



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 / 2021

MEETING NO: 02

DATE: 15/12/2021

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Thursday, 17th December, 2021 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. ISOC Dept. – Conducting training programs in coordination with BSS foundation.
2. Library Dept.- Subscription of E-books
3. MCA Dept. – Faculties to be encourage for FDP and Paper Publication.
4. Administration Dept. – Inventory register to be updated.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting II / 2021

Date : 17/12/2021

The following were present:

1. Mr. Pranav Hiray
2. Mr. Vikram Patalbansi
3. Ms. Aquila Shaikh
4. Ms. Avantika Mahadik
5. Mr. Anil Parab
6. Ms. Shraddha Shivsharan
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	Conducting training programs in coordination with BSS Foundation.	Training needs / topic for training to be identified / to be confirmed with HODs by Ms. Dipika Parayane and accordingly arrange for training programs through BSS Foundation.
MCA	Faculties should be encouraged to attend training programs and for research paper publication. Also, review should be taken regarding PhD progress of those faculties who have enrolled for PhD.	Mr. Vikram Patalbansi / Ms. Dipika Parayane should encourage faculties to attend training programs and for research paper publication. Review should be taken regarding PhD progress of those faculties who have enrolled for PhD.
Library	Subscription of E-Books	Ms. Sulbha Mangaonkar should get the quotations for subscription of E-Books.

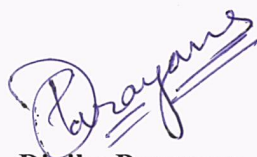


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Administration	Inventory register to be updated and labeling and numbering should be done on the entire inventory.	Due to renovation work and painting work, labeling and numbering on the inventory was not updated. Mr. Anil Parab should make sure that inventory register should be maintained accurately / updated from time to time. All the missing labeling and numbering should be updated on the inventory once the renovation work is completed and places for inventory is finalized.
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Dipika Parayane

ISO Coordinator



Prasad Hiray

President