	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	Minutes of Review Meeting		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/ MRM /03
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 8

3rd MANAGEMENT REVIEW MEETING CIRCULAR-CUM-AGENDA

Date: 20th December, 2024

To
All HODs & Staff

Dear Sir/Mam,

Kindly be informed that the 3rd Management Review Meeting (MRM) is scheduled for 27th December, 2024, at 11:00 AM in the Board Room. The meeting will focus on reviewing the ISO 21001:2018 (EOMS) Internal Audit Results and discussing EOMS improvements as per the MRM agenda.

AGENDA:

Review Input:

- a) The status of Actions from Previous Management Reviews
- b) Changes in external and Internal issues that are relevant to the EOMS,
- c) Information on the performance and the effectiveness of the EOMS, including trends in:-
 - i. learner and other beneficiary satisfaction and feedback related to learner and other beneficiary requirements;
 - ii. The extent to which objectives have been met;
 - iii. Process performance and conformity of products and services;
 - iv. Nonconformities and corrective actions;
 - v. Monitoring and measurement results;
 - vi. Audit results;
 - vii. The performance of external providers;
 - viii. Formative and summative assessment outcomes;
- d) The Adequacy of Resources
- e) The effectiveness of actions taken to address risks and opportunities
- f) Opportunities for continual improvement;
- g) Staff feedback related to activities to enhance their competence.

Review output:

The outputs of the management review shall include:


- a) Decisions and actions related to continual improvement opportunities;
- b) Any need for updates and changes to the EOMS; including resource needs and revision of the EOMS Policy and Objectives of the EOMS.

We request you to kindly bring the action plan and completion status for each point referred above.

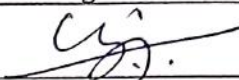
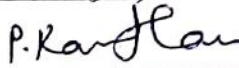

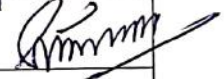


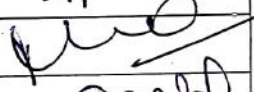
With best regards,

EOMS Team leader

CC to Partner(s) - for information please.

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	Minutes of Review Meeting		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/ MRM /03
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 2 of 8

The following members were present:

S.No.	Name of the Participant	Designation	Signature
01	Dr. C. Yuvaraj	Principal	
02	Dr. P. Ramanathan	Vice Principal (Academics)	
03	Dr. C. Kamal Basha	Vice Principal (Administration)	
04	Mr. B.V. Krishna Rao	Advisor – Academics	
05	Mr. D. Venugopal Chowdary	Head – Training & Placements	
06	Dr. D. Pradeep Kumar	Chief Coordinator, PAARC	
07	Dr. Sremmant Basu	Dean, International Relations & Administration	
08	Dr. K.Sathesh	IQAC Coordinator	
09	Dr.G.Sreenivasulu	IQAC Co-Coordinator	
10	Mr. V. Maruthi Prasad	Assistant Professor & PRO	
11	Mrs. M. Prathibha	SAO (G.A.D)	

Dr. D. Pradeep Kumar, the EOMS Coordinator, warmly welcomed all attendees and emphasized the importance of conducting the meeting effectively. He reiterated the purpose of convening the third Management Review Meeting in accordance with ISO 21001:2018 EOMS, which is to address the agenda items outlined in the circular dated 20th December, 2024, previously shared with all members.

Input, Discussion & Decisions taken during Management Review Meeting:

S.No	Input	Current Status
1.	The status of Actions from Previous Management Reviews	<p>EOMS Leader welcomed all participants to the Management Review Meeting (MRM). Key points discussed include:</p> <p>Objective Review: Status of EOMS objectives are evaluated and a detailed analysis of each objective is conducted. Proposed actions are discussed. Last Management Review minutes are discussed based on the targets achieved in last academic year and the current year targets also to revise the Objectives and Policies.</p>



