

**IQAC ACADEMIC &
ADMINISTRATIVE AUDIT
AUGUST - 2018**

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING
HOSUR
IQAC AUDIT
MINUTES OF MEETING

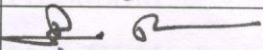
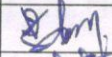

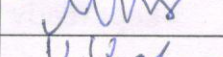


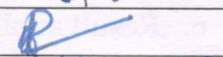
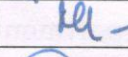
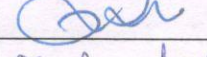
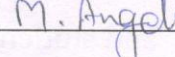
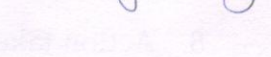
01/08/18

The IQAC Academic and Administrative Audit related meeting is convened today by the Principal along with all HODs to keep the records up to date and to get ready for the Audit that will commence from the Second week of August 2018. All the HODs have agreed to get ready for the audit and extend their full support and co-operation.

The points discussed in the meeting are as follows:

1. The attendance register log book, academic calendar, faculty notes and other particulars pertaining to academic side should be kept ready for the audit.
2. The procedures and requirements for the audit should be kept up to date and produced the auditor on demand without any loss of time.
3. HOD and Principal's authentication should be obtained on all the records.
4. Trend charts, continual improvement program, action plan should be updated and kept ready for the audit.
5. The records pertaining to departmental meetings and minutes of the meeting have to be updated.
6. Result analysis the same has to be prepared year wise, semester wise, subject wise, department wise and faculty wise for the audit.
7. The improvement made in the department on the basis of complaints, suggestions and student's feedback has to be kept ready for the audit.
8. Action taken on indiscipline activities of the students should be updated and kept ready for the audit.
9. Motivation of the staff and student records has to be prepared and kept ready for audit.
10. Housing keeping register should be updated and kept ready for the audit.
11. Training need identification of staff, faculty profile records have to be updated and kept ready for the audit.
12. CAPA report if any should be prepared and kept ready for the audit.

13. Internal communication circular records have to be filed and kept ready for the audit.
14. Backup data for the records in computers has to be maintained.
15. Syllabus completion review, method of selection of question paper, previous year university examination question paper has to be updated and kept ready for the audit.
16. List of formats in the department has to be kept ready for the audit.
17. Infrastructure requirements for the department have to be prepared and kept ready for the audit.
18. Laboratory requirement and Calibration details have to be kept ready for the audit.
19. Alumni association records have to be updated and kept ready for the audit.

S:No	Department	Name	Signature
1	S&H	Dr. SP. Proshakar	
2	AERO	Dr. GARTHIGANAN	
3	CIVIL	S. PAMESHWARI	
4	CSE	Dr. B. Madhusuthanan	
5	ECE	Dr. V. VIJAYA KUMARI	
6	EEE	G. Shasikala	
7	IT	Mr. A. MAHESH	
8	MECH	Mr. Rajasekar	
9	MCO	Mr. M. Palithal	
10	MBA	Dr. R. Ramesh	
11	MCA	M. Angelin Resy	


IQAC CO ORDINATOR




PRINCIPAL

Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING
HOSUR
IQAC AUDIT
MINUTES OF MEETING

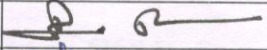

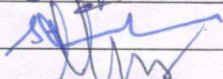

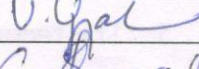

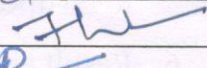
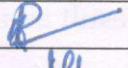
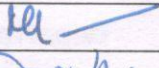
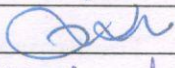
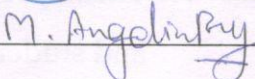
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S:No	Department	Name	Signature
1	S&H	Dr. SP. Prashanka	
2	AERO	Dr. G. RATHI GEMINI	
3	CIVIL	S. RAMESHWARI	
4	CSE	Dr. B. Madhusuthanan	
5	ECE	Dr. V. VIJAYA KUMARI	
6	EEE	G. Shasikala	
7	IT	Dr. A. MAHESH	
8	MECH	Mr. Rajasekar	
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IQAC CO ORDINATOR



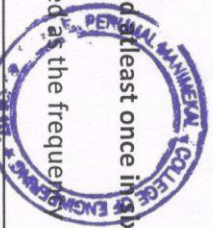

PRINCIPAL

Principal
Er. Perumal Manimekal College of Engineering
Kongripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

Doc:C / RD 06	YEAR (2018 - 2019)											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
FUNCTION												
Top Management								*				
Mgt. Representative								*				
Engineering: Academics								*				
Library (Engg, MBA)								*				
Purchase								*				
Training & Development								*				
Recruitment Cell								*				
Counselling & Admission								*				
Lab & Workshop								*				
Maintanance								*				
Mess								*				
Logistics								*				
Hostel & Canteen								*				

Whole Cycle of audit will be covered at least once in six months

Institution wise activities are covered as the frequency



Principal

S. C. Siva
 E. Perumal Manimekhal College of Engineering
 Koneerpalil, HOSUR - 635 117, Krishnagiri Dist
 Tamil Nadu, India.

Counselling & Admission	Covered atleast once in Six months
Lab & Workshops	All labs and workshops of all institutions are covered atleast once in a year
Syllabus Planning and Execution	All Departments like Mechanical, Computer Science, MBA will get covered once in a year

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR
Internal Audit Summary

Institution	Department	Date	Audit Findings				Remarks
			NC	OBS	SUG	Findings Pending (NC & OBS)	
Engineering	Top Management	-	-	-	-	NIL	
	Mgt. Representative	8/16/2018	2	-	-	NIL	
	Library (Engg, MBA)	8/16/2018	2	-	-	NIL	
	Purchase	8/16/2018	2	-	-	NIL	
	Training & Development	8/16/2018	2	-	-	NIL	
	Recruitment Cell	8/17/2018	2	-	-	NIL	
	Counselling & Admission	8/17/2018	2	-	-	NIL	
	Lab & Workshop	8/17/2018	NIL	-	-	NIL	
	Maintanance	8/18/2018	2	-	-	NIL	
	Mess	8/18/2018	2	-	-	NIL	
Logistics	8/18/2018	2	-	-	NIL		



S. C. V. S.

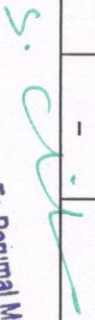
Principal
E. Perumal Manimekalai College of Engineering
Korenpalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

ER. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR
Internal Audit Summary

Institution	Department	Date	Audit Findings			Remarks
			NC	OBS	SUG	
Engineering : Academics		07.08.2018	32	-	-	NIL

Institution	Department	Date	Audit Findings				Remarks
			NC	OBS	SUG	Findings Pending (NC & OBS)	
Engineering	Engineering : Academics						
	CSE	07.08.2018	3	-	-	NIL	
	ECE	07.08.2018	2	-	-	NIL	
	Mechanical	09.08.2018	3	-	-	NIL	
	MCO	09.08.2018	2	-	-	NIL	
	Civil	10.08.2018	3	-	-	NIL	
	Aeronautical	10.08.2018	3	-	-	NIL	
	EEE	11.08.2018	2	-	-	NIL	
	IT	11.08.2018	2	-	-	NIL	
	MBA	13.08.2018	2	-	-	NIL	
MCA	13.08.2018	2	-	-	NIL		
Science & Humanities		14.08.2018	3	-	-	NIL	




Principal
 E. Perumal Manimekalai College of Engineering
 Konearpalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

STAFF CIRCULAR

18/07/2018

This is to inform that, internal Audit for ISO will be conducted on the following dates. All the Co-ordinator are requested to keep all the records in a complete manner. Follow up audit will be taken for the same, in two days after completion of the audit.

S.No.	Date	Time	Auditor	Dept.	Sign	Auditee	Dept.	Sign
1	10.08.2018	10:00 AM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Prof. R. Karthikeyan Asst. Prof. George	AERO	<i>[Signature]</i>
2	10.08.2018	10:00 AM	Prof. J. Vijayakumar	S&H	<i>[Signature]</i>	Asst.Prof. Rameshwari Asst.Prof. Jeevitha	CIVIL	<i>[Signature]</i>
3	07.08.2018	2:00 PM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	Prof. Sumathi Asst. Prof. Sadhana	CSE	<i>[Signature]</i>
4	07.08.2018	10:00 AM	Prof. G.Shasikala	EEE	<i>[Signature]</i>	Prof. Vijayakumari Asst. Prof. kavitha	ECE	<i>[Signature]</i>
5	11.08.2018	10:00 AM	Asst Prof. Dukhitha	MCA	<i>[Signature]</i>	Asst.Prof. G. Shasikala Asst.Prof. Meenakumari	EEE	<i>[Signature]</i>
7	09.08.2018	2:00 PM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof.Rajkumar Asst Prof.Selva Kumar	MCO	<i>[Signature]</i>
8	09.08.2018	10:00 AM	Mrs. P.Sumathi	CSE	<i>[Signature]</i>	Dr. P. Rajasekar Asst. Prof. Balaji	MECH	<i>[Signature]</i>
9	11.08.2018	2:00 PM	Prof. G.Shasikala	EEE	<i>[Signature]</i>	Prof.Mahesh Asst. Prof. Ignatius Selvarani	IT	<i>[Signature]</i>
10	13.08.2018	2:00 PM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof.Renu Asst Prof.Raja	MBA	<i>[Signature]</i>
11	13.08.2018	2:00 PM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	Prof. Angelin Rosy Asst. Prof. Dukhitha	MCA	<i>[Signature]</i>
13	14.08.2018	10:00 AM	Mrs. P.Sumathi	CSE	<i>[Signature]</i>	Dr.M.Suresh Asst Prof.Priya	S & H	<i>[Signature]</i>
14	16.08.2018	10:00 AM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Mr. Yeshwanth	LIB	<i>[Signature]</i>
15	18.08.2018	10:00 AM	Asst Prof. Dukhitha	MCA	<i>[Signature]</i>	Mr. Kailash	MESS	<i>[Signature]</i>
16	18.08.2018	10:00 AM	Prof. J. Vijayakumar	S&H	<i>[Signature]</i>	Mrs. Valli	Maint.	<i>[Signature]</i>
17	18.08.2018	10:00 AM	Prof. G.Shasikala	EEE	<i>[Signature]</i>	Mr. Uma Shankar	Logistics	<i>[Signature]</i>
18	16.08.2018	10:00 AM	Asst Prof. Dukhitha	MCA	<i>[Signature]</i>	Mrs. Padma	Purch.	<i>[Signature]</i>
19		10:00 AM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	The Secretary	Top Mgt	-
20	16.08.2018	10:00 AM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof. M. Sahithullah	MR	<i>[Signature]</i>
21	16.08.2018	10:00 AM	Prof. J. Vijayakumar	S&H	<i>[Signature]</i>	Mrs. Latha	CG & C.	<i>[Signature]</i>
22	16.08.2018	2:00 PM	Mrs. P.Sumathi	CSE	<i>[Signature]</i>	Mr.Rajesh Asst Prof.Vijayashanthi	T & D	<i>[Signature]</i>
23	16.08.2018	2:00 PM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	Dr. M. Suresh	Recru.	<i>[Signature]</i>



[Signature]
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

CIVIL (ODD)

Name of the Auditee: ASST. Prof. Rameshwari, ASST. Prof. Jeevitha

Name of the Auditor: PROF. J. Vijaya Kumar

Function: CIVIL ENGINEERING

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NC	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	

S. Chitra

19	Review of disciplinary actions taken against the staffs.		✓
20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		NC
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		✓
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		✓
28	Preservation of previous year university exam question papers.		✓
29	List of formats used in the department and is that controlled.		✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of subboards in the department.		✓
31	Housekeeping maintain with in the departments.		✓
		LABORATORY	
32	Identification of equipments		✓
33	Calibration of equipments. (Internal / external calibration records)		✓
34	Preventive maintenance of equipments where appropriate.		✓
35	Adequate no. of Fire Extinguishers in the area.		✓
36	First aid kits stuffed with necessary Antidotes		✓
37	Safety gears provided for the students operating equipments.		✓
38	Start and shut down instruction where appropriate.		✓
39	Sign boards in the laboratory.		✓
40	Display of quality policy.		✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.		✓
42	Non conforming materials to be identified quarantined.		✓
43	Horizontal deployment initiatives.		✓
44	Change made in the system considering improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: CIVIL

Date: 10/8/18

Auditor: Prof. J. Vijaya Kumar

Auditee: Asst. Prof. Rameshwar
Asst. Prof. Jeeritha

NON CONFORMANCE

<p>1. Lesson plan not evidenced. Ref: CE6301, Engineering Geology.</p>	<p style="text-align: right;"><i>[Signature]</i> AUDITEE</p>
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Lesson plan prepared due to handling it was missed.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Copy of the lesson plan taken and stapled in the log book.		immediate	

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hereafter we should ensure that lesson plan should be stable on the faculty & verify with head while submitting.		immediate.	

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02



[Signature]
Principal verified the Lesson plans & log book
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.,
Tamil Nadu, India.
Version No: 1.0

Issue Date

NON CONFORMITY REPORT

Report No:

Function: CIVIL

Date: 10/8/18

Auditor: Prof. J. Vijayaraj Kumar

ENGINEERING

Auditee: Asst. prof. Ramesh Kumar
Asst. prof. Jeevithe

NON CONFORMANCE

<p style="font-size: 1.2em;">Lab manual not evidenced.</p>
<div style="width: 30%;"> <p>AUDITOR: </p> </div> <div style="width: 40%; text-align: center;"> <p>Std Clause / Doc. Ref:</p> </div> <div style="width: 25%; text-align: right;"> <p> AUDITEE</p> </div>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Lab manual in the form of soft copy.
	Yet to take print out.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
01.	Lab manual print-out taken & prepared in prescribed (ISO) format & authenticated by HOD & Principal.			
02.	Surveilling - if lab manual 03-semester.			

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
01.	Hereafter, the lab manual preparation has to be monitored the hard copy should be submitted, before the commencement of semester.			

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02



S.C.C.:

Principal

Er. Perumal Manimekala, College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Taluk
Tamil Nadu, India.

the lab manual closed.

Issue Date

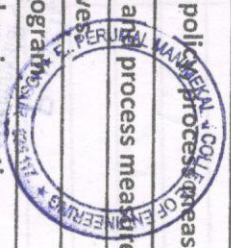
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Prof. Sumathi, Asst. prof. Sadhana

Name of the Auditor: Prof. M. Sahithullah

Function: Engineering

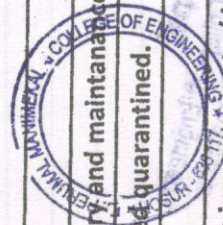
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality poliprocedures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measurables.	✓	
11	Action plan for the objectives	✓	
12	Continual improvement programs	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise)	✓	
16	Check for the improvements made in the department in the passed year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	Ne	



Principal
Kanniakumar College of Engineering
Kanniakumar

Principal
Kanniakumar College of Engineering
Kanniakumar

19	Review of disciplinary actions taken against the staffs.		✓
20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		Nc
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		
28	Preservation of previous year university exam question papers.		
29	List of formats used in the department and is that controlled.		
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		
31	Housekeeping maintain with in the departments.		
LABORATORY			
32	Identification of equipments		
33	Calibration of equipments. (Internal / external calibration records)		
34	Preventive maintenance of equipments where appropriate.		
35	Adequate no.of Fire Extinguishers in the area.		
36	First aid kits stuffed with necessary Antidotes		
37	Safety gears provided for the students operating equipments.		
38	Start and shot down instruction where appropriate.		
39	Sign boards in the laboratory.		
40	Display of quality policy.		
41	List of consumables used in the laboratory and maintenance of sufficient stock.		
42	Non conforming materials to be identified, quarantined.		
43	Horizontal deployment initiatives.		
44	Change made in the system considering improvements / improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		



Principal
 Perumal Marimekalai College of Engineering
 Hosur - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

R. S. [Signature]
 Signature of the Auditee

[Signature]
 Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 07/08/2018

Auditor: Prof. M. Sahithullah

Auditee: Prof. Sumathi

Asst. Prof. Sadhana

NON CONFORMANCE

<p>Unit Test - I Answer Key not evidenced Ref : ITG 801 / Service Oriented Architecture</p>	<p style="text-align: center;">R. Sadi AUDITEE</p>
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Answer key prepared in the form of
	Soft copy.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hard Copy of answer key			
	documented in the program faculty			Closed
	file			

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of Submission of			
	UT-I Qp Answer Key to be Submitted			Closed
	in Handcopy			

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

S. all

Principal: Verified.

