

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

SH/Dir/ISO 9001:2008/2013-14

09.12.2013

CIRCULAR

Sub: Convening of Management Review Meeting under ISO 9001:2008 - reg.

At the outset, the active participation and co-operation rendered by all the staff members and all the HODs / Heads of Sections in particular, in the conduct of the internal audit held on 12-13 Nov. 2013 is commendable. The report of the internal audit contains positive observations, points for improvement and also certain non-conformances which have been communicated to the individual HODs / Heads of Sections. Needless to mention, the non-conformances have to be closed, the root cause analysed, necessary corrective and preventive action taken to prevent its recurrence and continual improvement exercises initiated by all the departments / sections, in keeping with the quality policy of the institute.

As a next step, the institute needs to gear up for the Certification Audit by the certifying agency. It is pertinent to mention that the collective team effort put up by the staff members during the NAAC Peer Team Visit made the institute attain the highest grade of 'A' under the NAAC Accreditation Scheme. With the same degree of involvement and commitment, co-operation, it is possible to attain the ISO 9001:2008 certification in respect of the activities of the institute. While preparing for the certification audit, due regard may be given to the quality management principles and the ISO 9001:2008 standards.

As a prelude to the visit of the certifying agency, a Management Review Meeting (MRM) has been convened at **3.00 PM on 13.12.2013**. **All the HODs/Heads of Section, ISO Core Committee members** 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 Office of the Management Representative.

All the HODs / Heads of Section are informed to forward the hardcopy duly signed **to Mr. S. Ramkumar, Management Representative-ISO**, so as to reach him **on or before 11.12.2013 by 4.00 PM**. It may be noted that **inputs received beyond the said date and time would not be considered** for the ensuing meeting.

Sarathu. S.R.
Director

Copy to :

1. HOD - Audiology / CREDM / Clinical Services /
Clinical Psychology / Electronics / ENT /
Material Development / POCD / Special Education /
Speech-Language Pathology / Speech-Language Sciences.
2. Administrative Officer
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necessary action