's NOC required on fire fighting, Counsellor's appointment letter required.	Available with admin office and HR
	Shortlisted speakers to be finalised for Techtoday	The concerned team have shortlisted the speakers and will take the final by next month
	Tour schedule finalised	Tour operator shortlisted


Dr. Rashmita Pradhan
IQAC Coordinator




Vikram Patalbansi
Dy Director & NAAC Head