



## CIRCULAR FOR MANAGEMENT REVIEW MEETING

**Ref.No.: MRM/2020-01**  
**Meeting Date:30.05.2020**

**Date: 28.05.2020**

**Venue: Office Premises**  
**Time:3.00 PM**

<b>Sl. No.</b>	<b>Topics to be Discussed</b>
1.	The Status of actions from previous management reviews.
2.	Changes in external and internal issues that are relevant to the EOMS.
3.	Information on the EOMS performance and effectiveness, including trends in: <ol style="list-style-type: none"><li>1. Learners and others beneficiary satisfaction and feedback related to learner and other beneficiary requirements.</li><li>2. The extent to which objectives have been met.</li><li>3. Process performance and conformity of services</li><li>4. Nonconformities and corrective actions.</li><li>5. Monitoring and measurement results</li><li>6. Audit Results.</li><li>7. The performance of external providers.</li><li>8. Formative and Summative assessment outcomes.</li></ol>
4.	The adequacy of resources.
5.	The effectiveness of actions taken to address risks and opportunities
6.	Opportunities for continual improvement
7.	Staff feedback related to activities to enhance their competence.
8.	Continual Improvement opportunities.
9.	Any need for changes to the EOMs
10.	Resource needs

Above points shall be discussed at our management review meeting, If any additional points to be discussed please inform well in advance. All members are requested to bring relevant information and data for discussion.