Verified by and closed on



FORM: QSF 02

Issue Date

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Prof. Vijayakumari, Asst Prof. Pavithra**

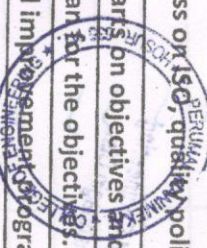
Name of the Auditor: **Prof. G. Shasthikala**

Function: **ECE**

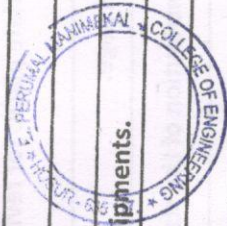
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data - result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	NC	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	

Principal

Er. Perumal Manimekalai College of Engineering
Koramball, Hosur - 635 117, Krishnagiri Dist
Tamil Nadu, India



19	Review of disciplinary actions taken against the staffs.		✓
20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		✓
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		✓
28	Preservation of previous year university exam question papers.		NC
29	List of formats used in the department and is that controlled.		✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		✓
31	Housekeeping maintain with in the departments.		✓
32	Identification of equipments	LABORATORY	✓
33	Calibration of equipments. (Internal / external calibration records)		✓
34	Preventive maintenance of equipments where appropriate.		✓
35	Adequate no. of Fire Extinguishers in the area.		✓
36	First aid kits stuffed with necessary Antidotes		✓
37	Safety gears provided for the students operating equipments.		✓
38	Start and shot down instruction where appropriate.		✓
39	Sign boards in the laboratory.		✓
40	Display of quality policy.		✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.		✓
42	Non conforming materials to be identified quarantined.		✓
43	Horizontal deployment initiatives.		✓
44	Change made in the system considering improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓



Principal
Manimekhal College of Engineering
Hosur - 635 117, Krishnagiri Dist.,
Tamil Nadu, India.

V.V. [Signature]

Signature of the Auditor

G. [Signature]

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMC TECH

Department: ECE

Auditor: prof. G. Shastri

Description of sample chosen (Year / Semester / Paper / Unit):
 Year: II Semester: III Paper: signals & system

Date: 7/8/18

S.No.	Description of Audit Finding	Category	Std C ref
1.	Question paper marking pattern is in connect		
2.	Student profile not updated		



S. Sathya
Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:


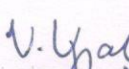
Function: Engineering

Date: 7/6/18

Auditor: Prof G. Shalikaala

Auditee: Prof. Vijaya Kum
Asst prof. Karitha

NON CONFORMANCE

Question paper marking pattern is in correct
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  AUDITOR: </div> <div style="width: 40%; text-align: center;"> Std Clause / Doc. Ref: </div> <div style="width: 20%; text-align: right;">  AUDITEE </div> </div>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	The Question paper is edited in the copy of previous regulation

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculty was advised to check the mark allocation before taking the print out	Faculty		closed

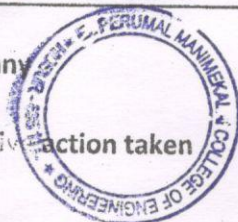
PREVENTIVE ACTION:

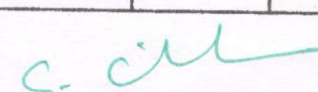
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculty advised periodically to check the mark Allocation in the ^{Paper} Questions	Faculty		

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on




Principal
 Er. Perumal Manimekalai College of Engineering
 Konepalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 7/8/18

Auditor: prof. G. Shavikala

Auditee: prof. Vijaya Kumari
Asst. prof. Kavitha

NON CONFORMANCE

<p style="font-size: 1.2em;">Student profile not updated</p>		
<p>AUDITOR: </p>	<p>Std Clause / Doc. Ref:</p>	<p>AUDITEE: </p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	University Result mark not updated

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	University results are recorded & documented in proper file	class Advisor		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of publication of university results, grades to be recorded in the format	class Advisors		

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD

AUDIT CHECKLIST

EEEC(015)

Name of the Auditee: Asst. prof. G. Shailkula, Asst. prof. Meena Kumari

Name of the Auditor: Asst. prof. Durkitha

Function: Engineering

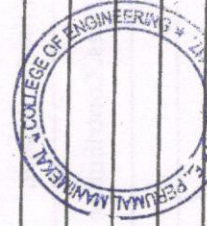
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and progress measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Month wise Year wise Department wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		

Principal

Dr. Bimal Manikamal College of Engineering

Principal

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	
24	Internal communication records like circulars.	
25	Incase if records are maintained in computers, backup of data to be ensured.	
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	
27	Method of selection of question papers(unit test and midterm tests)	
28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of subboards in the department.	
31	Housekeeping maintain with in the departments.	
LABORATORY		
32	Identification of equipments	
33	Calibration of equipments. (Internal / external calibration records)	
34	Preventive maintenance of equipments where appropriate.	
35	Adequate no.of Fire Extinguishers in the area.	
36	First aid kits stuffed with necessary Antidotes	
37	Safety gears provided for the students operating equipments.	
38	Start and shot down instruction where appropriate.	
39	Sign boards in the laboratory.	
40	Display of quality policy.	
41	List of consumables used in the laboratory and maintenance of sufficient stock.	
42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considering improvements / improving process performance	
45	Relevant process charts can be displayed in the laboratory.	



Principal
 Perumal Mahamelal College of Engineering
 Hosur - 635 447, Krishnagiri Dist.
 Tamil Nadu, India.


 Signature of the Auditee


 Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: *Engineering*

Date: *11/08/2018*

Auditor: *Asst. prof. Dukitha*

Auditee: *Asst. prof. G. Shasikala*
Asst. prof. Meenakumari

NON CONFORMANCE

<i>Student feedback on Faculty - Not Evidence</i>
AUDITOR: <i>M. DL</i> Std Clause / Doc. Ref: <i>[Signature]</i> AUDITEE

ROOT CAUSE

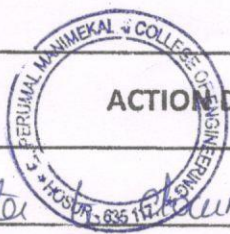
S.No.	Potential Root Cause for the Non-Conformance
	<i>Student feedback form collected from student</i>
	<i>but not documented</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Immediate action to be taken</i>	<i>CA</i>		<i>closed</i>
	<i>to document student feedback.</i>			

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Hereafter document</i>	<i>CA</i>		<i>closed</i>
	<i>feedback in time</i>			



Principal
Er. Perumal Manimekal
Konerpalur, Hosur - 635 117, Krishnadaspet, Dist. Tamil Nadu, India.

Resource Requirements if any : *NIL*

Effectiveness of the corrective action taken : *Verified.*

Verified by and closed on :

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 11/08/2018

Auditor: Asst prof. Dukitha

Auditee: Asst. prof G. Shasi Kala
Asst. prof Meenakumari

NON CONFORMANCE

<p style="font-size: 1.2em;">Deviation in Lab Lesson Plan</p> <p style="font-size: 1.2em;">Ref- Electrical Machines - II Lab</p>
<p>AUDITOR: <u>M. Dh</u> Std Clause / Doc. Ref:</p>
<p> AUDITEE </p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Action Plan of Execution of Lab
	experiment not planned properly

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Execution of lab experiments in line with action plan	Faculty		Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Aheadness of Preparing Action Plan given before commencement of semester	Principal		Closed

Resource Requirements if any : NIL

Effectiveness of the corrective action taken : Verified

Verified by and closed on :

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

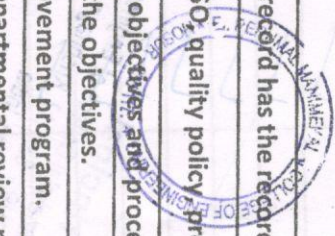
CS & H) ODD

Name of the Auditee: Dr. M. Suresh, Asst Prof. PAiya

Name of the Auditor: Mrs P. Sumathi

Function: SEH

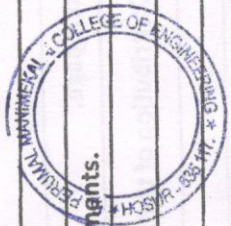
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	NO	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO quality policy process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



S. Ch
Principal of Engineering

Principal of Engineering
K. Srinivasan
Principal of Engineering
K. Srinivasan
Principal of Engineering
K. Srinivasan

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal
 PPRIMAL MAMMICAL COLLEGE OF ENGINEERING
 HOSSUR - 562 117, KRSRAGHAT DIST.
 Koppalalli, HOSSUR - 562 117, KRSRAGHAT DIST.
 E. P. Prasad, Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function:

Date: 14/8/18

Auditor: Mrs. P. Sumathi

Auditee: Dr. M. Suresh
Asst prof. Priya

NON CONFORMANCE

<p style="font-size: 1.2em;">Timetable faculty sign not authenticated</p>		
<p>AUDITOR: </p>	<p>Std Clause / Doc. Ref:</p>	<p>AUDITEE: </p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<p style="font-size: 1.1em;">Timetable available in the prescribed format but there is no authentication (faculty)</p>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<p style="font-size: 1.1em;">Faculty authentication is got in the prescribed format</p>	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<p style="font-size: 1.1em;">Advised to corresponding advisor to get authentication from faculty</p>	Faculty		closed

Resource Requirements if any

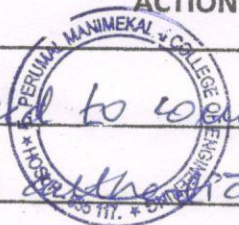
Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

Version No:1.0

Issue Date



S. C. : NIL
Principal
Er. Perumal Manimekal College of Engineering
Koneripalli, HOSUR - 635 117, Krishna Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function:

Date: 14/9/18

Auditor: Mrs. P. Sumathi

Auditee: Dr. M. Suresh

Asst. prof. Kavitha

NON CONFORMANCE

<p style="font-size: 1.2em;">Lever plan - Tutorial hours not mentioned Ref [I-Aero, mathematics]</p>	 AUDITOR:	Std Clause / Doc. Ref:	 AUDITEE
--	---------------------	-------------------------------	--------------------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Lever plan evidenced in the prescribed file but tutorial hours not mentioned.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Tutorial hours added in the lever plan with the planned faculty hours			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Advice to faculty to add tutorial hours at the time of planning the lever plan			closed

Resource Requirements if any

S. Citra : NIL

Effectiveness of the corrective action taken

Verified by and closed on

Principal
 Er. Perumal Manimekalan College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

MCO - DDD SEM

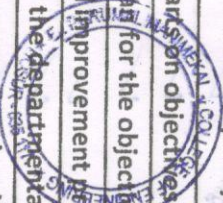
Name of the Auditee: *Prof. Rajkumar, Asst prof. Selvakumar*

Name of the Auditor: *Prof. R. Karthikeyan*

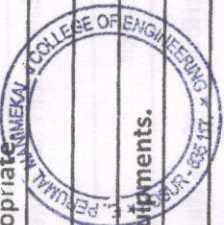
Function: *ENGG.*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NC	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend chart on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, department wise, faculty wise)	NC	
16	Check for the improvements made in the department	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	

Principal
College of Engineering



19	Review of disciplinary actions taken against the staffs.		✓
20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		✓
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		✓
28	Preservation of previous year university exam question papers.		✓
29	List of formats used in the department and is that controlled.		✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		✓
31	Housekeeping maintain with in the departments.		✓
LABORATORY			
32	Identification of equipments		✓
33	Calibration of equipments. (Internal / external calibration records)		✓
34	Preventive maintenance of equipments where appropriate		✓
35	Adequate no.of Fire Extinguishers in the area.		✓
36	First aid kits stuffed with necessary Antidotes		✓
37	Safety gears provided for the students operating equipments.		✓
38	Start and shot down instruction where appropriate.		✓
39	Sign boards in the laboratory.		✓
40	Display of quality policy.		✓
41	List of consumables used in the laboratory and maintainance of sufficient stock.		✓
42	Non conforming materials to be identified quarantined.		✓
43	Horizontal deployment initiatives.		✓
44	Change made in the system considereing improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓



Principal
Perumal Nammakal College of Engineering
Perambalur, Tamil Nadu, India
695 117, Kishorathi Dist.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: EMGG

Date: 09/08/2018

Auditor: prof - R. Karthikeyan

Auditee: prof. Rajkumar
Asst prof. selva kumar

NON CONFORMANCE

<p style="font-size: 1.2em;">UNIT TEST - I Answer key not evidenced, Ref - Digital electronics.</p>	<p>1. <u>Kritika</u> 2. <u>Beel</u> AUDITEE</p>
AUDITOR: <u>[Signature]</u>	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Answer key prepared in the form of softcopy.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hardcopy of answer key documented in the proper file.			Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of submission of UT-IQP Answer key to be submitted in hardcopy.			Closed

Resource Requirements if any

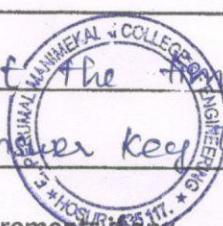
Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

Version No:1.0

Issue Date



S. C. I.
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 535147, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: ENGG.

Date: 09/08/2018

Auditor: prof - R. Kathikeyan

Auditee: prof. Raj Kumar
Asst prof. selva Kum

NON CONFORMANCE

<p style="font-size: 1.2em;">Students sign missing in opted elective list Ref - ILA.</p>	<p>1. <i>R. K.</i> 2. <i>S. C.</i> AUDITEE</p>
<p>AUDITOR: <i>R. K.</i></p>	<p>Std Clause / Doc. Ref:</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Student gave preference in the subject but forget to put signature.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Students are advised to put signature immediately.	HOD		CLOSED

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of setting students performance sign to be obtained.	HOD		Closed.

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

S. C.

Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist
TamilNadu, India.

Version No:1.0

Issue Date

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Prof. Mahesh, Asst Prof. Ignatius Selvarani

Name of the Auditor: Prof. G. Shaktikala

Function: ENERGY

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	NC	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis of data - result analysis (Subject wise, semester wise, year wise, department wise, faculty wise)	NC	
16	Check for the improvements made in the department in the past year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	

Principal
College of Engineering

G. Shaktikala

20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		✓
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		✓
28	Preservation of previous Year university exam question papers.		✓
29	List of formats used in the department and is that controlled.		✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		✓
31	Housekeeping maintain with in the departments.	LABORATORY	✓
32	Identification of equipments		✓
33	Calibration of equipments. (Internal / external calibration records)		✓
34	Preventive maintenance of equipments where appropriate.		✓
35	Adequate no.of Fire Extinguishers in the area.		✓
36	First aid kits stuffed with necessary Antidotes		✓
37	Safety gears provided for the students operating equipments.		✓
38	Start and shot down instruction where appropriate.		✓
39	Sign boards in the laboratory.		✓
40	Display of quality policy.		✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.		✓
42	Non conforming materials to be identified quarantined.		✓
43	Horizontal deployment initiatives.		✓
44	Change made in the system considering improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓



-Principal
 Dr. Pratik Maniklal College of Engineering
 K. J. Somaiya Institute of Engineering & Technology
 T. N. Desai Building, HOSUR - 565 117, Krishnagiri Dist.
 Karnataka, India.

Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMC TECH Department: IT

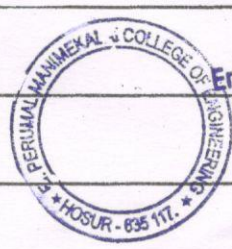
Auditor: prof. G. Shashikala

Description of sample chosen (Year / Semester / Paper / Unit):

Date: 11/8/18

S.No.	Description of Audit Finding	Category	Std C ref
1	Competency matrix - not evidence Ref (2017-2018 odd sem)	NC	4.2
2	UNIT TEST-I Answer key - not evidence Ref (Graphics - multimedia)	NC	4.2

S. C. C.



Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: Engg


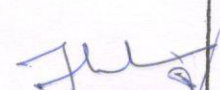
Date: 11/8/18

Auditor: prof. G. Shasikala

Auditee: prof. Mahesh

Asst prof. Ignatius Selvarani

NON CONFORMANCE

<p style="font-size: 1.2em;">Competency Matrix - not evidence Ref (2017-2018) odd sem.</p>	 AUDITOR:	Std Clause / Doc. Ref:	 AUDITEE
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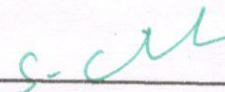
ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	course preference collected from individual faculties but not documented in prescribed format.

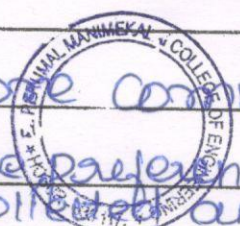
CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculty's course preference is documented in prescribed format	HOD		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Before commencement of Sem I course preference from faculties is collected and documented in proper format			closed

Principal
Er. Perumal Mahimekalan College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.



Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: verified.

