AHALIA SCHOOL OF ENGINEERING & TECHNOLOGY

CIRCULAR

Ref: ASET / ADMIN / C/ 0165(2020-2021) **12-04-2021**

Sub: ISO Management Review Meeting

A management review meeting of ISO is scheduled on 23-04-2021, Friday at 11.00 am in Principal's Office with the following agenda. All the members are requested to attend the meeting.

Agenda:

1. The status of actions from previous management reviews;
2. Changes in external and internal issues that are relevant to the quality management system;
3. Information on the performance and effectiveness of the quality management system, including trends in:
    a. Customer satisfaction and feedback from relevant interested parties;
    b. The extent to which quality objectives have been met;
    c. Process performance and conformity of products and services;
    d. Nonconformities and corrective actions;
    e. Monitoring and measurement results;
    f. Audit results;
4. The performance of external providers;
5. The adequacy of resources;
6. The effectiveness of actions taken to address risks and opportunities
7. Opportunities for improvement.
8. Schedule of first internal audit
9. Any other matters with the permission of chair.

Principal

To

1. Dr. Krishna Kumar Kishor – Chairman – MRM
2. Dr. P. R. Sreemahadevan Pillai, Director, AGI & Principal, ASET
3. Prof. D. Prakash, HoD, ME
4. Dr. V. Balamurugan, HoD, ECE
5. Dr. Binoy Balan K, HoD, S&H
6. Dr. G. Murugananth, HoD, EEE
7. Dr. S. Gunasekaran, HoD, CSE
8. Mrs. Kripa K M, HoD, CE
9. Mr. Sreenivasan T R, AO
10. Mrs. Swetha C, AP, ECE
11. Mr. Dheeraj P, AP, ME
12. Mr. Lal, Librarian
13. Mr. Abhijit Menon, Placement Officer

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17-12-2016 Management Review Meeting of ASET held on 17.12.2016 at 2 PM in the room of Director, ASET.

Dr. Krishna Kumar Kishor, Asst Director AHHKV presided over the meeting.

The following members are present.

1. Dr. B.G Vishnu Ram, Principal, ASET.
2. Dr. Jino John, HOD, CED
3. Mr. Ramesh kumar. HOD, CSE
4. Dr. V. Balamurugan, HOD, ECE
5. Dr. G. Muruganantham, HOD, EEE
6. Mr. Dhaneesh. S, HOD, ME D
7. Mr. Binoy Balan, K. HOD, H&S.
8. Mr. Sreenivasan, T.R AO.
9. Mrs. Dhanya, Librarian
10. Mr. Abhijet. V. Placement officer
11. Mr. Manickavasagam, AP, EEE
12. Dr. P. Sankaran Kutty, Director, ASET.

Agenda:

1. Discussion on quality and process manuals
2. ISO Certification Schedule.
3. Any Other matter with permission of Chair.

The following is the brief proceedings of the meeting.:

* Dr. Sankaran Kutty Reported that the Quality manual for the three institutions ASET, ASM and ASP was despatched to M/s Bureau veritas' last week.

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* Separate Process manuals are made for ASET, ASM and ASP and these manuals will be despatched to Bureau veritas on 21-12-2016 after a discussion on the manuals in the meeting of the ISO Coordinators on 21-12-2016.

* As per the process for Conduct of the Management review meetings the Subjects for review in the meeting include the following
  1. Results of audits
  2. Process Performance
  3 Preventive and Corrective action
  4. Feed back from various Stake holders.
  5 Review of QMS.
  6. Improvements in the system

* First Stage audit by Bureauveritas has to be Conducted on or after 18th Jan 2017.

* The internal audit will be Conducted on 3rd & 4th Jan 2017. The list of auditors and Schedule of audit will be notified immediately

* The next MRM has to be Conducted after the internal audit and before the first Stage audit

* After a brief discussion it was

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decided to conduct the next MRM on 11th Jan 2017.

* The following subjects will be included as agenda in the next MRM.
  - Results of internal audit
  - Preparation and progress in even Semester academic programme
  - Analyses of the University exam results
  - Placement activities.

Meeting ended at 3.00 PM.

Prepared by.
P Sankaran 22.12.16
(Dr. P. Sankaran Kutty)

Dr. Krishnakumar Kishor
Chairman, MRM.

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11.01.2017 Management Review Meeting of ASET held on 11.01.2017 at 2.pm in the room of Director, ASET

The following members are present.

Dr. Krishna Kumar Kishor	11/1/17
Dr. P. Sankaranbeethy	11.1.17
Dr B. G. Vithiveeram	11/01/2017
Dr Jino John	11/1/17
G. Murugeswarth	11/01/17
Binay Balan k	11/01/17
Ramesh Kumar. R	11/1/17
Dhanesh-S	
Sreenivasan T.N	
Dhanyo. K	
Prabha. R	
Jayasreelakshmy (AP, ME)	
A. MANICKAVASAGAM AP/EE	
Sathish Kumar R.K. (AP/ME)	
Dr. V. Bulamurugan	11.1.17
Abhijit V	
Pooja Kannadas	

Agenda

1. NCR after the internal ISO Audit.
2. End semester university results.
3. Preparation for the even semester
4. Placement Activities.

