

**IQAC ACADEMIC &
ADMINISTRATIVE AUDIT
JULY- 2019**

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

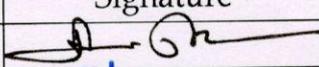
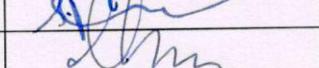
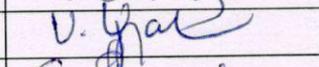
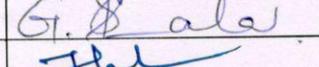
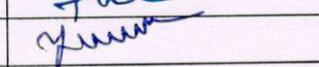
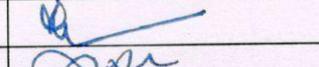
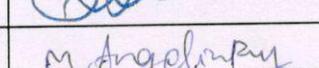
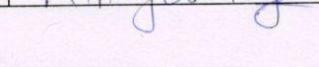
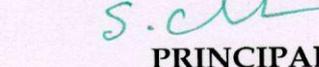
01/07/19

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 July 2019. 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:

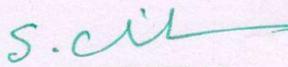
1. The attendance register log book, academic calendar, faculty notes and other particulars pertaining to academic side should be kept ready for the audit.
2. The procedures and requirements for the audit should be kept up to date and produced the auditor on demand without any loss of time.
3. HOD and 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. S.P. PrashalKaran	
2	AERO	Dr. S.P. PrashalKaran	
3	CIVIL	R. Ramasethwan	
4	CSE	Dr. B. Madhusuthanan	
5	ECE	Dr. V. VIJAYA kumar	
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 Resy	


IQAC CO ORDINATOR




PRINCIPAL

Principal

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

PROCESS MANUAL
 TITLE: ANNUAL AUDIT PLAN
 APPROVED BY: _____
 15-07-2019

FUNCTION	YEAR (2019 - 2020)											
	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							*					



S. C. I.
Principal

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

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

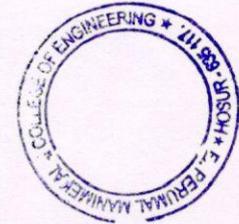
Institution wise activities are covered as the frequency

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)	
	Top Management	-	-	-	-	NIL	
	Mgt. Representative	24-07-2019	1	-	-	NIL	
	Library (Engg, MBA)	20-07-2019	2	-	-	NIL	
	Purchase	23-07-2019	1	-	-	NIL	
	Training & Development	25-07-2019	2	-	-	NIL	
Engineering	Recruitment Cell	26-07-2019	2	-	-	NIL	
	Counselling & Admission	25-07-2019	2	-	-	NIL	
	Maintanance	22-07-2019	2	-	-	NIL	
	Mess	22-07-2019	2	-	-	NIL	
	Logistics	23-07-2019	2	-	-	NIL	

S. C. I.



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Er. Perumal Manimekalai College of Engineering
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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	15.07.2019	22	-	-	NIL	

Institution	Department	Date	Audit Findings				Remarks
			NC	OBS	SUG	Findings Pending (NC & OBS)	
Engineering	Engineering : Academics						
	CSE	16-07-2019	2	-	-	NIL	
	ECE	16-07-2019	2	-	-	NIL	
	Mechanical	18-07-2019	2	-	-	NIL	
	MCO	17-07-2019	2	-	-	NIL	
	Civil	15-07-2019	2	-	-	NIL	
	Aeronautical	15-07-2019	2	-	-	NIL	
	EEE	17-07-2019	2	-	-	NIL	
	IT	18-07-2019	2	-	-	NIL	
	MBA	19-07-2019	2	-	-	NIL	
	MCA	19-07-2019	2	-	-	NIL	
	Science & Humanities	20-07-2019	2	-	-	NIL	



S. S. S.

Principal
Er. Perumal Manimekalai College of Engineering
K. R. Nagarajpet, Hosur - 635 117, Krishna, Karnataka Dist.

STAFF CIRCULAR

01-07-2019

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	15-07-2019	10:00 AM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Prof. R. Karthikeyan Asst. Prof. Ramesh	AERO	<i>[Signature]</i>
2	15-07-2019	2:00 PM	Prof. J. Vijayakumar	S & H	<i>[Signature]</i>	Asst. Prof. Rameshwari Asst. Prof. Lalitha	CIVIL	<i>[Signature]</i>
3	16-07-2019	10:00 AM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	Prof. Anlet Pamila Suhi Asst. Prof. R.Sadhana	CSE	<i>[Signature]</i>
4	16-07-2019	2:00 PM	Asst.Prof. G. Shasikala	EEE	<i>[Signature]</i>	Dr.V.Vijayakumari Dr.A.Kavitha	ECE	<i>[Signature]</i>
5	17-07-2019	10:00 AM	Asst.Prof. Dukitha	MCA	<i>[Signature]</i>	Asst.Prof. G. Shasikala Asst.Prof. Meenakumari	EEE	<i>[Signature]</i>
6	17-07-2019	2:00 PM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof. M. Sahithullah Asst. Prof. N.Seiva Kumar	MCO	<i>[Signature]</i>
7	18-07-2019	10:00 AM	Prof. Anlet Pamila Suhi	CSE	<i>[Signature]</i>	Dr.P.Rajasekaran Asst. Prof. Balaji	MECH	<i>[Signature]</i>
8	18-07-2019	2:00 PM	Prof. G. Shasikala	EEE	<i>[Signature]</i>	Prof. Mahesh Asst. Prof. selvarani	IT	<i>[Signature]</i>
9	19-07-2019	10:00 AM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof. Renu Asst. Prof. Raja	MBA	<i>[Signature]</i>
10	19-07-2019	2:00 PM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	Prof. Angelin Rosy Asst. Prof. Dukitha	MCA	<i>[Signature]</i>
11	20-07-2019	10:00 AM	Prof. Anlet Pamila Suhi	CSE	<i>[Signature]</i>	Dr.M.Suresh Asst. Prof.Priya	S & H	<i>[Signature]</i>
12	20-07-2019	2:00 PM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Mr. Yeshwanth	LIB	<i>[Signature]</i>
13	22-07-2019	10:00 AM	Asst.Prof. Dukitha	MCA	<i>[Signature]</i>	Mr. Kailash	MESS	<i>[Signature]</i>
14	22-07-2019	2:00 PM	Prof. J. Vijayakumar	S & H	<i>[Signature]</i>	Mrs. Valli	Maint.	<i>[Signature]</i>
15	23-07-2019	10:00 AM	Prof. G. Shasikala	EEE	<i>[Signature]</i>	Mr.Uma shankar	Logistics	<i>[Signature]</i>
16	23-07-2019	2:00 PM	Asst.Prof. Dukitha	MCA	<i>[Signature]</i>	Mrs.Padma	Purch.	<i>[Signature]</i>
17	24-07-2019	10:00 AM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	The Secretary	Top Mgt	<i>[Signature]</i>
18	24-07-2019	2:00 PM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof. M. Sahithullah	MR	<i>[Signature]</i>
19	25-07-2019	10:00 AM	Prof. J. Vijayakumar	S & H	<i>[Signature]</i>	Mrs.Latha	CG & C	<i>[Signature]</i>
20	25-07-2019	2:00 PM	Prof. Anlet Pamila Suhi	CSE	<i>[Signature]</i>	Mr.Rajesh Mr.Riyaz	TRG	<i>[Signature]</i>
21	26-07-2019	10:00 AM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Dr.M.Suresh	Recru.	<i>[Signature]</i>

MR



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

S. C. V.
PRINCIPAL

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

AERO (0DD)

Name of the Auditee:

Prof. R. Karthikeyan
Asst. Prof. Ramesh

Name of the Auditor:

Dr. P. Rajasekaran

Function:

AERO/
Engg

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)	WTC	
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 process 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	✓	

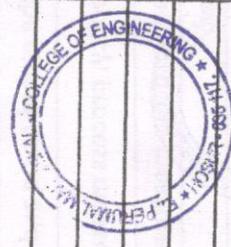


Principal

Perumal Manimekavel College of Engineering
Kobur, Kanchi District
Tamil Nadu, India

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

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: DECOI Engg. Date: 15/07/2019

Auditor:

Dr. P. Rajasekaran

Auditee:

Asst Prof. R. Karthikeyan
Prof. Ramesh.

