

Sindhi College

Minutes of the Meeting of Office Bearers held on 3/8/2021 at 4 pm in Board Room, Sindhi College, Bengaluru.

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja – Hon.Secretary
3. Sri.Kishore L Acchpal- Hon.Treasurer
3. Dr.B.S.Srikanta – Principal
4. Prof.Asha N- Vice Principal

Agenda

To consider the Quarterly Internal Audit report submitted by the ISO Internal Auditors in connection with ISO 9001:2015.

The report of Quarterly Internal Audit held on 29/07/2021 and 30/07/2021 was discussed in detail and the resolutions recorded as furnished below.

MANAGEMENT REVIEW MEETING

Sl.No	Topic	Points discussed and Action proposed	Responsibility	Target	Status
1	The status of action from previous Management reviews	As there are no non-conformities in ISO Audit, no action is proposed			
2	Change in External and Internal issues that are relevant to QMS	No Changes Suggested	All the Stake holders	100%	100%
3	The needs and expectations of interested parties including compliance obligations	Needs and expectations discussed as listed in the QMS Manual	<ul style="list-style-type: none">• Resources obligations:-<i>Management</i>• Academic obligations:		

			-Principal -Staff		
4	Risks and Opportunities The extent to which quality objectives have been achieved	Risks identified and necessary action taken	<ul style="list-style-type: none"> Resources obligations: - <i>Management</i> Academic obligations: -Principal 		NA-Due to BMTC & KSRTC bus strike in April & lock down in April, May and June University examination for few semesters completed, few semesters got postpones and 1 st semester dint commence (Due to Covid-19 and online classes- Companies dint permit for industrial visits
			-Staff	100%	
5	Information on the performance and effectiveness of QMS including trends in :				
a)	Customer satisfaction and feedback from relevant interested parties	Feedback obtained and analysed - Discussed	<ul style="list-style-type: none"> Resources obligations: - <i>Management</i> Academic obligations: -Principal 	100% 2020-21	
			-Staff		NA
b)	Process performance and conformity of products and services	Process performance and conformity of various departments discussed.	<ul style="list-style-type: none"> Resources obligations: - <i>Management</i> 	100% 2020-21	
					100%

			<ul style="list-style-type: none"> Academic obligations: 		
			-Principal -Staff		
6	Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2020-21	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100%	NA-Due to BMTC & KSRTC bus strike in April & lock down in April, May and June University examination for few semesters completed, few semesters got postponed and 1 st semester didnt commence
8	Fulfilment of Compliance obligations	Complied with the rules and regulations of the regulatory bodies	Principal Staff	100%	100%
9	Audit results /Internal	Discussed and expressed Satisfaction	ISO Internal Auditors and Staff	100% 2020-21	100%
10	The performance of External providers	Discussed and satisfied with performance	Vendors Principal Staff	100%	100%
11	The adequacy of resources	Discussed and expressed Satisfaction	Management (Physical and Financial resources) Principal Staff	100%	100%
12	The effectiveness of actions taken to address risks and opportunities	Discussed found effective to a large extent	<ul style="list-style-type: none"> Resources obligations: Management		
			<ul style="list-style-type: none"> Academic obligations: -Principal & Staff	100%	100%

13	Relevant communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100%	100%
14	Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources) Principal Staff	100%	Open

fekati R.

Chairman

Sindhi College

Minutes of the Meeting of Office Bearers held on 20/2/2021 at 2 pm in Board Room, Sindhi College, Bengaluru.

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja – Hon.Secretary
3. Sri.Kishore L Aechpal– Hon.Treasurer
3. Dr.B.S.Srikanta – Principal
4. Prof.Asha N- Vice Principal

Agenda

To consider the Quarterly Internal Audit report submitted by the ISO Internal Auditors in connection with ISO 9001:2015.

The report of Quarterly Internal Audit held on 16/02/2021 and 17/02/2021 was discussed in detail and the resolutions recorded as furnished below.

MANAGEMENT REVIEW MEETING

SL.No	Topic	Points discussed and Action proposed	Responsibility	Target	Status
1	The status of action from previous Management reviews	As there are no non-conformities in ISO Audit, no action is proposed			
2	Change in External and Internal issues that are relevant to QMS	No Changes Suggested	All the Stake holders	100%	100%
3	The needs and expectations of interested parties including compliance obligations	Needs and expectations discussed as listed in the QMS Manual	<ul style="list-style-type: none">• Resources obligations:-<i>Management</i>• Academic obligations:	100%	90-95%

