

**Minutes of the Meeting of Office Bearers held on 10/03/2024 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 18/03/2024 and 19/03/2024 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"> • Resources obligations: -Management • Academic obligations: -Principal -Staff 	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"> • Resources obligations: -Management • Academic obligations: -Principal -Staff 	100%	NA- Awaiting fo 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"> Resources obligations: -Management Academic obligations: -Principal -Staff 	100% 2023-24	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% 2023-24	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% 2023-24	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% 2023-24	NA- Awaiting for University Examination 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% 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"> 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%	100%

14	Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources) Principal Staff	100%	Open
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Ashish Amaral
Chairman/ Hon. Secretary

Minutes of the Meeting of Office Bearers held on 09/07/2024 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.

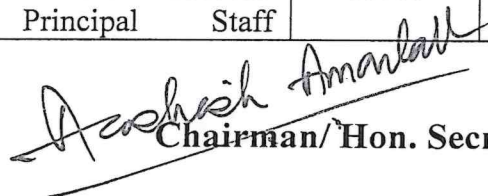
The report of II quarterly Internal Audit held on 14/06/2024 and 15/06/2024 was discussed in detail and the resolutions recorded as furnished below.

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: -Management • Academic obligations: -Principal -Staff 	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"> • Resources obligations: -Management • Academic obligations: -Principal -Staff 	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"> Resources obligations: -Management Academic obligations: -Principal -Staff 	100% 2023-2024	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% 2023-2024	100%
6	Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2023-2024	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% March-April 2023	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% 2017-2018	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%	90%
14	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 11/09/2024 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 09/09/2024 and 10/09/2024 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: -Management • Academic obligations: -Principal -Staff 	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"> • Resources obligations: -Management • Academic obligations: -Principal -Staff 	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"> Resources obligations: -Management Academic obligations: -Principal -Staff 	100% 2023-2024	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: -Management Academic obligations: -Principal -Staff 	100% 2023-2024	100%
6	Non-conformities and corrective actions	NA- As there are no non-conformities found in internal audit	Principal Staff	100% 2023-2024	100%
7	Monitoring and Measurements results	Discussed and suggested for further improvement to reach the targets	Faculty	100% 2023-2024	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% 2017-2018	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	communication from interested parties including complaints	No complaints received except issue of Marks Cards by the University	University	100% 2023-2024	100%
14	Opportunities for continual improvement	Opportunities identified Vision document prepared	Management (Physical and Financial resources) Principal Staff	100%	Open

Aashish Amaral
Chairman/ Hon. Secretary