

GATEWAY EDUCATION Delhi-NCR, Sonipat	Office Order MR FUNCTIONS	DOC: GE/HE/DG OFFICE/2025/171 REV: - DATE: 07 Oct 25 PAGE: 1 of 1
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Purpose/Objective: To establish a documented procedure for identifying measure activities of the MR and their execution system,

Scope: This procedure applies to all Quality & Environmental Management System as per Clause 5.3 of ISO 9001:2015 and ISO 14001:2015, applicable to MR.

References: Clause 5.3 of ISO 9001:2015 & ISO 14001:2015

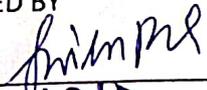
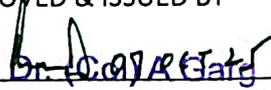
Overall Responsibility: MR and Top Management

Description:

Sr. No	Activity	Responsibility
1.	To prepare and maintain approved copy of manuals, procedures and document/records.	MR
2.	To maintain control of documented information for QEMSM.	MR
3.	To plan and supervise internal audit by trained internal auditors.	MR
4.	To ensure verification closure non confirmatory reported in the internal audit.	MR
5.	To circulate management review agenda points to all concerned.	MR
6.	To plan and organize management review meeting, present internal audit observations and finally prepare minutes management review,	MR
7.	To circulate minutes of management review meeting to all concerned and follow up for action taken report on the MRM decisions,	MR

Records:

1. QEMS Manual
2. Management Review Meeting (MRM)
3. Audit Plan
4. Audit Report
5. Audit Summary

SUBMITTED BY  Shish Pal Coordinator IQAC Gateway Education	APPROVED & ISSUED BY  Director General Gateway Education	CONTROLLED COPY STAMP 
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