

# Federal Institute of Science and Technology (FISAT)<sup>®</sup>



## Policy on Management Review Meetings



Hormis Nagar, Mookkannoor P.O.  
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An ISO9001:2015 Certified Institution  
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Focus on Excellence

FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)<sup>®</sup>

### Policy on Management Review Meetings

FISAT conducts management review meetings at period intervals with an objective to ensure continuing suitability, adequacy and effectiveness of the Quality System.

The HODs of all the departments are the members of the management review committee along with the Management representative, ISO Coordinator, Principal and is chaired by the Chairman of the college.

The Management review meeting shall be conducted twice in every year in addition to special meetings whenever requirements of system modifications build up. The Management representative in consultation with the Secretary / Chairman sends a circular to all the members, informing them about the date, time and venue of the meeting along with an agenda, at least one week in advance. The Principal / Management representative decides the agenda for the meeting. The respective HODs shall conduct meetings and discuss the agenda and collect required materials for attending the meeting.

Some of the points discussed at the management review meetings include:

1. The status of action from previous review
2. Changes in external and internal issues that are relevant to QMS
3. Information on the performance effectiveness of QMS
  - Customer satisfaction and feedback from relevant interested parties
  - The extent to which quality objectives have been met
  - Process performance and conformity of products and services
  - Nonconformities and corrective actions
  - Monitoring and measurement results
  - Audit reports
  - The performance of external providers
4. The adequacy of resources
5. Effectiveness of actions to address risks and opportunities
6. Opportunities for improvement.

The respective HODs convey whatever is decided in the MRC meeting to the department staff in department staff meeting



*Manoj*

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