



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 / 2021

MEETING NO: 01

DATE: 20/07/2021

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Thursday, 22nd July, 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. Second Internal Audit of 2021 and Re-certification Audit by External Auditor for the year 2021
2. Library Dept.- Thesis Printing, Semester wise record regarding the online / offline inquiries of the students, Digitalization of books / syllabus etc.
3. MCA Dept. – Performance feedback should be taken from companies for internship.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Management Review Committee (MRC) Meeting I / 2021

Date : 22/07/2021

The following were present:

1. Mr. Prasad Hiray
2. Mr. Pranav Hiray
3. Mr. Vikram Patalbansi
4. Ms. Aquila Shaikh
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	Second Internal Audit of 2021 and Re-certification Audit by External Auditor for the year 2021 to be	Second Internal Audit of 2021 will be scheduled in the mid of September 2021, followed by Re-certification Audit 2021 tentatively at end of agreed upon. The Cell will be formed after discussion with the Principal and senior faculties of the college.
MCA	Performance feedback should be taken from companies in between the internship period of the students	Performance feedback should be taken by Ms. Avantika Mahadik/ Mr. Vikram Patalbansi/ Ms. Shraddha Shivsharan from companies in between the internship period of the students.



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Library	Thesis should be printed in a specific format for easy access.	Ms. Sulbha Mangaonkar should specify the format for the printing of Thesis. Mr. Vikram Patalbansi should instruct respective faculties / students accordingly.
	Semester wise record / data should be maintained regarding the online / offline inquiries of the students.	Ms. Sulbha Mangaonkar / Mr. Umesh More should maintain semester wise record / data of the students' inquiries received via email / phone calls / personal visit and further report should be updated regarding resolving these enquiries.
	Digitalization of books / syllabus etc. as per the requirement.	Ms. Sulbha Mangaonkar / Mr. Umesh More should try to make digitalization of books / syllabus etc. as and when required / possible.

Dipika Parayane

ISO Coordinator

Prasad Hiray

President