Verified by and closed on

:

NON CONFORMITY REPORT

Report No:

Function: Engg

Date: 11/8/18

Auditor: prof G. Shasikala

Auditee: prof. Mahesh
Asst prof. Ignatius
Selvarani

NON CONFORMANCE

<p style="font-size: 1.2em;">Unit Test-I Answer key - not evidence Ref - Graphics multimedia.</p>	<p><i>[Signature]</i> AUDITEE</p>
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Answer key prepared in the form of soft copy

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hardcopy of answer key documented in proper file	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of submission of answer key to be submitted in hardcopy	S. Pillai		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:

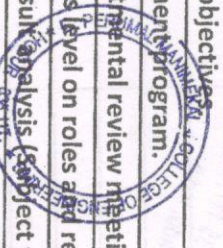
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Prof-Renu, Asst-prof.Raja**

Name of the Auditor: **Prof - R. Karthikeyan**

Function:

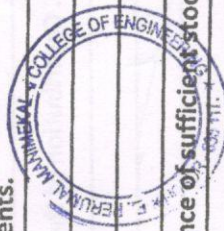
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce(Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NC	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, Department wise, faculty wise)	NC	
16	Check for the improvements made in the department in the past year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Krishnapati College of Engineering

Handwritten signature in green ink

19	Review of disciplinary actions taken against the staffs.		✓
20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		✓
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		✓
28	Preservation of previous year university exam question papers.		✓
29	List of formats used in the department and is that controlled.		✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of subboards in the department.		✓
31	Housekeeping maintain with in the departments.		✓
LABORATORY			
32	Identification of equipments		✓
33	Calibration of equipments. (Internal / external calibration records)		✓
34	Preventive maintenance of equipments where appropriate.		✓
35	Adequate no.of Fire Extinguishers in the area.		✓
36	First aid kits stuffed with necessary Antidotes		✓
37	Safety gears provided for the students operating equipments.		✓
38	Start and shot down instruction where appropriate.		✓
39	Sign boards in the laboratory.		✓
40	Display of quality policy.		✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.		✓
42	Non conforming materials to be identified quarantined.		✓
43	Horizontal deployment initiatives.		✓
44	Change made in the system considereing improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓



Principal
 K. J. Somaiya Institute of Technical Education
 H. O. S. No. 11, K. J. Somaiya Road,
 K. J. Somaiya Institute of Technical Education,
 K. J. Somaiya Road, K. J. Somaiya Institute of Technical Education,
 K. J. Somaiya Institute of Technical Education, K. J. Somaiya Institute of Technical Education

Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: *PMC TECH*

Department: *MBA*

Auditor: *prof. R. Karthikeya*

Description of sample chosen (Year / Semester / Paper / Unit):

Date: *13/08/2018*

S.No.	Description of Audit Finding	Category	Std C ref
<i>1.</i>	<i>Student profile - not updated</i>		
	<i>Ref (II year MBA university results)</i>	<i>NC</i>	<i>4.2</i>
<i>2.</i>	<i>Class Attendance - Monthly attendance not evidenced</i>		
	<i>Ref (II - MBA monthly attendance)</i>	<i>NC</i>	<i>4.2</i>



S. C. I.
Principal
Er. Perumal Manimekhalai College of Engineering
Konaripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function:

Date: 13/08/2018

Auditor: prof. R. Karthikeyan

Auditee: prof. Renu
Asstprof. Raja

NON CONFORMANCE

<p style="font-size: 1.2em;">Students profile not updated Ref (II - year MBA - university results)</p>	
AUDITOR:	Std Clause / Doc. Ref:
AUDITEE	

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	student profile available in the form of
	hard copy, yet university result need to
	be updated

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	university Results updated in the prescribed format	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	It was advised to update the university results at the time of result published	Faculty		closed

Resource Requirements if any

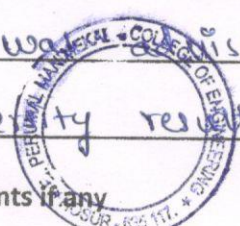
Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

Version No:1.0

Issue Date



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function:

Date: 13/08/2018

Auditor: prof - R. Karthikeyan

Auditee: prof. Renu

Asst prof - Raja

NON CONFORMANCE

<p>class attendance - monthly attendance % not evidenced by (II - MBA monthly attendance) %</p>	
AUDITOR:	Std Clause / Doc. Ref:
AUDITEE	

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	In class attendance register working days are updated but attendance % is not in the proper format

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	monthly attendance percentage was updated in the attendance register	fault		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<div style="display: flex; align-items: center;"> <div> <p>to calculate & update in register in the last working day of every month</p> </div> </div>	Principal		closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

NCA - odd

Name of the Auditee: **Prof. Angelin Rasy, Asst Prof Duvitha**

Name of the Auditor: **Prof M. Sahithullah**

Function: **Pg-NCA.**

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	NC	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	NC	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	

Principal
K. Perumal Marudurai
Principal of Engineering College
Kaniyapalli, Hosur - 533 117, Krishnagiri Dist.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓

M. Angelinosey

Signature of the Addressee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: *pk - MSA*

Date: *13/8/18*

Auditor: *prof M. Sakithullah*

Auditee: *prof. Angelin R*

- Asst prof. Dukhith

NON CONFORMANCE

<p><i>photo in the student profile not pasted.</i></p>	<p><i>M. Sakithullah</i> M. Angelin R AUDITEE</p>
<p>AUDITOR:</p>	<p style="text-align: center;"><i>pk.2</i> Std Clause / Doc. Ref:</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	<i>Formal photo is not submitted by student</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<i>photo in formal manner is collected and pasted in profile</i>	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<i>During commencement of every academic year, it is advised to submit photo (formal)</i>	Faculty		closed



S. Sakithullah
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

Resource Requirements if any

: *NIL*

Effectiveness of the corrective action taken

: *verified*

Verified by and closed on

:

NON CONFORMITY REPORT

Report No:

Function: PG-MCA

Date: 13/8/18

Auditor: Prof M. Sahithullah

Auditee: Prof. Angelin Rosy
Asst prof Dukhitha

NON CONFORMANCE

<p>unit test - I Answer key not updated. Ref - web application development.</p>	
AUDITOR:	Std Clause / Doc. Ref:
<p>M. Ah Prof. Angelin Rosy AUDITEE</p>	

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Answer key prepared in form of soft copy.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Hardcopy of answer key documented in proper file	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	At the time of submission of UT-I & P Answer key to be submitted in hardcopy	Faculty		closed

Resource Requirements if any

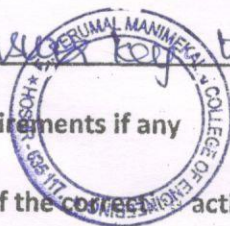
Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

Version No:1.0

Issue Date



S-Principal
Er. Perumal Manimekatal College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

much data

Name of the Auditee: **Dr. P. Rajasekar, Asst. Prof. Balaji**

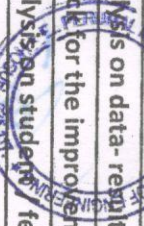
Name of the Auditor: **Mrs. P. Sumathi**

Function: **ENGINEERING**

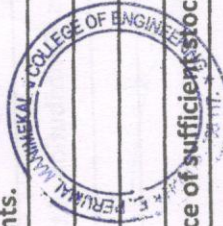
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NL	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check for awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed year	✓	
17	Analysis on student feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	

Principal
Principals Mahalingam College of Engineering

S. S. S.



19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	NC
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of subboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal
Permal Kannekal College of Engineering
Hosur - 536 117, Karnataka
Date: 11/11/2023

Principal Kannekal College of Engineering
Hosur - 536 117, Karnataka
Date: 11/11/2023

Signature of the Auditee
[Signature]

Signature of the Auditor
[Signature]

NON CONFORMITY REPORT

Report No:

Function: ENGINEERING

Date: 09/08/2018

Auditor: Mrs. p. sumathi


Auditee: Dr. P. Rajasekar
Asst. prof. - Balaji

NON CONFORMANCE

Corrective Action and prevention action of unit
Test-2 is not evaluated


AUDITOR:

Std Clause / Doc. Ref:


AUDITEE

ROOT CAUSE

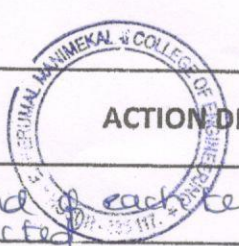
S.No.	Potential Root Cause for the Non-Conformance
1.	CAPA is available in the form of hard copy but not filed in corresponding file

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	CAPA report is filed in corresponding file	faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the end of each test. CAPA report to be collected from concern subject faculty	faculty		closed

 s-cv
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 09/08/2018

Auditor: Mrs. P. Sumathi

Auditee: Dr. P. Rajasekar
Asst. prof. Balaji

NON CONFORMANCE

Assignment marks needed to be entered in
the log book

AUDITOR: 

Std Clause / Doc. Ref:

AUDITEE: 

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Students Submitted the assignment but it was not corrected

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Assignment marks are entered in the log book	faculty		closed


PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Assignment must be corrected within 3 days and marks must be entered in log book	faculty		closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on


: Principal
 Er. Perumal Manimekavai College of Engineering
 Koneipalli, HOBBUR - 635 117, Krishnagiri Dist.
 Tamil Nadu

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

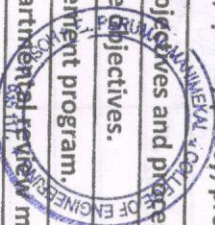
LIB - 025

Name of the Auditee: Mr. Yeshuauth

Name of the Auditor: Dr. P. Rajasekaran

Function: LIBRARI

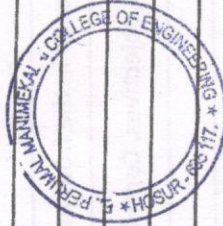
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and progress measures.		
11	Action plan for the objectives.		
12	Continual improvement program		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



S. S. S.

Principal
Er. Perumal Manimekhalai College of Engineering
Kannur, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	
24	Internal communication records like circulars.	
25	Incase if records are maintained in computers, backup of data to be ensured.	
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	
27	Method of selection of question papers(unit test and midterm tests)	
28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of subboards in the department.	
31	Housekeeping maintain with in the departments.	
LABORATORY		
32	Identification of equipments	
33	Calibration of equipments. (Internal / external calibration records)	
34	Preventive maintenance of equipments where appropriate.	
35	Adequate no.of Fire Extinguishers in the area.	
36	First aid kits stuffed with necessary Antidotes	
37	Safety gears provided for the students operating equipments.	
38	Start and shot down instruction where appropriate.	
39	Sign boards in the laboratory.	
40	Display of quality policy.	
41	List of consumables used in the laboratory and maintenance of sufficient stock.	
42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considering improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



Periyar Manjilal College of Engineering
 Palur - 605 117, Tamil Nadu, India
 Et. Periyar Manjilal College of Engineering
 Palur - 605 117, Tamil Nadu, India

Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PACTECH

Department: LIBRARY

Auditor: Dr. P. Rajasekaran

Description of sample chosen (Year / Semester / Paper / Unit):

Date: 16/8/18

S.No.	Description of Audit Finding	Category	Std C ref
1.	Books are shuffled and not in their original sections Ref: Book for analysis is kept in the mathematical section	NC	4.2.3
2.	Fine collection request not properly maintained Ref: Copying of mount details of the outpass students not properly maintained	NC	4.2.3



S. Chidambaram
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No: _____

Function: Engineering

Date: 16/8/18

Auditor: Dr. P. Rajasekaran

Auditee: Mr. Yeshwant

NON CONFORMANCE

<p><u>Books are shuffled and not in their original sections</u></p> <p><u>Ref: Real time analysis book is kept in mathematical section</u></p>	<p>AUDITEE</p>
<p>AUDITOR: _____</p>	<p>Std Clause / Doc. Ref: <u>4.2.3</u></p>

ROOT CAUSE

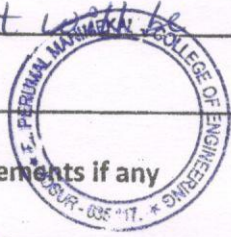
S.No.	Potential Root Cause for the Non-Conformance
1	<u>Students after submitting they placed the books in the other section.</u>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
2	<u>It was noticed by the numbers Librarian and arranged properly</u>	<u>Librarian</u>		<u>closed</u>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	<u>It will be rectified in future</u>	<u>Librarian</u>		<u>closed</u>



S. C. S.

Principal
 Er. Peruman Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India

Resource Requirements if any _____

Effectiveness of the corrective action taken _____

Verified by and closed on _____

NON CONFORMITY REPORT

Report No:

Function: *ENGINEERING*

Date: 16/8/18

Auditor: *Dr. P. Rajasekaran*

Auditee: *Mr. Yeshwanth*

NON CONFORMANCE

<p><i>Fire collection requisites not properly maintained</i> <i>Ref: closing of amount detail of the outgo</i> <i>Students not properly maintained</i></p>	<p>AUDITEE</p>
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1	<i>Settlement of fire amount to the office is not made at fixed interval</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	<i>It has been verified by closing of amount on the daily basis</i>	<i>Librarian</i>		<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	<i>Settlement was made on daily basis obtained Signature from office.</i>	<i>Librarian</i>		<i>closed</i>

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

Version No:1.0

Issue Date



S. C.

Principal
 Er. Perumal Manimekal College of Engineering
 Koneripalli, HOSUR - 535 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Mr. Kailash*

Name of the Auditor: *A sst - prof. DUKHITHA*

Function: *HOSTEL & Mess (odd)*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility..	<i>S. Ch</i>	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed or Principal		
17	Analysis on student / feedback from (Parameter wise analysis) Principal		
18	Review of suggestions / complaints received in the feedback Principal		

Principal
Principal Maniklal College of Engineering
HOSPITAL: 695 117, Khatiwadi Dist.
FARM: 695 117, Khatiwadi Dist.
Action taken against the same

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	
24	Internal communication records like circulars.	
25	Incase if records are maintained in computers, backup of data to be ensured.	
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	
27	Method of selection of question papers(unit test and midterm tests)	
28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	
31	Housekeeping maintain with in the departments.	
	LABORATORY	
32	Identification of equipments	
33	Calibration of equipments. (Internal / external calibration records)	
34	Preventive maintenance of equipments where appropriate.	
35	Adequate no.of Fire Extinguishers in the area.	
36	First aid kits stuffed with necessary Antidotes	
37	Safety gears provided for the students operating equipments.	
38	Start and shot down instruction where appropriate.	
39	Sign boards in the laboratory.	
40	Display of quality policy.	
41	List of consumables used in the laboratory and maintenance of sufficient stock.	
42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considereing improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



S. Praveen
 Sri Perumal Mahimkhal College of Engineering
 Krishnagiri, Hosur - 635 117, Krishnagiri Dist.
 Kerala, Hosur - 635 117, India

[Signature]
 Signature of the Auditee

[Signature]
 Signature of the Auditor

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

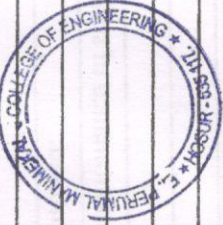
Name of the Auditee: Mrs. Valli

Name of the Auditor: Prof. J. Vijayakumar

Function: MAINTENANCE

Coddal

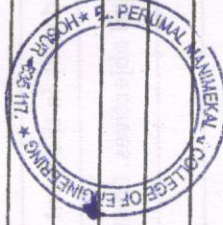
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
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4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
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11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



S. V. J.

Principal
Periyar Maniammal College of Engineering
Konerpalai, Hosur - 635 112, Krishnagiri Dist
Tamil Nadu, India

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
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42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considering improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



Principal
 Perumal Manimakkal College of Engineering
 Hosur - 635 117, Krishnagiri Dist.
 Konekpalai, Tenali Naganahallai

[Signature]
 Signature of the Auditor

[Signature]
 Signature of the Auditee

NON CONFORMITY REPORT

Report No:

Function: MAINTANANCE

Date: 18/08/2018

Auditor: prof - J. Vijaya Kumar

Auditee: Mrs. valli

NON CONFORMANCE

<p style="font-size: 1.2em;">The class room sweeping work is not properly done.</p>	
AUDITOR:	Std Clause / Doc. Ref:
	AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1	The workers have done the work very fastly so, the classroom seem improper cleaning

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The workers are advised for good cleaning. They promised to clean well	Faculty		closed

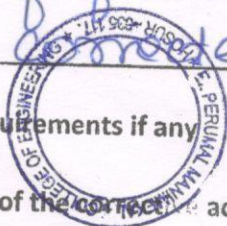
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	If future it will be avoided	Faculty		closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



Principal
 Er. Perumal Manimekale College of Engineering
 Konaripalli, HO SUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.

: verified

NON CONFORMITY REPORT

Report No:

Function: MAINTANANCE

Date: 18/08/2018

Auditee: Mrs. Valli

Auditor: prof - J. Vijayakumar

NON CONFORMANCE

<p style="font-size: 1.2em;">They are not mobbing properly in the class & labs.</p>	 AUDITEE
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1	when the sweepers come into the lab students are doing practical so they could not mob all the things

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The workers are advised and given proper instruction to come on freetime of lab	Instructor		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The workers will mob all the things properly	Instructor		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

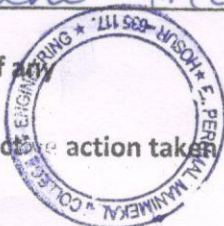
: verified

Verified by and closed on

:

Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.



