



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 II/2019

MEETING NO: 02


DATE: 07/09/2019

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Wednesday, 9th October, 2019 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. MCA Dept.- Placement details for MCA
2. ISO Dept. – Training programs to be organized
3. Administration Dept. – Charts to be maintain for cleaning
4. Library Dept. – Purchase of book trolley and vacuum cleaner


Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting II/2019

DATE: 09/10/2019

The following were present:

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

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator Dept.	Mental Health Management Training to be arranged for Architecture Dept.	Mental Health Management Training will be arranged for Architecture Dept, in November 2019.
MCA Dept.	Final placement information should be obtained by all the students/ remaining 14 students and the students, who have not got job so far, help them to find the job.	Phone calls will be made to all the students by placement incharge in order to find out placement information from them and the necessary help shall be provided to place the unemployment students.
Administration Dept.	Chart should be maintained for cleaning of water tank. Chart should be maintained for cleaning of wash rooms and the same should be monitored by the concerned appointed person.	Chart will be maintained for cleaning of water tank. Instructions will be given to the Housekeeping contractor and the same will be monitored by the concerned person (floor wise)



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Library Dept.	Book Trolley to be purchased for easy handling and easy movement of the books. Portable Vacuum Cleaner to be purchased for easy cleaning of the books.	Multiple quotations should be obtained from different vendors and also online rates can be checked in order to purchase Book Trolley and Portable Vacuum Cleaner.
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Dipika Parayane
ISO Coordinator

Prasad Hiray
President