



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

Management Review Committee (MRC) Meeting I / 2020

MEETING NO: 01

DATE: 04/09/2020

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Wednesday, 7th September, 2020 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. ISO Coordinator -Second Internal Audit of 2020 and Surveillance Audit by External Auditor for the year 2020
2. MCA- Final year results and final placement records to be updated.
3. Administration Dept.- Documentation of miscellaneous receipt of MCA Dept.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting I / 2020

DATE: 07/09/2020

The following were present:

1. Mr. Prasad Hiray
2. Mr. Vikram Patalbansi
3. Ms. Aquila Shaikh
4. Ms. Monali Patil
5. Ms. Avantika Mahadik
6. Mr. Anil Parab
7. Ms. Sulbha Mandgaonkar
8. Ms. Dipika Parayane
9. Ms. Rupali Kadav

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator	Second Internal Audit of 2020 and Surveillance Audit by External Auditor for the year 2020 to be scheduled before the renewal due date (22/10/2020) of ISO Certification.	Second Internal Audit of 2020 is scheduled for 16 and 17 September, 2020 and Surveillance Audit 2020 is tentatively scheduled for 24 th September, 2020. Circular / email regarding the surveillance audit will be issued in due course once we get the confirmation by External Auditor regarding the date and mode (offline / online) of Audit.
MCA	Final year MCA results for 2020 are yet to be updated. Record of final placement for 2020 is yet to be updated	Final year MCA results for 2020 will be updated after final year exams and result schedule as per the university guidelines. We will be able to update record of final placement for 2020 only after the final year results are announced.



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Department	Points Discussed	Action Plan
	ERP – Currently ERP system is not used in department -Architecture as lectures are conducted online due to Covid 19 pandemic situation. Till such period maintenance charges for ERP are not to be paid.	Meeting of all HODs and other concerned persons of all departments will be conducted in due course, to discuss the feasible usage and implementation of ERP in order to get maximum benefit of ERP system.
Administration	There was no proper documentation of miscellaneous receipt of MCA Dept.	Now, the register is maintained for miscellaneous receipt of MCA Dept.

Dipika Parayane
ISO Coordinator

Prasad Hiray
President