SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)
Chennai 600 099, Tamilnadu.

MANAGEMENT REVIEW MEETING MINUTES

Minutes of Management Review Meeting

Date: 28 . 01.2023

Time: 1.45 pm

Members Present:

NAME	DESIGNATION	DEPARTMENT
Dr. Sethu Kumanan	Chairman	Top Management
Dr.R.Jagannathan	President	Top Management
Mrs.Kogilam Kumanan	Secretary	Top Management
Dr. P. Ranjithakani	Advisor	Top Management
Dr. Meera Murugesan	Principal In-charge	Administration
Dr. Kanmani Subramanian	Vice Principal & Trust Member	Administration
Dr. D. Rani Elizabeth	HOD	Tamil
Dr. R. Sandhya Lakshmi	HOD	English
Mrs. D. Subhashini	HOD	Bio-Chemistry
Mrs.N.S.Kiruthika	HOD	Computer Science – Shift I
Mrs.P. Dhanalakshmi	HOD	Mathematics
Mrs. M. Vijaya Sumathi	HOD	Business Administration
Dr. S. Mary Sujatha	HOD	Commerce
Mrs. M. Grace	HOD	Computer Applications
Mrs. G. Vijaya Girija	HOD & ISO Coordinator	Information System Management
Mrs.Joseph Bency Prisca	HOD	Economics
Dr.V. Padmavathy	HOD	Physics with Computer Applications
Ms. Pardita	HOD	Tourism and Travel Management
Dr. Lydia Eric	HOD	Psychology
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretary ship
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II
Dr. A.Vinnarasi	HOD	Human Resource Management
Mrs.R.Dhanalakshmi	HOD & ISO Coordinator	Social Work
Mrs. J. Jabamalai Priya	HOD	Accounting & Finance
Dr. S. Mahadevi	HOD	History
Mrs. K. Srimathi	HOD	Sociology
Mrs. P. Kalpana	Assistant Professor	Business Administration
Ms. R. V. Lakshmi Priyaa	Librarian	Library
Dr. V. Revathi	Physical Director	Sports

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AGENDA OF MANAGEMENT REVIEW:
Review Input:

1. Compliance / Status on the decisions taken during the last Management Review
2. Changes in external and internal issues that are relevant to the quality management system
3. Information on the Performance and effectiveness of QMS, including trends
4. The adequacy of resources - Achievements / Trends of quality objectives
5. Changes that could affect the QMS & Recommendations for improvement
6. Improvements planned & implemented
7. Suitability of Quality Policy

S.No.	Input (Agenda)	Discussion	Output (Decisions) Responsibility & Targets
1	Compliance / Status on the decisions taken during the last Management Review	-	As per the Future Plans discussed in the previous meeting, 1. NAAC Accreditation process has been initiated. IQAC team consisting of criteria heads and co-ordinators have been deputed to work on IIQA reports. The IQAC Committee will proceed with the accreditation requirements at the earliest. 2. Maintenance and Development of Infrastructure – Whole College campus has been painted, Landscaping near Dr. APJ Abdul Kalam Block has been done, Office automation has been initiated through Guru Information Technology Services Private Limited. 3. I B.Sc Physics in the academic year 2022-2023 has been started.
2	Changes in external and internal issues that are relevant to the quality management system	1) customer satisfaction and feedback from relevant interested parties; 2) the extent to which quality objectives have been met; 3) process performance and conformity of products and services; 4) nonconformities and corrective actions; 5) monitoring and	1. Parent- teacher meeting was conducted during the end of the Odd Semester. 2. Objectives were framed for this academic year and are measured by the Departments. 3. Syllabus is completed before the commencement of the University Exams and internal exam. 4. NIL

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		measurement results; 6) audit results; 7) performance of external providers;	5. Result analysis for the even semester April 2022 is done by all the departments immediately after the results are published by the University of Madras. 6. Internal audit was conducted for all the departments, Top management and administration, library and Exam cell during January 2023 as per QMS requirement. There were no NCR raised by the internal auditors. 7. The performance is assessed through the quality in products and services(vendor rating)
3	Information on the Performance and effectiveness of QMS, including trends	Effectiveness of QMS	1. Time management 2. Identification of documents and records were made easy 3. Division of labour for various department activities. 4. The college environment has become litter free and more green. 5.The College has signed an MoU with WOW (Wealth out of Waste) for waste paper recycling as an environment friendly initiative. Green Club has initiated a No Vehicle Day (last day of every month) to control Pollution caused due to Vehicles. 6. Unwanted things were removed from the campus. 7. Movement within the college campus made easy by College Map portrayed in the entrance.
4	The adequacy of resources Achievements / Trends of quality objectives	Analysis of objectives	Two staffs in English, one staff in bio-chemistry, one staff in BBA, three staffs in Commerce, two staffs in economics, three staffs in psychology, one staff in physics, two staffs in TTM, two staffs in B.Com A&F, two staffs in Sociology, one staff in Historical Studies, one staff in HRM, one staff in MSW and one staff in B.Com C/S were appointed in Shift II and Shift II