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The following is the brief proceedings of the meeting.

* Brief procedure of the internal ISO audit was given by Director, ASET and a consolidated ISO Internal Audit Report was read, which was held on 3rd, 4th and 5th of January 2017.
  - Risk Analysis was introduced in the process manual.
  - No NCR were raised by the auditors
  - Many observation were made the auditors and it was rectified within 2-3 days.

* It was decided to form a committee to form and develop a procedure for analysis of the University Results, taking into consideration that all the points that can affect the result should be included. The committee will be formed in the next HOD meeting. and the process of the development of the analysis has to be completed by the end of the January.

* Practically all the preparations have completed to start all the classes by February first week.
  - Events to be conducted in the even semester will be discussed in the next HODs meeting and get finalised.

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- A small work in the instrumentation lab of Mechanical Department has to be completed immeadiately.

- It was suggested that 30% of the books should be maintained in the e-book format in the College Library.

- An incharge for the national digital library should be deided in the next HOD's meeting.

* Placement officer need to prepare an action plan for the placement and need to present in the next MRM meeting.

The following subjects will be included in the next MRM meeting's agenda.

- Discussion on ISO stage-I meeting.
- Discipline and Placement.

Meeting ended by 3.00 pm.

Prepared by
17/1/2014.
(Pooja Kannadas)
ISO coordinator

Dr. Krishnakumar Kishoo
Chairman, MRM

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25.01.2017. Management Review Meeting of ASET held on 25.01.2017 at 2pm in the room of director.

The following members are present.

Dr. Krishakumar Kishor - Chairman, ISO, MRM
Dr. B.G VishnuRam, Principal, ASET.
Dr. Jino John, HOD - CED
Dr.q. Rameshkumar, HOD - CSE
Dr. G. Muruganandh, HOD - EEE
Dr. V. Balamurugan, HOD - CSE
Mr Dhanesh.S, HOD - MED.
Mr. Binoy Balan K HOD - H&S
Mr. Sreenivasan T.R - AO.
Mrs. Dhanya Librarian.
Mr. Abhijit.V, Placement Officer
Mr. Manickavasagam, AP/EEE
Ms. Jayasreelakshmi AP/ME
Mr. Sathishkumar AP/ME

Agenda

1. Discussion after the review of Stage-I Audit
2. Any other matter with the permission of chair.

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The following is the brief proceedings of the meeting.

1. Revision history chart has to be maintained

2. The headers of the forms & the process manual has to changeed.
   Effective date should be 01-02-2017
   Revision date should be 25-01-2017.

3. In the stage-I, audit, it was asked to fragment the procer manual for 8 processes. the following are the 8 processes.
   1. Academic Process
   2. Exam cell
   3. Library.
   4. Extra curricular Activities
   5. Career Development
   6. Research & Development
   7. Administrative Process.
   8. Quality Management Systems.

The following points will be included in the next MRM meeting's agenda.

Agenda
1. Review of minutes of previous meeting
2. Internal audit report & NCR analysis

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3. Internal test valuation & attendance
4. University Exam result analysis
5. Students feedback.
6. Career Development Activities
7. Method of improvement for slow learners.

Meeting ended by 3.30 pm.

Dr Krishna Kumar Kishor
chairman MRM

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10.02.2017 Management Review Meeting of ASET held on 10.02.2017 at 10.00 am in the Director's Room

The following members are present.

1. Dr Krishnakumar Kishor - Chairman MRM
2. Dr P. Sankaranukulty, , Director - ASET
3. Dr Jino John HOD/CE
4. Mr Rameshkumar HOD/CSE
5. Dr V. Balamurugan HOD/ECE
6. Dr G. Murugaboopathi HOD/EEE
7. Mr Dhanesh S HOD/ME
8. Mr Binoy Balan K HOD/H&S
9. Mr Sreenivasan TR - AO
10. Mrs Dhanya K Librarian
11. Mr Abhijit V Placement officer
12. Dr P.K. Venkitachalam - Prof H&S.

Agenda.

1. Review of minutes of previous meeting
2. Internal audit report & NCR analysis
3. Internal test valuation & attendance
4. University Exam Result Analysis
5. Students feedback
6. Career development Activities
7. Method of improvement for Slow learners.

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The following is the brief proceedings of the meeting.

1. Internal audit was done from 02.02.2017 and 08.02.2017. NCR - (Minor and Major) was issued to the respective departments after the audit. and all the auditees are requested to close the NCR on or before 15.02.2017.

2. First Internal marks of Eight semesters of all the departments were analyzed.

3. Sixth semester Results of Calicut University were analyzed.

4. Eight semester students feedback is under process.

5. Placement officer proposed and explained career development activities for the rest of the academic year 2016-17.

6. Slow learners has to identified and remedial classes have to be conducted

Dr. Krishnakumar Kishor
Chairman - MRM

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08/08/2017 Management Review Meeting of ASET held on 08-08-2017 at 10.00 am in the Director's Room.

