ANDHRA UNIVERSITY
VISAKHAPATNAM

MASTER LIST OF RECORDS

(To be maintained and documented)

PRINCIPALS

S.No	Document No.	Description of Document / Title
1.	AUF-09	Student Complaint / Suggestions Register
2.	AUF-12	Minutes of Meeting of Heads of the Departments
3.	AUF-13	Minutes of Meeting of the Board of Research Studies
4.	AUF-14	Minutes of Meeting of the College Research Committee (Science College only)
5.	AUF-15	Research Scholars Register
6.	AUF-16	Register for Scholarship holders
7.	AUF-17	Register for Admissions

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	5th Edition	2015
2	ISO 9000 Quality Management Systems – Fundamentals and vocabulary	5th Edition	2015
3	ISO 19011 Guidelines for auditing management systems	2nd 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.)

To
The Vice Chancellor
Andhra University

The following changes are suggested to the following existing documents

  a) Quality Manual (based on ISO 9001:2008)
  b) Quality System Procedures (based on ISO 9001:2008)

Purpose & Description of Change(s):

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.

Name/Sign. Initiator :   **Date :**

Review by the concerned Authority :

Above changes are reviewed and approved : Yes / No

Comments:

Name/Sign.:   **, Rector**   **Date :**

Approval by the concerned Authority :

Above changes are reviewed and approved : Yes / No

Comments:

Name/Sign.:   **, Vice Chancellor**   **Date :**

Follow up on distribution of changes :

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.)

What (Information)	When to communicate (frequency)	With whom to communicate	How to communicate	Who communicates
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 INIDATORS STATUS
(To be updated once in 6 months)

SI. No.	Objective / Performance Indicator	Target 2022-23	Achievement status		Target 2023-24
			1st Half	2nd 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.)				