			as per the course requirement. Three lab assistant in Computer Science Shift I, Shift II, Physics was also recruited. One PD in Shift I, One Library Assistant, Three Office Staff has been appointed as per the requirements. Additional library books were purchased to enhance the library resources. Staff who are yet to qualify themselves are advised to do so at the earliest. Objectives framed by the departments are measured.
5	The effectiveness of actions taken to address risks and opportunities	Various requirements of the Institution, risks and opportunities	Adequate safety measures has been provided in the campus. Mock Drill has been conducted in the college campus.
6	Improvements planned & implemented	Improvements in results, UG & PG admissions for the next academic year	Future Plans: 1. Registration formalities for Canteen and Hostel to be initiated 2. Registration of Alumnae Association to be initiated.
7	Suitability of Quality Policy	-	The framed quality policy is suitable for the college.

Others:

- Students of M.Com, MA HRM, MSW, BBA, B.Com ISM and B.Com CS have undergone internship training as partial fulfillment of the concerned degree programme and students of MSW went for field work.

- The university of Madras conducted an inspection and the officials who inspected the campus were very happy with the college activities and appreciated the efforts of Management. As per their suggestion, the staff rooms were re-organized.

- Welfare Measures for Staff:
  - Continuous training has been offered to both teaching and non-teaching staff as per the NAAC requirements.

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o   Compensatory holiday is given as an appreciation for the teaching faculty for the additional work deputed to them for extended on-duty hours.

Minutes Discussed:

1. Alumnae Meet is scheduled in the month of March 2023 for enabling active engagement of Alumnae Members of our College.

2. All Steps in the College should be equipped with Hand Rails for the safety of the students and faculty.

3. FSSAI certificate can be applied for all the institution of the Sethu Valliammal Trust. To begin with, Soka Ikeda College can have a three member committee as a pilot study and the same can be replicated in other Institutions.

Conclusion: Principal thanked all the participants for conducting and actively participating in the Management Review Meeting.

Principal 28|1|23

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NAME	DESIGNATION	DEPARTMENT	SIGNATURE
Dr. Sethu Kumanan	Chairman	Top Management	
Dr.R.Jagannathan	President	Top Management	
Mrs.Kogilam Kumanan	Secretary	Top Management	
Dr. P. Ranjithakani	Advisor	Top Management	
Dr. Meera Murugesan	Principal In-charge	Administration	
Dr. Kanmani Subramanian	Vice Principal & Trust Member	Administration	
Dr. D. Rani Elizabeth	HOD	Tamil	
Dr. R. Sandhya Lakshmi	HOD	English	
Mrs. D. Subhashini	HOD	Bio-Chemistry	
Mrs.N.S.Kiruthika	HOD	Computer Science – Shift I	
Mrs.P. Dhanalakshmi	HOD	Mathematics	
Mrs. M. Vijaya Sumathi	HOD	Business Administration	
Dr. S. Mary Sujatha	HOD	Commerce	
Mrs. M. Grace	HOD	Computer Applications	
Mrs. G. Vijaya Girija	HOD & ISO Coordinator	Information System Management	
Mrs.Joseph Bency Prisca	HOD	Economics	
Dr.V. Padmavathy	HOD	Physics / Physics with Computer Applications	
Ms. Pardita	HOD	Tourism and Travel Management	
Dr. Lydia Eric	HOD	Psychology	
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretary ship	
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II	
Dr. A.Vinnarasi	HOD	Human Resource Management	
Mrs.R.Dhanalakshmi	HOD & ISO Coordinator	Social Work	
Mrs. J. Jabamalai Priya	HOD	Accounting & Finance	
Dr. S. Mahadevi	HOD	History	
Mrs. K. Srimathi	HOD	Sociology	
Mrs. P. Kalpana	Assistant Professor	Business Administration	
Ms. R. V. Lakshmi Priyaa	Librarian	Library	
Dr. V. Revathi	Physical Director	Sports	

Minutes of Management Review Meeting

Date: 10 .02.2022

Time: 10.15 am

Members Present:

NAME	DESIGNATION	DEPARTMENT
Dr. Sethu Kumanan	Chairman	Top Management
Dr.R.Jagannathan	President	Top Management
Mrs.Kogilam Kumanan	Secretary	Top Management
Dr. P. Ranjithakani	Advisor	Top Management
Dr. Meera Murugesan	Principal In-charge	Administration
Dr. Kanmani Subramanian	Vice Principal & Trust Member	Administration
Dr. R. Sandhya Lakshmi	HOD	English
Dr. D. Rani Elizabeth	HOD	Tamil
Mrs. D. Subhashini	HOD	Bio-Chemistry
Mrs.N.S.Kiruthika	HOD	Computer Science – Shift I
Mrs. S. Gunachithra	HOD	Mathematics
Mrs. M. Vijaya Sumathi	HOD	Business Administration
Dr. S. Mary Sujatha	HOD & ISO Co-ordinator	Commerce
Mrs. M. Grace	HOD	Computer Applications
Mrs. G. Vijaya Girija	HOD	Information System Management
Mrs.Joseph Bency Prisca	HOD	Economics
Dr.M.Abila Marselin	HOD	Physics with Computer Applications
Ms.A.Vaishnavi	HOD	Tourism and Travel Management
Mrs.K. Maheswari	HOD	Psychology
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II
Dr. S. Mahadevi	HOD	History
Dr. M. Suganya	HOD	Sociology
Dr.. A.Vinnarasi	HOD	Human Resource Management
Mrs.R.Dhanalakshmi	HOD	Social Work
Dr.B.Anuradha	HOD	Accounting & Finance
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)