NON CONFORMANCE

<p><i>[Signature]</i></p> <p>AUDITOR:</p>	<p>Faculty profile not updated</p> <p>Ref: [B. Lakshmi Prabha]</p> <p style="text-align: center;"><u>42</u></p> <p>Std Clause / Doc. Ref:</p>	<p><i>[Signature]</i></p> <p>AUDITEE</p>
-------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	printed copy documented in the			
	profile copy	Ramesh	17.7.19	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculty profile should be updated			
	immediately after joining the	Ramesh	17.7.19	closed

department

S. cit

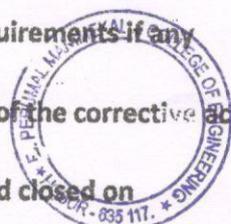
Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 535 117, 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: Aero/ Engg

Date: 15/07/19

Auditor:

Dr. P. Karthikeyan

Auditee:

Dr. P. Rajasekaran
Prof. Ramesh

NON CONFORMANCE

<p><i>[Signature]</i> AUDITOR:</p>	<p>Deviation in lesson plan, ref (Aero Engineering Thermodynamics).</p>	<p><i>[Signature]</i> AUDITEE</p>
	<p>4.2 Std Clause / Doc. Ref:</p>	

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	with reference of Anna university planned hours, we corrected			
	the lesson plan and authenticated			
	with HOD and principal.	Ramesh	17.7.19	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Before preparing lesson plan			
	concentrate on Anna university allotted planned hours.	Ramesh		closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Rameshwari AP / Lalitha D. AP*

ODD

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

Function: *CIVIL ENGR*

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		



SCV
Principal

Er. Perumal Maniyakalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri District,
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.	
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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
E. Perumal Manimekalai College of Engineering
 Hosur - 635 117, Krishnareguli Dist.
 Konepalli, Hosur - 635 117, Krishnareguli Dist.
 Tenali Nadu, India.



Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

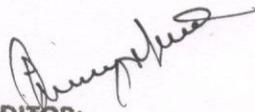
Function: CIVIL

Date: 15/07/2019

Auditor: Vijaya Kumar. J. prof

Auditee: Rameshwari. AP
Lalitha. AP

NON CONFORMANCE

<p>1. Lesson plan not Evidenced Ref: CEG801 Engineering Geology</p>		
<p>AUDITOR: </p>	<p>Std Clause / Doc. Ref: </p>	<p>AUDITEE: </p>

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	copy of lesson plan taken and stapled in logbook	Lalitha	immediate	4/3

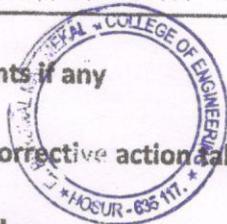
PREVENTIVE ACTION:

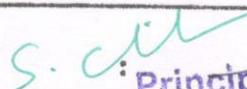
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Action these after wards we should ensure that lesson plan should be stable on the Faculty and verified with HOD with submission	Lalitha	immediate	4/2

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on




: Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 111, Krishnagiri Dist.
Tamil Nadu, India

NON CONFORMITY REPORT

Report No:

Function: CIVIL

Date: 15/07/2019

Auditor: Vijaya Kumar J. prof

Auditee: Rameshwari AP / *[Signature]*
Lalitha AP

NON CONFORMANCE

<p style="font-size: 1.2em;">Lab manual not Evidenced</p> <p style="font-size: 1.5em; margin-top: 20px;"><i>[Signature]</i></p>

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

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Lab manual printout taken and prepared in prescribed (ISO) format and authenticated by HoD and principle	Lalitha	Immediate	4/3
2.	Surveying - II Lab manual - 3 rd semester			

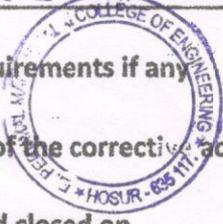
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Here after the Lab manual preparation has to be monitor the Hard copy should be submitted before the commencement of SEM	Lalitha	Immediate	4/3

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Anlet Pamila suhi . prof / sathana . AP*

Name of the Auditor: *Sahi Thullah . M . prof*

Function: *CSE EDGG*

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	NC	



Principal
Er Permal Manimeyal College of Engineering
Hosur, Tamil Nadu, India.

ODD

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.	NCC
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 equipment.	
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
 Et. Perumal Manimakkal College of Engineering
 Hosur - 635 117, Krishnagiri Dist.
 Koneeripalli, HOSUR, Tamil Nadu, India.

R-500
 Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: CSE

Date: 16/07/2019

Auditor: Sahithullah.M.prof

Auditee: Anlet pamila Subi-prof
Sadhana.R.AP

R. Saad

NON CONFORMANCE

<p>unit test - I Answer key not Evidenced Ref: IT6801/service oriented Architecture</p>
<p>AUDITOR: Std Clause / Doc. Ref: AUDITEE</p>

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	prof. Anlet pamila Subi	Immediate	closed

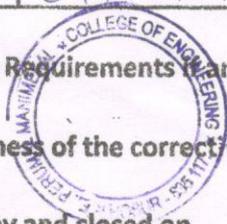
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of submission of			
	UT I @P Answer key to be submitted in Hard copy.	prof. R. Sadhana and	Immediate	closed

Resource Requirements: Any

Effectiveness of the corrective action taken

Verified by and closed on



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

NON CONFORMITY REPORT

Report No:

Function: CSE

Date: 16/7/2019

Auditor: prof. M. Sahithullah

Auditee: prof. R. Sathana
R. Sathana
prof. Aniet pamila suhi

NON CONFORMANCE

Lab manual not Experienced. Ref: Intranet programming.	B AUDITEE
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Lab manual prepared in the format of soft copy.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hard copy of lab manual			
	documented in the proper format	R. Sathana	18/7/19	closed

PREVENTIVE ACTION:

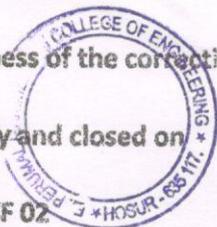
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hard copy of lab manuals to be prepared before commencement of classes and authenticated			
	by job	R. Sathana	18/7/19	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02



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

Version No: 1.0

Issue Date

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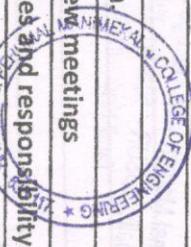
AUDIT CHECKLIST

Name of the Auditee: **DR. N. Vijayakumari / DR. A. Kavina.**

Name of the Auditor: **prof. A. Shashikala**

Function: **ECE ENIGG**

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)	✓	
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

Dr. Rajaraj Mahalingam, College of Engineering, Anna University, Chennai, India.

0DD

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)		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 considereing improvements / improving process performance.		✓
45	Relevant process charts can be displayed in the laboratory.		✓

V. Y. [Signature]

G. B. [Signature]

Signature of the Auditor



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

NON CONFORMITY REPORT

Report No:

Function:

Date: 16/07/2019

Auditor: Ms. G. Shasikala

Auditee: Dr. V. Vijayakar
-maniv

[Signature]
Dr. A. Kavitha

NON CONFORMANCE

<p><i>[Signature]</i> AUDITOR:</p>	<p>Question paper marking pattern is incorrect. Ref: signal and systems</p>	<p>Std Clause / Doc. Ref:</p>	<p>AUDITEE</p>
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ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	The question paper is copied 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 pain out.	Dr. A. Kavitha	Immediate	closed

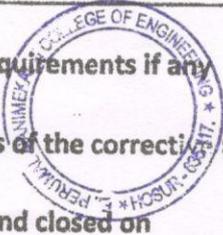
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculty advised periodically to check the mark allocation in the QP.	A. Kavitha	Immediate	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



[Signature]
Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 111, KRIKONIPALAI DIST.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function:

Date: 16/07/2019

Auditor: Prof. G. Shasikala

Auditee: Dr. A. Kavinna
Dr. V. Vijayarumani

NON CONFORMANCE

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

Student profile not updated.

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	university result marks are not updated

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	university results are recorded			
	and documented in proper file	A. Kavinna	Immediate	closed

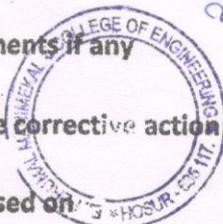
PREVENTIVE ACTION:

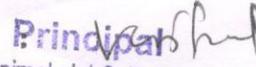
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of publication of			
	university results, rates to be recorded in the format	A. Kavinna	Immediate	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on




Principal
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, HOSUR - 635 717, Krishnagiri Dist.
 Tamil Nadu, India.

