

## Sindhi College

### Minutes of the Meeting of Office Bearers held on 23/07/2022 at 1.30 pm in Board Room, Sindhi College, Bengaluru.

#### Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri. Kishore L Acchpal – Hon.Secretary
3. Sri.Navin Nichani – Hon.Treasurer
4. Dr.B.S.Srikanta – Director
5. Prof.Asha N- Principal

#### Agenda

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

The report of III quarterly Internal Audit held on 14/7/2022 and 15/7/2022 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"><li>• Resources obligations: -Management</li><li>• Academic obligations: -Principal -Staff</li></ul>	100%	90-95%
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"><li>• Resources obligations: -Management</li><li>• Academic obligations: -Principal -Staff</li></ul>	100%	Odd Semester some of the courses results sheets have not been declared by the

					University
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"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	100% 2021-2022	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"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	100% 2021-22	100%
6	Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2021-22	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% 2021-22	Odd Semester some of the courses results sheets have not been declared by the University
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% 2021-22	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"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal</li> </ul>	100%	100%

			-Staff		
13	Relevant communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100% 2021-22	100%
14	Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources ) Principal Staff	100%	Open

*fokastak*

**Chairman/ Hon. Secretary**

## Sindhi College

### Minutes of the Meeting of Office Bearers held on 21/05/2022 at 1.30 pm in Board Room, Sindhi College, Bengaluru.

#### Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri. Kishore L Acchpal – Hon.Secretary
3. Sri.Navin Nichani – Hon.Treasurer
4. Dr.B.S.Srikanta – Director
5. Prof.Asha N- Principal

#### Agenda

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

**The report of II quarterly Internal Audit held on 17/05/2022 and 18/05/2022 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"><li>• Resources obligations: -Management</li><li>• Academic obligations: -Principal -Staff</li></ul>	100%	90-95%
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"><li>• Resources obligations: -Management</li><li>• Academic obligations: -Principal -Staff</li></ul>	100%	NA- Awaiting for University Examination Results, To be conducted : VAP, Industrial visits etc.

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"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	100% 2021-2022	NA
b)	Process performance and conformity of products and services	Process performance and conformity of various departments discussed.	<ul style="list-style-type: none"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	100% 2021-2022	100%
6	Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2021-2022	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% March-April 2022	Awaiting for results
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% 2021-2022	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"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	100%	100%

13	Relevant communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100%	90%
14	Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources) ) Principal Staff	100%	Open

*forcast R*

**Chairman/ Hon. Secretary**

## Sindhi College

### Minutes of the Meeting of Office Bearers held on 19/02/2022 at 5 pm in Board Room, Sindhi Seva Samiti, KK Road, Bengaluru.

#### Members Present

1. Sri.Prakash R Narang- Hon.Chairman
2. Sri. Kishore L Acchpal – Hon.Secretary
3. Sri.Navin Nichani – Hon.Treasurer
4. Dr.B.S.Srikanta – Director
5. Prof.Asha N- Principal

#### Agenda

To reconsider the Internal Audit report submitted by the ISO Internal Auditors in connection with ISO certification.

The report of I quarterly Internal Audit held on 14/02/2022 and 15/02/2022 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	NA			
2	Change in External and Internal issues that are relevant to QMS	No Changes Suggested apart from what has already been listed	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"><li>• Resources obligations: <i>-Management</i></li><li>• Academic obligations: <i>-Principal</i> <i>-Staff</i></li></ul>	100%	90-95%
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"><li>• Resources obligations: <i>-Management</i></li><li>• Academic obligations: <i>-Principal</i> <i>-Staff</i></li></ul>	100%	NA- Awaiting for University Examination Results, To be conducted : VAP, Industrial visits etc
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"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	100% 2021-22	NA
b)	Process performance and conformity of products and services	Process performance and conformity of various departments discussed.	<ul style="list-style-type: none"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	100% 2021-22	100%
6	Non-conformities and corrective actions	Non-conformity reports of various departments obtained from the Internal auditors, discussed, action taken to convert them to conformities	Principal Staff	100% 2021-22	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% 2021-22	NA- Awaiting for University Examination
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% 2017-18	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"> <li>Resources obligations: -Management</li> <li>Academic obligations: -Principal -Staff</li> </ul>	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

*fakir R*

**Chairman/ Hon. Secretary**

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

*fakata R*

**Chairman/ Hon. Secretary**