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7. Suitability of Quality Policy

S.No.	Input (Agenda)	Discussion	Output (Decisions) Responsibility & Targets
1	Compliance / Status on the decisions taken during the last Management Review	-	I. As per the Future Plans discussed in the previous meeting, the following new courses in UG were introduced during the academic year 2020-2021: 1.B.A Historical Studies Shift II 2.B.A.Sociology Shift II Unfortunately, no students enrolled to the above courses due to COVID19. But this academic year we have enrolled students in the above mentioned courses II. As decided earlier, application has been submitted to the University of Madras for starting B.Sc Physics in the academic year 2022-2023) *has been starting* III. BSc Physics with CA - suspended
2	Changes in external and internal issues that are relevant to the quality management system	1) customer satisfaction and feedback from relevant interested parties; 2) the extent to which quality objectives have been met; 3) process performance and conformity of products and services; 4) nonconformities and corrective actions;	1. Parent- teacher meeting was not conducted due to pandemic situation. 2. Objectives were framed for this academic year and are measured by the Departments. 3. Syllabus is completed before the commencement of the University Exams and internal exam.

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			purchased to enhance the library resources. Staff who are yet to qualify themselves are advised to do so at the earliest. Objectives framed by the departments are measured.
5	The effectiveness of actions taken to address risks and opportunities	Various requirements of the Institution, risks and opportunities	Adequate safety measures has been provided in the campus. As instructed by the Government of Tamilnadu, sanitizers were kept at the entrance of the college and temperature for staff and students were done at the entrance to ensure adequate safety measures. Social distancing was maintained in the college campus as a safety measure. Mock Drill has not been conducted in the college campus due to lockdown.
6	Improvements planned & implemented	Improvements in results , UG & PG admissions for the next academic year	Future Plans: 1. NAAC Accreditation Process started. 2. Maintenance and Development of Infrstructure.
7	Suitability of Quality Policy	-	The framed quality policy is suitable for the college.

Others:

➢ Due to unstable corona virus spread situation, and as per Government of Tamilnadu instructions, classes for UG and PG were conducted in offline as well as online mode. These classes were well planned, properly taken by the staff and was duly monitored by the respective HODs.

➢ Internal exam were conducted in offline mode except a few I year papers, which were conducted online through Google Classroom.

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- Standard Operating Procedures were followed during the submission of answer papers for the university examination.
- Students of M.Com, MA HRM, BBA, B.Com ISM and B.Com CS have undergone internship training as partial fulfillment of the concerned degree programme and students of MSW went for field work.
- Welfare Measures for Staff:
    - 5 days leave if affected with Coronavirus
    - 3 days leave for marriage (self)
    - 3 days leave for death of close relatives
    - OD for Ph.D Viva and to attend Conference/ Seminar

General discussions:

1. Dr. R. Jagannathan, President, encouraged the faculty members to do Ph.D in concurrence with New Education Policy.
2. He also encouraged the faculty members to publish more papers in reputed journals with good quality.
3. A trip to Kalpakkam for the students and a trip to Sriharikota for the faculty members will be arranged.
4. Plan to write a letter to Vice-Chancellor of University of Madras stating that our college will provide faculty who have been trained in ISO Audit.
5. There are lots of opportunities in translating department in the government and so necessary steps to be taken to train our students.
6. Dr. P. Ranjithakani, Advisor, insisted on the placement of the students is more important for future admission in our College.
7. She also suggested to improve the strength of the college in PG courses for the upcoming academic year 2022-2023.
8. To improve the admission, the college can arrange meeting with parents, conducting Job fair, conducting Alumnae meet and focusing on more Add-on courses for the Job opportunity.
9. NCR raised during the last internal audit was closed on time

Conclusion: Principal thanked all the participants for conducting and actively participating in the Management Review Meeting.