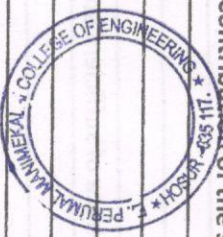
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Mr. Uma Shankar

Name of the Auditor: Prof. G. Shasthika

Function: LOGISTICS (ODD)

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



Principal

Perumal Manimela College of Engineering
Konerpalai, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	
24	Internal communication records like circulars.	
25	Incase if records are maintained in computers, backup of data to be ensured.	
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	
27	Method of selection of question papers(unit test and midterm tests)	
28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	
31	Housekeeping maintain with in the departments.	
LABORATORY		
32	Identification of equipments	
33	Calibration of equipments. (Internal / external calibration records)	
34	Preventive maintenance of equipments where appropriate.	
35	Adequate no.of Fire Extinguishers in the area.	
36	First aid kits stuffed with necessary Antidotes	
37	Safety gears provided for the students operating equipments.	
38	Start and shot down instruction where appropriate.	
39	Sign boards in the laboratory.	
40	Display of quality policy.	
41	List of consumables used in the laboratory and maintenance of sufficient stock.	
42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considering improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



Principal

Er. Perumal Manimekalai College of Engineering
Korenpalli, HOSUR - 635 117, Krishnagiri Dist.,
Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 18/01/18

Auditor: Prof G. Shasrath

Auditee: Mr. Uma Shankar

NON CONFORMANCE

<p style="font-size: 1.2em;">In logistics frequently used parts are under inspection that should be categorised as accepts and rejects</p>	<p style="font-size: 0.8em;">Std Clause / Doc. Ref:</p>
<p style="font-size: 0.8em;">AUDITOR: </p>	<p style="font-size: 0.8em;">AUDITEE: </p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	It has not been inspected due to shortage of machine

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been inspected and categorised as accepts and rejects			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Such occasion will be prevented in future			closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: *Engineering*

Date: *18/8/18*

Auditor: *prof. Cr. Shasikala*

Auditee: *Mr. Uma Shankar*

NON CONFORMANCE

<p><i>Preventive Maintenance Records not evident for the following vehicle.</i></p>
<p>AUDITOR: <i>[Signature]</i> <i>TN-47, M7416, TN23 A124998</i></p>
<p>Std Clause / Doc. Ref: <i>4-2</i></p>
<p><i>[Signature]</i> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	<i>Due to replacing of Maintenance and record for the above said vehicle at the time of audit.</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<i>Record has been maintained and kept safely for asperion at all time.</i>			<i>Closed</i>

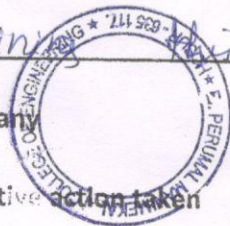
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<i>Separation Person has depend for Maintaini... records</i>			<i>closed</i>

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



5- ✓
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

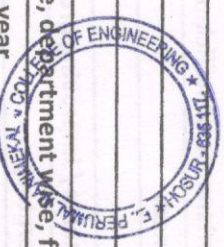
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Prof. R. Kathikeyan, Asst. Prof. - George*

Name of the Auditor: *Dr. P. Rajasekaran*

Function: *Aeronautical Engineering (Codd)*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NC	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data - result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Dr. P. Rajasekaran
Perumal Mani College of Engineering
Kooripalli, HOSUR - 635 117, Kanchi nagri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	NC
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	NC
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal

Perumal Manimekalai College of Engineering,
Hosur - 635 117, Krishnagiri Dist.,
Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PNC Tech

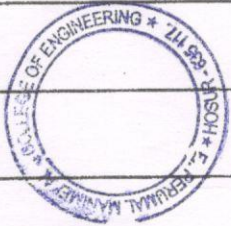
Department: Aeronautical
engineering

Auditor: Dr. P. Rajasekara

Description of sample chosen (Year / Semester / Paper / Unit):

Date: 10/08/2018

S.No.	Description of Audit Finding	Category	Std C ref
1.	<u>faculty profile not updated</u>	<u>NC</u>	
2.	<u>Deviation in lesson plan</u>	<u>NC</u>	



S. S. S.
Principal
Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function:

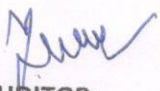

Date: 10/08/2018

Auditor: Dr. P. Rajasekaran

Auditee: Prof. R. Karthikeyan

Asst. Prof. - George

NON CONFORMANCE

faculty profile not updated
<div style="text-align: center;">  AUDITOR: </div> <div style="text-align: center;"> Std Clause / Doc. Ref: </div> <div style="text-align: center;">  AUDITEE </div>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	profile (updated) available in the form of softcopy yet to print

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	printed copy documented in the faculty profile copy	faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculty profile should be updated immediately after joining the department	faculty		closed

Resource Requirements if any : NIL

Effectiveness of the corrective action taken : Verified

Verified by and closed on :

S. C. V.

Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: *engineering* Date: *10/08/2018*

Auditor: *D.P. Rajasekaran*

Auditee: *prof. R. Karthikeya*
Asst-prof. George

NON CONFORMANCE

<p style="font-size: 1.2em;">Deviation in Lesson plan: Ref (<i>Aero engineering Thermodynamics</i>)</p>	 AUDITOR:
<p style="text-align: right;"> AUDITEE </p>	<p>Std Clause / Doc. Ref:</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<i>Lesson plan is not properly planned according to Anna university allotted periods</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>with reference of Anna university planned hours, we corrected the lesson plan & authenticated with HOD & principal</i>	<i>faculty</i>		<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Before preparing lesson plan concentrate on Anna university allotted planned hours</i>	<i>faculty</i>		<i>closed</i>

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :

Principal
 Er. Perumal Manimekalal College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Prof. M. Sabithullah**

Name of the Auditor: **Prof. R. Karthikeyan**

Function: **MR (ODD)**

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
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4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
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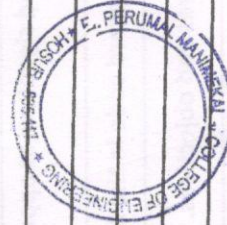


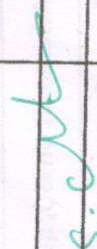
Principal
Er. Perumal Pravinakalai College of Engineering
 Konepalli, K.SUR. - 605 117 - Krishnagiri Dist
 Tamil Nadu, India

S. S. S.

MR (ODD)

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
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	LABORATORY	
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45	Relevant process charts can be displayed in the laboratory.	




Principal
 Perumal Manimekalai College of Engineering
 Hosur - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

Signature of the Auditee


 Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 16/8/18

Auditor: prof. R. Karthikeyan

Auditee: prof M. Sahithull

NON CONFORMANCE

Various departments objectives has to be reviewed periodically to ascertain the target reached.

AUDITOR: 

Std Clause / Doc. Ref: 5-3

AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	due to non-conduction of review meeting on a fixed interval

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Meeting has been conducted and reviewed on a semester end basis	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	it has been made on proper interval	Faculty		closed

Resource Requirements if any

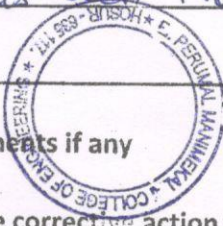
: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:




Principal

E. Perumal Manimokalai College of Engineering
Korampalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

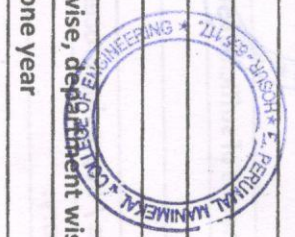
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Mrs. Latha

Name of the Auditor: Prof. J. Vijaya Kumar

Function: Engr. (odd)


S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
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Principal
Periyar Maniammai College of Engineering
Kanyakumari, India
635 117

19	Review of disciplinary actions taken against the staffs.	
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Principal
 Perumal Manimekalai College of Engineering
 Hosur - 635 117, Krishnagiri Dist.
 Konepalli, Hosur, Tamil Nadu, India.


 Signature of the Auditor

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

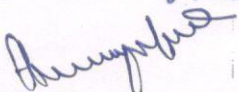

Function: **ENG**

Date: 16/8/18

Auditor: Prof. J. Vijayakumar

Auditee: Mrs. Latha

NON CONFORMANCE

<p>Applications are not properly compiled in the enclosure.</p>		
AUDITOR: 	Std Clause / Doc. Ref:	AUDITEE: 

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1	Details not properly given by students.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	It has been calculated and collected from students and enclosed	Latha		closed

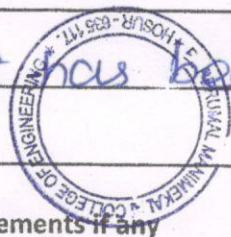
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	It has been identified	Latha		closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



Principal
Perumal Manimekalai College of Engineering
Konerpalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India

NON CONFORMITY REPORT

Report No:

Function: **ENG**

Date: 16/8/18

Auditor: Prof. J. Vijaya Kumar

Auditee: Mrs. Latha

NON CONFORMANCE

<p style="font-size: 1.2em;">Evidence are not found for certificate verification</p>
<div style="width: 30%;"> <p>AUDITOR: <i>[Signature]</i></p> </div> <div style="width: 40%; text-align: center;"> <p>Std Clause / Doc. Ref:</p> </div> <div style="width: 20%; text-align: right;"> <p>AUDITEE: <i>[Signature]</i></p> </div>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1	certificates were misplaced during the time of verification.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	All the certificates property collected and enclosed.	Latha		Closed

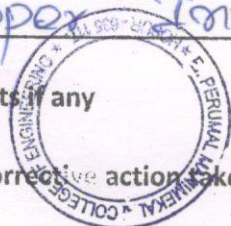
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been made on proper Interval	Latha		Closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



[Signature]
Principal
 Ex. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

AUDIT OBSERVATION SHEET

Institution: PMC TECH

Department: Training & development

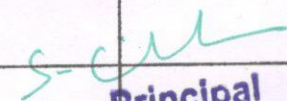
Auditor: Mrs. p. sumathi

Description of sample chosen (Year / Semester / Paper / Unit):

Date: 16/08/2018

S.No.	Description of Audit Finding	Category	Std C ref
1.	Feedback are collected but not evaluated	NC	8.4
2.	Faculty development programmes after completion of FDP, the implementation and improvement tracks were not recorded	NC	8.4




Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 16/08/2018

Auditor: Mrs. p. sumathi

Auditee: Mr - Rajesh
Asst prof - vijaya
shanthi

NON CONFORMANCE

<p style="font-size: 1.2em;">Feedback are collected but not evaluated</p>	
<p>AUDITOR: Std Clause / Doc. Ref:</p>	<p>AUDITEE: </p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	since there are frequent change in the part profile allocation, the work could not attended immediately

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been collected and evaluated	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	In future such occasion will be presented by way of frequent correction	Faculty		closed



Principal
 Perumal Manikaval College of Engineering
 Konerpalli, Hosur - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

Resource Requirements if any :

NIL

Effectiveness of the corrective action taken :

verified

Verified by and closed on :

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 16/08/2018

Auditor: Mrs. P. Sumathi

Auditee: Mr. Rajesh,
Asst prof- Vijayachanthi

NON CONFORMANCE

Faculty development programmes after completion of FDP, implementation and improvement trades were not recovered

AUDITOR: [Signature]

Std Clause / Doc. Ref:

AUDITEE: [Signature]

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Due to absence of concern interchange files had not been recorded

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been recorded by the substitution of other faculty	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	In future it will be corrected	Faculty		closed

Resource Requirements: None

Effectiveness of the corrective action taken: None

Verified by and closed on:

: NIL

:

:



[Signature]
Principal
 Perumal Manimekalai College of Engineering
 Konarpalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

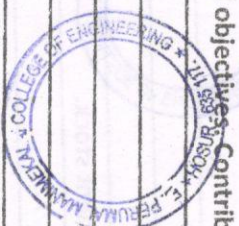
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Mr. Rajesh, Asst-Prof - Vijayashanthi*

Name of the Auditor: *Mrs. P. Sumathi*

Function: *Training & development*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility..		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



S. Principal
Perumal Manimekalai College of Engineering
 Koneipalil, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	
24	Internal communication records like circulars.	
25	Incase if records are maintained in computers, backup of data to be ensured.	
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	
27	Method of selection of question papers(unit test and midterm tests)	
28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	
31	Housekeeping maintain with in the departments.	
LABORATORY		
32	Identification of equipments	
33	Calibration of equipments. (Internal / external calibration records)	
34	Preventive maintenance of equipments where appropriate.	
35	Adequate no.of Fire Extinguishers in the area.	
36	First aid kits stuffed with necessary Antidotes	
37	Safety gears provided for the students operating equipments.	
38	Start and shot down instruction where appropriate.	
39	Sign boards in the laboratory.	
40	Display of quality policy.	
41	List of consumables used in the laboratory and maintenance of sufficient stock.	
42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considering improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



S. S. M.

Principal
Perumal Manimekhal College of Engineering
Koneripalli, HOSUR - 635-117, Krishnagiri Dist.
Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

odd

Name of the Auditee: Mr. M. Suresh

Name of the Auditor: Prof M. Sathishkumar

Function: RECRUITMENT

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



Principal
Perumal Manimekhal College of Engineering
Korneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	
24	Internal communication records like circulars.	
25	Incase if records are maintained in computers, backup of data to be ensured.	
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	
27	Method of selection of question papers(unit test and midterm tests)	
28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of subboards in the department.	
31	Housekeeping maintain with in the departments.	
LABORATORY		
32	Identification of equipments	
33	Calibration of equipments. (Internal / external calibration records)	
34	Preventive maintenance of equipments where appropriate.	
35	Adequate no.of Fire Extinguishers in the area.	
36	First aid kits stuffed with necessary Antidotes	
37	Safety gears provided for the students operating equipments.	
38	Start and shot down instruction where appropriate.	
39	Sign boards in the laboratory.	
40	Display of quality policy.	
41	List of consumables used in the laboratory and maintenance of sufficient stock.	
42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considering improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



Principal
S. Perumal Manikaval College of Engineering
HOSUR - 635 117, Krishnagiri Dist.
Korattipalli,
Tamil Nadu, India.

S. V. N.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: **RECRUITMENT** Date: **16/8/18**

Auditor: **prof. M. Sahithullah**

Auditee: **Mr. M. Suresh**

NON CONFORMANCE

<p style="font-size: 1.2em;">Faculty training need analysis was not updated.</p>
AUDITOR: Std Clause / Doc. Ref: AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	It has not been updated at the time of Internal auditing

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been updated and recorded.	HR.		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It will updated then and these	HR		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:



Principal

Perumal Manimekalai College of Engineering
 Manapalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: **RECRUITMENT** Date: 16/8/18

Auditor: Prof M. Sahithulan

Auditee: Mr. M. Suresh

NON CONFORMANCE

<p style="font-size: 1.2em;">Faculty recruitment list was not enclosed</p>
<p>AUDITOR: _____ Std Clause / Doc. Ref: H.2.3 AUDITEE: </p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Recruitment process was going on at the time of auditing

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	After the completion of recruitment process all the files have been recorded	HR		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	In future it will be notified.	HR.		closed

Resource Requirements if any

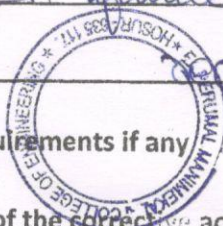
: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:



Principal
 E. Phurumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

**ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST**

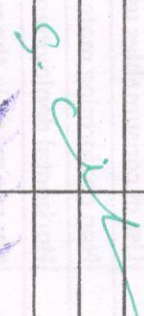
Name of the Auditee: *Mrs. Padma*

Name of the Auditor: *Asst prof. Sukhitha*

Function: *PURCHASE (odd)*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility..		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		




Principal
 Jyothi's Institute of Engineering & Technology
 Korihalli, Hosur - 5705 117, Krishnagiri Dist
 Karnataka, India.

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 16/08/2018

Auditor: Asst prof. Dukhitha

Auditee: Mrs. padma

NON CONFORMANCE

<p>old files kept must be separated from current files Ref: current protocols are kept on old files</p>		
AUDITOR: <u>M. Dh</u>	Std Clause / Doc. Ref:	AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Due to shortage of files

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been separated and kept in a cupboard	faculty		closed

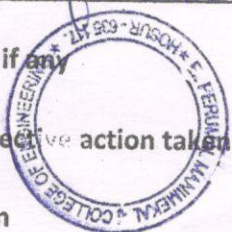
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Such case does not arises in future	faculty		closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



Principal
 Mr. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.
 : Verified

NON CONFORMITY REPORT

Report No:

Function:

Date:

Auditor:

Auditee:

NON CONFORMANCE

AUDITOR:	Std Clause / Doc. Ref:	AUDITEE
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ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.

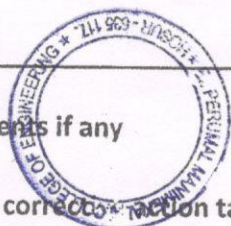
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :




Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

**IQAC ACADEMIC &
ADMINISTRATIVE AUDIT
FEBRUARY - 2018**

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING
HOSUR
IQAC AUDIT
MINUTES OF MEETING

01/02/18

The IQAC Academic and Administrative Audit related meeting is convened today by the Principal along with all HODs to keep the records up to date and to get ready for the Audit that will commence from the Second week of February 2018. All the HODs have agreed to get ready for the audit and extend their full support and co-operation.

The points discussed in the meeting are as follows:

1. The attendance register log book, academic calendar, faculty notes and other particulars pertaining to academic side should be kept ready for the audit.
2. The procedures and requirements for the audit should be kept up to date and produced the auditor on demand without any loss of time.
3. HOD and Principal's authentication should be obtained on all the records.
4. Trend charts, continual improvement program, action plan should be updated and kept ready for the audit.
5. The records pertaining to departmental meetings and minutes of the meeting have to be updated.
6. Result analysis the same has to be prepared year wise, semester wise, subject wise, department wise and faculty wise for the audit.
7. The improvement made in the department on the basis of complaints, suggestions and student's feedback has to be kept ready for the audit.
8. Action taken on indiscipline activities of the students should be updated and kept ready for the audit.
9. Motivation of the staff and student records has to be prepared and kept ready for audit.
10. Housing keeping register should be updated and kept ready for the audit.
11. Training need identification of staff, faculty profile records have to be updated and kept ready for the audit.
12. CAPA report if any should be prepared and kept ready for the audit.

13. Internal communication circular records have to be filed and kept ready for the audit.
14. Backup data for the records in computers has to be maintained.
15. Syllabus completion review, method of selection of question paper, previous year university examination question paper has to be updated and kept ready for the audit.
16. List of formats in the department has to be kept ready for the audit.
17. Infrastructure requirements for the department have to be prepared and kept ready for the audit.
18. Laboratory requirement and Calibration details have to be kept ready for the audit.
19. Alumni association records have to be updated and kept ready for the audit.

