



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/ 2020

MEETING NO: 02

DATE: 16/12/2020

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Friday, 18th December, 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 - Result Analysis
2. MCA Dept.- Document reference number missing
3. Library Dept.- Online database / software for students and faculties, Discussion on Monthly magazines.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting II/ 2020

Date : 18/12/2020

The following were present:

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

Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator	Result Analysis should exclude absent / withdrawn students while calculating overall result.	Changes have been made
MCA	Document reference number was missing / incorrect in monthly attendance sheet and termwork marksheet	The corrections have been made.
Library	Online database / software for students and faculties should be accessible even from home. Monthly magazines like competitive success review, pratiyogita darpan etc. can be subscribed.	Sulbha Mam should obtain the quotations for such software. Sulbha Mam should carry out the procedure for competitive success review and pratiyogita darpan magazines subscription.

Dipika Parayane
ISO Coordinator

Prasad Hiray
President