

**MINUTES OF MANAGEMENT REVIEW**

MANAGEMENT REVIEW No.: 01/2020

DATE & TIME OF REVIEW : 14/09/2020, 11:30 AM

CHAired BY : Vice Chancellor, Andhra University

PRESENT : Rector, Registrar, IQAC Coordinator

(Due to current pandemic COVID19, the actions taken by MR during the academic year 2019-2020 were briefed to the Top management by the coordinator, IQAC.)

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 3 <sup>rd</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	April 2020 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. From this academic year online feedback system has been implemented.	To obtain feedback 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 department level were discussed and reviewed by the Top Management. The responsibility of maintaining the Quality objectives are maintained with concerned Heads.	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 conformities(NCR).	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	Due to current pandemic, MR presented the findings of internal audit conducted during August 2020 for the academic year July 2019 to June 2020 to the top management only and all the HoD's were informed over telephone if any NCR is found.  MR read out the previous audit findings to the top management and there are no major NCR's.  Online feedback system was also implemented and preparations are made for conducting online classes.	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	<p>MR presented the effectiveness of actions taken &amp; addressed under risks and opportunities information.</p> <p>Due to the current COVID19 situation VC has expressed that there are a few external risks like providing 100% employment, conducting of exams, theory classes and laboratory sessions . VC has expressed that arrangements are made to conduct exams and online classes smoothly as per the guidelines by UGC and state governments and the authorities are continuously striving to reduce the risk.</p> <p>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.</p>	<p>To review in next management review meeting.</p> <p>Due to prevailing COVID 19 the process has slowed down.</p>	<p>Next Management Review MR/Registrar</p> <p>Top Management</p>
12	Opportunities for improvement	<p>VC has expressed the following areas are to be considered as opportunities for improvement for smooth operations to achieve and maintain the quality consistently.</p> <ol style="list-style-type: none"> <li>1. Maintenance of quality in teaching and research.</li> <li>2. Improve Industry-Institute interaction.</li> <li>3. Maintenance of records</li> <li>4. Stock registers should be maintained as per the required format.</li> <li>5. Attendance registers of students should be maintained class wise not subject wise.</li> </ol>	<p>All functional Heads to provide the detailed Budget to take the decision</p> <p><b><u>Decision taken</u></b> Priority wise works shall be taken.</p>	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. <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 via phone and online meetings to be prepared for the internal audits followed by external audit which is scheduled on 25<sup>th</sup> Sep 2020 with all the necessary files and records. This external audit will be conducted online at the office of IQAC, AU.</p> <p>VC also expressed that due to COVID19 a few process and decisions were delayed with respect to administration but all necessary steps are taken to reduce the risks and adhere to the guidelines of QMS.</p> <p>All the latest rankings secured by Andhra university during 2019-2020 were presented to all the stakeholders.</p> <p>The meeting ended with a note of thanks by the registrar and coordinator, IQAC.</p>		

Sign. of MR:

Date : 21/9/2020

Signature of Vice Chancellor :

Date : 21/9/2020

VICE-CHANCELLOR  
Andhra University  
Visakhapatnam