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

Minutes of Review Meeting

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/ MRM /03

Issue Date: 01/06/2023

Revision Date: 00/00/0000

Page 3 of 8

2.	Changes in External and Internal issues that are relevant to the EOMS,	Risks and opportunities, Action plan and evaluation effectiveness mechanism related to the Context of MITS i.e. internal and external issues were reviewed. Internal & External Audit remarks are taken into consideration for Risk Assessment. Based on the Internal Audit, Department SMART Objectives have to be redefined according to EOMS and internal issues such as mismatch of Planned and delivery lectures are found and course files issues are recorded. Root cause analysis and action are taken by concerned Departments to resolve the issues.
3.	Information on the Performance and the effectiveness of the EOMS, including trends in:-	EOMS Coordinator discussed that the trends in this agenda shall be discussed in each MRM. The concerned HoD /Administrative In charges are responsible for maintaining data and presenting in MRM henceforth. In order to verify trends, Departmental data is presented and discussed in the meeting. Department HODs presented data during review meeting conducted from 14 th November 2024 to 21 st November 2024. Performance of each Cell Review is monitored by means of targets and achieved for previous year and current year targets. Cells Review meetings are conducted from 28 th August 2024 to 8 th November, 2024 and minutes are recorded. The details of points discussed are as below:
a.	Learner and other beneficiary satisfaction and feedback related to learner and other beneficiary requirements	<ul style="list-style-type: none">• Eighteen candidates qualified for GATE 2024 (Two from CE, One from EEE, Two from ME, Five from ECE, Three from CSE, Three from AI, and Two from DS) due to GATE Coaching Classes and test series provided for students.• Hackathon, Ideation, Problem-solving, Prototyping, Pre-Incubation, Incubation, Internships, IPR and fostering a Startup and Entrepreneurship culture is provoked to develop the skill based education among learner community.• Principal suggested dividing the group into separate units for Incubation, Start-ups, and Innovation, while also identifying mechanisms for fostering AI Startups.• Incubation Coordinator discussed the direct and indirect benefits of the start-up ecosystem, including In-house projects and early-stage placements.



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

Minutes of Review Meeting

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/ MRM /03

Issue Date: 01/06/2023

Revision Date: 00/00/0000

Page 4 of 8

b. The extent to which objectives have been met

EOMS Policy has been established and shared with all stakeholders and website. The policy undergoes periodic review during MRM.

Functional EOMS objectives for each department have been set and are documented in their respective sectional process manuals. A review of the EOMS objectives was conducted,. The status of these objectives was discussed, and the relevant data is being maintained by the respective HODs.

Key discussions during the MRM regarding EOMS objectives and targets for the review period are as follows:

1. Objective of improving **Teaching & Learning** (including Syllabus Coverage, Internal Tests Pass Percentage, End Semester Examinations Pass Percentage, Lesson Plan vs Actuals) has been successfully met as per the defined targets. Department activities are measured according to the month wise report maintained in IQAC Hours.

2. As per **Admission** criteria, it is fulfilled exceeding the maximum limit (100%).

3. As per the requirement that at least one **Faculty Training Program** should be attended by faculty members per year (70% participation target), the academic year saw a significant achievement. Throughout the academic year, faculty member actively participated in a total of 400 till December 2024 training programs, marking a significant achievement.

4. The examination timeline adhered closely to the academic calendar, with only a marginal variation of up to 5%. Final semester results were released within 30 days from the conclusion of the last examination, facilitating prompt academic progression for students.

5. Eligible students successfully secured placements or higher education opportunities, demonstrating strong career support and guidance. At least five Memorandums of Understanding (MoUs) were signed


MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
Minutes of Review Meeting		
Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/ MRM /03
Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 5 of 8
		annually, fostering collaborations with industries and academic institutions to enhance student and faculty development.
c.	Process Performance and conformity of products and services	EOMS Coordinator stated that parameters for measuring the effectiveness and efficiency of processes have been established and documented for each procedure in the respective sectional process manuals.
d.	Nonconformities and corrective actions:	IQAC Coordinator instructed all the HoDs, In-charges, and Coordinators to compile data on Internal non-conformities across all Departments, such as Syllabus coverage, Result analysis etc., along with details of corrections and corrective actions taken. These issues will be reviewed during each MRM. Principal directed all HODs to maintain records of Departmental Internal non-conformities and document the corrective actions implemented. During the MRM, the internal non-conformities and the corresponding actions taken were discussed to ensure the completion of lectures and practical.
e.	Monitoring and measurement results	The focus is on continual improvement to achieve the institute's EOMS objectives . Calibration of all Monitoring and Measuring (M&M) equipment was completed by an authorized calibration agency in the Departments. HODs informed that Internal verification of M&M equipment in the department's laboratories is conducted at the beginning of each semester .
f.	Audit results	<p>a) Internal Audit (Phase I) BSH/PG Programmes. 1st & 2nd May, 2024) and Internal Audits Phase II for Engineering & BSH/PG Programmes (9th to 17th September, 2024) were conducted. All NCRs are documented and circulated to all Department HODs and audit findings have been successfully closed through nonconformance Reports. These documents are stored in the Internal audit file, accessible via the IQAC Coordinator.</p> <p>b) External Audit: Peer Team - External Auditors, Dr. D. Ravi Kumar, In charge, PAAC, VNRVJIET, Hyderabad & Dr. Y. BhanuSree, Coordinator, NAAC & IQAC, VNRVJIET, Hyderabad conducted Audit for UG-Engineering Programmes, PG & BSH.</p>