The following members are present.

1. Dr. Krishnakumar Kishor - Chairman MRM
2. Dr. P. Sankaranukutty - Director ASET
3. Dr B.G Vishnu Ram - Principal, ASET
4. Dr Jino John - HOD / Civil
5. Mr Rameshkumar - HOD - CSE
6. Dr Balamurugan V - HOD - ECE
7. Dr G. Muruganantth - HOD - EEE
8. Mr Dhanesh D S - HOD - ME
9. Mr Binoy Balan K - HOD - S & H
10. Mr. Sreekrivasan T.R - AO
11. Mrs. Dhanya K - Librarian
12. Mr. Abhijit V - Placement Officer
13. Dr P.K Venkitachalam - Prof - H & S.
14. ~~Mr. Sreenivasan GR~~

Agenda.

1. The status of actions from previous management reviews.
2. Changes in internal & external issues that are relevant to the quality management system.
3. Information on the performance and effectiveness of the quality management

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by system including the trends in
a) Customer satisfaction and feedback from relevant interested parties
b) The extent to which quality objectives have met.
c) Process performance and conformity of products & services.
d) Non conformities and corrective actions
e) Monitoring & measurement results
f) Audit Results
g) the performance of external providers
h) the adequacy of resources
i) the effectiveness of actions taken to address risk & opportunities
j) Opportunities for improvement.

The following are the brief Proceedings of the Meeting:

1) The following agenda of the Review Meeting were discussed
a) Internal audit satisfactorily conducted during 02-02-2017 to 08-02-2017. All the Non-conformities pointed were closed after thorough discussion. The ~~MRM~~ Members presented appreciated the work of auditee and auditors.
b) The overall performance of SS Students in the first internal test is better. The slow learners were identified and remedial classes for them are Scheduled by 3rd week of March 2017. The

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evaluation of the effect of ReMedial classes will be conducted at the end of the class work.

c) Good progress has been observed in placements of students have been recruited as on date in this academic year 2016-17.

2) Changes in external and internal Issues:

- The internal issue of updating the stock registers was solved by writing off the broken / ~~missing~~ unusable items.

3) Performance and effectiveness of QMS

a) customer satisfication and feedback

- The Feedback from students is under progress

b) Quality Objectives met -

- The quality objectives in the areas of conferences, workshops, events, placement and extracurricular activities were review and satisfactory progress towards achieving the quality Objective is on progress.

The objective Monitoring sheet will be circulated among departments & sections for discussion and finalization in next MRM

c) Prilem Performance and conformity of product and services

- No point was covered.

d) Non-conformities and Corrective actions.

- The 4 ~~Non~~ Minor Non-conformities pointed by the certifying agency, were thoroughly discussed. The Remedial measures, Preventive and corrective actions suggested by the relevant department / section are accepted and the same

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will be intimated to the certifying agency for the closure of NCs.

e) Monitoring and measurement of results.
- No points were discussed

f) Audit results
- Internal audit & Stage 2 audit results are covered in the Point d.

g) Performance of external Providers.
- Vendor rating Principle is implemented.

H) Adequacy of resources:-
Prodequacy of resources are not pointed for this academic year

5) Effectiveness of actions taken to address risks and Opportunities.
- No risk identified during this period.

6) Opportunities for Improvement.
The possibility of getting funding from external agencies for Projects and R&D activities were discussed in the R&D Committee meeting. The departments are advised to explore the opportunities.

Dr. Krishna Kumar Iyer
Chairman - MRM

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24/08/13 Management Review Meeting of ASET on 24/08/13 at 11.00 am in the Director's room.

The following members are present.

1. Dr. Krishnakumar Kishor - chairman - MRM
2. Dr. P. Sankaranukutty - Director, ASET
3. Dr. B.G Vishnurath - Principal, ASET
4. Mr. Prakash D - HOD/ME
5. Dr. Jino John - HOD/CE
6. Dr. Rameshkumar - HOD/CSE
7. Dr. V. Balamurugan - HOD/ECE
8. Dr. G. Muruganath - HOD/ EEE
9. Mr. Binoy Baalan K - HOD/S&H
10. Mr. Sreedivasan T.R - AO.
11. Mr. Sumith A.T - Librarian
12. Mr. Abhijit. V - Placement Officer
13. Dr. P.K Venkitachalam - Prof/ S&H

Agenda

1. The status of actions taken from previous management reviews.
2. Changes in external & internal issues relevance to the quality management system
3. Information on performance & effectiveness of quality management system, including trends.
   a. Customer satisfaction & feedback from relevant interested parties.

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b. The extent to which quality objectives have been met
c. Process performance & conformity of products & services.
d. Non conformities & corrective actions
e. Monitoring & measurement of results
f. Audit results.

4. The performance of external providers
5. The adequacy of resources.
6. The effectiveness of actions taken to address risks & opportunities
7. Opportunities for improvement
8. Review of academic activities including result analysis of previous semesters.
9. Review of format for faculty selection process.
10. Review of discipline, students welfare grievances & appeal committees.
11. Schedule of internal Audit for Academic year 2017-2018.