Principal i/c

NAME	DESIGNATION	DEPARTMENT	SIGNATURE
Dr. Sethu Kumanan	Chairman	Top Management	
Dr.R.Jagannathan	President	Top Management	
Mrs.Kogilam Kumanan	Secretary	Top Management	
Dr. P. Ranjithakani	Advisor	Top Management	
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Dr.Kanmani Subramanian	Vice-Principal & Trust Member	Administration	
Dr. R. Sandhya Lakshmi	HOD	English	
Dr. D. Rani Elizabeth	HOD	Tamil	
Mrs. D. Subhashini	HOD	Bio-Chemistry	
Mrs. N.S.Kiruthika	HOD	Computer Science – Shift I	
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Mrs. M. Vijaya Sumathi	HOD	Business Administration	
Dr. S. Mary Sujatha	HOD & ISO Co-ordinator	Commerce	
Mrs. M. Grace	HOD	Computer Applications	
Mrs. G. Vijaya Girija	HOD	Information System Management	
Mrs.Joseph Bency Prisca	HOD	Economics	
Dr.M.Abila Marselin	HOD	Physics with Computer Applications	
Ms.A.Vaishnavi	HOD	Tourism and Travel Management	
Mrs.K. Maheswari	HOD	Psychology	
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship	
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II	
Dr. A.Vinnarasi	HOD	Human Resource Management	
Mrs.R.Dhanalakshmi	HOD	Social Work	
Dr.B.Anuradha	HOD	Accounting & Finance	
Dr. S. Mahadevi	HOD	History	
Dr. M. Suganya	HOD	Sociology	
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)	

Minutes of Management Review Meeting

Date: 06.02.2021

Time: 10.30 am

Members Present:

NAME	DESIGNATION	DEPARTMENT
Dr.R.Jagannathan	President	Top Management
Mrs.Kogilam Kumanan	Secretary	Top Management
Mr.Amarendiran	Vice-Principal, Sethu Bhaskara Mat.Hr.Sec. School, Pudur	Top Management
Mr.S.Madhavan	Auditor	Sethu Valliammal Edu.Trust
Dr. M. Samshath	Principal	Administration
Mrs. B. Meera Murugesh	Vice- Principal & HOD	Bio-Chemistry
Mrs.S.Kanmani	HOD & Trust Member	Tamil
Dr. R. Sandhya Lakshmi	HOD	English
Mrs.N.S.Krithika	HOD	Computer Science – Shift I
Mrs. S. Gunachithra	HOD	Mathematics
Mrs. M. Vijaya Sumathi	HOD	Business Administration
Dr. V. Sujatha	HOD	Commerce
Mrs. M. Grace	HOD	Computer Applications
Mrs. G. Vijaya Girija	HOD	Information System Management
Mrs. H.Nirmala	HOD	Economics
Dr.M.Abila Marselin	HOD	Physics with Computer Applications
Ms.A.Vaishnavi	HOD	Tourism and Travel Management
Dr.Syed Fathima	HOD	Psychology
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II
Mrs. A.Vinnarasi	HOD	Human Resource Management
Mrs.R.Dhanalakshmi	HOD	Social Work
Dr.B.Anuradha	HOD	Accounting & Finance
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)
Mrs.M.Mehabob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II

AGENDA OF MANAGEMENT REVIEW:
Review Input:

1. Compliance / Status on the decisions taken during the last Management Review
2. Changes in external and internal issues that are relevant to the quality management system
3. Information on the Performance and effectiveness of QMS, including trends
4. The adequacy of resources - Achievements / Trends of quality objectives
5. Changes that could affect the QMS & Recommendations for improvement

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6. Improvements planned & implemented
7. Suitability of Quality Policy

S.No.	Input (Agenda)	Discussion	Output (Decisions) Responsibility & Targets
1	Compliance / Status on the decisions taken during the last Management Review	-	As per the Future Plans discussed in the previous meeting, the following new courses in UG were introduced during the academic year 2020-2021: 1.B.A Historical Studies Shift II 2.B.A.Sociology Shift II Unfortunately, no students enrolled to the above courses due to COVID19.
2	Changes in external and internal issues that are relevant to the quality management system	1) customer satisfaction and feedback from relevant interested parties; 2) the extent to which quality objectives have been met; 3) process performance and conformity of products and services; 4) nonconformities and corrective actions; 5) monitoring and measurement results; 6) audit results; 7) performance of external providers;	1. Parent- teacher meeting was not conducted due to pandemic situation. 2. Objectives were framed for this academic year and are measured by the Departments. 3. Syllabus is completed before the commencement of the University Exams and internal exam. 4. NIL 5. Result analysis for the even semester April 2020 is done by all the departments immediately after the results are published by the University of Madras. 6. Internal audit was conducted for all the departments, Top management and administration, library and Exam cell during January 2021 as per QMS requirement. There were no NCR raised by the internal auditors. 7. The performance is assessed through the quality in products and services(vendor rating)
3	Information on the Performance and effectiveness of QMS, including trends	Effectiveness of QMS	1. Time management 2. Identification of documents and records were made easy 3. Division of labour for various department activities. 4. The college environment has become litter free and more green. 5. Unwanted things were removed from the campus. 6. Movement within the college

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			campus made easy by College Map portrayed in the entrance.
4	The adequacy of resources Achievements / Trends of quality objectives	Analysis of objectives	One new staff was appointed in department of Psychology, Shift I, and a Psychology Lab has been set-up as per the course requirement. Additional library books were purchased to enhance the library resources. Staff who are yet to qualify themselves are advised to do so at the earliest. Objectives framed by the departments are measured.
5	The effectiveness of actions taken to address risks and opportunities	Various requirements of the Institution, risks and opportunities	Adequate safety measures has been provided in the campus. Corona test was done for all the staff in the college campus as a safety measure. Mock Drill has not been conducted in the college campus due to lockdown.
6	Improvements planned & implemented	Improvements in results , UG & PG admissions for the next academic year	Future Plans: 1.BA Historical Studies and BA Sociology.course will be resumed in the next academic year. 2. B.Sc Physics with Computer Applications will be converted into general B.Sc.Physics in the academic year 2022-2023.
7	Suitability of Quality Policy	-	The framed quality policy is suitable for the college.