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

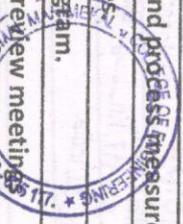
000

Name of the Auditee: *Prof. G. Shashraia*

Name of the Auditor: *Asst. Prof. Durgha*

Function: *Engg / EES*

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 ^{process} measures.	✓	
11	Action plan for the objectives	✓	
12	Continual improvement program.	✓	
13	Check for the departmental review meetings	RC	
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	✓	

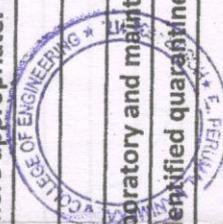


Principal
Fr. Perumal Manikavelu
College of Engineering,
Karaikal, Tamil Nadu, India

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
 Et. Parimal Manimekhal College of Engineering
 Hosur - 635 117, Kinnasamy Dist
 Tamil Nadu, India.



Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: EEE /
Engg.

Date: 14/07/2019

Auditor: ASST. PROF. DUKIENA

Auditee:
ASST. PROF. G. SHASIKALA
ASST. PROF. MEENAKUMA

NON CONFORMANCE

<p>Student feedback on faculty - Noe Evidence [2018-2019]</p>
AUDITOR: <u>M. Dh</u> Std Clause / Doc. Ref: AUDITEE: <u>G. Shasi Kala</u>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Student feedback form collected from
	Students but not documented.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Immediate action to be taken			
	to document student feedback	G. Shasi Kala	19.7.19	closed

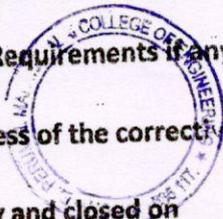
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Hereafter, to document student			
	feedback on time	G. Shasi Kala	Immediate	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

NON CONFORMITY REPORT

Report No:

Function: EEE/Engg.

Date: 14/10/2019

Auditor: ASST prof. Dukitha

Auditee:

ASST. prof. G. Shasikala

ASST. prof. Meenapurna

NON CONFORMANCE

<p>Deviation in lab lesson plan [2018-2019]</p> <p>Ref: Electrical machines - II Lab</p>
<div style="width: 30%;"> <p>AUDITOR: <u>M. Dh</u></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: <u>[Signature]</u></p> </div>

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.	<u>G. Shasi - kala</u>	<u>Immediate</u>	<u>closed</u>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Awareness of preparing action			
	Plan to be given before commence	<u>G. Shasi - kala</u>	<u>Immediate</u>	<u>closed</u>

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

-ment of semester

S. cil NIC

Principal

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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

ODD

Name of the Auditee: Prof. M. Sahithiah

Name of the Auditor: Asst Prof. N. Selvakumar
Prof. R. Karthikeyan

Function: MCO / Engg

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual	S	
2	Show me your regulatory requirements and status of compliance	S	
3	Show me your list of records	S	
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	S	
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.	S	
7	Check whether record has the record legibility and signature at appropriate places for review and approval by HOD's	S	
8	Check whether record has the record name and record code in the front page.	S	
9	Awareness on ISO, quality policy, process measures and objectives. Contribution of the staffs to achieve the policy.	S	
10	Trend charts on objectives and process measures.	S	
11	Action plan for the objectives.	S	
12	Continual improvement program.	S	
13	Check for the departmental review meetings	S	
14	Check the awareness level on roles and responsibility.	S	
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	S	
17	Analysis on student / feedback from (Parameter wise analysis)	S	
18	Review of suggestions / complaints received in the feedback forms and action taken against the same	S	



Principal
Er. Periyar Maniammal College of Engineering
Koneripalli, 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 considereing improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Dr. Permal M. S. R. College of Engineering
Koneipalli, H.C. Dist. Krishnagiri
Tamil Nadu, India.

(Signature)

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: MCO/Engg

Date: 17/07/19

Auditor: Prof. R. Karthikeyan

Auditee:

Prof. M. Sahimullah

Asst. Prof. N. Belvaruman

NON CONFORMANCE

<p>Unit test I answer key not evidenced Ref: Digital Electronics.</p>	<p><i>R</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
	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.	M. S. Sahimullah	17/07/19	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of submission UT - IOP answer key to be submitted in hard copy	M. S. Sahimullah	17/07/19	Closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

NON CONFORMITY REPORT

Report No:

Function: MCOLENGG

Date: 17/07/19

Auditor: prof. R. Karthikeyan

Auditee:

prof. M. Santhuliah

ASST. prof. N. Selvakumar

NON CONFORMANCE

Student sign missing in opted Elective List.

[Signature]
AUDITOR:

Ref: IEF

Std Clause / Doc. Ref:

[Signature]
AUDITEE

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	students and advised to put signature immediately	Mr Selvakumar	Immediate	closed

PREVENTIVE ACTION:

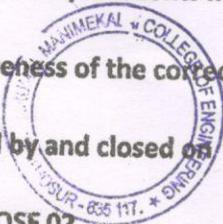
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	At the time of getting students preference signature to be obtained.	Mr Selvakumar	Immediate	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02



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

Version No:1.0

Issue Date

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

DDD (mech)

Name of the Auditee:

Dr. P. Rajasekaran
Asst. Prof. Baraji

Name of the Auditor:

Prof. Aniet Parthia seni

Function: *Mech. Engg*

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)	N/C	
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)		Principal
16	Check for the improvements made in the department in the passed one year		<i>Dr. Parumal Manimakai College of Engineering</i> <i>Keneripalli, HOSUR - 635 117, Krishnagiri Dist</i>
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	✓	



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.	NC
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 Mahimetalai College of Engineering
 Koneipalli, HDSUR - 605 447, Krishnagudi, Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Mech/Engg.

Date: 18/07/2019

Auditor:

Prof. Aniet Pamila Suni

Auditee:

Dr. P. Rajasekaran

ASST. PROF. Balaji

NON CONFORMANCE

corrective action and preventive action of unit test - 2 is not evidenced.

AUDITOR:

Std Clause / Doc. Ref:

AUDITEE

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

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

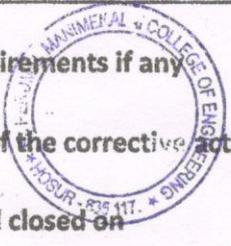
PREVENTIVE ACTION:

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

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



Principal
 Dr. Perumal Mahalingam
 Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India

NON CONFORMITY REPORT

Report No:

Function: Mech / Engg.

Date: 18/07/2019

Auditor:

Prof. Aniet Pamela Suthi

Auditee:

Dr. P. Rajasekaran

NON CONFORMANCE

ASST. PROF. BALAJI

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	Balaji	18/7/19	closed

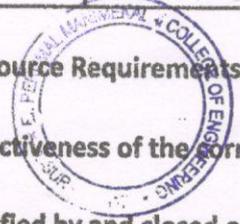
PREVENTIVE ACTION:

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.	Balaji	Immediate	closed

Resource Requirements if any

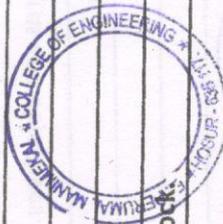
Effectiveness of the corrective action taken

Verified by and closed on



S. J. Principal
 Er. Perumal Manikavalai College of Engineering
 Koneripalli, HOSUR - 530 117, 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
 Department of Engineering
 Anna University, Chennai, India
 Kongarethi, HOSSUR, INDIA

Signature of the Auditor
[Handwritten Signature]

Signature of the Auditee
[Handwritten Signature]

NON CONFORMITY REPORT

Report No:

Function: IT/Engg.

Date: 18/11/2019

Auditor: prof. G. shaskala

Auditee:

prof. Mahesh
ASST. prof. selvarani

NON CONFORMANCE

<p><u>competency matrix not evidence.</u></p> <p><u>Ref: [2018 - 2019] 000 sem.</u></p> <p>AUDITOR: <u>[Signature]</u></p>	<p>Std Clause / Doc. Ref:</p>	<p>AUDITEE: <u>[Signature]</u></p>
----------------------------------------------------------------------------------------------------------------------------	-------------------------------	------------------------------------

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<u>faculties course preference is</u>			
	<u>documented in prescribed</u>	<u>HOD</u>	<u>Immediate</u>	<u>closed</u>
	<u>format.</u>			

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<u>Before commencement of semester,</u>			
	<u>course preference from faculty</u>	<u>HOD</u>	<u>Immediate</u>	<u>closed</u>

Resource Requirements if any

is collected and documented in
proper format

Effectiveness of the corrective action taken

verified
Principal

Verified by and closed on

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

NON CONFORMITY REPORT

Report No:

Function: *IT/Engg*

Date: *18/07/2019*

Auditor: *prof. G. shasikala*

Auditee:

prof. Mahesh
Asst. prof. selvarani

NON CONFORMANCE

<p><i>[Signature]</i> AUDITOR:</p>	<p><i>unit test - I answer key not evidence ref [Graphics multimedia]</i></p>	<p><i>[Signature]</i> AUDITEE</p>
<p>Std Clause / Doc. Ref:</p>		

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Hardcopy of answer key</i>			
	<i>documented in proper file.</i>	<i>Mahesh</i>	<i>[Signature]</i>	<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>At the time of submission of UT-I</i>			
	<i>answer key to be submitted in</i>	<i>Mahesh</i>	<i>[Signature]</i>	<i>closed</i>

Resource Requirements: If any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

Hard copy
S-c : *MCC*

Principal
Er. Perumal Manimekalal College of Engineering
Koneripalli, HOSUR - 635 112, Krishnagiri Dist.
Tamil Nadu, India.