The following are the brief proceedings of the Meeting.

1). Status of actions taken from previous Management Reviews.
HOD's were asked to submit the objective Monitoring sheet circulated, updated until 30th September 2017 and submit on 13th October 2017.

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2. Changes in internal and external issues.
Internal - A summary sheet recording data of applicant is to be added and implemented with immediate effect.
External - The modified KTU Audit Procedure, Prepared by KTU has to be followed.

3. Information on Performance & effectiveness of quality Management systems.

a) Customer satisfaction & feedback - It is decided to include testimonials from the students.

(ii) The difficulties in admission section has been discussed and decided to thoroughly check the eligibity of the students to carry out higher studies. Also it is decided to modify the checklist for admission Procedure.

(iii) A committee is to be formed to discuss FDP organization. Faculty members are to be encouraged to take part in FDP's organized by other institutions.

b) Quality objectives met -
Follow up and regular update on the objective tracking sheet is advised. Suggestion to revise the objective tracking sheet is also welcomed.

c) Process Performances -

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Results of the previous semesters has been discussed. Placement officer, Presented the statistical data on the placements offered to 2017 Passed out batch. It is decided to conduct an Ad hoc Alumni meeting at college level.

d) Non-conformities and corrective actions:
- No points were discussed.

e) Monitoring and Measurement of Results.
It is planned to Modify the result Analysis Procedure. It is suggested to do the result analysis via an ERP software.

f). Audit results.
Internal audit is scheduled from 25th to 27th September 2017. So no points were discussed.

4) g) Performance of external Providers
No Points were discussed.

5) Adequacy of Resources - Inadequacy not felt.

b) Effectiveness of actions taken to address risks and opportunities.
- It is decided to fine tuned the document checking process.

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7) b. opportunities for Improvement
- Faculty members shall be advised to visit industry to Strengthen Industry Institute Partnership.
HoDs were asked to analyze the possible opportunities for improvement in various areas and submit a draft proposal by 27th October 2017.

8) Review of academic activities
The coverage of Syllabus, conduct of tests and assignments are found to be satisfactory.

9) Review of faculty selection Procs.
The changes in the format of faculty selection process ie Summary of applications been approved and enclosed for implementation with immediate effect.

10) Review of discipline, Grievances and appeal committees.
No specific cases were reported for discussion.

11). The internal audit scheduled from 25th September to 27th September 2017 has been approved.

Dr. Krishna Kumar Bishnoi
Chairman - MRM

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6.3.2018 Management Review Meeting of A.S.E.T. on 6.3.18 at 10.30. A.M. in the Director's room.

The following members are present.

1. Dr. Krishnakumar Kishor - Chairman-MRM
2. Dr. P. Saukaran Kutty - Director, ASET
3. Dr. B. G. Vishnuram - Principal, ASET
4. Mr. Prakash D - HOD/ME
5. Dr. Jino John - HOD/CE
6. Dr. Ramesh Kumar - HOD/CSE
7. Dr. V. Balamurugan - HOD/ECE
8. Dr. G. Muruganarth - HOD/EEE
9. Dr. Binoy Balan K - HOD/S&H
10. Mr. Sreenivasan T.R. - A.O.
11. Mr. Sunith A.T. - Librarian
12. Mr. Abhijit V - Placement Officer
13. Dr. P.K. Venkitachalam - Prof, S&H

Agenda :-

1. The status of actions taken from previous Management Reviews.
2. Changes in external & internal issues relevance to the Quality Management System.
3. Information on performance of effectiveness of Quality Management System, including trends:
   a) Customer satisfaction & feedback from relevant interested parties

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b) The extent to which Quality objectives have been met
c) Process performance & conformity of products & services.
d) Non - conformities & corrective actions
e) Monitoring & measurement of results
f) Audit results.

4. The performance of external providers
5. Adequacy of resources.
6. The effectiveness of actions taken to address risks & opportunities.
7. Opportunities for improvement.
8. Schedule of ISO 11 Internal Audit and Surveillance Audit
9. Any other matter, with the permission of the Chair.

[The Minutes are typed and Printed. The hard copy is attached on next page Page no: 29.]

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The following are the points discussed

1. **The status of actions from previous management reviews**

Discussion:

Discussed the objectives of various departments and sections and their status. It is found that the tracking sheet is not maintained.

Decision:

The objectives tracking sheet with status has to be submitted for the academic years as follows:

(i) From February 2017 to July 2017 – pertaining to last academic year.

(ii) For the academic year 2017-18 starting from August 2017 to till date.

Target Date: 08/03/2018

Responsibility: HODs

2. **Changes in external and internal issues that are relevant to the quality management system**

External Issue:

No external issues were addressed.

Internal Issue:

a) Discussion:

The institution will ensure 10% of faculty registering for PhD every year.

