

MINUTES OF MANAGEMENT REVIEW

MANAGEMENT REVIEW No.: 01/2019

DATE & TIME OF REVIEW : 28/09/2019, 11:30 AM @Senate hall, CAO

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 2nd 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	April 2019 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 recorded. VC has advised the HoD's to see that there are no non conformmmities.	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 during April 2019 to June 2019. All HODs mentioned that corrective actions are being taken towards closure of NCRs. MR read out the previous audit findings and there are no major NCR's. Only scope for improvement i.e student online feedback system is suggested by the external auditors	Corrective actions as per NCRs.	HODs As given in NCRs Top Management
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	As when required or need raises the VC has instructed the HoD's to give their requirements in writing for further course of action	Submission of requirements by HODs.	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. VC has expressed that there are a few external risks like providing 100% employment but expressed that it the authorities will continuously strive to reduce the risk. He also expressed that one major internal risk identified is faculty recruitment which has slowed down and hence planning to recruit PDF's from various National and International organisations through out the year to meet the teaching demand.	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. 6. Student feedback system is to be made online and the management has initiated the process and it will be functional soon.	All functional Heads to provide the detailed Budget to take the decision <u>Decision taken</u> Priority wise works shall be taken.	HODs

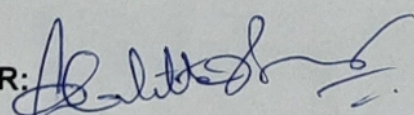
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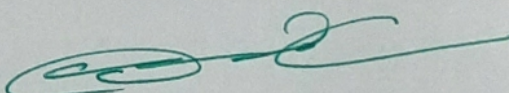
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13	Any need for changes to QMS	All QMS documents to be reviewed by MR with all HODs for identifying necessary changes.	To review QMS documents. <u>Decision taken</u> To review once in 6 months	MR HODs
14	Any other item	<p>The registrar on behalf of VC has instructed all the department Heads and Deans to be prepared for the External audit which is scheduled on 30th Sep 2019 with all the necessary files and records.</p> <p>VC has expressed that everybody in this campus will be trained towards quality and quality service of each and every individual are important.</p> <p>VC in the meeting expressed that he is planning to start B.Tech Genetic Engineering course keeping in view the demand for such courses relevant to societal needs.</p> <p>Centre for Defense Research and Centre for Collaborative training are established.</p> <p>VC has also expressed that due to the deliberations with Avanthi Aqua Seeds, Visakhapatnam it resulted in 100% placements for the next three years for the students of Marine & Living resources (MLR) department of Andhra University.</p> <p>He also expressed that National film development Society is planning to establish one of its centres in Andhra University and provide employment to the students of Theatre arts, Music and Dance departments of AU.</p> <p>The meeting ended with a note of thanks by the registrar and coordinator, IQAC.</p>		

Sign. of MR: 

Date :

28/9/19

Prof. D. LALITHA BHASKARI
Coordinator IQAC & ISO
Andhra University
Visakhapatnam-530 003

Signature of Vice Chancellor : 

Date :

VICE-CHANCELLOR
Andhra University
Visakhapatnam