

## Minutes of the Closing Meeting of ISO 9001:2015 Surveillance Audit held on 22<sup>nd</sup> May 2023

### Members Present:

1. Rev. Dr. Dominic Savio, SJ Principal and Chairperson
2. Vice Principals
3. Deans
4. Controller of Examinations (COE)
5. Member Secretary Academic Council
6. Coordinator, IQAC
7. Other ISO 9001:2015 Committee Members
8. Other Staff Members

Lead Auditor - Mr. Siddhartha Pratim Dawn

Audit Team Member – Mr. Supriya Choudhury.

### Background of the meeting:

The Closing Meeting of ISO 9001:2015 Surveillance Audit was held on 22<sup>nd</sup> May 2023. The Lead Auditor Mr. Siddhartha Pratim Dawn had audited various departments on 20<sup>th</sup> and 22<sup>nd</sup> May 2022, holding detailed discussions with the members of the respective departments regarding quality-related issues as per the guidelines of ISO 9001: 2015. The audit summary was shared at the closing meeting.

### Following observations were presented in the meeting

The management system documentation demonstrated conformity with the requirements of the audit standard(s).

The organization has demonstrated effective implementation and maintenance/improvement of its management system and is capable of achieving its policy objectives, as well as the intended results of the respective management system(s).

The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system.

Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard(s).

The successful completion of this surveillance audit exercise also provided insights for initiating further improvement in the academic and related functions of the college.

*Siddhartha Pratim Dawn*  
22.5.23

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