

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 – II/ 2018

MEETING NO: 02

DATE: 04/09/2018

ISO MEETING NOTICE

This is to inform all the ISO members that there will be a meeting at our institute on Thursday, 6th, September, 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 space for storage in Administration Department
2. Classroom inside the library.
3. Training of Faculty and staff.

Dipika Parayane
ISO coordinator

Copy to:
All ISO members

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Minutes of the MRC meeting II/ 2018

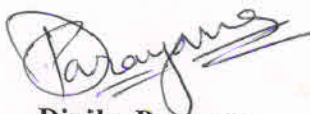
A meeting of ISO of Dr. Baliram Hiray College of Architecture was conducted on Thursday, 6th, September, 2018 in the conference room on the ground floor.

The following were present:

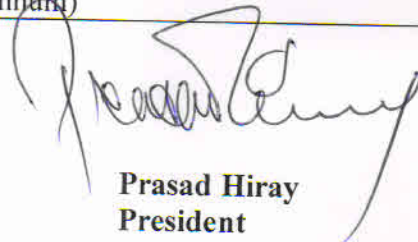
1. Mrs. Geetanjali Hiray
2. Mr. Sunil Magdum
3. Mr. T.R. Venkataraman
4. Ms. Shalini Shrimali
5. Ms. Janhavi Khandkar
6. Mr. Anil Parab
7. Ms. Sulbha Mandgaonkar
8. Ms. Dipika Parayane

Summary of the minutes where action is to be taken

Points Discussed	Action Plan
Shortage of space for storage in Administration Department	This will be taken care, after the completion of extension work of the existing premises.
Classroom inside the library is causing disturbance	This will be taken care, after the completion of extension work of the existing premises.
Training of Faculty and staff from January to August 2018, the training man-days per employee works out to be 1.65 whereas as per our objectives it should be 2 man days per annum.	We will be completing the following training programs upto December 2018: 1. Fire Drill Training for Admin Staff 2. ISO Internal Auditor Training program for Architecture, and Administration. 3. Disaster Management Training When we complete these training programs, the number of man-days will definitely exceed the prescribed quota (i.e. 2 man-days per annum)



Dipika Parayane
ISO Coordinator



Prasad Hiray
President