S:No	Department	Name	Signature
1	S&H	Dr-SP. Prashakarani	
2	AERO	P. SARATHI G. Eswari	
3	CIVIL	S. RAMESHWARI	
4	CSE	Dr. B. Madhusuthanan	
5	ECE	Dr. U. VIJAYA KUMARI	
6	EEE	G. Shasikala	
7	IT	Dr. A. Mahesh	
8	MECH	Dr. P. RAJASEKARAN	
9	MCO	M. Sakthivel	
10	MBA	R. RAJESH	
11	MCA	M. Angelin Remy	

IQAC CO ORDINATOR



PRINCIPAL

Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri District
Tamil Nadu, India.

PROCESS MANUAL

Issue No 1.1

Page 1 of 2

TITLE: ANNUAL AUDIT PLAN

APPROVED BY:

9/2/2018

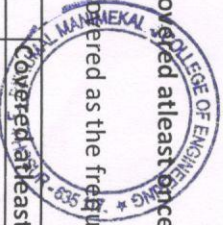
Doc:C / RD 06

YEAR (2018 - 2019)

FUNCTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Top Management		*										
Mgt. Representative		*										
Engineering: Academics		*										
Library (Engg, MBA)		*										
Purchase		*										
Training & Development		*										
Recruitment Cell		*										
Counselling & Admission		*										
Lab & Workshop		*										
Maintanance		*										
Mess		*										
Logistics		*										
Hostel & Canteen		*										

Whole Cycle of audit will be covered atleast once in six months

Institution wise activities are covered as the frequency



Principal
 Er. Perumal Manimekalai College of Engineering,
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist,
 Tamil Nadu, India.

Counselling & Admission	Covered atleast once in Six months
Lab & Workshops	All labs and workshops of all institutions are covered atleast once in a year
Syllabus Planning and Execution	All Departments like Mechanical, Computer Science, MBA will get covered once in a year

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR
Internal Audit Summary

Institution	Department	Date	Audit Findings			Remarks	
			NC	OBS	SUG		Findings Pending (NC & OBS)
Engineering	Top Management	-	-	-	-	NIL	
	Mgt. Representative	2/15/2018	2	-	-	NIL	
	Library (Engg, MBA)	2/15/2018	2	-	-	NIL	
	Purchase	2/15/2018	2	-	-	NIL	
	Training & Development	2/15/2018	2	-	-	NIL	
	Recruitment Cell	2/16/2018	2	-	-	NIL	
	Counselling & Admission	2/16/2018	2	-	-	NIL	
	Lab & Workshop	2/16/2018	NIL	-	-	NIL	
	Maintanance	2/17/2018	2	-	-	NIL	
	Mess	2/17/2018	2	-	-	NIL	
	Logistics	2/17/2018	2	-	-	NIL	



S. CVL

Principal
Er. Perumal Manimekai College of Engineering
Konerpalai, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR
Internal Audit Summary

Institution	Department	Date	Audit Findings			Remarks	
			NC	OBS	SUG		Findings Pending (NC & OBS)
Engineering : Academics	Engineering : Academics	12.02.2018	245	-	-	NIL	

Institution	Department	Date	Audit Findings				Remarks
			NC	OBS	SUG	Findings Pending (NC & OBS)	
Engineering	CSE	12.02.2018	3	-	-	NIL	
	ECE	12.02.2018	2	-	-	NIL	
	Mechanical	12.02.2018	3	-	-	NIL	
	MCO	13.02.2018	2	-	-	NIL	
	Civil	13.02.2018	3	-	-	NIL	
	Aeronautical	14.02.2018	3	-	-	NIL	
	EEE	14.02.2018	2	-	-	NIL	
	IT	14.02.2018	2	-	-	NIL	
	MBA	14.02.2018	2	-	-	NIL	
	MCA	15.02.2018	2	-	-	NIL	
Science & Humanities	Science & Humanities	15.02.2018	3	-	-	NIL	



Principal
 Er. Perumal Manimekalai College of Engineering
 Korangal, Hosur - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

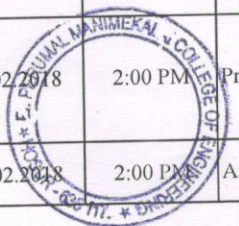
Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR

STAFF CIRCULAR

4/2/2018

This is to inform that, internal Audit for ISO will be conducted on the following dates. All the Co-ordinator are requested to keep all the records in a complete manner. Follow up audit will be taken for the same, in two days after completion of the audit.

S.No.	Date	Time	Auditor	Dept.	Sign	Auditee	Dept.	Sign
1	14.02.2018	10:00 AM	Prof. G.Shasikala	EEE	G.S. Sasi	Prof. R. Karthikeyan Asst. Prof. George	AERO	[Signature]
2	13.02.2018	10:00 AM	Dr.C.Sivakandhan	AERO	[Signature]	Asst.Prof. Rameshwari Asst.Prof. Jeevitha	CIVIL	[Signature]
3	12.02.2018	2:00 PM	Prof. R. Karthikeyan	CIVIL	[Signature]	Prof. Sumathi Asst. Prof. A. Mahesh	CSE	[Signature]
4	12.02.2018	10:00 AM	Dr.P.Rajasekaran	MECH	[Signature]	Prof. M. Sahithullah Asst. Prof. Shilpa	ECE	[Signature]
5	14.02.2018	10:00 AM	Prof. J. Vijayakumar	S & H	[Signature]	Asst.Prof. G. Shasikala Asst.Prof. Meenakumari	EEE	G.S. Sasi
6	13.02.2018	2:00 PM	Mrs. P.Sumathi	CSE	[Signature]	Mr. D.Thivyaprasad Mr. Dinesh	MCO	[Signature]
7	12.02.2018	10.00 AM	Mr. D.Thivyaprasad	MCO	[Signature]	Dr. P. Rajasekar Asst. Prof. Balaji	MECH	[Signature]
9	14.02.2018	2:00 PM	Prof. M. Sahithullah	MR		Prof. S. Janakiraman Asst. Prof. sathish	IT	[Signature]
10	14.02.2018	2:00 PM	Dr.C.Sivakandhan	AERO	[Signature]	Prof.Renu Asst Prof.Raja	MBA	[Signature]
11	15.02.2018	2:00 PM	Prof. R. Karthikeyan	CIVIL	[Signature]	Prof. M. Inbavalli Asst Prof. Angelin Rosy	MCA	[Signature]
13	15.02.2018	10:00 AM	Asst Prof. Dukhitha	MCA	[Signature]	Dr.M.Suresh Asst Prof.Priya	S & H	[Signature]
14	15.02.2018	10.00 AM	Prof.M.Sahithullah	MR	[Signature]	Mr. Yeshwanth	LIB	[Signature]
15	17.02.2018	10:00 AM	Prof. R. Karthikeyan	CIVIL	[Signature]	Mr. Kailash	MESS	[Signature]
16	17.02.2018	10.00 AM	Dr.P.Rajasekaran	MECH	[Signature]	Mrs.Valli	Maint.	[Signature]
17	17.02.2018	10:00 AM	Prof. J. Vijayakumar	S&H	[Signature]	Mr. Uma Shankar	Logistics	[Signature]
18	15.02.2018	10.00 AM	Mrs. P.Sumathi	CSE	[Signature]	Mrs.Padma	Purch.	[Signature]
19		10:00 AM	Mr. D.Thivyaprasad	MCO	[Signature]	The Secretary	Top Mgt	[Signature]
20	15.02.2018	10.00 AM	Prof. G.Shasikala	EEE	G.S. Sasi	Prof. M. Sahithullah	MR	[Signature]
21	16.02.2018	10:00 AM	Dr.P.Rajasekaran	MECH	[Signature]	Mrs.Latha	CG & C.	[Signature]
22	15.02.2018	2:00 PM	Prof. M. Sahithullah	MR	[Signature]	Mr.Rajesh Asst Prof.Vijayashanthi	T & D	[Signature]
23	16.02.2018	2:00 PM	Asst Prof. Dukhitha	MCA	[Signature]	Mr. M. Suresh	Recru.	[Signature]



S. Ch

Principal
Er. Perumal Manimekhalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

AERO [EVEN]

Name of the Auditee: *Prof R. Kartubegyan / Asst Prof. George*

Name of the Auditor: *Prof G. Shastri Katta*

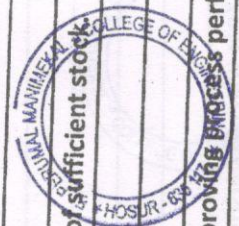
Function: *Engineering*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NC	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	NC	
16	Check for the improvements made in the department in the past year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



NC
Principal
Principal
Department of Engineering
Anna University, Chennai
Koodaloozhi, Hosur, 635 117, Krishnagiri Dist
Tamil Nadu, India

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shut down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stocks.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Signature of the Auditor
G. S. Reddy

Signature of the Auditee
R. S. Reddy

Signature of the Auditor
G. S. Reddy

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 14/2/18

Auditor: prof G shasikala

Auditee: prof R. Karthikeyan
prof George

NON CONFORMANCE

<p>Master log book is not authenticated by principal. Ref [1 - year]</p>	
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Due to absence of concern faculty, Master log book is not authenticated by Principal.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Master log book is authenticated by Principal	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Master log book should be authenticated by Principal on every month.	Faculty		closed

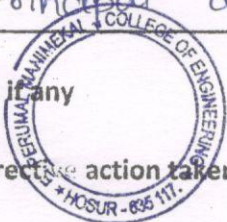
Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :

FORM: QSF 02

Version No:1.0



Principal
 Er. Perumal Manikaval College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India
 Issue Date

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 14/2/18

Auditee: prof R. Karthikeyan
prof George

Auditor:

NON CONFORMANCE

<p><u>Teacher's list is not prepared for Internal Test. Ref [III - year]</u></p>	
AUDITOR:	Std Clause / Doc. Ref:
	AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<u>Teachers list for previous list is updated</u>
	<u>but for Internal test not updated, prepared.</u>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<u>Teachers list for IT is prepared</u>	<u>Faculty</u>		<u>Closed</u>
	<u>sp updated</u>			

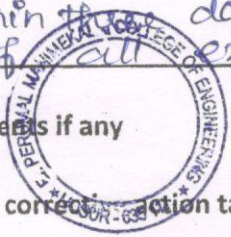
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<u>Teachers list should be prepared</u>	<u>faculty</u>		<u>Closed</u>
	<u>within 7 days after completion of all exam test.</u>			

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

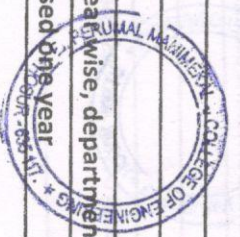
(EVEN - CIVIL)

Name of the Auditee: *Asst. prof. Rameshvaran, Asst.-prof. Teerivitha*

Name of the Auditor: *Dr. C. SivaKandhan*

Function: **CIVIL ENGINEERING**

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	<i>S.O.K</i>
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one ^{one} year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	NC	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Perumal Marimela College of Engineering
Sivakasi
ESTD - 1985

19	Review of disciplinary actions taken against the staffs.		✓
20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		✓
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		✓
28	Preservation of previous year university exam question papers.		✓
29	List of formats used in the department and is that controlled.		✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	NIC	
31	Housekeeping maintain with in the departments.		✓
LABORATORY			
32	Identification of equipments		✓
33	Calibration of equipments. (Internal / external calibration records)		✓
34	Preventive maintenance of equipments where appropriate.		✓
35	Adequate no.of Fire Extinguishers in the area.		✓
36	First aid kits stuffed with necessary Antidotes		✓
37	Safety gears provided for the students operating equipments.		✓
38	Start and shot down instruction where appropriate.		✓
39	Sign boards in the laboratory.		✓
40	Display of quality policy.		✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.		✓
42	Non conforming materials to be identified quarantined.		✓
43	Horizontal deployment initiatives.		✓
44	Change made in the system considering improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓



Principal
 Dr. Perumal Marudurai
 School of Engineering
 Kandiypalli, Hosur
 Tamil Nadu, India

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: CIVIL

Date: 13/02/2018

Auditor: Dr. G. Sivakandhan

Auditee: Asst - prof - Ramesh
Asst. prof. Jeerith

NON CONFORMANCE

<p style="font-size: 1.2em;">Student feed back forms not evidenced.</p>		
<p>AUDITOR: </p>	<p>Std Clause / Doc. Ref:</p>	<p> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Student feed back forms obtained; Bar chart yet to complete.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Bar chart has been prepared & enclosed for all the students feed back forms.			

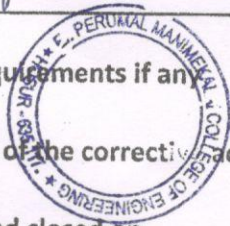
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Prescribed feedback form will be followed. Considering all parameters			

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: CIVIL

Date: 13/02/2018

Auditor: Dr. C. Sivakandhan

Auditee: Asst. prof. Rameshwar
Asst. prof. Jeevitha

NON CONFORMANCE

Student Project - review details not evidenced.

AUDITOR: *se f.*

Std Clause / Doc. Ref:

[Signature]
AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
01.	Student Project review conducted but not recorded.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
01.	Review marks, Periodically recorded and displayed in notice board for students info.			

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hereafter, before commencement of next review, the previous review marks has not be displayed in notice board			
	and counter-signed by students.			

Resource Requirements if any :

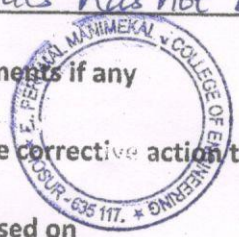
Effectiveness of the corrective action taken :

Verified by and closed on :

Verified & closed.

[Signature]
Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 147, Krishnagiri Dist.
Tamil Nadu, India.



ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

CSE - EVEN

Name of the Auditee: *prof. Sumathi, Asst prof A. Mahesh*

Name of the Auditor: *Prof R. Karthikeyan*

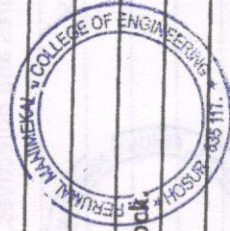
Function: *ENGINEERING*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	NGC	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	<i>S-ick</i>
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Er. Perumal Mathasaraiah, College of Engineering
Kothurpalai, HOSUR - 635 111, Krishnagiri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	NC
31	Housekeeping maintain with in the departments.	✓
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal
 Perumal Marimekhal College of Engineering
 Koneipalli, Hosur - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: ENGINEERING

Date: 12/2/18

Auditor: prof R. Karthikeyan

Auditee: prof. Sumathi

Asst prof. A Mahesh

NON CONFORMANCE

<p style="font-size: 1.2em;">Reviewer details for project need to be updated. Ref (Final year)</p>	
AUDITOR:	Std Clause / Doc. Ref:
	AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Review was conducted but marks are not updated.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Review marks for project is updated.	HOD		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Once the review is completed, project mark should be updated and documented.	HOD		closed

Resource Requirements: any

: NIL *S-cit*

Effectiveness of the corrective action taken

: Verified.

Principal

Verified by and closed on

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.



NON CONFORMITY REPORT

Report No:

Function: **ENGG.**

Date: 12/2/18

Auditor: **prof R. Karthikeyan**

Auditee: **prof. Sumathi**

ASST prof. A Mahe

NON CONFORMANCE

<p style="font-size: 1.2em;">Class committee meeting minutes missing. Ref - II year.</p>
<p>AUDITOR: </p>
<p style="text-align: right;">Std Clause / Doc. Ref:</p>
<p style="text-align: right;"> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	class committee meeting was conducted but not documented in the proper format.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Minutes recorded & documented in the proper format at end of meeting.	CA.		closed.

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Minutes to be recorded & documented in the proper format at end of meeting	CA		closed.

