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| **Sl. No.** | **Topic of Review** | **Details of Input Data** |
| 1 | Results of Internal Audit | O+ | OI | NC |
| Nil | 3 | 3 |
| 2 | Customer Feedback Report |  |
| 3 | Process performance (Measures of performance data) | 01.01.2013 to 30.11.2013 1. Purchase of print books2. Purchase of e-books3. Purchase of journals4. Feedback of users5. Library visits of users |
| 4 | Corrective and preventive action on NC’s | Attach the 1st internal audit report ( Non Conformance report )  |
| 5 | Previous Management Review Meeting Minutes | NA |
| 6 | Review of existing Quality System | NA |
| 7 | Continual Improvement Plans  | If you have any Improvement plans in the department, indicate. Separate sheet may be attached. |
| 8 | Training Activities  | Provide data of Training activities (Seminars/Workshops) planned v/s actual. Provide data for the period from 01.01.2013 to 30.11.2013 |
| 9 | Resources | NA |
| 10 | Quality policy and objectives | NA |
| 11 | Any other points / Concerns | Add if you have any.  |