Others:

➢ Due to lockdown situation, classes for UG and PG were conducted in online mode using Google meet/Zoom/Cisco Webex etc. These classes were well planned, properly taken by the staff and was duly monitored by the respective HODs.
➢ Internal exam were conducted in online mode through Google Classroom on time.
➢ Standard Operating Procedures were followed during the submission of answer papers for the university examination.

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- Students of M.Com, MA HRM, BBA, B.Com ISM and B.Com CS have undergone internship training as partial fulfillment of the concerned degree programme and students of MSW went for field work.
- Online practicals and add-on courses were also conducted.

General discussions:

- Mrs.S.Gunachithra, Head, Department of Mathematics requested the management to provide a printer for each department for smooth functioning of department activities and Mr.Amarendiran replied that steps will be taken to provide printers in future.
- Mrs.R.V.Lakshmi Priyaa, Librarian requested the management to increase the annual fund allotment for each department. She also asked about the registration in INFLIBNET for which Dr.Jagannathan replied that necessary steps will be taken to get link from IIT to access two million e-books at free of cost.

Conclusion: Principal thanked all the participants for conducting and actively participating in the Management Review Meeting.

Principal

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Dr.R.Jagannathan	President	Top Management	
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Mrs.S.Kanmani	HOD	Tamil	
Mrs. R. Sandhya Lakshmi	HOD	English	R.Sandhya Lakshmi
Mrs. N.S.Krithika	Asst. Professor	Computer Science – Shift I	
Mrs. S. Gunachithra	HOD	Mathematics	
Mrs. M. Vijaya Sumathi	HOD	Business Administration	
Mrs. V. Sujatha	HOD	Commerce	
Mrs. M. Grace	HOD	Computer Applications	
Mrs. G. Vijaya Girija	HOD	Information System Management	
Mrs. H.Nirmala	HOD	Economics	
Dr.M.Abila Marselin	HOD	Physics with Computer Applications	
Ms.A.Vaishnavi	HOD	Tourism and Travel Management	
Dr.Syed Fathima	HOD	Psychology	
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship	
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II	
Mrs. A.Vinnarasi	HOD	Human Resource Management	
Mrs.R.Dhanalakshmi	HOD	Social Work	
Dr.B.Anuradha	HOD	Accounting & Finance	
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce	
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Mrs.M.Mahboob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II	

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Minutes of Management Review Meeting

Date: 08.02.2020   Time: 11 am

Members Present:

NAME	DESIGNATION	DEPARTMENT
Mrs.Kogilam Kumanan	Secretary	Top Management
Dr.P.Ranjithakani	Advisor	Top Management
Dr. M. Samshath	Principal	Administration
Mrs. B. Meera Murugesh	Vice- Principal & HOD	Bio-Chemistry
Mrs.S.Kanmani	HOD	Tamil
Mrs. R. Sandhya Lakshmi	HOD	English
Mrs.V.Thilagavathy	Asst.Professor	Computer Science – Shift I
Mrs. S. Gunachithra	HOD	Mathematics
Mrs. M. Vijaya Sumathi	HOD	Business Administration
Mrs. V. Sujatha	HOD	Commerce
Mrs. M. Grace	HOD	Computer Applications
Mrs. G. Vijaya Girija	HOD	Information System Management
Mrs. H.Nirmala	HOD	Economics
Dr.M.Abila Marselin	HOD	Physics with Computer Applications
Ms.A.Vaishnavi	HOD	Tourism and Travel Management
Dr.Lydia Eric	HOD	Psychology
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II
Mrs. A.Vinnarasi	HOD	Human Resource Management
Mrs.R.Dhanalakshmi	HOD	Social Work
Dr.B.Anuradha	HOD	Accounting & Finance
Mrs. K. Padma Priya	Physical Directress	Sports
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)
Mrs.M.Mehabob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II

