



**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 / 2022

MEETING NO: 01

DATE: 28/07/2022

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Monday, 1st August 2022 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. IQAC Dept. – Conducting training programs for faculties and staffs.
2. MCA Dept. – Faculties to be encourage for FDP and Paper Publication.
3. Administration Dept. - Record to be maintained of scrap material.
4. Discussion and approval on Formation of college IQAC for NAAC Accreditation.
5. Guidance from experts to be obtained for NAAC accreditation.
6. It was decided to take guidance from Ms. Tanuja Mahajan (HOD, MCA and NAAC coordinator of KC Society's Institute of management and Research, Jalgaon)

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting I / 2022

Date : 01/08/2022

The following were present:

1. Mr. Pranav Hiray
2. Ms. Pranjali Hiray
3. Dr. Minesh Ade
4. Mr. Vikram Patalbansi
5. Ms. Avantika Mahadik
6. Mr. Anil Parab
7. Ms. Shraddha Shivsharan
8. Ms. Sulbha Mandgaonkar
9. Ms. Dipika Parayane

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator	Conducting training programs for faculties and staff.	Training needs / topic for training to be identified / to be confirmed with HODs by Ms. Dipika Parayane and accordingly arrange for training programs for faculties and staff.
MCA	Faculties should be encouraged to attend training programs and for research paper publication.	Dr. Minesh Ade Sir should encourage faculties to attend training programs and for research paper publication.
	Internship and Final placements for MCA students.	Ms. Avantika Mahadik and Ms. Dipika Parayane should build relationship with other colleges for pool campus drive and with IT companies for internship and final placements for MCA students.
	Ms. Tanuja Mahajan from HOD, MCA and NAAC coordinator of	Meeting to be scheduled for the same as per their availability in the



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	KC Society's Institute of management and Research, Jalgaon to be contacted for guidance for NAAC	month of September/ October 2022
Administration	Record to be maintained of scrap material and recycling the scrap material.	Scrapbook is maintained from June 2022. Scrap material should be given for the recycling purpose.

Dipika Parayane

ISO Coordinator

Prasad Hiray

President