Version No:1.0

Issue Date

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

(MBB ODD)

Name of the Auditee:

PROF. RENU
ASST. PROF. RAGA

Name of the Auditor:

PROF. R. SATHIREGAN

Function: MBB

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 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. S.

Principal

Et. Perumal Mannarval College of Engineering
Korampalli, HOSUR - 635 117, Krishnagiri
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 Mani Kerala College of Engineering
Hosur, Karnataka
Karnataka, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: MBA

Date: 19/07/2019

Auditor: prof. R. Karthikeyan

Auditee:

prof. Renu
ASST. prof. Raja

NON CONFORMANCE

<p>AUDITOR:</p>	<p>Student profile not updated Ref CEI year MBA - university results</p>	<p>AUDITEE</p>
	<p>Std Clause / Doc. Ref:</p>	

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Student profile available in the form of
	hard copy. The 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.	Renu	22/7/19	closed

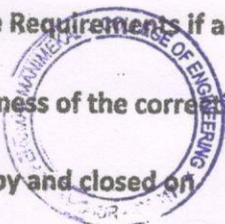
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	It was advised to update the			
	university results at the time of	Renu	22/7/19	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

:

NON CONFORMITY REPORT

Report No:

Function: MBA

Date: 19/07/19

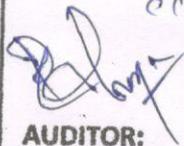
Auditor:

Prof. R. Karthikeyan

Auditee:

Prof. Renu
ASST. Prof. Raja

NON CONFORMANCE

 AUDITOR:	<p>class attendance - monthly attendance % not evidenced by (1 year MBA monthly attendance)</p>	 AUDITEE
<p>Std Clause / Doc. Ref:</p>		

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	In class attendance registers, 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 % was updated in the attendance registers.	Raja	22/7/19	Closed

PREVENTIVE ACTION:

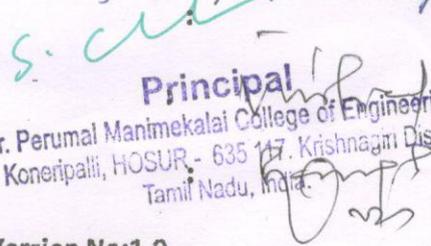
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Advised to calculate the attendance % and update in registers in the last working day of every month	Raja	22/7/19	Closed

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

MCA - ODD

Name of the Auditee: **Prof. Angelin Rosy**
Asst. Prof. Duketpa
Prof. H. Sahithullah

Function: **Pg-MCA**

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	NC	
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 Maniketai College of Engineering
Kopperipalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

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 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. Periyar Manikavel College of Engineering
Koneppalli, HOSUR - 635 117, Krishnagiri, Tamil Nadu, India.

M. Angelina Jay.
Signature of the Auditee

M. D.

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: PG-MCA

Date: 19/07/2019.

Auditor: Prof. M. Sahithullah

Auditee:

Prof. Angeln Rosy
Asst. Prof. Dukitha.

NON CONFORMANCE

Unit test-I Answer key not updated.
Ref - web application Development.

M. Angeln Rosy

AUDITOR:

Std Clause / Doc. Ref:

AUDITEE

M. Dh

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.	Hard copy of Answer key documented in proper file	Dukitha	22-7-19	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	At the time of submission of UI-I QP Answer key to be	DUKP - tha	22-7-19	closed

submitted in hard copy

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



NIL
Principal
Er. Perimal Manimekalai
Kotlaipalli, TOSUR - 601171
Tamil Nadu, India

NON CONFORMITY REPORT

Report No:

Function: PG-MCA

Date: 19/07/2019

Auditor: prof. M. Sahithullah

Auditee:

prof. Angelin Rosy
Asst. prof. DUKPtha.

NON CONFORMANCE

<p style="font-size: 1.2em;">photo in the student profile not pasted.</p>	<p>M. Angelin Rosy</p>
<p>AUDITOR:</p>	<p>Std Clause / Doc. Ref:</p>
<p>AUDITEE</p>	

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	formal photo is not submitted by student.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	photo in formal manner is collected and pasted in profile.	DukPtha	22.7.19	closed

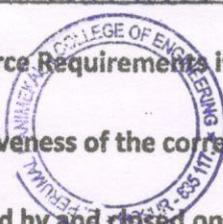
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	During commencement of every academic year, it is advised to	DukPtha	22.7.19	closed
	submit photo			

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

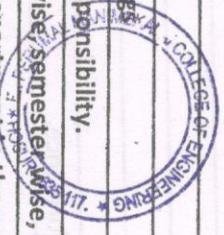
(SRI) BDD

Name of the Auditee: **Dr. M. Suresh / ASst prof. Priya**

Name of the Auditor: **Prof. Aniet parmia sibi**

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	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

Er. Perumal Mahalingam College of Engineer
Kanchipalli, 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
 Perumal Manimekalai College of Engineering
 Koneipalli, Hosur - 626 117, Kirishnagiri Dist.
 Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function:

Date: 20/07/19

Auditor: Prof. Anil Kumar Pamila Suthi

Auditee:

Dr. M. Suresh
Asst. Prof. Priya

NON CONFORMANCE

<p>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
	Timetable available in the prescribed format
	but there is no authentication [Faculty]

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculty authentication is not in the prescribed format.			
		Priya	Immediate	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Advised to corresponding advisor			
	to get authentication from faculty	Priya	Immediate	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

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

Version No:1.0

Issue Date

NON CONFORMITY REPORT

Report No:

Function:

Date: 20/07/19

Auditor: Prof. Aniet Pamira Sani

Auditee:

Dr. M. Suresh
Asst. Prof. Priya

NON CONFORMANCE

 AUDITOR:	<p>Lesson plan tutorial hours not mentioned</p> <p>Ref: 1 - Aero mathematics.</p> <p>Std Clause / Doc. Ref:</p>	 AUDITEE
------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Lesson 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			
	Lesson plan with the planned	M. Suresh	23/7/19	Closed
	hours.			

PREVENTIVE ACTION:

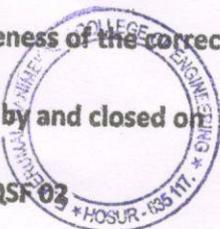
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Advised to faculty to add	M. Suresh	23/7/19	Closed
	tutorial hours at the time of			

Resource Requirements if any

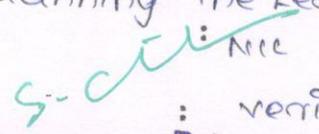
Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02



planning the lesson plan


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

Version No: 1.0

Issue Date

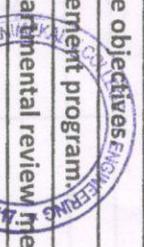
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Mr. Veshwanth

Name of the Auditor: Dr. P. Rajasekaran

Function: Library

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 role 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 Mahalingam
Koronipalli, 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
 Mamekal College of Engineering,
 Et. Perumal Mamekal College of Engineering,
 Kancheepuram District,
 Chennai - 605 117, Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: *Library*

Date: *20/07/2019*

Auditor: *Dr. P. Rajasekaran*

Auditee:

Mr. Veshwanta

NON CONFORMANCE

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

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<i>Students after submitting they should be placed the books on the other sections.</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>It was noticed by the numbers and arranged properly</i>	<i>Librarian</i>	<i>23/7/19</i>	<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>It will be rectified in future.</i>	<i>Librarian</i>	<i>28/7/19</i>	<i>closed</i>

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

[Signature]

NON CONFORMITY REPORT

Report No:

Function:

Date: 20/07/2019

Auditor:

Dr. P. Rajasekaran

Auditee:

Mr. Yeshwanth

NON CONFORMANCE

<p style="font-size: 1.2em;">The collection requisites not properly maintained.</p> <p>Ret: closing of account details of the outgoing students not properly maintained</p>	<p>AUDITEE</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

AUDITOR:

Std Clause / Doc. Ref: 1.2.3

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Settlement of the amount to the office is
	not made at fixed interval.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	It has been notified by			
	closing of amount on the			
	daily basis.	Librarian		closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Settlement was made on daily			
	basis and obtained signature	Librarian		closed

from the office.

