



**ANDHRA UNIVERSITY  
VISA KHAPATNAM**

**MASTER LIST OF RECORDS**

**(To be maintained and documented)**

**DEPARTMENTS**

<b>S.No</b>	<b>Document No.</b>	<b>Description of Document / Title</b>
1	AUF 09	Student Complaint / Suggestions Register
2	AUF 18	Activity Dairy
3	AUF 19	Teaching Staff Attendance Register
4	AUF 20	Research Scholars Attendance Register
5	AUF 21	Non teaching Staff Attendance Register
6	AUF 22	Students Attendance Register
7	AUF 23	Staff Leave Register
8	AUF 24	Stock Register
9	AUF 25	Library Register
10	AUF 26	Results Review Register
11	AUF 27	Extra Curricular Activities Register / Events and Distingshed Visitors Register
12	AUF 28	Minutes of the Departments Committee Meeting – <b>At least once in a month</b>
13	AUF 29	Minutes of Staff Council Meeting – <b>At least once in 3 months</b>
14	AUF 30	Minutes of Departmental Research Committee – <b>At least once in a month</b>
15	AUF 32	Minutes of P.G Board of Studies Meeting
16	AUF 33	Students feed Back Register
17	AUF 34	Laboratory Register
18	AUF 35	Monthly / Quarterly Report of Research Scholar
19	AUF 36	Students Counseling Report
20	AUF 154	Tappal Register

## **ADDITIONAL LIST OF FORMS TO BE MAINTAINED**

Sl. No.	Document No.	Description of Document / Title
1	AUF- 8	List of documented information maintained
2	AUF- 31	Documented information modification request
3	AUF- 38	Communication Matrix
4	AUF- 39	Quality Objectives/ Performance Indicators status

## **LIST OF DOCUMENTED INFORMATION MAINTAINED**

(This is a sample filled in format. Please fill in according to your department/office requirements)

Sl. No.	Documented Information Title	Issue / Edition / Revision	Year / Date
1.	ISO 9001 Quality Management Systems – Requirements	5 <sup>th</sup> Edition	2015
2	ISO 9000 Quality Management Systems – Fundamentals and vocabulary	5 <sup>th</sup> Edition	2015
3	ISO 19011 Guidelines for auditing management systems	2 <sup>nd</sup> Edition	2018

## **DOCUMENTED INFORMATION MODIFICATION REQUEST**

(This is a sample filled in format. Please fill in according to your department/office requirements. Any modifications to any manuals, guidelines etc should be noted.)

<b>To</b> <b>The Vice Chancellor</b> <b>Andhra University</b>
<b>The following changes are suggested to the following existing documents</b>
a) Quality Manual (based on ISO 9001:2008) b) Quality System Procedures (based on ISO 9001:2008)
<b><u>Purpose &amp; Description of Change(s):</u></b>  ISO 9001:2008 standard revised in the year 2015 and was published as ISO 9001:2015. Hence, Quality Manual and Quality System Procedures of AU to be revised accordingly.
<b>Name/Sign. Initiator :</b> _____ <b>Date :</b> _____
<b><u>Review by the concerned Authority :</u></b>  Above changes are reviewed and approved : Yes / No  Comments:
<b>Name/Sign.:</b> _____ , <b>Rector</b> <b>Date :</b> _____
<b><u>Approval by the concerned Authority :</u></b>  Above changes are reviewed and approved : Yes / No  Comments:
<b>Name/Sign.:</b> _____ , <b>Vice Chancellor</b> <b>Date :</b> _____
<b><u>Follow up on distribution of changes :</u></b>

## **COMMUNICATION MATRIX – INTERNAL (WITHIN AU)**

(This is a sample filled in format. Please fill in according to your department/office requirements. All communications done like DC,DRC, Academic Calender etc. should be noted.)

<b>What (Information)</b>	<b>When to communicate (frequency)</b>	<b>With whom to communicate</b>	<b>How to communicate</b>	<b>Who communicates</b>
Quality Policy	As and when revised	To all depts., colleges and offices	Displays	MR
Changes to QMS documents	As and when revised	VC, Registrar, Rector, Deans, Principals, Dept. Heads and Internal Auditors	Controlled copies through email	MR
Internal audit schedule	Prior to internal audit	VC, Registrar, Rector, Deans, Principals, Dept. Heads and Internal Auditors	Internal audit schedule through email	MR
Internal audit observations and nonconformities	Within two days of audit	To all auditees	Audit Observations and NCRs	MR / Internal Auditors
Management review circular / agenda	Prior to Management Review	To all management review committee members and invitees	Through email	MR
ISO 9001 External audit findings	Immediately after receiving from TUV SUD	To all auditees	NCRs / TUV SUD audit report	MR

## COMMUNICATION MATRIX – EXTERNAL TO AU

(This is a sample filled in format. Please fill in according to your department/office requirements. All communications done with external parties should be noted.)

What (Information)	When to communicate (frequency)	With whom to communicate	How to communicate	Who communicates
ISO 9001 External audit findings- corrective actions	As per the target given in NCRs by AU	TUV SUD Auditor	NCRs- Corrective actions – Hard copy / through email	MR / Auditee of AU
Quality Policy	As and when revised	To all external interested parties	Displays in AU & Website	MR

**QUALITY OBJECTIVES / PERFORMANCE INDICATORS STATUS**  
(To be updated once in 6 months)

Sl. No.	Objective / Performance Indicator	Target 2022-23	Achievement status		Target 2023-24
			1 <sup>st</sup> Half	2 <sup>nd</sup> Half	
1.	Students Seminars (No.)				
2.	Student Attendance (Average %)				
3.	First Classes Awarded (%)				
4.	Student Events Conducted (No.)				
5.	Distinguished Faculty Visits (No.)				
6.	Student Placements (%)				
7.	Research Papers Published (No.)				
8.	Ph.D. Degrees Awarded (No.)				
9.	M.Phil. Degrees Awarded (No.)				
10.	Conferences / Seminars / Symposia / Workshops Conducted (No.)				
11.	Faculty members participated in the Conferences / Seminars / Symposia / Workshops (No.)				
12.	Research/ Consultancy Projects (No.)				