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Minutes of the Meeting of Office Bearers held on 30/03/2024 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	 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	 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		VISITS CIC

		Feedback obtained	• Resources		
a)	Customer satisfaction and feedback from relevant interested parties	and analysed - Discussed	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.	 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 Universit 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	 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 Continual improvement Opportunities and Financial resources) Open document prepared Principal Staff

Chairman/Hon. Secretary

Sinani College

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	 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	 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:				



		Feedback obtained	Resources	T	T
2	-	and analysed -	obligations:		
	Contain the Contai	Discussed	-Management		
- 0)	Customer satisfaction and		1.1201101gOntOffi	100%	
a)	feedback from relevant		Academic	2023-2024	NA
	interested parties		obligations:	2023-2024	
			-Principal		
			-Staff		
	Process performance and	Process performance	 Resources 		
	conformity of products and services	and conformity of	obligations:		
	and services	various departments discussed.	-Management	40004	
b)	*	discussed.	1 - 1 - 1	100%	100%
			• Academic	2023-2024	
			obligations: -Principal		
	*		-Staff		
	Non-conformities and	NA- As there are no			
6	corrective actions	non-conformities	Principal Staff	100%	1000/
		found in internal		2023-2024	100%
_		audit			
	Monitoring and	Discussed and		100%	Awaiting
7	Measurements results	suggested for further	Faculty	March-	for
		improvement to reach		April 2023	results
-	Fulfilment of Compliance	the targets Complied with the	Principal Staff	-	
	obligations	rules and regulations	Timorpai Starr		
8		of the regulatory		100%	100%
		bodies			
	Audit results /Internal	Discussed and		100%	
9	*	expressed	ISO Internal Auditors	2017-2018	100%
		Satisfaction	and Staff	2017-2018	
10	The performance of	Discussed and			2 200 PRODUCT 10
10	External providers	satisfied with	Vendors Principal	100%	100%
	The edecate of recovere	performance Discussed and	Staff		
11	The adequacy of resources	expressed	Management (Physical and Financial resources	100%	100%
_ 1		Satisfaction) Principal Staff	100%	100%
\bigcirc	The effectiveness of		• Resources		
	actions taken to address		obligations:		
	risks and opportunities	l l	-Management		
12		6		100%	100%
12			 Academic 	10070	10070
		Discussed found	obligations:	,	
		effective to a large	-Principal		
	Relevant communication	extent	-Staff		
	from interested parties	No complaints		1000	
13	including complaints	received except issue	University	100%	90%
	morading complaints	of Marks Cards by	Omversity		> = 0 g
	O	the University	Manager (D)		
14	Opportunities for continual improvement	Opportunities identified Vision	Management (Physical and Financial resources	100%	0
17	mprovement	document prepared) Principal Staff	100%	Open
		assument propared	, rimorpai Staff	1 Val	

Chairman/Hon. Secretary

Sman Conege

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 <u>09/09/2024</u> and <u>10/09/2024</u> was discussed in detail and the resolutions recorded as furnished below.

MANAGEMENT REVIEW MEETING

Sl.N	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	 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	 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:		210[[]		Onvoisity

*	1				
a)	Customer satisfaction and feedback from relevant interested parties	Feedback obtained and analysed - Discussed	 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.	 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	 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

Chairman/Hon. Secretary