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S.No.	Input (Agenda)	Discussion	Output (Decisions) Responsibility & Targets
1	Compliance / Status on the decisions taken during the last Management Review	-	Future Plans for the next academic year 2019-2020 has been planned and necessary steps has been taken by the management and the following programmes were introduced during the academic year 2019-2020: 1.B.Sc Psychology Shift I 2.B.Com A&F Shift II Initiative has been taken to make a fresh board for displaying Part-V activities conducted in the college.
2	Changes in external and internal issues that are relevant to the quality management system	1) customer satisfaction and feedback from relevant interested parties; 2) the extent to which quality objectives have been met; 3) process performance and conformity of products and services; 4) nonconformities and corrective actions; 5) monitoring and measurement results; 6) audit results; 7) performance of external providers;	1. Parent- teacher meeting was conducted. Feedback in Visitor's note book stands as an evidence for customer satisfaction. 2. Objectives were framed for this academic year and are measured by the Departments. 3. Syllabus is completed as per the College Calendar before the commencement of the University Exams and internal exam. 4.NIL 5. Result analysis for the even semester April 2019 and odd semester Nov 2019 is done by all the departments immediately after the results are published by the University of Madras. 6. Internal audit was conducted for all the departments, Top management and administration, transport, library and Exam cell during January 2020 as per QMS requirement. 7. The performance is assessed through the quality in products and services(vendor rating)

3	Information on the Performance and effectiveness of QMS, including trends	Effectiveness of QMS	1. Time management 2. Identification of documents and records were made easy 3. Division of labour for various department activities. 4. The college environment has become litter free and more green. 5. Unwanted things were removed from the campus. 6. Movement within the college campus made easy by College Map portrayed in the entrance.
4	The adequacy of resources Achievements / Trends of quality objectives	Analysis of objectives	Three new staff was appointed in department of English, Shift I, one staff in HRM, one staff in Mathematics. one staff in TTM, five staff in Commerce, one staff in Bio-Chemistry, one staff in MSW and one staff each for Psychology and Accounting & Finance. Staff who are yet to qualify themselves are advised to do so at the earliest. They can also participate in the Net coaching class organized by the Dept. of English. Objectives framed by the departments are measured.
5	The effectiveness of actions taken to address risks and opportunities	Various requirements of the Institution, risks and opportunities	Adequate safety measures has been provided in the campus. Mock Drill has been conducted in the college campus for all the students to react in case of emergency.
6	Improvements planned & implemented	Improvements in results , UG & PG admissions for the next academic year	Future Plans: The College has applied for following New Courses for the next academic year 2020-2021 1. B.A.Historical Studies – Shift II 2. B.A.Sociology – Shift II 3. Part V activities board with College Logo can be kept in the entrance and changes to be made in the college map.
7	Suitability of Quality Policy	-	The framed quality policy is suitable for the college.

General discussions:

- Principal informed that the service of the staff to be appointed for Historical Studies can also be utilised for Tourism and Travel Management department as these two disciplines are inter-related.
- Secretary madam informed that arrangements will be made to provide one printer for one staff room based on the request of the HODs.

Conclusion: Principal thanked all the participants for conducting and actively participating in the Management Review Meeting.

Principal

PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

NAME	DESIGNATION	DEPARTMENT	SIGNATURE
Mrs.Kogilam Kumanan	Secretary	Top Management	
Dr.P.Ranjithakani	Advisor	Top Management	
Dr. M. Samshath	Principal	Administration	
Mrs. B. Meera Murugesh	Vice- Principal & HOD	Bio-Chemistry	
Mrs.S.Kanmani	HOD	Tamil	
Mrs. R. Sandhya Lakshmi	HOD	English	
Mrs. V.Thilagavathy	Asst. Professor	Computer Science – Shift I	
Mrs. S. Gunachithra	HOD	Mathematics	
Mrs. M. Vijaya Sumathi	HOD	Business Administration	
Mrs. V. Sujatha	HOD	Commerce	
Mrs. M. Grace	HOD	Computer Applications	
Mrs. G. Vijaya Girija	HOD	Information System Management	
Mrs. H.Nirmala	HOD	Economics	
Dr.M.Abila Marselin	HOD	Physics with Computer Applications	
Ms.A.Vaishnavi	HOD	Tourism and Travel Management	
Dr.Lydia Eric	HOD	Psychology	
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship	
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II	
Mrs. A.Vinnarasi	HOD	Human Resource Management	
Mrs.R.Dhanalakshmi	HOD	Social Work	
Dr.B.Anuradha	HOD	Accounting & Finance	
Mrs. K. Padma Priya	Physical Directress	Sports	
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce	
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)	
Mrs.M.Mahboob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II	

Minutes of Management Review Meeting

Date: 31.01.2019   **Time:** 11 am

Members Present:

NAME	DESIGNATION	DEPARTMENT
Dr.P.Ranjithakani	Advisor	Top Management
Dr. M. Samshath	Principal	Administration
Mrs. B. Meera Murugesh	Vice- Principal & HOD	Bio-Chemistry
Mrs.S.Kanmani	HOD	Tamil
Mrs. R. Sandhya Lakshmi	HOD	English
Mrs. N.S. Kiruthika	HOD	Computer Science – Shift I
Mrs. S. Gunachithra	HOD	Mathematics
Mrs. M. Vijaya Sumathi	HOD	Business Administration
Mrs. V. Sujatha	HOD	Commerce
Mrs. M. Grace	HOD	Computer Applications
Mrs. G. Vijaya Girija	HOD	Information System Management
Mrs. H.Nirmala	HOD	Economics
Mrs. C. Reeda Lenus	HOD	Physics with Computer Applications
Ms. Vijayalakshmi	HOD	Tourism and Travel Management
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II
Mrs. A.Vinnarasi	HOD	Human Resource Management
Mrs. J.Priyanka	HOD	Social Work
Mrs. R.V. Lakshmi Priyaa	Librarian	Library
Mrs. K. Padma Priya	Physical Directress	Sports
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)
Mrs.M.Mehabob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II

