	<b>Sriram Institute of Marine Studies</b> Approved by the DG Shipping, Ministry of Shipping, Govt. of India. Affiliated to Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005	ISO/QMS Clause No 9.3.2.
Ref QMS 8.0 Page : 01	<b>Subject : Management Review Meeting Aug 2023</b>	File : SIMS QMS/18
<b>Issued by</b> : Exe. Director	<b>SIMS QMS Circular No 04 of 2023</b>	Date 14.09.2023

The objective of management review meeting is to ensure and implement, check and initiate necessary actions, maintain the laid down system and procedures in an organisation so as to achieve its assigned goals and completion of activities in a well planned manner ensuring continual improvements. The institute has scheduled 01<sup>st</sup> Management Review Meeting (MRM) of 2023 to be conducted at 1000 hrs on Tuesday, 19<sup>th</sup> September 2023. MRM is a vital part of the Quality Management System and helps in implementing ideas towards further advancement of the organization. The MRM shall be presided over by the chairman. All HODs, Course coordinator, Ch. Inst and one Sr Inst from Deck and Engg dept.

**1. The following shall be verified, discussed and action shall be determined**


- Status on validation of training system has been adopted / met by all course coordinator.
- Changes, if any, in external or internal issues relevant to the QMS.
- Customer satisfaction and their feedback. Views from all course coord of their respective dept.
- Discuss/ measure quality objective have been met to a certain standard.
- Performance and conformity of staff and faculty in their assigned duty/ work.
- Non-conformities and corrective action against NC observed in previous Internal and external audits- Brief By AMR.
- Action against last audit points by respective departmental HoDs
- The performance of external providers.
- The effectiveness of action taken to address risk and opportunities.
- Opportunities for improvement. All course coordinators

**2. Date & Time:** MRM will be held at 1000 hrs. on 25<sup>th</sup> September 2023, Monday in the Conference room.

**3. Point For Agenda:** The primary agenda of MRM is to ensure effective implementation of Quality Policy in the organizational activities. All Faculty, Staff and Logistic staff can submit their points for Agenda if any to Sh. Shishir Kumar faculty academic by 1600 hrs. on 22<sup>th</sup> September 2023.

**4. Attendance:** Mr. Vivek Accouts dept. to prepare roll of attendance and hand over to Shishir Kumar

**5. Report on Advancement/ Achievements of last 6 Month:** All HODs to put up / present the details of advancements / progress along with date, in respect of their Courses.

  
Joginder Singh  
Executive Director

  
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Executive Director  
Distribution: - Normal & all concerned