

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE – 570 006

SH/ Dir/ISO 9001: 2008/2016-17

09.3.2016

CIRCULAR

Sub: Convening of 7th Management Review Meeting (MRM) under ISO 9001: 2008- reg.

As all of you are aware, the 6th ISO internal quality audit was conducted successfully. From 22nd February – 3rd March 2016 with the active participation and co-operation rendered by all the staff members and all the HODs / Heads of Sections.

The 7th MRM has been scheduled on 23.03.2016 and will be held in Board Room at 4.00pm, All the HODs / Heads of Section, MR and DMR are informed to attend the MRM without fail. The format in which the inputs are to be given by the individual HODs / Heads of Section is being sent separately in soft form by the ISO Implementation Cell.

All the HODs / Heads of Section are informed to forward the MRM inputs and NC closure report, corrective and preventive action report in soft form to the e-mail ID iso.aiish@gmail.com on or before 17.03.16 and the hard copy of the same duly signed by the HODs / Heads of Section is also to be forwarded ***to the undersigned, so as to reach on or before 18.03.16 by 4.00pm.*** It may be noted that ***inputs received beyond the said date and time would not be considered*** for the ensuing meeting.


Director

Copy to:

1. HOD – Audiology / Clinical Services
Clinical Psychology / Electronics / Otorhinolaryngology
Material Development / POCD / Special Education
Speech-Language Pathology / Speech-Language Science/ TCPD
 2. Academic Co-ordinator,
 3. Administrative Officer,
 4. Library & Information Officer,
 5. Head-Research Coordination Section,
 6. HOD Electronics – ***for necessary arrangements in the Board Room for the meeting***
 7. Management Representative / Deputy Management Representative.
 8. Director's Office
 9. O/c
- } ***for information & necessary action***