			-Principal -Staff		
4	Risks and Opportunities The extent to which quality objectives have been achieved	Risks identified and necessary action taken	<ul style="list-style-type: none"> Resources obligations: - Management Academic obligations: -Principal -Staff 	100%	NA-University examination to be held in March/April,2021 (Due to Covid-19 and online classes- Companies dint permit for industrial visits
5	Information on the performance and effectiveness of QMS including trends in :				
a)	Customer satisfaction and feedback from relevant interested parties	Feedback obtained and analysed - Discussed	<ul style="list-style-type: none"> Resources obligations: - Management Academic obligations: -Principal -Staff 	100% 2020-21	NA
b)	Process performance and conformity of products and services	Process performance and conformity of various departments discussed.	<ul style="list-style-type: none"> Resources obligations: - Management Academic obligations: -Principal -Staff 	100% 2020-21	100%
6	Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2020-21	100%
7	Monitoring and	Discussed and	Faculty	100%	University

	Measurements results	suggested for further improvement to reach the targets			Examination to be held in March/April-2021
8	Fulfilment of Compliance obligations	Complied with the rules and regulations of the regulatory bodies	Principal Staff	100%	100%
9	Audit results /Internal	Discussed and expressed Satisfaction	ISO Internal Auditors and Staff	100% 2020-21	100%
10	The performance of External providers	Discussed and satisfied with performance	Vendors Principal Staff	100%	100%
11	The adequacy of resources	Discussed and expressed Satisfaction	Management (Physical and Financial resources) Principal Staff	100%	100%
12	The effectiveness of actions taken to address risks and opportunities	Discussed found effective to a large extent	<ul style="list-style-type: none"> • Resources obligations: <i>Management</i> • Academic obligations: <i>-Principal & Staff</i> 	100%	100%
13	Relevant communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100%	100%
14	Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources) Principal Staff	100%	Open

Chairman

Prakash R.

Minutes of the Meeting of Office Bearers held on 17/11/2020 at 2 pm in Board Room, Sindhi College, Bengaluru.

Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri.Avinash Kukreja – Hon.Secretary
3. Sri.Kishore L Acchpal– Hon.Treasurer
3. Dr.B.S.Srikanta – Principal
4. Prof.Asha N- Vice Principal

Agenda

To consider the Quarterly Internal Audit report submitted by the ISO Internal Auditors in connection with ISO 9001:2015.

The report of Quarterly Internal Audit held on 2/11/2020 and 3/11/2020 was discussed in detail and the resolutions recorded as furnished below.

MANAGEMENT REVIEW MEETING

SLNo	Topic	Points discussed and Action proposed	Responsibility	Target	Status
1	The status of action from previous Management reviews	As there are no non-conformities in ISO Audit, no action is proposed			
2	Change in External and Internal issues that are relevant to QMS	No Changes Suggested	All the Stake holders	100%	100%
3	The needs and expectations of interested parties including compliance obligations	Needs and expectations discussed as listed in the QMS Manual	<ul style="list-style-type: none"> • Resources obligations: - <i>Management</i> 	100%	90-95%

			Academic obligations:		
			-Principal		
			-Staff		
4	Risks and Opportunities The extent to which quality objectives have been achieved	Risks identified and necessary action taken	<ul style="list-style-type: none"> • Resources obligations: - <i>Management</i> • Academic obligations: -Principal -Staff 	100%	84%. (Due to Covid-19 and lock down- Industrial visits for few classes was not held and many companies didn't visit for campus placements)
5	Information on the performance and effectiveness of QMS including trends in :				
a)	Customer satisfaction and feedback from relevant interested parties	Feedback obtained and analysed - Discussed	<ul style="list-style-type: none"> • Resources obligations: - <i>Management</i> • Academic obligations: -Principal -Staff 	100% 2019-20	90-95%
b)	Process performance and conformity of products and services	Process performance and conformity of various departments discussed.	<ul style="list-style-type: none"> • Resources obligations: 100% - <i>Management</i> 2019-20 • Academic obligations: -Principal -Staff 	100%	100%
6	Non-conformities	NA- As there		100%	

	and corrective actions	are no non-conformities found in internal audit	Principal Staff	2019-20	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% Sep/Oct,2020	69% - ODD SEM 74%- EVEN SEM
8	Fulfilment of Compliance obligations	Complied with the rules and regulations of the regulatory bodies	Principal Staff	100%	100%
9	Audit results /Internal	Discussed and expressed Satisfaction	ISO Internal Auditors and Staff	100% 2019-20	100%
10	The performance of External providers	Discussed and satisfied with performance	Vendors Principal Staff	100%	100%
11	The adequacy of resources	Discussed and expressed Satisfaction	Management (Physical and Financial resources) Principal Staff	100%	100%
12	The effectiveness of actions taken to address risks and opportunities	Discussed found effective to a large extent	<ul style="list-style-type: none"> Resources obligations: Management Academic obligations: -Principal & Staff 	100%	100%
13	Relevant communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100%	75%
14	Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources) Principal Staff	100%	Open

Rakatah R

Chairman