

Minutes of Management Review Meeting

Institute: Gokhale Education Society's College of Education & Research, Parel, Mumbai

Top management review the QMS, was held on 16/10/2021 after re-certification ISO 9001:2015 external audit conducted on 12/10/2021 by LA Mr. Sanjay M. Gimhavanekar, to ensure continuing suitability, adequacy, and effectiveness.

The management review is planned and carried out taking into consideration:

- a) The status of actions from previous management reviews;
= Previous internal audit was conducted by Mr. Pankaj Pandagale on 30/09/2021 all suggestions were incorporated and adopted in QM, such as timely updating the QM.
- b) Changes in external and internal issues that are relevant to the quality management system including its strategic direction;
= The most important external issue affected on quality management system is Covid-19 pandemic. Due to Covid-19 all internal issues were got impacted in its strategic direction. Classroom teaching learning system, examinations, assignments and practice teaching lessons of teacher trainees changed to online mode.
- c) Information on the quality performance, including trends and indicators for:

1) Nonconformities and corrective actions;

The risk identification done. Due to Covid-19 adaptation of online work culture was major risk.

Corrective Action: All Covid - 19 protocol given by Ministry of Health, Government of India, UGC, Government of Maharashtra, University of Mumbai were implemented in college system and Covid appropriate behaviour were observed by all stakeholders of institution. Risk assessment done with proper discussion about Covid issues. College work resume through online mode.

2) Monitoring and measurement results;

Monitoring of teaching learning process were done by conducting frequent online staff meetings.

Measurement of results: Lectures were conducted through online free platform such as Google meet and Zoom. Students attendance were maintained in excel file.


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Delivery of notes done through google classroom and what's app. Students feedback analysis done to know the results.

3) audit results;

Audit results about online college work was good. Auditor suggested recording of online lectures and maintaining attendance of students.

4) Customer satisfaction;

Customer satisfaction were measured by taking students objective and subjective feedback through google form. It was quite encouraging for all faculty members.

5) Issues concerning external providers and other relevant interested parties;

Teachers and students were given orientation about delivery of online mode lecturing system. Parents were informing through PTA meeting.

6) Adequacy of resources required for maintaining an effective quality management system;

Every staff were provided with laptop by college administration.

7) Process performance and conformity of services;

The process of online education done effectively. Its confirm from PTA meeting, staff meetings and student's feedback.

d) The effectiveness of actions taken to address risks and opportunities

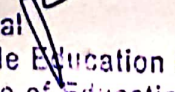
The action taken to address risk of online work were address effectively. The online learning opportunity and effective use of time for preparation of online resources such as google classroom, PPTs. Students internship was conducted online. Lesson guidance were given through online mode only.

e) New potential opportunities for continual improvement.

Making you-tube videos of lectures will be done. All staff will main tend attendance of all students in excel file. Effective use of technology will be done for continual improvement.

The outputs of the management review include decisions and actions related to:

a) Continual improvement opportunities;


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- Uniformity in keeping attendance records with excel file will be maintained.
- All teachers will record some online lectures and upload on you-tube.
- Students practice teaching lessons will be evaluated by recording and uploading on you-tube.
- Teaching reports will be maintained on monthly basis.
- Google meet and zoom online platform will be used to take lectures.
- Result analysis be done more elaborately.
- DSM records like attendance, feedback will be maintained.
- Service books, leave records & movement registered will be maintained in office.
- Layout chart, library utilization chart, location accession registered will be maintained in library.
- Books issue will be maintained in software (Soul 2.0)
- MRM conducted, minutes will be maintained.
- Risk assessment will be maintained with QM.

b) Any need for changes to the QMS, including resource needs.

Blended mode of learning will be continuing in future also. So all requirements for blended learning will be done in college itself.

GESCER retain documented information as evidence of the results of management Reviews.

Attendees of MRM:

1. Dr. Prashant Kale – I/c Principal *Prashant Kale*
2. Dr. Vinod Gavit - Associate Professor *Vinod Gavit*
3. Dr. Sangeeta Patkar - Assistant Professor *Sangeeta Patkar*
4. Dr. Chetan Chavan – MR *Chetan Chavan*
5. Dr. Sandeep Bodke - Assistant Professor *Sandeep Bodke*
6. Dr. Shilpa Waghchoure – Librarian & IQAC coordinator *Shilpa Waghchoure*
7. Mr. Sayaji Sonawane – Head Clerk *Sayaji Sonawane*
8. Mr. Kashinath Chaure – Senior Clerk *Kashinath Chaure*



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