AGENDA OF MANAGEMENT REVIEW:
Review Input:

1. Compliance / Status on the decisions taken during the last Management Review
2. Changes in external and internal issues that are relevant to the quality management system
3. Information on the Performance and effectiveness of QMS, including trends
4. The adequacy of resources - Achievements / Trends of quality objectives
5. Changes that could affect the QMS & Recommendations for improvement
6. Improvements planned & implemented
7. Suitability of Quality Policy

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SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

S.No.	Input (Agenda)	Discussion	Output (Decisions) Responsibility & Targets
1	Compliance / Status on the decisions taken during the last Management Review	-	Future Plans for the next academic year 2019-2020 has been planned and will be executed.
2	changes in external and internal issues that are relevant to the quality management system	1) customer satisfaction and feedback from relevant interested parties; 2) the extent to which quality objectives have been met; 3) process performance and conformity of products and services; 4) nonconformities and corrective actions; 5) monitoring and measurement results; 6) audit results; 7) the performance of external providers;	1. Parent- teacher meeting was conducted. Feedback in Visitor's note book stands as an evidence for customer satisfaction. 2. Objectives were framed for this academic year and are measured by the Departments. 3. Syllabus is completed as per the College Calendar before the commencement of the University Exams and internal exam. 4.NIL 5. Result analysis for the odd semester November 2018 will be done by all the departments immediately after the results are published by the University of Madras. 6. Internal audit was conducted for all the departments, Top management and administration, transport, library and Exam cell during January 2019 as per QMS requirement. 7. The performance is assessed through the quality in products and services.
3	Information on the Performance and effectiveness of QMS, including trends	Effectiveness of QMS	1. Time management 2. Identification of documents and records were made easy 3. Division of labour for various department activities. 4. The college environment has become litter free. 5. Unwanted things were removed

			from the campus.
			6. Movement within the college campus made easy by College Map portrayed in the entrance.
4	The adequacy of resources Achievements / Trends of quality objectives	Analysis of objectives	One new staff was appointed in department of English, Shift I, as one staff has resigned. Objectives framed are measured.
5	The effectiveness of actions taken to address risks and opportunities	Various requirements of the Institution, risks and opportunities	Adequate safety measures has been provided in the campus. Mock Drill will be arranged in the college campus for all the students.
6	Improvements planned & implemented	Improvements in results , UG & PG admissions for the next academic year	Future Plans: The College has applied for following New Courses for the next academic year 2019-2020 1. B.Sc. Visual Communication – Shift I 2. B.Sc. Psychology – Shift I 3. B.Com (A& F) – Shift II 4. Part V activities board with College Logo can be kept in the entrance.
7	Suitability of Quality Policy	-	-

Conclusion: Principal thanked all the participants for conducting and actively participating in the Management Review Meeting.

Principal

NAME	DESIGNATION	DEPARTMENT	SIGNATURE
Dr.P.Ranjithakani	Advisor	Top Management	
Dr. M. Samshath	Principal	Administration	
Mrs. B. Meera Murugesh	Vice- Principal & HOD	Bio-Chemistry	
Mrs.S.Kanmani	HOD	Tamil	
Mrs. R. Sandhya Lakshmi	HOD	English	
Mrs. N.S. Kiruthika	HOD	Computer Science – Shift I	
Mrs. S. Gunachithra	HOD	Mathematics	
Mrs. M. Vijaya Sumathi	HOD	Business Administration	
Mrs. V. Sujatha	HOD	Commerce	
Mrs. M. Grace	HOD	Computer Applications	
Mrs. G. Vijaya Girija	HOD	Information System Management	
Mrs. H.Nirmala	HOD	Economics	
Mrs. C. Reeda Lenus	HOD	Physics with Computer Applications	
Ms. Vijayalakshmi	HOD	Tourism and Travel Management	
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship	
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II	
Mrs. A.Vinnarasi	HOD	Human Resource Management	
Mrs. J.Priyanka	HOD	Social Work	
Mrs. R.V. Lakshmi Priyaa	Librarian	Library	
Mrs. K. Padma Priya	Physical Directress	Sports	
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce	
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)	
Mrs.M.Mahboob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II	

Minutes of Management Review Meeting

Date: 19-09-2018   **Time:1.00 pm**

Members Present:

