



ISO Committee

1. Description of the Committee:

The ISO committee plays a pivotal role in ensuring MIM's commitment to deliver high-quality education and services while continuously improving its processes and operations. The ISO Committee fosters a comprehensive culture of quality and continuous improvement at MIM.

2. Purpose of the Committee:

To promote awareness, understanding, and implementation of the ISO 9001:2015 quality management system standards across academics, administration, and support services. The committee aims to facilitate the adoption of best practices in quality management, enabling each function to operate more efficiently and deliver products/services that consistently meet stakeholder's requirements.

3. Objectives of the Committee:

- To achieve and retain ISO 9001 certification through regular audits, developing robust policies and procedures aligned with the standards
- To build quality awareness, engaging stakeholders for feedback, and driving continuous improvement of the Quality Management System

4. Committee Members/ Composition:

| S. No. | Name of Faculty | Designation | Committee Designation |
|---------------|------------------------|---------------------|------------------------------|
| 1 | Dr. Vinoth S | Assistant Professor | Co-ordinator |
| 2 | Dr. A Appu | Assistant Professor | Member |



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| 3 | Dr. D Charumathi | Assistant Professor | Member |
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5. Roles and Responsibilities of Members:

Co-ordinator

- To coordinate with the auditing agency for external audit
- To facilitate Management Review Meeting (MRM) and Internal Audits

Member

- To prepare and update Quality Manual in adherence to ISO 9001 standards
- To orient staff members about the ISO audit process
- To plan and schedule internal audit adhering to ISO requirements
- To ensure the conduct of internal audits
- To coordinate with functional heads in closing non-conformities
- To facilitate in updating the risk assessment for each of the functions

6. Frequency of Meetings:

Twice in a Semester

7. Procedure:

1. Preparation of Internal Audit Schedule
2. Conduct Internal Audit based on
 - a. Adherence to SOPs
 - b. Conforming to the set quality objectives
 - c. Reviewing Risk Assessment and action plans for each functions
3. Audit observations to be captured and reported as "Observation Report"
4. Review and consolidate the NC's captured during Internal audit
5. Preparation of Audit notes based on the observations
6. To conduct Management Review meeting (MRM) (based on inputs from Internal Audit, feedback from stakeholders, etc.,)



7. To prepare Minutes of MRM comprising action plans for further improvement
8. Internal Audit to be conducted at the end of each semester
9. An external Audit will be conducted by Bureau Veritas at the end of each Academic year
10. The observed non-conformities (if any) has to be closed by the respective staff
11. Continuation of ISO certification will be communicated after closure of NC's (if any)

Procedure (Flowchart)