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02



Principal

Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 112, Tamil Nadu, India.

Version No: 1.0

Issue Date

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

ODD

Name of the Auditee: **Mr. Karlash**

Name of the Auditor: **Asst. Prof. DUKRITHA**

Function: **MESS**

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)		
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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.		
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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. Paramat Maheshwari College of Engineering
Kanneppalli, Hosur - 635 117, Krishna 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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LABORATORY		
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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
 P. Rajam Mahalingam College of Engineering
 Koperipalli, FOSUR - 605 117, Krishnagiri Dist.
 Tamil Nadu, India.

S. S. S.

Signature of the Auditee

M. Dh
 Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: *Mess*

Date: *22/07/2019*

Auditor: *Asst. Prof. Dukitha*

Auditee: *Mr. Kailash*

NON CONFORMANCE

Wastes are not disposed properly.

Ref: Wastes are found here & there during breaktimes in mess

AUDITOR: *M. Dh* Std Clause / Doc. Ref: AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	This problem was due to shortage of man power

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been corrected by appointing few more employee	Mr. Kailash	Immedt	Closed

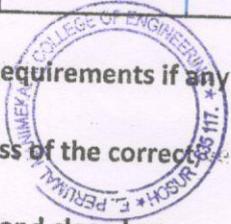
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Periodical checking was carried out to prevent this problem	Mr. Kailash	Immedt	Closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



S-: **Principal**
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, Hosur, Tamil Nadu, India.

: *[Signature]*
22/7

NON CONFORMITY REPORT

Report No:

Function:

Date: 22/07/2019

Auditor: Asst. prof. Dukitha

Auditee:

MR. Kailash

NON CONFORMANCE

<p>Hostel rooms are not cleaned regularly.</p> <p>Ref: Boys hostel rooms not cleaned in the morning due to servant delay</p>
<p>AUDITOR: <i>M. Du</i> AUDITEE: <i>Kailash</i></p> <p style="text-align: center;">Std Clause / Doc. Ref:</p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	This problem was due to shortage of man power.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It has been corrected by appointing few more employees	MR. Kailash	Immediate	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Periodical checking was carried out to prevent this	MR. Kailash	Immediate	Closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

S.C. Problem

Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 625 117, Krishnagiri Dist.
Tamil Nadu, India

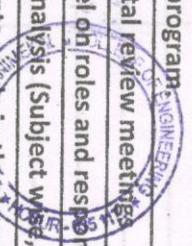
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Mrs. Valli**

Name of the Auditor: **Prof. J. Vijayakumar**

Function: **Horticulture.**

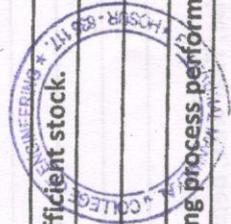
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related procedures / department manual		
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4	Whether records are stored and preserved properly up to its retention time. Records should not be dumped should be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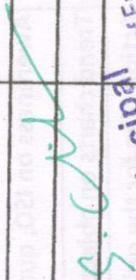


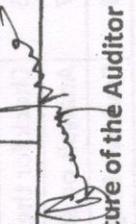
Er. Perumal Marudurai (Allego of Engineering
Kottaripatti, HOSUR - 625 117, Krishnagiri Dist.
Tamil Nadu, India.

Signature

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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44	Change made in the system considering improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	




Principal
 E.P. Perumal Mahalingam College of Engineering,
 Kanchipuram, Tamil Nadu, India.


Signature of the Auditor


Signature of the Auditee

NON CONFORMITY REPORT

Report No:

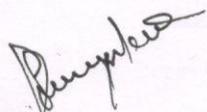
Function:

Date: 22/07/19

Auditee: Mrs. Valli

Auditor: Prof. J. Vijayakumar

NON CONFORMANCE

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

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	The workers have done the work very fastly
	So, the class room seem improves
	cleaning

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	The workers are advised for good cleaning. They promised to clean well	Mrs. Valli	Immediate	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	If future it will be corrected	Mr. Valli	Immediate	Closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

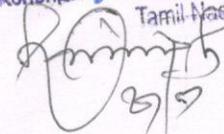
FORM: QSF 02

Version No:1.0

Issue Date

: NIL S-Cl
Principal

: En. P. Suman Manimekalai College of Engineering
Koneripalli HOSSUR - 635 117. Krishnagiri Dist.
Tamil Nadu, India.

: 



NON CONFORMITY REPORT

Report No:

Function:

Date: 22/7/19

Auditor: Prof. J. vijayakumar

Auditee: MRS. Valli

NON CONFORMANCE

<p>AUDITOR: </p>	<p style="font-size: 1.2em;">They are not mobbing properly in the class & labs</p>	<p> AUDITEE</p>
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.
1.	The workers are advised & given proper instruction to come on free time of lab	MRS Valli		closed

PREVENTIVE ACTION:

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



Resource Requirements if any : 1

Effectiveness of the corrective action taken

Verified by and closed on

S. Nil
Principal
Er. P. Venkatesh
P. V. College of Engineering
Koneripalli, HOOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

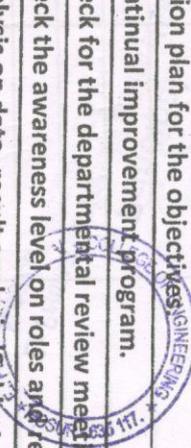
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Mr. Uma Shankar**

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

Function: **Logistres**

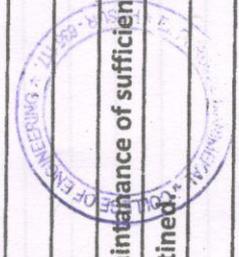
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention 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
S. S. S.

Er. Perumal Manimekalai College of Engineering
Koneripalli, 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
 Anna University
 Chennai
 Tamil Nadu
 India
 Et. P. Palani
 HOD/CEBIR - 600 095
 Kumbakonam

Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMC TECH Department: Logistics

Auditor: Prof. G. Shasikala

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

Date: 23/07/19.

S.No.	Description of Audit Finding	Category	Std C ref
1.	In logistics frequently used parts are under inspection, that should be categorised as accepts and rejects	NC	6.0
2.	Preventure maintenance records not evident for the following: Vehicles TN 47 M7416 TN 23 AD4998	NC	4.2
	<i>S. C. I.</i>		
		Principal Er. Perumal Manimekalai College of Engineering Koneeripalli, HOSUR - 635 117, Krishnagiri Dist. Tamil Nadu, India.	

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 23/07/19

Auditor: Prof. G. Shasilkala

Auditee:

Mr. Uma Shankar

NON CONFORMANCE

sn logistics frequently used parts are under inspection that should be categorized as accepts and rejects.

AUDITOR: 

Std Clause / Doc. Ref:


AUDITEE

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<u>It has been inspected and categorized as accepts and rejects</u>	<u>Uma Shankar</u>	<u>Immediate</u>	<u>Closed</u>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<u>such occasion will be prevented in future.</u>	<u>Uma Shankar</u>	<u>Immediate</u>	<u>Closed</u>

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

: 

NON CONFORMITY REPORT

Report No:

Function: *Logistics*

Date: *23/07/19*

Auditor: *Prof. G. Shasthala*

Auditee: *Mr. Uma*
-Shankar

NON CONFORMANCE

<p style="font-size: 1.2em;">Preventure maintaince Records not evident for the following vehicle.</p> <p style="font-size: 1.2em;"><i>TN-47 M7416, TN23 AD4998</i></p>	 AUDITOR:	<p>Std Clause / Doc. Ref:</p>  AUDITEE
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	<i>Due to replacing of maintaince 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 a spersion at all time</i>	<i>Uma</i>		
		<i>Shankar</i>	<i>Immedie</i>	<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	<i>Separation person has depend for maintaining this records.</i>	<i>Uma</i>	<i>Immedie</i>	<i>closed</i>
		<i>Shankar</i>		

Resource Requirements if any

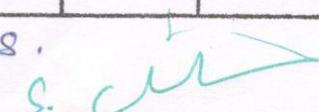
records.
: *NIL*

Effectiveness of the corrective action taken

: *verified*

Verified by and closed on

: *dy*


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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

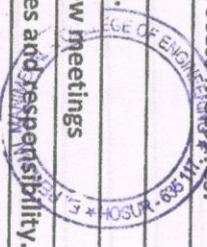
HR

Name of the Auditee: Prof. N. Sankarubalan

Name of the Auditor: Prof. R. Karthikeyan

Function: HR

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 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		



Principal

Eg. Perumal Marudakani College of Engineering
Koneipalli, HOOSUR - 606 447, 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 required 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	
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28	Preservation of previous year university exam question papers.	
29	List of formats used in the department and is that controlled.	
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31	Housekeeping maintain with in the departments.	
LABORATORY		
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34	Preventive maintenance of equipments where appropriate.	
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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
 E.T. Peddurali Muruganathan College of Engineering
 Kotturupalli, Hyderabad - 505 017, Krishna Dist
 Telangana, India

Signature of the Auditor

Signature of the Auditee

NON CONFORMITY REPORT

Report No:

Function: Engineering

Date: 24/07/19

Auditor: Prof. R. Karthikeyan

MR.

