	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>Procedure for Internal Communication</b>		
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## **PURPOSE**

To ensure proper internal communication to various levels and functions of the MITS.

## **1. SCOPE**


This cover internal communication relating to implementation of EOMS in the MITS.

## **2. RESPONSIBILITY**

EOMS Coordinator is responsible for effective operation of this procedure.

## **3. PROCEDURES**

- a. The management has defined and implemented a two-way communication process for ensuring that people:
  - i. Are aware of the organization's EOMS policies and objectives and how it applies to them, know what is going on, where they belong in the sequence of process and what is expected of them at all levels of the organization
  - ii. are aware of changes such as changes in customer and regulatory requirements, changes in EOMS systems, processes, materials or equipment,
  - iii. have suitable means of communication including feedback from Learner and staff and knowing that organization will use this information as EOMS improvement input.
- b. Providing proper information has been a resource for improvement and the involvement of the people in achieving EOMS objectives.
- c. Updating EOMS Team about the changes in process related to EOMS plan and discussing it in EOMS Team meetings and if it is believed that change may have affect on safety, it is then subsequently discussed in Management Review Meeting.

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- d. proper records of all written communications with the various departments and functions related with EOMS are maintained.
- e. The different channels of internal communication are team briefing and meetings such as academic committee meetings, EOMS team meetings and their minutes, in-office circulars, communicating and retrieving documents such as EOMS manual, EOMS procedures and work instructions.
- f. Information displayed on notice boards, display of EOMS policy, objectives, audio-visual and electronic media, sectional pin-up boards etc.
- g. Any feedback/suggestion from the employees would be deal with after discussions with concerned Heads of Department
- h. Reference Documents

All internal Communication related documents