

**ANDHRA UNIVERSITY**

AUF-11

ISO 9001:2015 QMS

**MINUTES OF MANAGEMENT REVIEW**

MANAGEMENT REVIEW No.: 01/2018

DATE &amp; TIME OF REVIEW : 14/08/2018, 4:00PM

CHAired BY : Vice Chancellor

PRESENT : Rector, Registrar, Principals, Deans, Dept. Heads, Directors, MR, Internal Auditors

SL. No.	Agenda Point	Summary of Discussion	Action Required / Decision Taken	Target Date / Responsibility
1	The status of actions from previous Management Review	The status of minutes of previous management review for ISO 9001:2008 QMS reviewed by Top Management. All Points are complied.  This is the 1 <sup>st</sup> Management Review for ISO 9001:2015 QMS.	--	--
2	Changes in External & Internal Issues that are relevant to the QMS	MR reviewed and explained the external and internal issues as a part of QMS based on ISO 9001:2015 which is effective from 01 April 18. It was concluded collectively that no changes required for this information.	To review once in 6 months by VC along with Principals & HODs prior to Management Review	November 2018 VC, Principals, HODs
3	Customer Satisfaction and feedback from relevant interested parties	The Student's feedback obtained will be reviewed by the concerned HOD's.	To obtain feedback at the once in 6 month's(semester wise) from the students of every department and compile the same by office of IQAC and inform the same to the respective departments. The stakeholders feedback will be taken as and when required.	End of each semester/ HOD

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4	The Extent to which the quality objectives have been met	The Quality Objectives at the dept. level were discussed and reviewed by the Top Management. Status of the same maintained with concerned Head.	To carryout trend analysis on yearly basis for detailed analysis.	Yearly/ Top Management, Principals, HODs
5	Process performance and conformity of products & services	Process Performance was reviewed based on Quality Objectives discussed above. All the 16 process /procedures were elaborated by MR.	--	--
6	Non-conformities and corrective actions.	Nonconformities related to Process performance and product quality were discussed under Sl.# 5. VC advised all depts. and Internal Auditors to capture nonconformities dept. wise in Nonconformity and Corrective action record.	To maintain Nonconformity and corrective action record in all depts.	HODs
7	Monitoring and measurement results	As discussed under Sl.# 4 & 5.	As discussed under Sl.# 4 & 5.	As discussed under Sl.# 4 & 5.
8	Audit results	MR presented the findings of internal audit conducted on 25 <sup>th</sup> & 26 <sup>th</sup> Aug 18. All HODs mentioned that corrective actions are being taken towards closure of NCRs.  MR has explained in detail about ISO 9001:2015 certification process and the additional files which are to be maintained hereafter.	Corrective actions as per NCRs.	HODs As given in NCRs
9	The performance of external providers	VC reviewed the data presented by CPC,AU.		CPC , AU

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10	The Adequacy of Resources	In view of a few concerns raised by the members regarding toilets, VC suggested all the HODs to give a representation with specific requirements (below 10,000/-)for repairs and maintenance works	Submission of requirements by HODs.  <u>Decision taken</u> VC has instructed the HOD to give their requirements in writing.	HODs
11	The effectiveness of actions taken to address Risks and Opportunities	MR presented the effectiveness of actions taken & addressed under risks and opportunities information. All dept. heads shared that though the actions are effective, they are to be reviewed in detail in the next management review meeting.	To review in next management review meeting.	Next Management Review MR/Registrar
12	Opportunities for improvement	VC has expressed the following areas are to be considered as opportunities for improvement for smooth operations to achieve and maintain the quality consistently. 1. Maintenance of quality in teaching and research. 2. Improve Industry-Institute interaction. 3. Maintenance of records 4. Stock registers should be maintained as per the required format. 5. Attendance registers of students should be maintained class wise not subject wise	All functional Heads to provide the detailed Budget to take the decision  <u>Decision taken</u> Priority wise works shall be taken	HODs



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13	Any need for changes to QMS	All QMS documents to be reviewed by MR with all HODs for identifying necessary changes.	To review QMS documents. <b>Decision taken</b> To review once in 6 months	MR HODs
14	Any other item	<p>VC has congratulated the MR and the Internal auditor's team for their excellent work in auditing the departments. He told that this time VC, Rector and Registrar also have been audited.</p> <p>He instructed all the department Heads and Deans to be prepared for the External audit which is scheduled on 30<sup>th</sup> &amp; 31<sup>st</sup> August 2018 with all the necessary files and records.</p> <p>VC has distributed ISO training certificates to the Internal auditors.</p> <p>The meeting ended with a note of thanks by the registrar.</p>		

Sign. of MR:

Date :

*(Signature)*  
18/8/18  
Prof. D. LALITHA BHASKARI  
Coordinator IQAC & ISO  
Andhra University  
Visakhapatnam-530 003

Signature of Vice Chancellor :

Date :

*(Signature)*  
18/8/18  
VICE CHANCELLOR  
ANDHRA UNIVERSITY  
VISAKHAPATNAM