NAME	DESIGNATION	DEPARTMENT
Dr.R.Jagannathan	President	Top Management
Dr.P.Ranjithakani	Advisor	Top Management
Dr. M. Samshath	Principal	Administration
Mrs. B. Meera Murugesh	Vice- Principal & HOD	Bio-Chemistry
Mrs.S.Kanmani	HOD	Tamil
Mrs. R. Sandhya Lakshmi	HOD	English
Mrs. N.S. Kiruthika	HOD	Computer Science – Shift I
Mrs. S. Gunachithra	HOD	Mathematics
Mrs. M. Vijaya Sumathi	HOD	Business Administration
Mrs. V. Sujatha	HOD	Commerce
Mrs. M. Grace	HOD	Computer Applications
Mrs. G. Vijaya Girija	HOD	Information System Management
Mrs. H.Nirmala	HOD	Economics
Mrs. C. Reeda Lenus	HOD	Physics with Computer Applications
Ms. Vijayalakshmi	HOD	Tourism and Travel Management
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II
Mrs. A.Vinnarasi	HOD	Human Resource Management
Mrs. J.Priyanka	HOD	Social Work
Mrs. R.V. Lakshmi Priyaa	Librarian	Library
Mrs. K. Padma Priya	Physical Directress	Sports
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)
Mrs.M.Mehabob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II

AGENDA OF MANAGEMENT REVIEW:
Review Input:

1. Compliance / Status on the decisions taken during the last Management Review
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PRINCIPAL
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
CHENNAI - 600 099

S.No.	Input (Agenda)	Discussion	Output (Decisions) Responsibility & Targets
1	Compliance / Status on the decisions taken during the last Management Review	Future plans: 1.remedial classes 2. motivate students for higher education 3. reduce absenteeism	1. Remedial class were conducted for academically weaker students before the University examinations, April 2018. 2. Our President Dr.R.Jagannathan addressed the parents of the outgone batch of students (2015-2018) to make them understand the usefulness of doing PG course. This year 97 students were admitted for PG courses. 3.Students are advised not to take leave unnecessarily in the college assembly and also during mentor hour.
2	changes in external and internal issues that are relevant to the quality management system	1) customer satisfaction and feedback from relevant interested parties; 2) the extent to which quality objectives have been met; 3) process performance and conformity of products and services; 4) nonconformities and corrective actions; 5) monitoring and measurement results; 6) audit results; 7) the performance of external providers;	1.Parent- teacher meeting was conducted to know the customer satisfaction and Feedback in Visitor's note book stands as an evidence for customer satisfaction. 2.HODs are asked to frame Objectives for this academic year which are to be measured at the end of this academic year. 3.Imparting education by completing the required syllabus for the conduct of the Two internal examinations in stipulated time. Staff members are also asked to complete the entire syllabus before Model Examination. 4.NIL 5. Result analysis for the even semester April 2018 was made by all departments. 6. Internal audit will be conducted for all the departments, management and administration during January 2019 as per QMS requirement.

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			7. The performance is assessed through the quality in products and services.
3	Information on the Performance and effectiveness of QMS, including trends	Effectiveness of QMS	1. Time management 2. Identification of documents and records were made easy 3. Division of labour for various department activities. 4. The college environment has become litter free. 5. Unwanted things were removed from the campus.
4	The adequacy of resources Achievements / Trends of quality objectives	Analysis of objectives	New staff members are appointed in departments like English, Commerce; Physics with Computer Applications, ISM, B.Com Corp.Sec. and MSW and two lab assistants in computer lab, shift I and II. Objectives framed are yet to be measured.
5	The effectiveness of actions taken to address risks and opportunities	Various requirements of the Institution, risks and opportunities	Adequate safety measures has been provided in the campus.
6	Improvements planned & implemented	Improvements in results and PG admissions for the next academic year	Future plans: Plans for the next academic year will be decided in the next Management Review Meeting
7	Suitability of Quality Policy	-	-

Conclusion: Principal thanked all the participants for conducting and actively participating in the Management Review Meeting.

Principal 1/10/1~

PRINCIPAL
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Mrs. R. Sandhya Lakshmi	HOD	English	
Mrs. N.S. Kiruthika	HOD	Computer Science – Shift I	
Mrs. S. Gunachithra	HOD	Mathematics	
Mrs. M. Vijaya Sumathi	HOD	Business Administration	
Mrs. V. Sujatha	HOD	Commerce	
Mrs. M. Grace	HOD	Computer Applications	
Mrs. G. Vijaya Girija	HOD	Information System Management	
Mrs. H.Nirmala	HOD	Economics	
Mrs. C. Reeda Lenus	HOD	Physics with Computer Applications	
Ms. Vijayalakshmi	HOD	Tourism and Travel Management	
Mrs. M. Bhuvaneshwari	HOD	Corporate Secretaryship	
Mrs. J.Vimal Rosy	HOD	Computer Science – Shift II	
Mrs. A.Vinnarasi	HOD	Human Resource Management	
Mrs. J.Priyanka	HOD	Social Work	
Mrs. R.V. Lakshmi Priyaa	Librarian	Library	
Mrs. K. Padma Priya	Physical Directress	Sports	
Dr. S. Mary Sujatha	Assistant Professor & ISO Co-ordinator	Commerce	
Mrs. P. Kalpana	Assistant Professor & Co-ordinator	B.Com (ISM)	
Mrs.M.Mahboob Meera	Assistant Professor & Co-ordinator	Computer Science – Shift II	