

**DR. BALIRAM HIRAY
COLLEGE OF ARCHITECTURE**

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 : hirayarch@yahoo.co.in

C. REF. :

DATE :

Management Review Committee (MRC) Meeting – 1/ 2018

MEETING NO: 01


DATE: 24/4/2018

ISO MEETING NOTICE

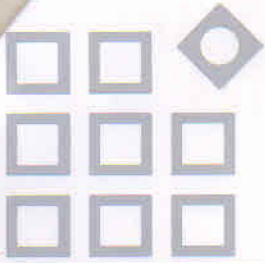
This is to inform all the ISO members that there will be a meeting at our institute on Wednesday, April 26, 2018 in the conference room on the ground floor. All members are requested to attend the meeting.

Agenda for the meeting is given below:

1. Dedicated waiting space for visitors and interview candidates
2. ERP implementation


Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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Minutes of the MRC meeting I/ 2018

A meeting of ISO of Dr. Baliram Hiray College of Architecture was conducted on April 26, 2018 at 11.00 am in the conference room.

The following were present:

1. Mr. Prasad Hiray,
2. Mrs. Geetanjali Hiray
3. Ar. Sunil Magdum
4. Ms. Sulbha Mangoankar
5. Mr. Anil Parab
6. Mr. T.R. Venkataraman
7. Ar. Shalini Shrimali
8. Ar. Swarupa Sane
9. Ms. Dipika Parayane
10. Mr. Anil Gandhi

Summary of the minutes where action is to be taken

Points Discussed	Action Plan	Responsibility	Completion date / Remarks
Follow up of the previous meeting Waiting room for visitors and interview candidates is needed	At present the conference room can be used for this purpose.	Mr. Anil Parab / Mr. Nana Ahire	Administration Department should ensure that conference room should be used for other purpose with advance booking.
ERP Implementation	The managing Trustee has approved the purchase of SMS-package for sending SMS to the students / parents	Ms. Shalini Shrimali	To be implemented within a period of six months

Ms. Dipika Parayane
ISO Coordinator

Prasad Hiray
President