Decision:

Ensure that 10% of faculty is pursuing PhD at any time.

b) Review of objectives:

Discussed to review the objectives

Decision:

Make a list of objectives to be revised and submit in next MRM.

Responsibility: ISO Co-ordinator

c) Student Feedback:

Discussion:

Totally 4 nos. of feedback are taken form the student. Two internal (by ASET) and 2 for the university.

3. **Information on the performance and effectiveness of the quality management system, including trends in**:

A) Customer satisfaction and feedback from relevant interested parties;

Discussion:

Discussed on employer feedback and exit survey.

Decision:

a) Employer feedback is being obtained.

b) Decided to collect exit survey as per the schedule.

   a. 2018 pass out batch at the time of collecting the caution deposit
   b. 2016 & 2017 pass out batches – via email

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d) The survey needs to be filled out meaningfully. So sufficient amount of time must be given.
e) PTA register / feedback can be included in the testimonials
Target date: 30/04/2018
Responsibility: Placement Officer

B) The extent to which quality objectives have been met;

Discussion:

The extent at which objectives are met has to be analysed.

Decision:

A sheet shall be prepared and data shall be collected.
Responsibility: Principal

C) Process performance and conformity of products and services;

(i) A committee to be formed for FDP chaired by Ms. Nirmala Devi, Prof/CE
(ii)Each department has to represent 2 faculty members for the committee.
(iii) The chairman of the committee has to discuss with Principal and decide the frequency of the meeting.

Target Date: 15/03/2018
Responsibility: Principal/A O

(iv) S1 results:
a. The statistical data of the first semester results of 2017 – 2021 batch were collected.
b. The areas of concern for poor results have been identified.
c. The methodologies to improve the results need to be identified and summarized.

Responsibility: Dr. Binoy Balan, HoD/ S&H
Target Date: 21/03/2018

D) Nonconformities and corrective actions;

(i) Stock verification has to be scheduled for all the laboratories and library.
(ii)Library is the major area of concern. The physical verification of all the books has to be done by the month of June 2018.
(iii) The comments from the past audits have to be submitted.
(iv) It is found that there are some deficiencies in the number of books for the library. It is decided to discuss it in a separate meeting.
(v) Handbooks are currently being taken out of the library by students. These are reference books.
(vi) The data books / steam tables taken up for exam purposes from the library to the exam cell has to be returned.

Target Date: 30/06/2018
Responsibility: A O/Librarian and Principal

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The result analysis of S1 exams were presented and the corrective actions applying for revaluation and conduct of special classes were suggested.

F) Audit results;

(i) Remarks of 1st Audit are available and all corrections and remedial actions are implemented.

(ii) The summary of internal audits to be attached with MRM minutes

4. The performance of external providers;

Suggested to update the vendors list, after studying their performance.

Responsibility: A O

Target Date: 30/06/2018

5. The adequacy of resources;

A report on facilities inadequacy and maintenance has to be submitted.

i) A committee has to be formed to review the maintenance issue.
ii) The internet band width has to be improved
iii) Library books have to be increased.
iv) A standby printer is needed for KTU Exams.

6. The effectiveness of actions taken to address risks and opportunities.

No risks have been addressed.

7. Opportunities for improvement.

It is decided to

i) maintain separate files for the Research and Development process.
ii) Have one set of question paper to be submitted with blooms taxonomy.
iii) Have a committee to review the objectives and to submit the report.

The effective date of these revisions shall be from 02-04-2018.

Responsibility: Principal

Target Date: 30/06/2018

8. Scheduling of Audit

The 2nd internal audit for the academic year 2017-18 is scheduled on 12th & 13th March 2018 and the Surveillance audit is on 19th March 2018.

Chairman

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Management Review Meeting of APJET on 14-09-18 at 10.30 am in the Director's room.

The following members were Present

1. Dr. P.R. Sree Mahadevan Pillai, Director, APJET
2. Dr. Krishna Kumar Kizhur, Chairman - MRM
3. Dr. B.G. Vishnu Ram - Principal, APJET
4. Mr. D. Prakash - HOD/ME
5. Dr. Jino John - HOD/CE
6. Dr. V. Balamurugan - HOD/ECE & CSE
7. Dr. G. Murugeswari - HOD/EEE
8. Dr. K. Binoy Babu - HOD/S&H
9. Mr. Sreenivasan TR - AO
10. Mr. Lal - Librarian
11. Mr. Abhijit - Placement officer
12. Mr. Basil Baby - AP/S&H

Agenda:-

1. The status of actions taken since previous Management review
2. Changes in external and internal issues relevant to the quality management system.
3. Information on Performance and effectiveness of quality management system, including trends in:
   a) Customer satisfaction and feedback from relevant interested parties
   b) The extent to which quality objectives have been met
   c) Process performance and conformity of Products & Services

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d) Non-conformities and Corrective action
e) Monitoring & Measurement of results
f) Audit results

4. The Performance of external Providers
5- The adequacy of resources
6. The effectiveness of actions taken to address risks & opportunities
7- Opportunities for improvement
8. Schedule of internal audits
9. Any other matters with the permission of the Chair.

