

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 I / 2021

MEETING NO: 01

DATE: 20/07/2021

ISO MEETING NOTICE

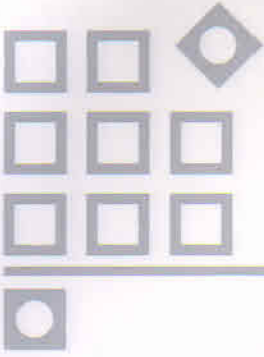
This is to inform all the ISO members that there will be a meeting at our institute on Thursday, 22nd July, 2021 in the conference room on the ground floor. All members are requested to attend the meeting.

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. Placement In-charge to be assigned for Architecture Dept.
3. Library Dept.- Thesis Printing, Semester wise record regarding the online / offline inquiries of the students, Digitalization of books / syllabus etc.
4. Discussion and approval on Formation of college IQAC for NAAC Accreditation.
5. Guidance from experts to be obtained for NAAC accreditation.
6. It was decided to take guidance from Ms. Tanuja Mahajan (HOD, MCA and NAAC coordinator of KC Society's Institute of management and Research, Jalgaon)

Dipika Parayane
ISO coordinator

Copy to:
All ISO members



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 :

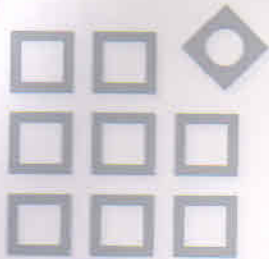
Meeting No.: 01

Minutes of the MRC meeting I/ 2021

A meeting of ISO of Dr. Baliram Hiray College of Architecture was conducted on Thursday, 22nd July, 2021 in the conference room on the ground floor.

The following were present:

1. Mr. Prasad Hiray
2. Mr. Pranav Hiray
3. Mr. Sunil Magdum
4. Ms. Shalini Shrimali
5. Ms. Swarupa Sane
6. Ms. Surabhi Baraskar
7. Mr. Rahul Shinde
8. Mr. Anil Parab
9. Ms. Shraddha Shivsharan
10. Ms. Sulbha Mandgaonkar
11. Ms. Dipika Parayane



DR. BALIRAM HIRAY
COLLEGE OF ARCHITECTURE

ISO 9001:2015 CERTIFIED

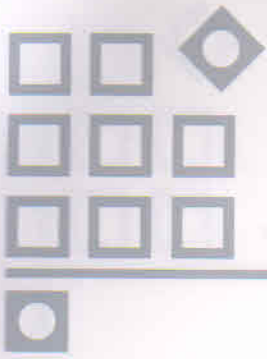
S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.
Tel. #91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : www.hiray.edu.in E-mail : hirayarch@yahoo.co.in

Summary of the minutes where action is to be taken

C. REF. :

DATE :

Department	Points Discussed	Action Plan
ISO Coordinator	<p>Second Internal Audit of 2021 and Re-certification Audit by External Auditor for the year 2021 to be scheduled before the renewal due date (22/10/2021) of ISO Certification.</p> <p>Placement undertaking form and strategy for placement</p> <p>Discussion and approval on Formation of college IQAC for NAAC Accrediation.</p>	<p>Second Internal Audit of 2021 will be scheduled in the mid of September 2021, followed by Re-certification Audit 2021 tentatively at end of September 2021. Circular / email regarding the same will be issued in due course.</p> <p>Placement undertaking form should be taken from students. Placement Strategy should be framed and informed to all the students as well as parents at the time of orientation by Ms. Dipika Parayane.</p> <p>The college has decided to start the process of application for NAAC. A formation of the Internal Quality Assurance Cell (IQAC) has been agreed upon. The Cell will be formed after discussion with the Principal and senior faculties of the college.</p>
Architecture	<p>Placement In-charge should be assigned for Architecture Dept. to coordinate with HR Dept regarding placement activities.</p> <p>Faculties should be encouraged to attend training programs and for research paper publication.</p> <p>Ms. Tanuja Mahajan from HOD, MCA and NAAC coordinator of KC Society's Institute of management and Research, Jalgaon to be contacted for guidance for NAAC</p>	<p>Mr. Sunil Magdum will assign Placement Incharge to coordinate for placement activities.</p> <p>Mr. Sunil Magdum / Ms. Shraddha Shivsharan should encourage faculties to attend training programs and for research paper publication.</p> <p>Meeting to be scheduled for the same as per their availability in the month of September/ October 2021.</p>



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 :

Library	<p>Thesis should be printed in a specific format for easy access.</p> <p>Semester wise record / data should be maintained regarding the online / offline inquiries of the students.</p> <p>Digitalization of books / syllabus etc. as per the requirement.</p>	<p>Ms. Sulbha Mangaonkar should specify the format for the printing of Thesis. Mr. Sunil Magdum should instruct respective faculties / students accordingly.</p> <p>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.</p> <p>Ms. Sulbha Mangaonkar / Mr. Umesh More should try to make digitalization of books / syllabus etc. as and when required / possible.</p>
---------	--	---


Dipika Parayane
ISO Coordinator


Prasad Hiray
President