

Date: 10/3/19

MANAGEMENT REVIEW MEETING AGENDA

The process owners are hereby informed to note the following agenda for the first MANAGEMENT REVIEW MEETING to be held on 10/03/18 at MBA Board Room.

The process owners are required to prepare the related meeting agenda for the discussion like action plan, responsibility and target date for completion. NC's risen in the departments and corrective actions to be evidenced.

SN	MRM agenda	Points to be discussed
1	Quality objectives	Review of quality policy, statistical discussion on quality objectives and their achievements. Documentation of achievements of quality objectives
2	Results of internal audit	Results of internal audit-01. Discussion on audit findings department wise and processes wise.
3	Parents/students complaints and feed back	Review of parents/students complaint department wise Review on students feedback department wise
4	Process performance and service conformity	Improvement in English language of the students by effectively using the audio visual aids provided in all the class rooms. Further use effectively the language labs and asses on regularity in test and viva, solving QP, assignments and internal assessments.
5	Corrective actions	Week student identification, counseling and information to the parent
6	Change that effect the system	Process to apply for NAAC and NBA for the departments other than Pharmacy Course attainment (how far the students achieved the course outcome)
7	Recommendations for improvement and resource need	Move from teacher centred to student centred teaching, improve result %. Monitor the student activity outside the class room and lab. Resources required in the department.

Members of MRM

ISO Coordinator

Chairman
Vice chair person
Secretary
Executive director
Executive director
Director
Principal pharmacy
Principal physiotherapy
Principal nursing
Principal Degree
Programdirector (MBA)
Registrar
ISO Coordinator
Admin officer

MRM No.: 01

Date: 14/8/17

The First MRM of the Institution was conducted on 14/8/17 chaired by the Chairman/
Director / Executive Director/Academic Director

The following persons were present:

Executive Director, Director, Program Director (MBA), Principals: Pharmacy, BPT, Nursing,
Degree, Administrative Officer, ISO coordinator, Research Coordinator/academic director

<i>Points to be discussed:</i>	<i>Point Discussed</i>	<i>Action Planned</i>	<i>Responsibility</i>	<i>Target Date for Completion</i>
Process performance & conformity of service	Internal audits Improvement in English language of the students, provide audio visual effects in the class room through projectors, regularity in test and viva, solving QP, assignments and internal assessments.	All the process owners are informed to maintain the documents for the internal audits (2 times in year) To improve communication skill among the students. To make the student learner centered use visuals Make the student to write assignment chapter wise and the test and viva along with assignment etc.,	Director, ISO Coordinator and Heads of the colleges Director/Principals	6 months Course period
Monitoring & measurement results	Course plan and weekly report	Discussion on the micro lesson plan/course plan and the principals has to monitor the completion of the planned syllabus weekly All principals make sure of lab safety and lab process which	Principals	Academic year

		include, work instructions, lab manual etc		
Effectiveness of actions taken to address risks and opportunities	Marketing strategy Soft skill classes Value added courses	Design of best marketing plan to overcome the issues related to market Soft skill to improve the quality of students for better future Courses to add the value in student and improve the analysing capacity to fit themselves for the industry	Director/Principal	Throughout the year
Trends in performance and effectiveness of the quality management system: Customer satisfaction & feedback from relevant interested parties	1. Feed back	Feed back has to be taken twice in a year/ every semester and calculate average within a week time and faculty scored less than 6 has to be called and informed for the improvement Parents feedback has to be collected during their visit to the departments by the principals	Director/ISO Coordinator	3 months

MRM No.: 02

Date: 10/3/18

The second MRM of the Institution was conducted on 10/3/18 chaired by the Chairman/
Director / Executive Director/**academic director**

The following persons were present:

Executive Director, Director, **Program Director (MBA)**, Principals: Pharmacy, BPT, Nursing,
Degree, Administrative Officer, ISO coordinator, Research Coordinator/**academic director**

Points to be discussed:	Point Discussed	Action Planned	Responsibility	Target Date for Completion
Status of action from previous management reviews	Feedback NAAC work	Feedback taken and analysed and also informed to the faculty for improvement in teaching	Director/ISO coordinator	12 months
Opportunities for improvement	Academic activity to move teacher centred to student centred Improve in result %	Make student to involve in learning by giving seminars, presenting vedios and preparing models Explain the student to paradigm change from traditional teaching to OBE Explain the methods to follow in the examination like time management, improve their writing skill by imposing the writing, point wise answering etc.,	Principal/staff	Last working day of the course
Monitoring & measurement results	Course plan and weekly report	Discussion on the micro lesson plan/course plan and the principals has to monitor the	Principlas	Academic year

		<p>completion of the planned syllabus weekly</p> <p>All principals make sure of lab safety and lab process which include, work instructions, lab manual etc</p>		
Effectiveness of actions taken to address risks and opportunities	<p>Marketing strategy</p> <p>Soft skill classes</p> <p>Value added courses</p>	<p>Design of best marketing plan to overcome the issues related to market</p> <p>Soft skill to improve the quality of students for better future</p> <p>Courses to add the value in student and improve the analysing capacity to fit themselves for the industry</p>	Director/Principal	Throughout the year
<p>Trends in performance and effectiveness of the quality management system:</p> <p>Customer satisfaction & feedback from relevant interested parties</p>	1. Feed back	<p>Feed back has to be taken twice in a year/ every semester and calculate average within a week time and faculty scored less than 6 has to be called and informed for the improvement</p> <p>Parents feedback has to be collected during their visit to the departments by the principals</p>	Director/ISO Coordinator	3 months