Auditee:

Prof. M. Sahithullah

NON CONFORMANCE

<p>Various departments objectives has to be reviewed periodically to ascertain the target reached.</p>	<p style="text-align: center;">Std Clause / Doc. Ref:</p> <p style="text-align: right;">AUDITEE</p>
--------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Meeting has been conducted and reviewed on a semester end basis.	M. Sahithullah	Immediate	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	It has been made on proper interval	M. Sahithullah	Immediate	Closed

Resource Requirements if any

: NIL

Principal

Effectiveness of the corrective action taken

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

Verified by and closed on

: *[Signature]*

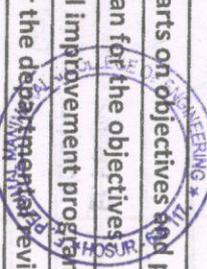
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Prof. M. Sathesvaran

Name of the Auditor: Prof. J. Vijayakumar

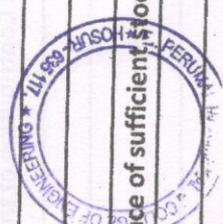
Function: CG Sec

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceducre / 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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14	Check the awareness level on roles and responsibility.		
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17	Analysis on student / feedback from (Parameter wise analysis)		
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Principal
Ferozal M. Hassan
Kharipalli, P.O. 605 011, 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	
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	LABORATORY	
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33	Calibration of equipments. (Internal / external calibration records)	
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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 Manimadhai College of Engineering
 Koneripalle, SUR - 615 117, Krishnagiri Dist.
 Tamil Nadu, India.

S-2

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: CG 20

Date: 05/07/2019

Auditor:

Prof. J. Vijayakumar

Auditee:

Mrs. Latha

NON CONFORMANCE

<p><i>[Signature]</i> AUDITOR:</p>	<p>some applications were found to be incomplete and some were misplaced.</p>	<p><i>[Signature]</i> AUDITEE</p>
Std Clause / Doc. Ref:		

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.	<i>[Signature]</i>	Immediate	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	It should be properly filled at initial stage itself and separate			
	copies should be allotted.	<i>[Signature]</i>	Immediate	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



: *[Signature]*
Principal
Kakatal College of Engineering
E: Hosur 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No:

Function: *CGSC*

Date: *25/04/2019*

Auditor:

prof. p. vijayakumar

Auditee:

Mrs. Katha.

NON CONFORMANCE

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

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<i>while receiving the certificate, the details were not entered correctly.</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>It should be maintained by separate staff.</i>	<i>Jathe</i>	<i>Immediate</i>	<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>separate staff should be allotted for their work</i>	<i>M. Katha</i>	<i>Immediate</i>	<i>closed</i>

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on

FORM: QSF 02

S. Chelvi : *ACC*

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

Version No:1.0

Issue Date

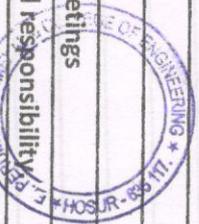
ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Mr. Rajesh / Mr. Rajax**

Name of the Auditor: **Prof. Anlet Pamela suh?**

Function: **TRG**

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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Principal
S. P. V.
 Et. Perumal Marimakkal College of Engineering
 Konaripalli, HOSUR - 635 117, Krishnabati 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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44	Change made in the system considering improvements / improving process performance.	
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Principal
K. J. Somaiya Institute of Engineering & Information Technology
Warananagar, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: TRG

Date: 25/7/19

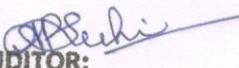
Auditor: Prof. Anlet Parnila Subi

Auditee:

Mr. Rajesh
Mr. RPYAZ

NON CONFORMANCE

Feedback are collected, but not evaluated.

AUDITOR: 

Std Clause / Doc. Ref:

AUDITEE: 

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Since there are frequent change in the portfolio 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.	Mr. Rajesh	Immediate	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	Mr. Rajesh	Immediate	Closed

Resource Requirements if any

Correction

: NIL

Effectiveness of the corrective action taken

: verified, 

Verified by and closed on

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



NON CONFORMITY REPORT

Report No:

Function: TRU

Date: 25/07/19

Auditor: Prof. Anlet pamila suhi

Auditee:

Mr. Rajesh
Mr. Riyax

NON CONFORMANCE

<p>Faculty development programmes after completion of FDP, implementation and improvement tracks were not recovered.</p>		
<p>AUDITOR: </p>	<p>Std Clause / Doc. Ref:</p>	<p> AUDITEE</p>

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	Riyax	29/7/19	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	In future, it will be corrected	Riyax.	28/7/19	Closed

Resource Requirements if any

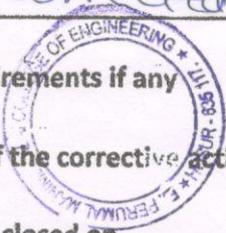
: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:



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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: **Dr. H. Suresh**

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

Function: **Recruitment**

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 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		



Er. Perumal Marudurai
Koppal, Hosur, Hosur District

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 considereing improvements / improving process performance.	
45	Relevant process charts can be displayed in the laboratory.	



Principal
 Engineering
 Er. Perumar Manimekalai
 Koneipalli, HOSUR - 637 111, Kibbi, Kolar Dist
 Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function:

Date: 26/7/17

Auditee:

Auditor: Dr. P. Rajasekaran

Dr. M. Suresh

NON CONFORMANCE

<p><i>Yuvu</i></p> <p>AUDITOR:</p>	<p>Faculty training need analysis was not updated.</p> <p>Std Clause / Doc. Ref:</p>	 <p>AUDITEE</p>
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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	29.7.18	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	It will updated then and	HR	29.7.18	closed

Resource Requirements if any

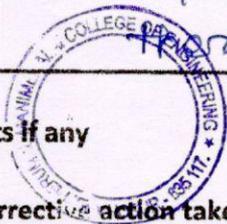
: Nil

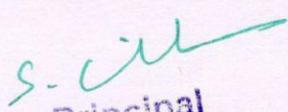
Effectiveness of the corrective action taken

: verified.

Verified by and closed on

:




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

NON CONFORMITY REPORT

Report No:

Function:

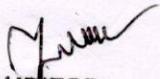
Date: 26/7/17

Auditor: Dr. P. Raja Sekaran

Auditee:

Dr. H. Suresh.

NON CONFORMANCE

<p style="font-size: 1.2em;">Faculty recruitment list was not enclosed.</p>	 AUDITOR:	<p style="font-size: 0.8em;">Std Clause / Doc. Ref:</p>  AUDITEE
-----------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------

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	29.7.17	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	In future it will be rectified.	HR	29.7.17	closed.

Resource Requirements if any:

: NIL

Effectiveness of the corrective action taken

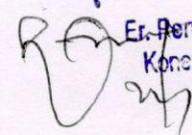
: verified.

S. S. S.

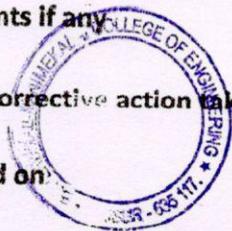
Principal

Verified by and closed on:

:



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



**IQAC ACADEMIC &
ADMINISTRATIVE AUDIT
FEBRUARY - 2019**

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

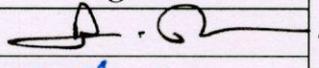
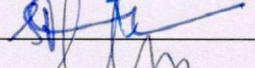
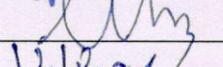
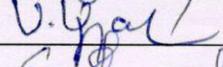
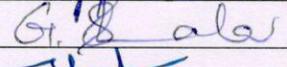
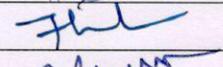
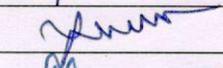
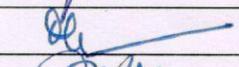
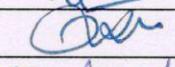
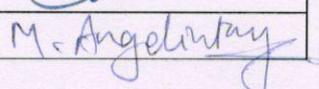
04/02/19

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 2019. All the HODs have agreed to get ready for the audit and extend their full support and co-operation.