Resource Requirements if any:

: NIL

S. Ch

Effectiveness of the corrective action taken:

: Verified,

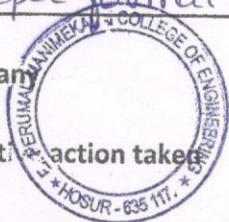
Verified by and closed on:

:

Principal

**Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.**

Tamil Nadu, India.
Issue Date



ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Prof. M. Sahithullah, Asst. Prof. Shilpa*

Name of the Auditor: *Dr. P. Rajasekaran*

Function: *ECE*

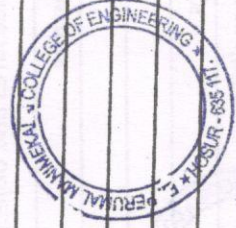
ECE (Even Sem)


S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NC	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Prinimal Manimalakal College of Engineering
PO SUR - 635 117, Krishnagiri Dist.
Chennai, India.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	NC
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓




 Principal
 Perumal Mahalingam College of Engineering
 Koperipalli
 Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function:

Date: 12/2/18

Auditor: Dr. P. Rajasekaran

Auditee: Prof. M. Sahithur
Asst prof. Shilpa

NON CONFORMANCE

<p style="font-size: 1.2em;">Master Log Book not updated Ref [II year]</p>	
<p>AUDITOR: </p>	<p>Std Clause / Doc. Ref:</p>
	<p>AUDITEE: </p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Hours during model examination are not updated

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hours are updated & authenticated by class advisor	CA		Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the end of class hours the logbook to be updated & authenticated by HOD at the end of day	CA		closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :

FORM: QSF 02

Version No:1.0



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.
 Issue Date

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

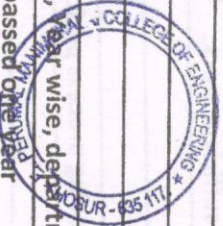
EEE
(Even)

Name of the Auditee: *Asst prof D. Shastri, Asst prof Alena Kumari*

Name of the Auditor: *Prof. J. Vijaya Kumar*

Function: *Engineering*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	NC	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, year wise, department wise, faculty wise)	NC	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Et. Perumal Manimekhal College of Engineering
Kaneppalli, HOSUR - 635 117, Krishnagiri Dist
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.		✓
20	Motivation of the staffs / Students and support provided by HOD's		✓
21	Training need identification for the staffs by the departmental HOD's		✓
22	Faculty profile - compliance to regularly requirements to be checked.		✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		✓
24	Internal communication records like circulars.		✓
25	Incase if records are maintained in computers, backup of data to be ensured.		✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		✓
27	Method of selection of question papers(unit test and midterm tests)		✓
28	Preservation of previous year university exam question papers.		✓
29	List of formats used in the department and is that controlled.		✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		✓
31	Housekeeping maintain with in the departments.		✓
LABORATORY			
32	Identification of equipments		✓
33	Calibration of equipments. (Internal / external calibration records)		✓
34	Preventive maintenance of equipments where appropriate.		✓
35	Adequate no.of Fire Extinguishers in the area.		✓
36	First aid kits stuffed with necessary Antidotes		✓
37	Safety gears provided for the students operating equipments.		✓
38	Start and shot down instruction where appropriate.		✓
39	Sign boards in the laboratory.		✓
40	Display of quality policy.		✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.		✓
42	Non conforming materials to be identified quarantined.		✓
43	Horizontal deployment initiatives.		✓
44	Change made in the system considering improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓



Principal
 Perumal Mahara
 Jakkal College of Engineering
 Hosur - 562 117, Krishnagiri Dist.
 Tamil Nadu, India

Signature of the Auditee
G. S. S. S. S.

Signature of the Auditor
[Signature]

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 14/2/18

Auditor: Prof. J. Vijaya Kumar

Auditee: Asst Prof. G. Shasikala
Asst. Prof. Meena Kumari

NON CONFORMANCE

<p>Students profile - Not updated Ref III year</p>
<div style="width: 30%;"> <p>AUDITOR: </p> </div> <div style="width: 40%; text-align: center;"> <p>Std Clause / Doc. Ref:</p> </div> <div style="width: 25%; text-align: right;"> <p> AUDITEE</p> </div>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	The assessment marks are not recorded after the tests

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The assessments marks are recorded & documented in proper format	CA		Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The marks are to be recorded immediately after completion of test	CA		Closed

Resource Requirements if any:

: NIL

Effectiveness of the corrective action taken:

: Verified

Verified by and closed on:

:

NON CONFORMITY REPORT

Report No:

Function: Engg

Date: 14/2/18

Auditor: Prof. J. Vijayakumar

Auditee: Asst. Prof. G. Shashi
Asst. Prof. Meenaburn

NON CONFORMANCE

<p style="font-size: 1.2em;">Tutorial Hours not mentioned in the lesson plan (2016-17) Ref (Design of electrical machines)</p>
<p>AUDITOR: <i>[Signature]</i></p>
<p>Std Clause / Doc. Ref:</p>
<p><i>[Signature]</i> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	In lesson plan instead of tutorial it is mentioned as problem solving

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Each unit 3 hrs tutorial hrs to be mentioned			

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Before commencement of semester awareness to be given for	HOD		closed

Resource Requirements if any

: Nil

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:

Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

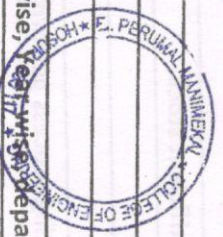
IT even

Name of the Auditee: Prof. S. JaganPrasanna, Asst. Prof. Sathish

Name of the Auditor: Prof. M. Sathishkumar

Function: IT

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	Nc	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data - result analysis (Subject wise, semester wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	

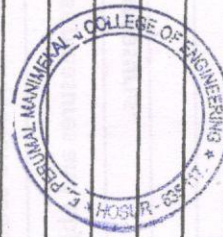


Principal

S. C. V.

Perumal Manickan College of Engineering
Koneripalle, Hosur - 535 117, Krishnagiri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
	LABORATORY	
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal

Er. Penumal Manikalai Co. of Engineer
Korepalli, HOSEUR - 635 117, India

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: *IT*

Date: *14/2/18*

Auditor: *prof M. Sahithullah*

Auditee: *prof S. Janakirama
Asst. prof. Sathish*

NON CONFORMANCE

<p><i>Model Exam - II Answer key not updated Ref: operating system.</i></p>	<p><i>S. Janakirama</i> AUDITEE</p>
<p>AUDITOR: <i>[Signature]</i></p>	<p>Std Clause / Doc. Ref:</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<i>Answer Key prepared in form of Soft Copy</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Hardcopy of answer key documented in proper file</i>	<i>Faculty</i>		<i>Closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Answer key is to be submitted in hard copy on next day of model Exam</i>	<i>Faculty</i>		<i>Closed</i>

Resource Requirements if any

: *NIL*

Effectiveness of the corrective action taken

: *Verified*

Verified by and closed on

:

S. Janakirama

Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India,



NON CONFORMITY REPORT

Report No:

Function: IT

Date: 14/2/18

Auditor: prof M. Sahithullah

Auditee: prof S. Janakiraman
Asst. prof. Sathish

NON CONFORMANCE

<p style="font-size: 1.2em;">Lab Log book not authenticated by principal Ref - Mobile Computing</p>	<p style="text-align: center;">4.2</p> <p style="text-align: center;">Std Clause / Doc. Ref:</p>
<p>AUDITOR: </p>	<p> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Log book is not authenticated by principal as concern faculty is absent on that day

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Log book is authenticated by principal	Faculty		Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Log book should be authenticated by principal on every friday	Faculty		Closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:



S. Janakiraman
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Mech (even)

Name of the Auditee: *Dr P Rajasekan, Asst-Prof - Balaji*

Name of the Auditor: *M S - D- Thiyagarasad*

Function: *Engg*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	NC	<i>S. Chitra</i>
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



Principal
Dr. Perumal Maheswaran
College of Engineering
Hosur - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:



Function: Engg

Date: 12/02/2018

Auditor: Mr. D. Thivya prasad

Auditee: Dr. P. Rajasekara
Asst-prof. Balaji

NON CONFORMANCE

<p style="font-size: 1.2em;">Slip Test mark not updated Ref II yr mechanical Log Book</p>	 AUDITOR:	Std Clause / Doc. Ref:	 AUDITEE
---	--	-------------------------------	---

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Slip test was conducted but not evaluated.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Test papers are evaluated & updated	faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Test papers need to be evaluated & entered within three days	faculty		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:



S. Ch

Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

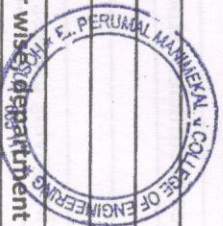
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Mr. D. Thirugoprasad, Mr. D. Fresh*

Name of the Auditor: *Mrs. P. Sumathi*

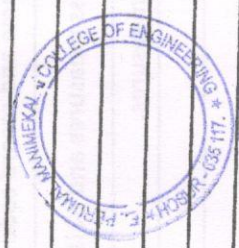
Function: *MCO ENGINEERING*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



E. Perumal Murugan
Krishnamoorthy

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	NC
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	NC
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
32	LABORATORY Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal
 Er. Periyar Government Engineering College
 Hosur - 635 117, Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: *ENGG*

Date: *13/2/18*

Auditor: *Mrs. P. Sumathi*

Auditee: *Mr. D. Thirya Prasad
Mr. Dinesh*

NON CONFORMANCE

<p><i>Traning Need Analysis Not updated Ref (New faculty)</i></p>	
<p>AUDITOR: Std Clause / Doc. Ref:</p>	<p> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<i>Traning was provided for New faculties But</i>
	<i>The Analysis Report not documented in</i>
	<i>Hand copy</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>The Analysis Report was made</i>			
	<i>in Hand copy and Documented</i>	<i>Faculty</i>		<i>closed</i>
	<i>in proper file</i>			

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>The Analysis is to be Done After</i>			
	<i>The joining of New faculties in Department</i>	<i>Faculty</i>		<i>closed</i>

Resource Requirements if any

: *NIL*

Effectiveness of the corrective action taken

: *Verified*

Verified by and closed on

:

Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

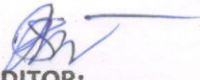

Function: ENGG

Date: 13/2/18

Auditor: Mrs. P. Sumathi

Auditee: Mr. D. Thiyaprasad
Mr. Dinesh

NON CONFORMANCE

 AUDITOR:	<p>CAPA - Not updated REF - (power electronics)</p>	 AUDITEE
Std Clause / Doc. Ref:		

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	CAPA Report is obtained but not filled in the proper file.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	CAPA Report is filled in the proper file	Faculty		closed

PREVENTIVE ACTION:


S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	CAPA Report to be obtained At the Review time and file it proper file	Faculty		closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :




Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

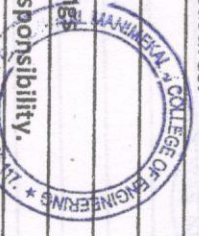
MBA (even)

Name of the Auditee: *Prof-Renu, Asst. Prof- Raja*

Name of the Auditor: *Dr. C. Sivakandhan*

Function: *DG/MBA*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	<i>Nc</i>	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, Semester <i>Semester</i> wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	<i>Nc</i>	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Principal, Anna University College of Engineering
Kanchi, Tamil Nadu - 605 017, Krishnagiri Dist
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of subboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
	LABORATORY	
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal
Perumal Vigneshwara College of Engineering
Kumbakonam, HOSUR - 635 117, Kumbakonam Dist.
Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function:

Date: 14/02/2018

Auditor: Dr. C. Sivakandhan

Auditee: Prof. Renu,
Asst. Prof. Rajal

NON CONFORMANCE

Opted elective list - not updated
Ref [1 year]

AUDITOR: 

Std Clause / Doc. Ref: 4.2


AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Opted elective list is prepared with students signature missing.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The list is updated with students signature and documented in proper file.	CA		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The elective list is to be prepared & get the signature while choosing authenticated by HOD	CA		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

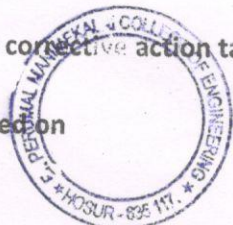
: Verified

Verified by and closed on

:

FORM: QSF 02

Version No:1.0



Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.

Issue Date

NON CONFORMITY REPORT

Report No:

Function: PG (MBA)

Date: 14/02/2018

Auditor: Dr. C. Sivakandhan

Auditee: Prof. Renu
Asst-prof. Raja

NON CONFORMANCE

<p>Students profile - not updated Ref [11 year]</p>
<div style="width: 30%;"> <p>AUDITOR: </p> </div> <div style="width: 40%;"> <p>Std Clause / Doc. Ref: 4.2</p> </div> <div style="width: 20%; text-align: right;"> <p> AUDITEE</p> </div>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<p>The assessment marks are not recorded after the tests</p>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<p>The assessment marks are recorded and documented in proper format.</p>	CA		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<p>The marks are to be recorded immediately after the completion tests</p>	CA		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Principal
 Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.

Verified by and closed on

:



ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

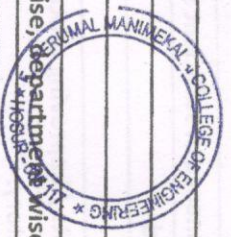
MCA-EVEN

Name of the Auditee: *Prof M. Inbaraj, Asst Prof. Angelin Rosy*

Name of the Auditor: *Prof. R. Kaarthikeyan*

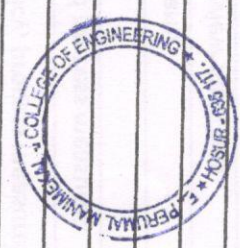
Function: *PG-MCA*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data - result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	NC	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Er. Perumal Manimekal
College of Engineering
Hosur - 635 117, Krishnagiri Dist
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answersheets/ projects/ records are stored in the floor due to lack of supboards in the department.	NC
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considereing improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal
 Er. Perumal Manikaval College of Engineering
 Koneerpalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

[Signature]

Signature of the Auditor

M. Anjali Rasiy
[Signature]

Signature of the Auditee

NON CONFORMITY REPORT

Report No:

Function: PG-MCA

Date: 15/2/18

Auditor: Prof. R. Karthikeyan

Auditee: Prof. M. Inbaralli
Asst Prof. Angelin Rosy

NON CONFORMANCE

<p>Student feedback on Faculty is not updated</p> <p>Ref(MCA-II year),</p>
<p>AUDITOR: <i>[Signature]</i></p>
<p>4.2 Std Clause / Doc. Ref:</p>
<p>M. Angelin Rosy AUDITEE: <i>[Signature]</i></p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Students feedback on Faculty is collected but not consolidated

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Students feedback on each Faculty is consolidated and documented	HOD		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the Commencement of internal exam, student feedback is collected. need to			

Resource Requirements if any

: NIL

be consolidated

Effectiveness of the corrective action taken

: Verified

[Signature]

Verified by and closed on

:

Principal
Er. Parumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.
Issue Date

NON CONFORMITY REPORT

Report No:

Function: PG-MCA

Date: 15/2/18

Auditor: prof. R. Karthikeyan

Auditee: prof M. Inbaraj
Asstprof. Angelin R

NON CONFORMANCE

<p style="font-size: 1.2em;">Project list - not updated - Ref MCA-II year</p>	
AUDITOR:	4.2 Std Clause / Doc. Ref:
	M. Angelin AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Project list are documented during early stage but not updated during academic year.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Review Marks taken print out	HOD		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	The list of project should be maintained at beginning of semester and should be updated	HOD		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:



S. Ch
Principal

Perumal Manimekalai College of Engineering
Konerpalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

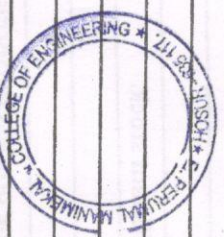
Name of the Auditee: *Dr. M. Suresh, Asst prof-priya*

SPH even

Name of the Auditor: *Asst prof-Dukhi-tha*

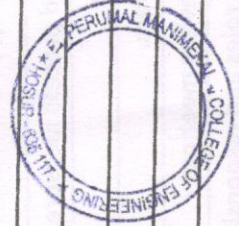
Function: *Engineering*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat	✓	
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	✓	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	✓	
8	Check whether record has the record name and record code in the front page.	✓	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	✓	
10	Trend charts on objectives and process measures.	✓	
11	Action plan for the objectives.	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	✓	
14	Check the awareness level on roles and responsibility.	✓	
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)	✓	
16	Check for the improvements made in the department in the passed one year	✓	
17	Analysis on student / feedback from (Parameter wise analysis)	✓	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	✓	



Principal
Er. Perumal Manikavelu
Kanchepallu, AOSUR - 631 417, Krishnagiri Dist.
N. Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	✓
20	Motivation of the staffs / Students and support provided by HOD's	✓
21	Training need identification for the staffs by the departmental HOD's	✓
22	Faculty profile - compliance to regularly requirements to be checked.	✓
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	✓
24	Internal communication records like circulars.	✓
25	Incase if records are maintained in computers, backup of data to be ensured.	✓
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	✓
27	Method of selection of question papers(unit test and midterm tests)	✓
28	Preservation of previous year university exam question papers.	✓
29	List of formats used in the department and is that controlled.	✓
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	✓
31	Housekeeping maintain with in the departments.	✓
LABORATORY		
32	Identification of equipments	✓
33	Calibration of equipments. (Internal / external calibration records)	✓
34	Preventive maintenance of equipments where appropriate.	✓
35	Adequate no.of Fire Extinguishers in the area.	✓
36	First aid kits stuffed with necessary Antidotes	✓
37	Safety gears provided for the students operating equipments.	✓
38	Start and shot down instruction where appropriate.	✓
39	Sign boards in the laboratory.	✓
40	Display of quality policy.	✓
41	List of consumables used in the laboratory and maintenance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system considering improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal
 Perumal Manimekal College of Engineering
 Hosur, HO.SUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

Signature of the Auditee
 M. Dh

Signature of the Auditor

NON CONFORMITY REPORT

Report No: _____

Function: _____

Date: 15/02/2018

Auditor: Asst prof - Dukhitha

Auditee: Dr. M. Suresh
Asst prof - poiya

NON CONFORMANCE

<p>Nominal Roll not updated Ref(I-mech)</p>
<div style="width: 30%;"> <p>AUDITOR: <u>m. Duh</u></p> </div> <div style="width: 40%;"> <p>Std Clause / Doc. Ref: _____</p> </div> <div style="width: 20%; text-align: right;"> <p> AUDITEE</p> </div>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Nominal Roll available in the form of softcopy
	get need to print

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Printed copy of nominal roll filed in the corresponding class advisor file	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculties are advised to update the nominal roll at the very first day of results published & to fill in the proper file	Faculty		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:

Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:


Function:

Date: 15/02/2018

Auditor: Asst prof. Dukhitha

Auditee: Dr. M. Suresh
Asst prof. Priya

NON CONFORMANCE

Answer key not Evidenced Ref (I-civil & mech)		
AUDITOR: <u>m. Dh</u>	Std Clause / Doc. Ref:	 AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Answer Key prepared in the form of
	Soft copy.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hard copy of Answer key			
	documented in the proper file	Faculty		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of submission of Question Paper			
	answer key to be submitted in Hard copy	Faculty		closed

