

Minutes of the Meeting of Office Bearers held on 19/02/2023 at 5 pm in Board Room, Sindhi Seva Samiti, KK Road, Bengaluru.

Members Present

1. Sri. Aashish -Amarlall Hon.Chairman
2. Sri. Navin Nichani – Hon.Secretary
3. Sri. Harish Ishwardas – Hon.Treasurer
4. 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 30/01/2023 and 31/01/2023 was discussed in detail and the resolutions recorded as furnished below.

MANAGEMENT REVIEW MEETING

Topic	Points discussed and Action proposed	Responsibility	Target	Status
The status of action from previous Management reviews	NA			
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%
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: -Management • Academic obligations: -Principal -Staff 	100%	90-95%
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- Awaiting for University Examination Results. To be conducted : VAP. Industrial visits etc
Information on the performance and effectiveness of QMS including trends in :				

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% 2022-23	NA
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% 2022-23	100%
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% 2022-23	100%
Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% 2022-23	NA- Awaiting for University Examination
Fulfilment of Compliance obligations	Complied with the rules and regulations of the regulatory bodies	Principal Staff	100%	100%
Audit results /Internal	Discussed and expressed Satisfaction	ISO Internal Auditors and Staff	100% 2017-18	100%
The performance of External providers	Discussed and satisfied with performance	Vendors Principal Staff	100%	100%
The adequacy of resources	Discussed and expressed Satisfaction	Management (Physical and Financial resources) Principal Staff	100%	100%
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%

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

Aashish Amaral
 Chairman/Hon. Secretary

Minutes of the Meeting of Office Bearers held on 21/04/2023 at 1.30 pm in Board Room, Sindhi College, Bengaluru.

Members Present

- 1.Sri. Aashish -Amarlall - Hon.Chairman
2. Sri. Navin Nichani – Hon.Secretary
3. Sri. Harish Ishwardas – Hon.Treasurer
4. Prof.Asha N- Principal

Agenda

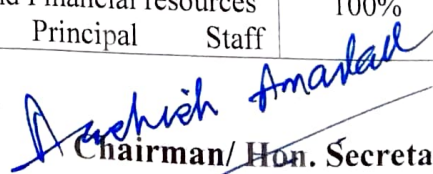
To consider the II Quarterly Internal Audit report submitted by the ISO Internal Auditors in connection with ISO 9001:2015.

The report of II quarterly Internal Audit held on 05/04/2023 and 06/04/2023 was discussed in detail and the resolutions recorded as furnished below.

MANAGEMENT REVIEW MEETING

No	Topic	Points discussed and Action proposed	Responsibility	Target	Status
	The status of action from previous Management reviews	As there are no non-conformities in ISO Audit, no action is proposed			
	Change in External and Internal issues that are relevant to QMS	No Changes Suggested	All the Stake holders	100%	100%
	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: <i>-Principal</i> <i>-Staff</i>	100%	90-95%
	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: <i>-Principal</i> <i>-Staff</i>	100%	NA- Awaiting for University Examination Results, To be conducted : VAP, Industrial visits etc
	Information on the performance and effectiveness of QMS including trends in :				

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% 2022-2023	NA
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% 2022-2023	100%
Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2022-2023	100%
Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% March-April 2022	Awaiting for results
Fulfilment of Compliance obligations	Complied with the rules and regulations of the regulatory bodies	Principal Staff	100%	100%
Audit results /Internal	Discussed and expressed Satisfaction	ISO Internal Auditors and Staff	100% 2017-2018	100%
The performance of External providers	Discussed and satisfied with performance	Vendors Principal Staff	100%	100%
The adequacy of resources	Discussed and expressed Satisfaction	Management (Physical and Financial resources) Principal Staff	100%	100%
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%
Relevant communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100%	90%
Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources) Principal Staff	100%	Open


 Chairman/ Hon. Secretary

Minutes of the Meeting of Office Bearers held on 23/06/2023 at 1.30 pm in
Board Room, Sindhi College, Bengaluru.

Members Present

- 1 Sri. Aashish -Amarlall Hon.Chairman
2. Sri. Navin Nichani – Hon.Secretary
3. Sri. Harish Ishwardas – Hon.Treasurer
4. 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 15/06/2023 and 16/06/2023 was discussed in detail and the resolutions recorded as furnished below.

MANAGEMENT REVIEW MEETING

Topic	Points discussed and Action proposed	Responsibility	Target	Status
The status of action from previous Management reviews	As there are no non-conformities in ISO Audit, no action is proposed			
Change in External and Internal issues that are relevant to QMS	No Changes Suggested	All the Stake holders	100%	100%
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: -Management• Academic obligations: -Principal -Staff	100%	90-95%
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%	Odd Semester some of the courses results sheets have not been declared by the University
Information on the performance and effectiveness of QMS including trends in :				

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% 2022-2023	90-95%
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% 2022-2023	100%
Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2022-2023	100%
Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% 2022-2023	Odd Semester some of the courses results sheets have not been declared by the University
Fulfilment of Compliance obligations	Complied with the rules and regulations of the regulatory bodies	Principal Staff	100%	100%
Audit results /Internal	Discussed and expressed Satisfaction	ISO Internal Auditors and Staff	100% 2017-2018	100%
The performance of External providers	Discussed and satisfied with performance	Vendors Principal Staff	100%	100%
The adequacy of resources	Discussed and expressed Satisfaction	Management (Physical and Financial resources) Principal Staff	100%	100%
The effectiveness of actions taken to address risks and opportunities	Discussed found effective to a large	<ul style="list-style-type: none"> Resources obligations: -Management Academic obligations: -Principal 	100%	100%

Relevant communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100% 2022-2023	100%
Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources))Principal Staff	100%	Open

Aashish Amaralal
 Chairman/ Hon. Secretary