[The Minutes are typed and Printed. The hard Copy of the Minutes along with revised Quality Objectives is stapled on Page no. 33.]

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The following are the points discussed

1. **The status of actions from previous management reviews**

Discussion:

Discussed the objectives of various department and sections and their status. It is found that the certain objectives have to be modified.

Decision:

The objectives shall be modified and the revised objectives to be submitted for approval and to be followed in the on-going academic year 2018-19.

Target Date: 31/10/2018

Responsibility: HODs

2. **Changes in external and internal issues that are relevant to the quality management system**

External Issue:

No external issues were addressed.

Internal Issue:

a) Discussion:

The institution will ensure 10% of faculty registering for PhD every year.

Decision:

Ensure that 10% of faculty is pursuing PhD at any time.

b) Review of objectives:

Discussed to review the objectives

Decision:

The revised objectives will be approved and to be followed.

Target Date: 31-10-2018

Responsibility: ISO Co-ordinator

c) Student Feedback:

Discussion:

The collection of feedback for the mid-semester is tentatively scheduled on during 2nd week of November 2018

Target Date: 12-11-2018

Responsibility: Principal

d) Course File Index:

Discussion:

The index sheet of course files for theory and practical courses have to be modified as per KTU norms and to be implemented from the next semester onwards.

Target Date: 12-11-2018

Responsibility: ISO – Coordinator

3. **Information on the performance and effectiveness of the quality management system, including trends in:**

A) **Customer satisfaction and feedback from relevant interested parties;**

Discussion:

Discussed on employer feedback and exit survey.

Decision:

The format for student satisfaction survey has to be made.

Target date: 31/10/2018

Responsibility: Placement Officer

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C) Process performance and conformity of products and services;
Results were yet to be announced.

D) Nonconformities and corrective actions;
Non-conformities and corrective actions will be addressed after the internal audit scheduled from 17th to 19th September 2018.

E) Monitoring and measurement results;
Results were yet to be announced. So no discussions happened.

F) Audit results;
No NCs are found in the surveillance audit conducted during 19th March 2018.

4. The performance of external providers;
The processes are in line with the norms of quality requirements and so no points were discussed.

5. The adequacy of resources;
No adequacy of resources has been pointed.

6. The effectiveness of actions taken to address risks and opportunities.
No risks have been addressed.

7. Opportunities for improvement.
Opportunities will be addressed in the next MRM.

8. Scheduling of Audit
The 1st internal audit for the academic year 2018-19 is scheduled during 17th to 19th September 2018.

Chairman

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4.1 QUALITY OBJECTIVES AND PLANNING TO ACHIEVE THE OBJECTIVES

The quality objectives of the institutions, in general, have been established. The quality objectives for Academic departments, Examination cell, Administration, Career Development Centre, R & D Centre, Library and Extra Curricular events are identified. As these quality objectives form part and parcel of the quality policy, periodical review is made to recast, if necessary. These quality objectives focus on offering quality education and its effectiveness in meeting the student-needs. The quality objectives are measurable and parameters for the measurement are described below for each institution.

Ahalia School of Engineering and Technology

S. No	Quality Objectives	Measuring Parameter	Responsibility	Target
1.	**ACADEMICS**			
1	To impart education and training.	University Examinations Results	HODs and Principal	5% improvement on results every year for each batch under consideration to achieve the maximum.

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2	To supplement the academic input to the students.	No. of co-curricular activities like seminar, conferences, etc.	Principal and HODs	The target is to conduct atleast 3 of the following programmes at the department level every year and ensure 30% participation by the students. ❖ State / National / International Seminars ❖ State / National / International Conferences ❖ Guest Lectures ❖ Workshops Value Added Training Programmes

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3.	To give industrial exposure to students by organizing industrial visits, industry oriented training and industrial projects.	No. of Industrial visits, implant training and industrial projects	Principal and HODs	Two Industrial visits per year per department, 30% students undergoing implant training in every department and atleast one industrial project per year per department.
4.	To strive constantly to improve the potential of the faculty members through enhancement of qualification.	No. of persons pursing higher studies	HODs/ Principal and Faculty	10% of faculty of the institution to pursue higher studies at any one time.

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5.	To organize faculty development programs (FDP) and similar events Faculty development programs (FDP) , Workshops, Training Programmes, Conferences, Seminars etc.	No of FDPs/Events. 1. No. of programmes Conducted 2. No. of faculty memebers attended the programmes.	HODs/ Principal	1. Atleast one programme to be conducted per department per year 2. Atleast 2 faculty members per department per year to be deputed for any of the programs viz. Faculty development programs (FDP), Workshops, Training Programmes, Conferences, Seminars etc.
6.	To provide industrial exposure to the faculty members by way of institute-industry interaction by undertaking sponsored research, consultancy work	No. of faculty members deputed.	HODs/ Principal	To cover all the faculty members in 3 years from 2018-19 academic year onwards.