Resource Requirements if any

: Nil

Effectiveness of the corrective action taken

: Verified

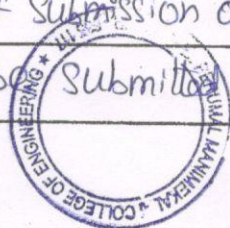
Verified by and closed on


:

FORM: QSF 02

Version No:1.0

Issue Date




Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Mr. Yeshwanth*

Name of the Auditor: *Prof. M. Sahithullah*

Function: *Library (Even)*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



Principal

Perumal Manikavelu College of Engineering
Kondapalli, H.O.SUR = 603 117, Krishnagiri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.	
20	Motivation of the staffs / Students and support provided by HOD's	
21	Training need identification for the staffs by the departmental HOD's	
22	Faculty profile - compliance to regularly requirements to be checked.	
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.	
24	Internal communication records like circulars.	
25	Incase if records are maintained in computers, backup of data to be ensured.	
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by	
27	Method of selection of question papers(unit test and midterm tests)	
28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.	
31	Housekeeping maintain with in the departments.	
LABORATORY		
32	Identification of equipments	
33	Calibration of equipments. (Internal / external calibration records)	
34	Preventive maintenance of equipments where appropriate.	
35	Adequate no.of Fire Extinguishers in the area.	
36	First aid kits stuffed with necessary Antidotes	
37	Safety gears provided for the students operating equipments.	
38	Start and shot down instruction where appropriate.	
39	Sign boards in the laboratory.	
40	Display of quality policy.	
41	List of consumables used in the laboratory and maintenance of sufficient stock.	
42	Non conforming materials to be identified quarantined.	
43	Horizontal deployment initiatives.	
44	Change made in the system considering improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



Principal

Perumal Manimal College of Engineering
Kanakpuri, HOSUR - 535 117, Kanakpuri Dist
Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No: _____

Function: Library

Date: 15/2/18

Auditor: prof. M. Sathithullah

Auditee: Mr. Yeshuwarth

NON CONFORMANCE

<p style="font-size: 1.2em;">Records of students account closing details not properly written</p> <p>Ref: date of closing of account for the outgoing students not properly maintained</p>	<p>AUDITOR: _____</p> <p>Std Clause / Doc. Ref: _____</p>	<p><i>[Signature]</i> AUDITEE</p>
--	---	---------------------------------------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	In some places it is not written properly due to accessing of more students at on time

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Noted & Rectified in daily Basis	Librarian		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	In Future it will be followed & written strictly in daily Basis	Librarian		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified ok

Verified by and closed on

:



[Signature]
Principal
Er. Perumal Manimekalal College of Engineering
Konerpalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: *Library*

Date: *15/2/18*

Auditor: *prof M. Sahithullah*

Auditee: *Mr. Yeshwanth*

NON CONFORMANCE

<p style="font-size: 1.2em;">Books are not arranged in proper section racks.</p> <p>Ref: The Book. Fluid mechanics, stress Management are kept in Maths Book Section</p>
<p>AUDITOR: _____ Std Clause / Doc. Ref: _____</p>

[Signature]
AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	<i>Students Replaced in wrong racks after reference.</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<i>Noticed & Arranged properly</i>	<i>Librarian</i>		<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<i>In future it will be noted in time</i>	<i>Librarian</i>		<i>closed</i>

Resource Requirements if any

: *NIL*

Effectiveness of the corrective action taken

: *Verified ok*

Verified by and closed on

:

[Signature]
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.

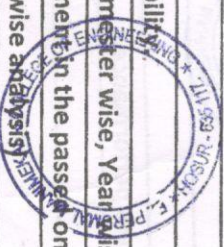
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Ms. Kailash*

Name of the Auditor: *Prof - R. Kathirayanan*

Function: *Mess & Hostel (Evns)*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibilities		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



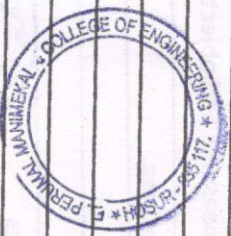
S. C. V.

Principal

St. Petrus Matha College, Kaveripallicherry, Hosur - 632 117, Krishnagiri Dist, Tamil Nadu, India

19	Review of disciplinary actions taken against the staffs.		
20	Motivation of the staffs / Students and support provided by HOD's		
21	Training need identification for the staffs by the departmental HOD's		
22	Faculty profile - compliance to regularly requirements to be checked.		
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		
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26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		
27	Method of selection of question papers(unit test and midterm tests)		
28	Preservation of previous year university exam question papers.		
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30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		
31	Housekeeping maintain with in the departments.		
LABORATORY			
32	Identification of equipments		
33	Calibration of equipments. (Internal / external calibration records)		
34	Preventive maintenance of equipments where appropriate.		
35	Adequate no.of Fire Extinguishers in the area.		
36	First aid kits stuffed with necessary Antidotes		
37	Safety gears provided for the students operating equipments.		
38	Start and shot down instruction where appropriate.		
39	Sign boards in the laboratory.		
40	Display of quality policy.		
41	List of consumables used in the laboratory and maintainance of sufficient stock.		
42	Non conforming materials to be identified quarantined.		
43	Horizontal deployment initiatives.		
44	Change made in the system considering improvements / improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		

[Handwritten Signature]
Signature of the Auditee



[Handwritten Signature]
Principal
Perumal Murugan College of Engg.
Kandamudi, KASIB - 605 117, Krishnagiri
Tamil Nadu, India.

[Handwritten Signature]
Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMC TECH

Department: MESS & HOSTEL

Auditor: Prof. R. Karthikey

Description of sample chosen (Year / Semester / Paper / Unit):

Date: 17/02/2018

S.No.	Description of Audit Finding	Category	Std C ref
1.	Wastes are not disposed properly.	NC	6.4
	Ref: Wastes are thrown at the backside of boys hostel and not disposed daily.		
2.	Rooms are not maintained clearly	NC	6.4.
	Ref: Rooms of the girls hostel are not cleaned properly.		


Principal
 Er. Perumal Manimekhalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.



NON CONFORMITY REPORT

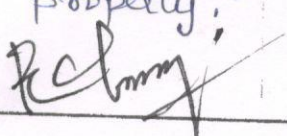
Report No:

Function: MESS & HOSTEL.

Date: 17/02/2018
Auditee: Mr. Kailash

Auditor: Prof. R. Karthikeyan

NON CONFORMANCE

<p>Rooms are not maintained cleanly. Ref: Rooms of the girls hostel are not cleaned properly;</p>	 AUDITEE
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Lack of manpower students are not maintained rooms neatly.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Will be noticed and rectified and advised students to maintain the rooms.			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Periodically rooms will be checked and maintained.			closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified.

Verified by and closed on

:


Principal
 Er. Perumal Manimekalal College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri Dist
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: MESS & HOSTEL Date: 17/02/2018

Auditor: Prof. R. Karthikeyan

Auditee: Mr. Kailash

NON CONFORMANCE

Wastes are not disposed properly. Ref: Wastes are thrown at the backside of boys hostel and not disposed daily.
AUDITOR: <i>R. Karthikeyan</i> Std Clause / Doc. Ref: <i>Kailash</i> AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Lack of manpower.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Will be corrected by using more manpower.			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Will be noticed in starting of year			closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:



S. Ch
Principal
 Perumal Manimekaval College of Engineering
 Hosur - 635 117, Krishnagiri District
 Tamil Nadu, India

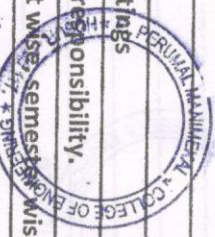
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Mrs. Valli*

Name of the Auditor: *Dr. P. Rajasekaran*

Function: *Main teacher (Evn)*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
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11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



Principal

Perumal Mahalingam College of Engineering
Karaikal, PIN 635 117, Karaikal Dist.
Tamil Nadu, India.

S. C. V.

19	Review of disciplinary actions taken against the staffs.		
20	Motivation of the staffs / Students and support provided by HOD's		
21	Training need identification for the staffs by the departmental HOD's		
22	Faculty profile - compliance to regularly requirements to be checked.		
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		
24	Internal communication records like circulars.		
25	Incase if records are maintained in computers, backup of data to be ensured.		
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		
27	Method of selection of question papers(unit test and midterm tests)		
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29	List of formats used in the department and is that controlled.		
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31	Housekeeping maintain with in the departments.		
32	Identification of equipments	LABORATORY	
33	Calibration of equipments. (Internal / external calibration records)		
34	Preventive maintenance of equipments where appropriate.		
35	Adequate no.of Fire Extinguishers in the area.		
36	First aid kits stuffed with necessary Antidotes		
37	Safety gears provided for the students operating equipments.		
38	Start and shot down instruction where appropriate.		
39	Sign boards in the laboratory.		
40	Display of quality policy.		
41	List of consumables used in the laboratory and maintainance of sufficient stock.		
42	Non conforming materials to be identified quarantined.		
43	Horizontal deployment initiatives.		
44	Change made in the system considering improvements / improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		



Principal
 Perumal Manikalai College of Engineer
 Hosur - 635 417, Krishnagiri Di
 Keralaipalli, Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

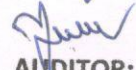

Function: Maintenance

Date: 17/2/18

Auditor: Dr. P. Rajasekaran

Auditee: Mrs. Valli

NON CONFORMANCE

<p>The lobby of EEE is not mopped properly Ref: The EEE dept lobby is not mopped properly</p>	 AUDITOR:	Std Clause / Doc. Ref:	 AUDITEE
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ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	After cleaning the lobby, the students are roaming here and there, so the dust comes automatically. It seems uncleaned

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	The workers are informed & given proper instrument to clean the lobby in free time			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	The workers are clean the lobby perfectly			closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:



Principal
 Er. Perumal Manimekalai College of Engineering
 Moneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT



Report No:

Function: maintenance Date: 17/2/18

Auditor: Dr. P. Rajasekaran

Auditee: Mrs. Valli

NON CONFORMANCE

<p style="font-size: 1.2em;">Drinking water is not arranged</p> <p>Ref: Drinking water not arranged for the workers are take</p>	 AUDITOR:	Std Clause / Doc. Ref:  AUDITEE
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ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	The workers come from long distance so, they are not arranging drinking water

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	The workers are informed to arrange drinking water at proper time			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	In future they starts to arrange water			closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: VERIFIED

Verified by and closed on

:

S-

Principal

Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Mr. Umashankar

Name of the Auditor: Prof. S. Vijayakumar

Function: Logistics (Even)

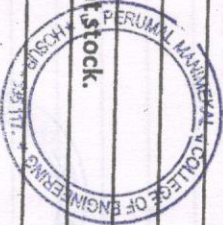
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
2	Show me your regulatory requirements and status of compliance		
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4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
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S. C. V.

Principal
K. J. Somaiya Institute of Engineering & Information Technology
Wadgaon, Mumbai, India.
635 117
Kishinagar Dist.

19	Review of disciplinary actions taken against the staffs.		
20	Motivation of the staffs / Students and support provided by HOD's		
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43	Horizontal deployment Initiatives.		
44	Change made in the system considering improvements / improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		



Principal
E. Perumal Manikatai College of Engineering
 Koenjipalli, HO.SUR - 635 117, Krishnagali D.,
 Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: LOGISTICS

Date: 17/02/2018

Auditor: Prof. J. Vijayakumar

Auditee: Mr. umshankar

NON CONFORMANCE

<p>Route map (or) direction of bus route is not found. Example: Route map from PMC to Veppanapalli is missing</p>
<p>AUDITOR: <u>[Signature]</u> Std Clause / Doc. Ref: <u>[Signature]</u> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	The routes are still under modifications

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Assumed to display route map	uma shankar		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Routes and direction will be finalized at initial stage itself	uma shankar		closed

Resource Requirements if any

: Nil

Effectiveness of the corrective action taken

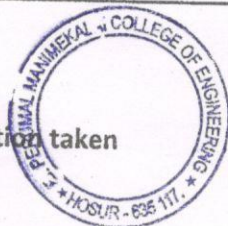
: Verified

Verified by and closed on

:

FORM: QSF 02

Version No:1.0



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117. Krishnagiri
 Tamil Nadu, India.
 Issue Date

NON CONFORMITY REPORT

Report No:

Function: LOGISTICS

Date: 17/02/2018

Auditor: prof J. Vijaya kumar

Auditee: Mr. umashankar

NON CONFORMANCE

Records of students enrollment are not found. Example: Application, etc...

AUDITOR:

[Signature]

Std Clause / Doc. Ref:

AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	No such system was followed

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Application are distributed	uma		closed
2.	Received application from students and staff members	shankar		

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	In future every year / sem the system will be followed	uma shankar		closed

Resource Requirements if any

: Nil

Effectiveness of the corrective action taken

: verified

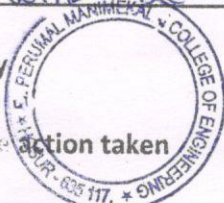
Verified by and closed on

:

[Signature]

Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.



ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Mrs. Padma

Name of the Auditor: Mrs. P. Sumathi

Function: Purchase (Evan)

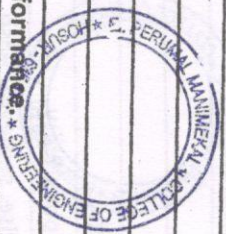
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S. S. S.

Principal
Permal Engineering College of Engineering
Koduvallur, Hosur - 600 117, Krishnagiri Dist
Tamil Nadu, India

19	Review of disciplinary actions taken against the staffs.		
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Principal
 E, Perumal Manimekal College of Engineering
 Karesipatti, HOSUR - 635 117, Krishnagiri
 Tamil Nadu, India

[Signature]
 Signature of the Auditee

[Signature]
 Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMC TECH

Department: PURCHASE

Auditor: Mrs. P. Sumathi

Description of sample chosen (Year / Semester / Paper / Unit):

Date: 15/2/18

S.No.	Description of Audit Finding	Category	Std C ref
1.	Strength of materials - Lab equipment bills are not available	Nc	4.2.3
	Ref : Elmech Engineers : Bills for instrument purchased for odd sem not found		
2.	Chemistry lab instrument bills not available	Nc	4.2.3
	Ref : Elico limited : Bills for the chemicals and instruments purchased for odd sem not found		



S. Ch

Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.
Issue Date

NON CONFORMITY REPORT

Report No:



Function:

Date: 15/2/18

Auditor: Mrs. p. Sumathi

Auditee: Mrs. padma

NON CONFORMANCE

<p>Strength of materials - Lab equipment bills are not available Ref:- Elmech Engineers: Bills for instruments purchased for odd sem not found</p>	 AUDITEE
<p>AUDITOR: </p>	<p>Std Clause / Doc. Ref:</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Displacement (or) misplacement with other files

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Identified and keep it in the file	Mrs. Gayathri		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Here after will be maintained carefully	Mrs. Gayathri		closed

Resource Requirements if any :

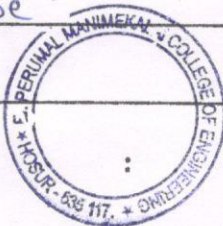
Effectiveness of the corrective action taken :

Verified by and closed on :

FORM: QSF 02

Version No:1.0

Issue Date



Nil

Verified



Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

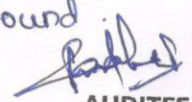

Function: PURCHASE

Date: 15/2/18

Auditor: Mrs. p. Sumathi

Auditee: Mrs. padma

NON CONFORMANCE

chemistry lab instrument bills not available Ref: Elico limited; Bills for the chemicals and instruments, purchased for odd sem not found	 AUDITEE
AUDITOR: 	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Forgotten to collect bills from chemistry staffs

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Identification and keep it in file	Mrs. Gayathri		Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Here after will be maintained care fully	Mrs. Gayathri		

Resource Requirements if any

: Nil

S. C.

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:

Principal
 Er. Perumal Manimekhalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tangeda



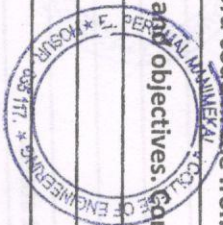
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Prof. M. Sabi Hullah**

Name of the Auditor: **Prof. G. Shashi Kala**

Function: **MR (Even)**

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures.		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



Principal

Er. Perumal Manimekalai College of Engineering
Korattur, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.		
20	Motivation of the staffs / Students and support provided by HOD's		
21	Training need identification for the staffs by the departmental HOD's		
22	Faculty profile - compliance to regularly requirements to be checked.		
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		
24	Internal communication records like circulars.		
25	Incase if records are maintained in computers, backup of data to be ensured.		
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		
27	Method of selection of question papers(unit test and midterm tests)		
28	Preservation of previous Year university exam question papers.		
29	List of formats used in the department and is that controlled.		
30	Review of infrastructure requirements within the department at defined Internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		
31	Housekeeping maintain with in the departments.		
LABORATORY			
32	Identification of equipments		
33	Calibration of equipments. (Internal / external calibration records)		
34	Preventive maintenance of equipments where appropriate.		
35	Adequate no. of Fire Extinguishers in the area.		
36	First aid kits stuffed with necessary Antidotes		
37	Safety gears provided for the students operating equipments.		
38	Start and shot down instruction where appropriate.		
39	Sign boards in the laboratory.		
40	Display of quality policy.		
41	List of consumables used in the laboratory and maintenance of sufficient stock.		
42	Non conforming materials to be identified quarantined.		
43	Horizontal deployment Initiatives.		
44	Change made in the system considering improvements / improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		



S. C. V.

Principal

E. Parumal Manimatai College of Engineering
Konepalli, HOSUR - 635 117, Krishna
Tamil Nadu, India.

Signature of the Auditee

[Signature]

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 15/02/2018

Auditor: prof. S. shasiKala

Auditee: prof. M. sahitullah

NON CONFORMANCE

Standard clause 1 Documents reference for few reports are not properly identified and mentioned.		
AUDITOR:	Std Clause / Doc. Ref:	AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Few internal auditors not been internal by mentioning of std-clame

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Internal auditors meeting has been conducted and informed	vp		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	proper monitoring of auditors	vp		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:

Principal
 Dr. Perumal Manimokalai College of Engineering
 Koneipalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:


Function:

Date:

Auditor:

Auditee:

NON CONFORMANCE

 AUDITOR:	Std Clause / Doc. Ref:	AUDITEE
---	------------------------	---------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.