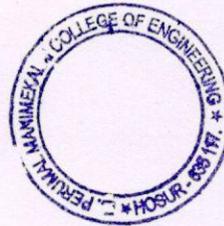
The points discussed in the meeting are as follows:

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. Prashalkara	
2	AERO	A. BHARATHARAJU	
3	CIVIL	S. RAMESHWARI	
4	CSE	Dr. B. Madhusuthanan	
5	ECE	Dr. V. VIJAYA KOMARU	
6	EEE	G. Shasikala	
7	IT	Dr. A. Mahesh	
8	MECH	Dr. P. RAJA SEKHARAN	
9	MCO	M. Sakthika	
10	MBA	R. RAJESH	
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
Internal Audit Summary

Institution	Department	Date	Audit Findings				Remarks
			NC	OBS	SUG	Findings Pending (NC & OBS)	
Engineering	Top Management	-	-	-	-	NIL	
	Mgt. Representative	20-02-2019	1	-	-	NIL	
	Library (Engg, MBA)	16-02-2019	2	-	-	NIL	
	Purchase	19-02-2019	2	-	-	NIL	
	Training & Development	21-02-2019	2	-	-	NIL	
	Recruitment Cell	22-02-2019	1	-	-	NIL	
	Counselling & Admission	21-02-2019	1	-	-	NIL	
	Maintanance	18-02-2019	2	-	-	NIL	
	Mess	18-02-2019	2	-	-	NIL	
	Logistics	19-02-2019	2	-	-	NIL	



S. C. V. S.

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

STAFF CIRCULAR

04-02-2019

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	11-02-2019	10:00 AM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Prof. R. Karthikeyan Asst. Prof. George	AERO	<i>[Signature]</i>
2	11-02-2019	2:00 PM	Dr. J. Vijayakumar	PRO	<i>[Signature]</i>	Asst. Prof. Rameshwari Asst. Prof. Jeevitha	CIVIL	<i>[Signature]</i>
3	12-02-2019	10:00 AM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	Prof. P.Sumathi Asst. Prof. R.Sadhana	CSE	<i>[Signature]</i>
4	12-02-2019	2:00 PM	Asst.Prof. G. Shasikala	EEE	<i>[Signature]</i>	Dr.V.Vijayakumari Dr.A.Kavitha	ECE	<i>[Signature]</i>
5	13-02-2019	10:00 AM	Asst.Prof. Dukitha	MCA	<i>[Signature]</i>	Asst.Prof. G. Shasikala Asst.Prof. Meenakumari	EEE	<i>[Signature]</i>
6	13-02-2019	2:00 PM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof. Rajkumar Asst. Prof. N.Selva Kumar	MCO	<i>[Signature]</i>
7	14-02-2019	10:00 AM	Prof. P.Sumathi	CSE	<i>[Signature]</i>	Dr.P.Rajasekaran Asst. Prof. Balaji	MECH	<i>[Signature]</i>
8	14-02-2019	2:00 PM	Prof. G. Shasikala	EEE	<i>[Signature]</i>	Prof. Maïesh Asst. Prof. selvarani	IT	<i>[Signature]</i>
9	15-02-2019	10:00 AM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof. Renu Asst. Prof. Raja	MBA	<i>[Signature]</i>
10	15-02-2019	2:00 PM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	Prof. Angelin Rosy Asst. Prof. Dukitha	MCA	<i>[Signature]</i>
11	16-02-2019	10:00 AM	Prof. P.Sumathi	CSE	<i>[Signature]</i>	Dr.M.Suresh Asst. Prof.Priya	S & H	<i>[Signature]</i>
12	16-02-2019	2:00 PM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Mr. Yeshwanth	LIB	<i>[Signature]</i>
13	18-02-2019	10:00 AM	Asst.Prof. Dukitha	MCA	<i>[Signature]</i>	Mr. Kailash	MESS	<i>[Signature]</i>
14	18-02-2019	2:00 PM	Dr. J. Vijayakumar	PRO	<i>[Signature]</i>	Mrs. Vaili	Maint.	<i>[Signature]</i>
15	19-02-2019	10:00 AM	Prof. G. Shasikala	EEE	<i>[Signature]</i>	Mr.Uma shankar	Logistics	<i>[Signature]</i>
16	19-02-2019	2:00-PM	Asst.Prof. Dukitha	MCA	<i>[Signature]</i>	Mrs.Padma	Purch.	<i>[Signature]</i>
17	20-02-2019	10:00 AM	Prof. M. Sahithullah	MR	<i>[Signature]</i>	The Secretary	Top Mgt	<i>[Signature]</i>
18	20-02-2019	2:00 PM	Prof. R. Karthikeyan	CIVIL	<i>[Signature]</i>	Prof. M. Sahithullah	MR	<i>[Signature]</i>
19	21-02-2019	10:00 AM	Dr. J. Vijayakumar	PRO	<i>[Signature]</i>	Mrs.Latha	CG & C	<i>[Signature]</i>
20	21-02-2019	2:00 PM	Prof. P.Sumathi	CSE	<i>[Signature]</i>	Asst. Prof. Rajesh Asst. Prof. Vijayashanthi	TRG	<i>[Signature]</i>
21	22-02-2019	10:00 AM	Dr.P.Rajasekaran	MECH	<i>[Signature]</i>	Dr.M.Suresh	Recru.	<i>[Signature]</i>

MR

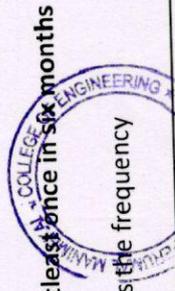


PRINCIPAL

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

PROCESS MANUAL
 TITLE: ANNUAL AUDIT PLAN
 APPROVED BY: _____
 11-02-2019

FUNCTION	YEAR (2019 - 2020)											
	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		*										



S. C. M.

Principal

Er. Perumal Mahalingam
 Konepalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

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

Institution wise activities are covered as the frequency

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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

AERO (EVEN)

Name of the Auditee: Prof. R. Kasthikayen.

Mr. George.

Name of the Auditor: Dr. P. Rajasekaran

AERO

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)	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)	✓	Principal
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	✓	

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

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No: _____ Function: Aeronautical Engineering Date: 11/02/19
 Auditor: Dr. P. Rajasekaran Auditee: Prof. R. Kirthikeyan
Mr. George

NON CONFORMANCE

Master log book is not authenticated by principal
 Ref [1st year]

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

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Due to absence of concern faulty 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	Faulty	13-2-19	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Master log book should be authenticated by principal on every month	Faulty	13-2-19	closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



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

NON CONFORMITY REPORT

Report No:

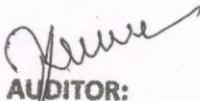
Function: *Engineering.*

Date: *11/02/19*

Auditor: *Dr. P. Rajasckaran*

Auditee: *Prof. R. Karthikeyan
Mr. George*

NON CONFORMANCE

<p><i>weaker's list is not prepared for internal test Ref [IIIrd - year]</i></p>	 AUDITOR:	<p>Std Clause / Doc. Ref:</p>	 AUDITEE
-------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	-------------------------------	-------------------------------------------------------------------------------------------------------

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>weaker list for IT is prepared and updated.</i>	<i>Faculty</i>	<i>11/02/19</i>	<i>closed</i>

PREVENTIVE ACTION:

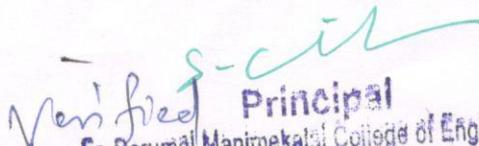
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>weaker list should be prepared with in 3 days after completion for all exam test</i>	<i>Faculty</i>	<i>11/02/19</i>	<i>closed</i>

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :




Principal
 Er. Perumal Manimekalai College of Engineering
 Keneripalli, 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.	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 maintainance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system consideringe improvements/improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory	✓



Principal
Mannikal College of Engineering
Koneipalli, Hoshiarpur - 635 117, Kishinagiri Dist.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: CIVIL

Date: 11/02/19

Auditor: Dr. J. Vijayakumar

Auditee: Mrs. Rameshwarin
Mrs. Jeevitha

NON CONFORMANCE

Student feed back forms not evidenced.