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2.	**EXAMINATIONS**			
1.	To conduct university and Internal examinations strictly following the schedules and norms	1. No. of times changes in schedule/Delay in starting Examinations, 2. Comments by external examiners in case of University Exams.	Officer In charge Exams and Principal/Chief Superintendent	Zero deviation from schedule and norms

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2.	To conduct university and Internal examinations without any malpractices	1. No. of malpractices booked, 2. No. of adverse comments from higher officials	Officer In charge Exams and Principal/Chief Superintendent and Invigilator	Conduct of Examination without any malpractices
3.	To develop a fair evaluation system and process to announce results in time in the case of internal exams.	1. No. of times the delay in announcement of results. 2. No. of Complaints received on evaluation.	Officer In charge Exams and Principal and HOD	To achieve zero delay, To attend complaint in 2 days.
3.	**LIBRARY**			

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1.	To develop a Customer friendly library service.	No of users per day	Librarian and Principal	60 percent utility factor.
2.	Collection of titles to cover the all the relevant fields of study.	No. of tiles, Volumes and Journals	Librarian, Principal and Management	As per AICTE norms i.e. 250 titles & 1250 volumes to be added per year.
3.	To act as the Centre of support for the R&D work.	No. of Journals	Librarian, Principal and Management	10% of the Journals available for R & D.
4.	**EXTRA- CURRICULAR ACTIVITIES**			

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1.	To encourage Sports and Cultural activities by developing State-of the-art facilities.	Achievements by the students at different levels of Competitions, Percentage of revenue spent on activities	Physical Director, Event Coordinator, Principal and Management	80% of the students to participate in one activity or the other.
2.	To promote activities like NSS, NCC, Yoga, various Clubs.	Percentage of students involved in such activities	Physical Director, Event Coordinator and Principal	Participation of at least 20% of the students.
5.	**CAREER DEVELOPMENT**			
1.	To make the students capable of selecting the career and achieving them	No of training sessions conducted, No of Students placed in the field of Choice, Feedback from Alumni	Career Development Officer and Principal	To place 80% of Students in career of their choice in 5 years in phased manner.

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.	To place Students in establishments of national and international repute.	No of reputed companies visiting the campus, Percentage of students selected.	Career Development Officer and Principal	To place 80% eligible students in reputed firms.
	To make students as Entrepreneurs	No. of students involved in startups	Career Development Officer and Principal	To make 2% of students Entrepreneur every year.
	Motivate and prepare students for higher studies	No. of Students opting for higher studies and getting admission	Career Development Officer and Principal	Two percentages of students going for higher studies every year
RESEARCH & DEVELOPMENT				

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1.	Enhancement of academic quality through R&D	No. of faculty members registering for Ph. D at any one Time	Principal, HODs and Faculty Members	10% of faculty of the institution to Ph.D at any one time.
2.	To develop consultancy and sponsored project.	No. of Projects and consultancy, No. of faculty involved in the work, Revenue received through consultancy and projects	HOD and Principal	To have R & D and Consultancy every department in 10 years, sinc

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3.	Encourage staff for research publications	No. of publications by per faculty	HOD, Faculty and Principal	***To publish one paper every t*** **faculty**
4.	Patents	No. of patents applied	HOD, Faculty and Principal	At least one patent in every 2 ye 2018.
5.	Encourage startups through EDC	No. of Startups	EDC In-charge and Principal	At least one startup in every 2 ye 2018.
7.	**ADMINISTRATION**			

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To develop a customer friendly system in the office for collection of fees, attending grievances and issue of documents to students with a pre-defined schedule	Deviation from Schedule, No of Complaint received from stake holders	AO and Principal	Optimize the Schedule and complete th work with the customers on the same d
To select and organize a faculty with sound knowledge and multi talent for the training of students	No of faculty with specified qualification satisfying the statutory requirement of university, AICTE, etc...	Management, Principal and AO	To develop a talented faculty pool with percentage retention

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1.	To develop a customer friendly system in the office for collection of fees, attending grievances and issue of documents to students with a pre-defined schedule	Deviation from Schedule, No of Complaint received from stake holders	AO and Principal	Optimize the Schedule and complete the work with the customers on the same day.
2.	To select and organize a faculty with sound knowledge and multi talent for the training of students	No of faculty with specified qualification satisfying the statutory requirement of university, AICTE, etc...	Management, Principal and AO	To develop a talented faculty pool with 90 percentage retention

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3.	To provide state of art infrastructure by proposer procurement and building procedures	Ranking of the institution by the University in terms of infrastructure.	Management, Principal and AO	To become in the first 5% of the Engineering institutions in the state.
8.	**QUALITY SYSTEM PROCEDURE**			
1.	To conduct internal audits regularly and effectively	No of audits conducted and No of Non Conformities	ISO Coordinator and Principal	Four Internal audits per year with Zero major Non Conformities and maximum, of 5 minor Non Conformities per department/Section

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Management Review Meeting of ASET held on 10/2/2020 at 10:30 AM in the Principal room, ASET.

The following members are present.