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
Minutes of Review Meeting		
Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/ MRM /03
Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 6 of 8
g.	The Performance of external providers	<ul style="list-style-type: none"> ➤ In-depth report on the Institution's Internet facilities, including service providers, MIT Internet system, and Firewall configurations is monitored by Head of IT services and the process of e-waste management, highlighting alignment with vendors. ➤ Regular monitoring is observed and comprehensive report on Sewage Treatment Plant, Water Harvesting Pits and Reverse Osmosis Plant is presented.
h.	Formative and summative assessment outcomes	Department Heads presented data concerning a. Internal Tests. It was observed that exams were conducted as planned, and the overall performance was deemed satisfactory. Initiatives such as Remedial classes and supplementary exams were discussed in the MRM to support students who were absent or failed in Internal or End Semester examinations.
4.	The Adequacy of Resources	EOMS coordinator highlighted that resources—such as manpower, laboratories, furniture, machinery, equipment, and maintenance are identified at the beginning of each academic year by the HODs and submitted to the Principal. The consolidated requirements are then presented by the Principal to the management committee.
5.	The effectiveness of actions taken to address risks and opportunities	<p>EOMS coordinator also mentioned that actions specific to each department are being taken to address identified risks and opportunities across all EOM processes. The progress of actions taken to mitigate risks and seize opportunities is being reviewed.</p> <ul style="list-style-type: none"> • Placement team submitted the Assessment details regarding neo PAT, AON portal usage for 2024, Wipro/Talent next and APITA – Employability skill development program by Mahindra pride- Naandi Foundation for Python & Soft skills for increasing the Placements towards achieving target focusing each Department.

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE			
Minutes of Review Meeting			
Issue No : 01		Revision No: 00	Doc. No: EOMS-MITS/ MRM /03
Issue Date: 01/06/2023		Revision Date: 00/00/0000	Page 7 of 8
6.	Opportunities for Continual improvement	<ul style="list-style-type: none"> Continuous Improvement is evaluated by the IQAC through IQAC hours, considering factors such as organized events, participation in FDPs and conferences, student achievements, and faculty accomplishments. It has been identified that enhancements are needed in the areas of research publications, consultancy, and funded projects. Training & Placement Cell started a cluster of core-based Training program including various domains such as VLSI & Embedded Systems, Networking, PLC & Automation together based on respective Department requirement to enhance the Placement in core sectors. 	
7.	Staff feedback related to activities to enhance their competence	Faculty Members requested to conduct programs with external experts for submitting proposals to funding agencies. Induction Programs for newly joined Faculty Members are conducted and awareness programs are conducted regularly to promote awareness in improving competence by Research and Development Cell to achieve the target by increasing the Research Activities.	
8.	The status of Actions from Previous Management Reviews	Attached below	

Actions/Decision arising out of MRM:

S.No	Output	Actions/Decisions	Responsibility	Target Date
1.	Continual Improvement Opportunities System, Service and Process Improvements	All participants must come prepared along with all the relevant data for MRM.	All Process Owners	Next MRM onwards
		Minutes of MRM to be circulated to all concerned within 3 working days	EOMS Coordinator	Immediate
		Analysis of EOMS Objective data in case targets are not being met and initiate corrective actions.	All Process Owners	Immediate
		Context—external and internal issues and the needs and expectations of interested parties reviewed	All Process Owners	

		MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE					
		Minutes of Review Meeting					
		Issue No : 01		Revision No: 00		Doc. No: EOMS-MITS/ MRM /03	
		Issue Date: 01/06/2023		Revision Date: 00/00/0000		Page 8 of 8	
		Maintain data of departmental non-conformities and record any corrective actions in the MRM.	All Process Owners				
		Further guidelines for changes in the academic calendar and final exams	Controller of Examiner				
		Effective usage of ICT resources.	Faculty Members				
		Research publication and industry-sponsored projects to be improved.	HODs & Faculty Members				
		Submit data on Planned improvements for A.Y. 2024-25	All HODs				
		Action plan to be prepared based on feedback suggestions.	All HODs				
2	Any need for changes to the EOMS		EOMS Coordinator				
3	Resource needs	Nil	---	---			

Prepared by:



IQAC COORDINATOR

Reviewed & Approved by:



EOMS TEAM LEADER