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2nd MANAGEMENT REVIEW MEETING CIRCULAR-CUM-AGENDA

To
All HODs & Staff

Date: 4th March, 2024

Dear Sir/Mam,

Kindly be informed that the 2nd Management Review Meeting (MRM) is scheduled for 6th March, 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.

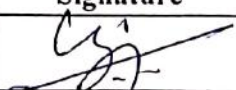
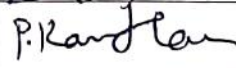

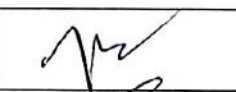
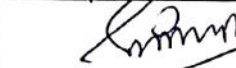

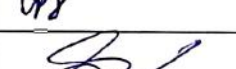


With best regards,

EOMS Team leader

CC to Partner(s) - for information please.

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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. S. Padma	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 second Management Review Meeting in accordance with ISO 21001:2018 EOMS, which is to address the agenda items outlined in the circular dated 4th March, 2024, previously shared with all members.



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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). He congratulated the Members for getting EOMS 21001 certification for the Institution.</p> <p>Key points discussed include:</p> <p>Purpose of MRM:</p> <p>This meeting is to be held every six months to ensure the suitability, adequacy, and effectiveness of the Educational Organizations Management System (EOMS).</p> <p>Preparation Requirement: Participants are expected to come well-prepared with all relevant data and actively engage throughout the meeting.</p> <p>Focus on Results: Discussions during the MRM should be goal-oriented and aim for actionable outcomes.</p> <p>Leadership and Documentation: EOMS Coordinator will prepare the meeting minutes, which will be approved by the Principal and circulated to Department Heads for further action and implementation.</p> <p>Objective Review:</p> <p>Status of EOMS objectives will be evaluated and a detailed analysis of each objective will be conducted. Proposed actions will be discussed and necessary steps will be taken.</p>
2.	Changes in External and Internal issues that are relevant to the EOMS,	<p>Risks and opportunities, action plan and evaluation effectiveness mechanism related to the Context of MITS i.e. internal and external issues were reviewed. Also risks and opportunities, action plan and evaluation effectiveness mechanism related to the needs and expectations of the interested parties of MITS were reviewed through the documented information; there are no any changes in the internal or external issues or the needs and expectations of the interested parties.</p>
3.	Information on the Performance and the effectiveness of the EOMS, including trends in:-	<p>EOMS Coordinator discussed that the trends in this agenda shall be discussed in each MRM. The concerned HOD /Administrative In charges are</p>

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		<p>responsible for maintaining data and presenting in MRM henceforth. In order to verify trends, Departmental data is presented and discussed in the meeting.</p> <p>The details of points discussed are as below:</p>
a.	Learner and other beneficiary satisfaction and feedback related to learner and other beneficiary requirements	<p>Stakeholder's Feedback:</p> <ul style="list-style-type: none"> Many students expressed interest in appearing for the GATE Exam and pursuing higher studies. Institute conducted GATE Coaching classes between 4 PM and 6 PM from Monday to Thursday. A test series from ACE Academy, Hyderabad, was procured to facilitate students' preparation. Stakeholders suggested more industry-oriented training programs. The institute collaborated with leading industries to offer technical workshops and internship programs. MoUs were signed with companies to enhance industry exposure for students. Students and recruiters emphasized the need for better soft skills training. Special training sessions on communication skills, aptitude, and interview techniques were organized. Placement-oriented boot camps were conducted with industry professionals.
b.	The extent to which objectives have been met	<p>EOMS Policy has been established and shared with all stakeholders and website. The policy undergoes periodic review during MRM.</p> <p>Functional EOMS objectives for each department have been set and are documented in their respective sectional process manuals.</p> <p>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.</p>



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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 members actively participated in a total of 710 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%. Results are to be 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) are fixed as targets 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.



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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	Monitoring of Academic, Administration, T&P, and Library process activities is conducted. 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) EOMS (Educational Organization Management System) was established on February'2024, in compliance with the ISO 21001:2018 standard. A review of Non-Conformance Reports (NCRs) raised during the audit was conducted. NCRs were identified in the audit process. Principal reviewed all NCRs, including their root causes, corrections, and corrective actions.</p> <p>b) Internal Audit was conducted for UG Engineering (3rd January, 2024 to 12th January) 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>



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		Inspections (ex. regulatory / customers) <ul style="list-style-type: none">Regular inspections are conducted and Sample Waste water is collected, treated and sent the results and met the PCB standard requirements
g.	The Performance of external providers	Approved suppliers are regularly monitored by site office and Head of IT services.
h.	Formative and summative assessment outcomes	Department Heads presented data concerning all 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	EOMS coordinator also mentioned that actions specific to each department are being taken to address identified risks and opportunities across all EOMS processes. The progress of actions taken to mitigate risks and seize opportunities is being reviewed.
6.	Opportunities for Continual improvement	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.
7.	Staff feedback related to activities to enhance their competence	Feedback from staff regarding the enhancement of skills through training programs, workshops, and STTPs was deliberated during the MRM. Faculty Members requested to conduct programs with external experts for submitting proposals to funding agencies. R&D cell of MITS organized an interaction session for faculty members with Dr.

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		KLS Reddy, Assistant Director, MSME, Chennai. This interaction was focused on orienting faculty members to submit proposals for various MSME schemes. Four Girl students' project worth 36.5 Lakhs was sanctioned. The number of Patents published progressively during the Academic Year (2023-24). IPFC Centre is established at Madanapalle Institute of Technology & Science (MITS) in the year 2024 sponsored by Development Commissioner (Micro, Small, and Medium Enterprises), Ministry of MSME, Govt. of India..	
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	
		Maintain data of departmental non-conformities and record any corrective actions in the MRM.	All Process Owners	

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		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 improvements in A.Y. 2023-24	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