1) Dr. P.R. Sree Mahadevan Pillai, Director, AGI & Principal ASET.
2) Dr. Krishnakumar Kishor, Chairman, MRM
3) Mr. D. Prakash - HOD, ME.
4) Dr. Jino John - HoD, CE
5) Dr. V. Balamurughan - HoD, ECE
6) Dr. Binoy Balan K - HoD, S&H
7). Dr. G. Murugananth - HOD, EEE.
8) Dr. S. Gunasekaran - HoD, CSE.
9) Mr. Sreenivasan T.R - AO
10). Mr. LaL - Librarian.
11) Mr. Abhijith - Palacement Officer.

Agenda.

1) The status of actions taken from previous Management Reviews.
2) Changes in external and internal issues relevance to the Quality Management System.
3) Information on performance of effectiveness of Quality Management system, including trends
   a) Customer satisfaction & feedback from relevant interested parties.
   b) The extent to which Quality Objectives have been met.
   c) Process performance and conformity of product & Services.
   d) Non - Conformities & Corrective actions.
   e) Monitoring & measurement of results.

JBW

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f) Audit Results.

4) The performance of external providers.
5) Adequacy of resources.
6) The effectiveness of actions taken to address risks & opportunities.
7) Opportunities for improvement.
8) Schedule of first Internal audit.
9) Any other matters, with the permission of the chair

[The minutes are typed and printed. The hard copy is attached on next page page no: 37]

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Management Review Meeting

Minutes of Meeting

Venue: Board Room **Date: 18.05.2022**

The following are the points discussed

1. **The status of actions from previous management reviews**

Discussion: ISO certification for site and institution specific received after successful completion of the recertification process.

Decision:

External surveillance audit is planned on the month of October 2022, so it is decided to conduct two internal audits before the same. The first internal audit should be completed by the Third week of June and second internal audit by first week of October.

Target Date: 10/06/2022
Responsibility: ISO Coordinator, IQAC Coordinator

2. **Changes in external and internal issues that are relevant to the quality management system**

External Issue:

No issues were found

Discussion:

ISO Process manual is revised as per the KTU audit manual.

Two faculty members will be appointed as Dean-Academic and Dean-Research with effect from 01 June 2022. It is proposed to make appropriate changes in the Quality manual.

Decision:

All the department HoDs to ensure the revised ISO system is followed from 01th June 2022 onwards.

Target Date: 31/05/2022
Responsibility: ISO Coordinator

3. **Information on the performance and effectiveness of the quality management system, including trends in:**

A) Customer satisfaction and feedback from relevant interested parties;

Discussion:

Feedback from the stakeholders has to be collected as per the IQAC requirement, the proforma of which is posted in the college website. Apart from the regular feedback submitted by students, the following feedback/surveys are also required

Feedback by teachers'

Feedback by students

Satisfaction survey by Alumni

Satisfaction survey by Employer

Decision:

The feedback collection from Alumni and Employer must be collected immediately by individual departments with the help of alumni association of the college. Details of students doing higher studies must also be collected.

Responsibility:

Ms. Sruthy Sukumaran, AP/CSE
Ms. Aswathy, AP/CSE
HoDs of all Department
Placement Cell
Mr. Dhanesh (AP-ME)
Ms. Hardhi (CE)
Mr. Vivek V S (AP-CE)

B) The extent to which quality objectives have been met;

Discussion:

Revised the quality manual and the objectives and the tracking sheet to be shared with all departments.

C) Process performance and conformity of products and services;

D) Discussion:

Fourth Seventh semester results are announced by the KTU. The result of Department of Mechanical Engineering is to be increased in the coming examinations.

E) Nonconformities and corrective actions;

Discussion:

Common Non-conformities received from departments is, Schedule of stock verification.

Decision:

It is decided to prepare a schedule of stock verification of this year by the month of June itself and complete the stock verification by Third week of June 2022.

Responsibility: AO

It is decided to prepare department budget from 2022 to 2023 within two weeks

Responsibility: HoD's

F) Monitoring and measurement results;

Discussion:

S7 and S4 result were published.

Decision:

The target pass percentage of the college must be increased by 5%

Responsibility: ISO Coordinator

G) Audit results;

Discussion:

External audit completed successfully with minor NC's and the certificate is received.

Decision:

An internal audit is to be scheduled as the KTU external audit will be conducted within third week of June 2022.

Responsibility: KTU Coordinator, ISO Coordinator

4. **The performance of external providers;**

No major purchases during the academic year due to the pandemic situation, only minor infrastructural changes have been made.

5. **The adequacy of resources;**

Overhead projectors are being installed in all the classrooms in the institution. No adequacy of resources has been pointed. The budget for the new academic year must be submitted.

6. **The effectiveness of actions taken to address risks and opportunities.**

The classes were handled in both online and offline mode. It is decided to monitor the attendance in offline classes by respective HOD's mothly.

7. **Opportunities for improvement.**

The frequency of IQAC meeting is low and must be increased to at least three meetings in a semester.

8. **Scheduling of Audit**

The 1st internal ISO audit for the academic year 2022-23 is to be scheduled during 06th June to 10th June 2022.

Chairman