PREVENTIVE ACTION:

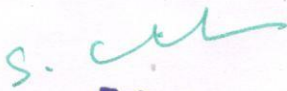
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :




Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

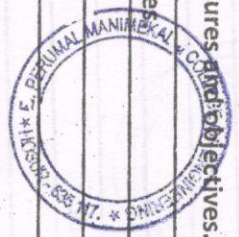
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Mr. Rajesh, Asst prof. Vijayashanthi**

Name of the Auditor: **Prof M. Sahithullah**

Function: **Training & development (Even)**

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
5	List one record and ask auditee to produce (Subject allotment sheet, action plan, Attendance, Log book, academic calendar, faculty notes)		
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's		
8	Check whether record has the record name and record code in the front page.		
9	Awereness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.		
10	Trend charts on objectives and process measures		
11	Action plan for the objectives.		
12	Continual improvement program.		
13	Check for the departmental review meetings		
14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



Principal

Periyar Manimekalai College of Engineering
HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

S-C-V

19	Review of disciplinary actions taken against the staffs.		
20	Motivation of the staffs / Students and support provided by HOD's		
21	Training need identification for the staffs by the departmental HOD's		
22	Faculty profile - compliance to regularly requirements to be checked.		
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		
24	Internal communication records like circulars.		
25	Incase if records are maintained in computers, backup of data to be ensured.		
26	Review of syllabus completion as per the plan. Completion of courses as per the time frame recommended by		
27	Method of selection of question papers(unit test and midterm tests)		
28	Preservation of previous Year university exam question papers.		
29	List of formats used in the department and is that controlled.		
30	Review of infrastructure requirements within the department at defined internals and provision of the same is not evident. Reference: student answers sheets/ projects/ records are stored in the floor due to lack of supboards in the department.		
31	Housekeeping maintain with in the departments.		
LABORATORY			
32	Identification of equipments		
33	Calibration of equipments. (Internal / external calibration records)		
34	Preventive maintenance of equipments where appropriate.		
35	Adequate no.of Fire Extinguishers in the area.		
36	First aid kits stuffed with necessary Antidotes		
37	Safety gears provided for the students operating equipments.		
38	Start and shot down instruction where appropriate.		
39	Sign boards in the laboratory.		
40	Display of quality policy.		
41	List of consumables used in the laboratory and maintenance of sufficient stock.		
42	Non conforming materials to be identified quarantined.		
43	Horizontal deployment initiatives.		
44	Change made in the system considering improvements / improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		



S. C. K.

Principal
 Er. Perumal Manimekalai Col
 Koreripalli, HOSUR - 635 111
 Tamil Nadu, India
 Engineering
 Hosur Dist

Signature of the Auditee
[Handwritten Signature]

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Engineering
(Training & development)

Date: 15/2/18

Auditor: Prof. M. Sahithullah

Auditee: Mr. Rajesh
Asst. Prof. Vijayashanthi

NON CONFORMANCE

Consolidated feedback for soft skill training not found.

AUDITOR:

Std Clause / Doc. Ref: 4.2.3

[Signature]
AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Misplaced with other files

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Identified and keep it in the file	Training members		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Hereafter file will be maintained carefully	Training members		closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:



[Signature]
Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117. Krishnagiri District
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: Engineering
(Training & development)

Date: 15/2/18

Auditor: prof. M. Sahithullah

Auditee: Mr. Rajesh
Asst. prof. Vijayashanthi

NON CONFORMANCE

<p>course material are not formed for soft skill training</p>
<p>AUDITOR: _____</p>
<p>4-2-3 Std Clause / Doc. Ref:</p>
<p><i>R.K. Rajesh</i> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	For suited to collect material from Trainers

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Identified and kept in the file	Training members		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Hereafter it will be maintained care fully	Training members		closed.

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:


Principal
 Et. Perumal Manimekhalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Mr. M. Suresh**

Name of the Auditor: **Asst prof. Dukhitha**

Function: **Recruitment cell**
(Even)

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be produced within min. time. Should look neat		
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6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.		
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14	Check the awareness level on roles and responsibility.		
15	Analysis on data- result analysis (Subject wise, semester wise, Year wise, department wise, faculty wise)		
16	Check for the improvements made in the department in the passed one year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		

S. Prakash
Principal

Perumal Manickavel College of Engineering
Kovvur, HOSSUR, Tamil Nadu

19	Review of disciplinary actions taken against the staffs.		
20	Motivation of the staffs / Students and support provided by HOD's		
21	Training need identification for the staffs by the departmental HOD's		
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		LABORATORY	
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41	List of consumables used in the laboratory and maintainance of sufficient stock.		
42	Non conforming materials to be identified quarantined.		
43	Horizontal deployment initiatives.		
44	Change made in the system considering improvements / Improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		



Principal
Er Perumal Mammekal College of Engg
 Koneipalli, HOSUR - 635 117, Krishnagiri
 Tamil Nadu, India.

[Signature]
 Signature of the Auditee

[Signature]
 Signature of the Auditor

NON CONFORMITY REPORT

Report No: _____ Function: Recruitment Date: 16/02/2018
 Auditor: Asst prof. Dukhitha Auditee: Mr. M. Suresh

NON CONFORMANCE

Consolidated report on faculty performance assessment are not documented properly.
Ref: performance assessment of newly selected staff for academic year.

AUDITOR: M. Dh Std Clause / Doc. Ref: 4.2 AUDITEE: [Signature]

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<u>It has been made only at the end of the each year</u>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<u>It has been prepared and discussed only in a semester</u>	<u>M. Suresh</u>		<u>Closed</u>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<u>such things will be prevented in future</u>	<u>M. Suresh</u>		<u>Closed</u>

Resource Requirements if any: NIL
 Effectiveness of the corrective action taken: Verified
 Verified by and closed on: _____



[Signature]
Principal
 Er. Perumal Manimekhal College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.
 Issue Date _____

NON CONFORMITY REPORT

Report No:

Function:

Date:

Auditor:

Auditee:

NON CONFORMANCE

AUDITOR:	Std Clause / Doc. Ref:	AUDITEE
----------	------------------------	---------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.

PREVENTIVE ACTION:


S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.

Resource Requirements if any : _____

Effectiveness of the corrective action taken : _____

Verified by and closed on : _____




Principal
 Er. Perumal Manimekalai College of Engineering
 Konaripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Mrs. Latha*

Name of the Auditor: *Dr. P. Raja Sekaran*

Function: *CG & C (EVM)*

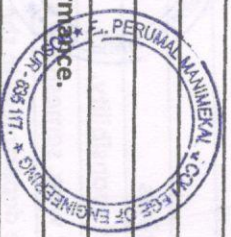
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
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2	Show me your regulatory requirements and status of compliance		
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16	Check for the improvements made in the department in the passed One year		
17	Analysis on student / feedback from (Parameter wise analysis)		
18	Review of suggestions / complaints received in the feedback forms and action taken against the same		



S. S. S.
Principal

Perumal Manikavelu College of Engineering
Kodaikanal, Hosur - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

19	Review of disciplinary actions taken against the staffs.		
20	Motivation of the staffs / Students and support provided by HOD's		
21	Training need identification for the staffs by the departmental HOD's		
22	Faculty profile - compliance to regularly requirements to be checked.		
23	CAPA reports in case of any problem observed in the departments and corrective actions initiated.		
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32	Identification of equipments		
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40	Display of quality policy.		
41	List of consumables used in the laboratory and maintainance of sufficient stock.		
42	Non conforming materials to be identified quarantined.		
43	Horizontal deployment initiatives.		
44	Change made in the system considering improvements / improving process performance.		
45	Relevant process charts can be displayed in the laboratory.		



Principal
Er. Perumal Manikavelu College of Engineering & Technology
 Karaikal, HOSUR - 635 117, Krishnagiri Dist
 Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: CG & C

Date: 16/02/2018


Auditor: Dr. P. Rajasekaran

Auditee: Mrs. Latha

NON CONFORMANCE

Some applications were found to be incomplete and some were misplaced.

AUDITOR:



Std Clause / Doc. Ref:

AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Details were not collected from students completely while verifying details from applications sometimes by mistake misplaced.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Details has to be collected properly applications should be properly verified.			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	If should be properly filled at initial stage itself sep separate racks should be allotted.			closed

Resource Requirement (if any)

: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:

Principal

Ex. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function:

Date: 16/02/2018

Auditor: Dr. P. Raja Sekaran

Auditee: MRS. Latha

NON CONFORMANCE

<p style="font-size: 1.2em;">Received certificate details were found to be incomplete.</p>
<p>AUDITOR: </p>
<p>Std Clause / Doc. Ref:</p>
<p> AUDITEE</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	While receiving the certificate, the details were not entered correctly.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	It should be maintained by separate staff			closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Separate staff should be allotted for their work.			closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:

Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

Print order of Certificate

Order no.: 20054678

Customer no.: 81637-01



Please fill out the print order electronically!

Main Certificate

(In case of sub-certificates please fill out page 3, in case of more than 2 locations please expand the print order)

Type of Audit:	3. Repeat-Audit (ISO 9001:2015)
Standard / Date of issue:	ISO 9001:2015
Audit period on site (due date):	2017-08-30 - 2017-09-01 [2017-09-02]
Company / Client:	Er.Perumal Manimekalai Polytechnic College
Street / P.O. box:	SF No.101/2D,2E,2O,2M,2N,2P,2Q,2R,2L&2T,Nallanganakothapalli Village, Shoolagiri Union, Krishnagiri District
Post code / City:	Hosur Taluk , Tamil Nadu - 635117 IN
Audit responsible: name / phone / fax / email	Mr. Kumar Perumal
Lead auditor/Auditor:	Benjamin Barnabas / Srinivasan Chenglepet Ramakrishnan, Ashok Apsingkar

Additional services (please mark!)

Printout of company logo

(only company Logos as wmf-, gif-, jpg- bzw. tif-file are acceptable may be sent to the Central Certification Unit)

Main Certificate

English	NABCB	Number	A4	02
			A3	02
Facility address (according to companies' register):			Scope:	
Er Perumal Manimekalai College of Engineering (Central office with production) S.F.No 96pt,98/2C,100/9,100/10, Nallanganakothapalli Village,Shoolagiri Union,Krishnagiri District, Hosur Taluk- 635117 Tamil Nadu, INDIA			Imparting Undergraduate Courses in Engineering & Technology and Postgraduate Courses in Engineering, Management(MBA) & Computer Applications (MCA) as per AICTE Norms and Affiliated to Anna University.	
Er Perumal Manimekalai Industrial Training Institute, Er Perumal Manimekalai Industrial School (Manufacturing / subsidiary) SF.No.96 Pt, Nallanganakothapalli Village,Shoolagiri Union, Krishnagiri District, Hosur Taluk - 635117, Tamil Nadu, INDIA			Imparting Trade Certificate Courses (ITI) as per NCVT(National Council for Vocational Training) Imparting Trade Certificate Courses (ITI) as per SCVT (State Council for Vocational Training)	
Er.Perumal Manimekalai Polytechnic College SFNo.101/2D,2E,2O,2M,2N,2P,2Q,2R,2L&2T,Nallanganakothapalli Village, Shoolagiri Union, Krishnagiri District,Hosur Taluk- 635117, Tamil Nadu, INDIA			Imparting Diploma courses in Engineering approved by AICTE and as per DOTE syllabus, Tamil Nadu.	

Relevant Standards (Spelling)

<input checked="" type="checkbox"/> ISO 9001	<input type="checkbox"/> ISO 14001	<input type="checkbox"/> OHSAS 18001
--	------------------------------------	--------------------------------------

We confirm that the above-mentioned data are correct:

1.9.2017

S. Chit



S. Chit
Principal
Er. Perumal Manimekalai College of Engineering
Konepalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

Print order of Certificate

Order no.: 20054678

Customer no.: 81637-01



_____ Date _____ Client _____ (Lead-) Auditor _____

Sl. No.	Description of the Certificate	Issued To	Issued On
1	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
2	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
3	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
4	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
5	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
6	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
7	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
8	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
9	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015
10	Engineering & Technology and Postgraduate Courses in Engineering Management (MBA) & Computer Applications (MCA) as per AICTE norms and Affiliated to Anna University, Chennai.	Mr. K. S. Srinivasan	15/05/2015

Principal
Ex. P. Ramani Mahalingam College of Engineering
Konerpalai, HOSUR - 535 117, Krishnagiri Dist.
Tamil Nadu, India

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Only for Sub Certificates

Sub Certificate 1.

Relevant Standards (Spelling)

English	NABCB	Number	A4 02 A3 02
Facility address (according to companies' register): Er Perumal Manimekalai College of Engineering (Central office with production) S.F.No 96pt,98/2C,100/9,100/10, Nallanganakothapalli Village,Shoolagiri Union,Krishnagiri District, Hosur Taluk- 635117 Tamil Nadu, INDIA		Scope: Imparting Undergraduate Courses in Engineering & Technology and Postgraduate Courses in Engineering, Management	

Relevant Standards (Spelling)

<input checked="" type="checkbox"/> ISO 9001	<input type="checkbox"/> ISO 14001	<input type="checkbox"/> OHSAS 18001
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Sub Certificate 2.

Relevant Standards (Spelling)

English	NABCB	Number	A4 02 A3 02
Facility address (according to companies' register): Er Perumal Manimekalai Industrial Training Institute, Er Perumal Manimekalai Industrial School (Manufacturing / subsidiary) SF.No.96 Pt, Nallanganakothapalli Village,Shoolagiri Union, Krishnagiri District, Hosur Taluk - 635117, Tamil Nadu, INDIA		Scope: Imparting Trade Certificate Courses (ITI) as per NCVT(National Council for Vocational Training) Imparting Trade Certificate Courses (ITI) as per SCVT (State Council for Vocational Training	

Relevant Standards (Spelling)

<input checked="" type="checkbox"/> ISO 9001	<input type="checkbox"/> ISO 14001	<input type="checkbox"/> OHSAS 18001
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Sub Certificate 3.

Relevant Standards (Spelling)

English	NABCB	Number	A4 A3
Facility address (according to companies' register): Er.Perumal Manimekalai Polytechnic College SFNo.101/2D,2E,2O,2M,2N,2P,2Q,2R,2L&2T,Nallanganakothapalli Village, Shoolagiri Union, Krishnagiri District,Hosur Taluk- 635117, Tamil Nadu, INDIA		Scope: Imparting Diploma courses in Engineering approved by AICTE and as per DOTE syllabus, Tamil Nadu.	

Relevant Standards (Spelling)

<input checked="" type="checkbox"/> ISO 9001	<input type="checkbox"/> ISO 14001	<input type="checkbox"/> OHSAS 18001
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We confirm that the above-mentioned data are correct:



1.9.2017

Date

S. Clit
Client **Principal**

Er. Perumal Manimekalai College of Engineering
Konerpalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

S. Clit
Principal
Er. Perumal Manimekalai College of Engineering
Konerpalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

(Lead-)Auditor

Issued By: Vibhavari Bhagwat

File No. TSSA/CCU/85
Revision No. 06

Effective date: 2016/12/05

Print order of Certificate

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South Asia

English	Tamil
ET Perumal Manimela College of Engineering Konepal, Hosur - 532 117, Karnataka Tamil Nadu, India	ET Perumal Manimela College of Engineering Konepal, Hosur - 532 117, Karnataka Tamil Nadu, India

ISO 9001
 ISO 14001
 OHSAS 18001

English	Tamil
ET Perumal Manimela College of Engineering Konepal, Hosur - 532 117, Karnataka Tamil Nadu, India	ET Perumal Manimela College of Engineering Konepal, Hosur - 532 117, Karnataka Tamil Nadu, India

ISO 9001
 ISO 14001
 OHSAS 18001

English	Tamil
ET Perumal Manimela College of Engineering Konepal, Hosur - 532 117, Karnataka Tamil Nadu, India	ET Perumal Manimela College of Engineering Konepal, Hosur - 532 117, Karnataka Tamil Nadu, India

ISO 9001
 ISO 14001
 OHSAS 18001

Principal
ET Perumal Manimela College of Engineering
Konepal, Hosur - 532 117, Karnataka
Tamil Nadu, India

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Tamil Nadu, India