

MINUTES OF MANAGEMENT REVIEW

MANAGEMENT REVIEW No. : 01/2021

DATE &amp; TIME OF REVIEW : 15-07-2021 @ 3:00PM at Senate hall, CAO, AU

CHAired BY : Vice-Chancellor, Andhra University

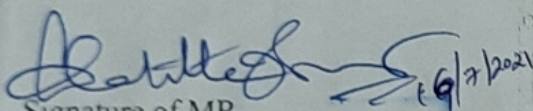
Members Present : Rector, Registrar, Principals of constituent colleges, Deans, Directors,  
Heads of the Departments, Internal Auditors, IQAC Coordinator

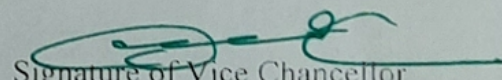
Sl. No.	Agenda Point	Summary of Discussion	Action Required / Decision Taken	Target Date / Responsibility
1.	<b>The status of actions from previous Management</b>	Previous MR was discussed with VC in detail on 14/9/2020 and all the points were resolved. The external audit by TUV SUD was conducted online during last week of September 2020 and it was successful	All points were briefed by MR to top management and necessary actions are discussed in the MR meeting	--
2.	<b>Charges in External &amp; Internal Issues that are relevant to the QMS</b>	Since it has been three years since we have adopted ISO 9001:2015 the relevant issues with Quality Management system are taken care. All the changes in internal and external issues are taken care of.	To review once in 6 months by VC along with Principals & HODs prior to Management Review	December 2021 VC, Principals, HODs
3.	<b>Customer Satisfaction and feedback from relevant interested parties</b>	Online Student feedback system was implemented and are collected. But last semester due to the prevailing conditions student feedback was not collected. It is decided to collect online feedbacks from all the stake holders too.	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	End of each semester/ HOD

			required.	
4.	<b>The Extent to which the quality objective have been met</b>	Maximum number of departments are able to meet their quality objectives, few department HOD's are expressing their views that lack of proper non teaching staff is hindering their work.	To carryout trend analysis on yearly basis for detailed analysis.	Yearly/ Top Management, Principals, HODs
5.	<b>Process performance and conformity of products &amp; services</b>	Process Performance was reviewed based on Quality Objectives discussed above. All the 16 process /procedures were elaborated by MR.	--	--
6.	<b>Non-conformities and corrective actions</b>	No major NCR during the external audit conducted during 29 <sup>th</sup> & 30 <sup>th</sup> Sept. 2020.	To maintain Nonconformity and corrective action record in all depts.	HODs
7.	<b>Monitoring and measurement results.</b>	Through continuous evaluation system, Adopting ICT techniques for effective teaching learning, Examinations and Evaluation of students within stipulated time.	As discussed under Sl.# 4 & 5.	As discussed under Sl.# 4 & 5.
8.	<b>Audit results</b>	The Internal Auditors are auditing all the department and offices.	Corrective actions as per NCRs.	HODs As given in NCRs, Top Management CPC , AU
9.	<b>The performance of external providers</b>	All the vendors who are providing service to AU (through CPC) and now through GEM. (The external providers like vendors, parties who provide service to AU should be a evaluated as per norms)		
10.	<b>The Adequacy of Resources</b>	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 Registrar, VC

11.	<b>The effectiveness of actions taken to address Risks and Opportunities</b>	<p>Due to pandemic major risks indentified are 1) Gearing up with Online classes, Exams. But AU has been successful in overcoming that Risk.</p> <p>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>	AU has been successful in overcoming that Risk.	Next Management Review MR/Registrar
12.	<b>Opportunities for improvement</b>	A few opportunities to further improve may be discussed as per the External Audit report of 2020. Under Opportunities for improvement and positive aspects (In PG syllabus include unit wise lecture hours if possible.)	All functional Heads and BoS to make the necessary modifications.	HODs, BoS
13.	<b>Any need for changes to QMS</b>	<p>The registrar on behalf of VC has instructed all the department Heads and Deans to be prepared for the internal audits followed by external audit which is scheduled during second week of August 2021 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</p>	<p>To review QMS documents.</p> <p><b>Decision taken</b> To review once in 6 months</p>	MR HODs

		reduce the risks and adhere to the guidelines of QMS.		
14.	Any other item	<p>VC has requested all the members to be prepared for NAAC visit scheduled in 2023 and the target should be above 3.60 score and we have to carry forward the legacy of AU. He announced that a University level NAAC steering committee will be formulated soon and this committee will be responsible for the preparation of Roadmap for NAAC 2023.</p> <p>The meeting ended with a note of thanks by the Registrar</p>		

  
 Signature of MR  
**Prof. D. LALITHA BHASKARI**  
 Date 16/7/2021  
 Coordinator IQAC & ISO  
 Andhra University  
 Visakhapatnam-530 003

  
 Signature of Vice Chancellor  
**VICE-CHANCELLOR**  
 Date 16/7/2021  
 Andhra University  
 Visakhapatnam