[Signature]

AUDITOR:

Std Clause / Doc. Ref:

[Signature]
AUDITEE

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	Teenth	14.2.19	Closed

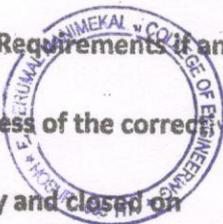
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Prescribed feed back form will be followed considering all the parameters.			
		Teenth	16.2.19	Closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



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

NON CONFORMITY REPORT

Report No:

Function: *Civil*

Date: *11/02/19*

Auditor: *Dr. J. Vijaya Kumar*

Auditee: *Mrs. Rameshwari*
Mrs. Jeeritha

NON CONFORMANCE

<p style="font-size: 1.2em;"><i>Student project - review details not evidenced.</i></p> <p style="font-size: 1.2em;"><i>Auditor</i></p>	<p style="text-align: center;">Std Clause / Doc. Ref:</p> <p style="text-align: right;"><i>On</i> AUDITEE</p>
-----------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
01.	<i>Student project review conducted but not recorded.</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
01.	<i>Review marks periodically recorded and displayed in notice board for student information.</i>			
		<i>Jeeritha</i>	<i>15.2.19</i>	<i>close</i>

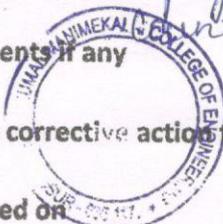
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Here after, before commencement of next review the previous review marks has to be displayed in notice board & inter signed by students.</i>			
		<i>Jeeritha</i>	<i>15.2.19</i>	<i>close</i>

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on



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

CSF - Even

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: *Prof. P. Sumathi*
Ms. R. Sachana
Name of the Auditor: *Prof. M. Sabithullah*

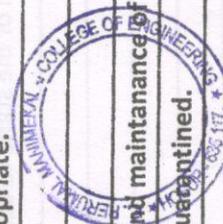
Function: *Engineering*
CSE /

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

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 and quantitated.	✓
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.	✓



Er. Perumal Manickal
Koneipalli, ROSUR - 635 117, Kanakagiri Dist.
Tamil Nadu, India.

Signature of the Auditee
R. S. Reddy

Signature of the Auditor

NON CONFORMITY REPORT

Report No: _____ Function: computer science
Engineering. Date: 12/02/19
 Auditor: Prof. M. Sahithullah Auditee: Prof. P. Sumathi
Mrs. R. Sridhana
R. Sed

NON CONFORMANCE

Reviewer details for project need to be updated
 Ref [final year]

AUDITOR: _____ Std Clause / Doc. Ref: _____

TJR
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	Immediate	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	once the review is completed project mark should be updated and document	HOD	Immediate	closed

Resource Requirements if any : _____

Effectiveness of the corrective action taken : _____

Verified by and closed on : _____



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

Verified by: S. S. S.
[Signature]

NON CONFORMITY REPORT

Report No:

Function: Computer
Science
Engineering.

Date: 12/02/19

Auditor: Prof. M. Sahithkullah

Auditee: Prof. P. Sumathi
Mrs. Sadhana
R. Sada

NON CONFORMANCE

<p>Class Committee meeting minutes missing Ref [II - year]</p>	<p>AUDITEE</p>
AUDITOR:	Std Clause / Doc. Ref:

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 and documented in the proper format.	CA	Immediate	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	Immediate	closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



Verified *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

ECE (Even)

Name of the Auditee: *Dr. V. Vijayakumari*

Dr. A. Kavitha

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

Function: *Engineering*

ECE /

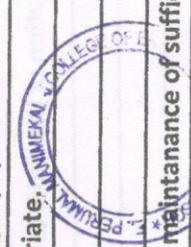
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceducre / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention 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	✓	



Principal

Dr. Perumal Manimekalai
Principal
Konepalli HOSUR - 625 117, 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.	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.	✓



P. Perumalankumar
 Head of Department
 Mechanical Engineering
 P. Perumalankumar V. College of Engineering
 Anna University, Chennai
 India

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: *Electronic
Communication
Engineering.*

Date: *12/02/19*

Auditor: *Prof. G. Shasikala*

Auditee: *Dr. V. Vijayakumar
Dr. A. Kavitha*

NON CONFORMANCE

<p><i>Master log book not updated. Ref [II - year]</i></p>	<p><i>[Signature]</i> AUDITEE</p>	
<p>AUDITOR:</p>	<p>Std Clause / Doc. Ref:</p>	

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<i>Hours during Model examination are not updated</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Hours are updated and authenticated by class advisors.</i>	<i>CA</i>	<i>15.2.19</i>	<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>At the end of class hours the log book to be updated and authenticated by</i>	<i>CA</i>	<i>15.2.19</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

HOD at the end of day.

Verified

Principal

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

Issue Date

NON CONFORMITY REPORT

Report No:

Function: *ICE*

Date: *12/02/19*

Auditor: *Prof. G. Shasikala*

Auditee: *Dr. V. Vijayakumari*
Dr. A. Kavitha

NON CONFORMANCE

<p><i>Project Details - Guide details not updated</i> <i>Ref [IV - year]</i></p>	
<p>AUDITOR: <i>[Signature]</i></p>	<p>Std Clause / Doc. Ref:</p>
	<p>AUDITEE: <i>[Signature]</i></p>

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	<i>Guide details are documented during early stage but not updated during the course (for change of Guide)</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>The change of guide is modified & documented in proper file.</i>	<i>HOD</i>	<i>15/12/19</i>	<i>closed</i>

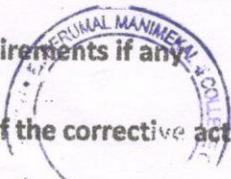
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>The allocation of guide is to be done at the time of commencement</i>	<i>HOD</i>	<i>18/2/19</i>	<i>closed</i>

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

EEE (E ven)

Name of the Auditee: *Prof. G. Shashi kalar*

Mrs. Meera Kumari

Name of the Auditor: *Mrs. Dukitha*

Function: *Engineering*

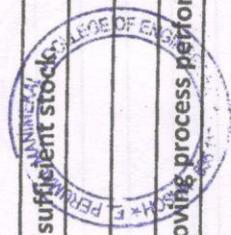
EEE /

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)	N/C	
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)	N/C	
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 Memekalai College of Engineering
Kottipalli, Hosur - 635 117, Krishnagiri District
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.	✓



Dr. Perumal Mahalingar College of Engineering
Hosur, Tamil Nadu, India

Signature of the Auditee
(Handwritten Signature)

Signature of the Auditor
(Handwritten Signature)

NON CONFORMITY REPORT

Report No:

Function: Engineering Date: 13/02/19

Auditor: Mrs. Dukitha

Auditee: Prof. G. Shasikala
Mrs. Meenakumari

NON CONFORMANCE

<p style="font-size: 1.2em;">Students Profile - Not updated Ref (III - year)</p>
<div style="width: 30%;">AUDITOR: <u>M. DL</u></div> <div style="width: 40%; text-align: center;">Std Clause / Doc. Ref:</div> <div style="width: 20%; text-align: right;">AUDITEE: <u>[Signature]</u></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	17.2.19	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The marks are to be recorded immediately after the completion of test.	CA	17.2.19	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.

NON CONFORMITY REPORT

Report No:

Function: EEE

Date: 13/02/19

Auditor: Mrs. Dukitha

Auditee: Prof. G. Shasikala
Mrs. Meena Kumari

NON CONFORMANCE

Tutorial hours not mentioned in the lesson plan (2016-17) Ref (Design of Electrical Machines)

AUDITOR: M. Dh

Std Clause / Doc. Ref:

S
AUDITEE

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 has tutorial has to be mentioned.	Faculty	Immediate	closed

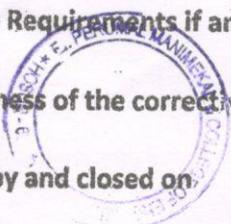
PREVENTIVE ACTION:

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

Resource Requirements if any

Effectiveness of the corrective action taken

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

NCO (Even)

Name of the Auditee:

Name of the Auditor:

Function: *NCO 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.	✓	
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

E. Perumal Manimekavathal College of Engineering
Korampalli, 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	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 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 consideringe improvements / improving process performance.	✓
45	Relevant process charts can be displayed in the laboratory.	✓



Principal

Er. Perumal Mahalingakal College of Engineering
Kooeripalli, HDSUR - 635 117, Krishnagiri Dist
Tamil Nadu, India.

[Signature]

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

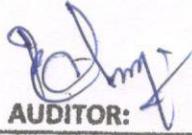
Function: *Engineering*

Date: *19.2.19*

Auditor: *R. Karthikeyan*

Auditee: *Rajkumar, Sekhakarumar*

NON CONFORMANCE

<p style="font-size: 1.2em;">Training need analysis not updated. Ref (new faculty)</p>	<div style="text-align: center;">  AUDITOR: </div>
Std Clause / Doc. Ref:	
<div style="text-align: center;">  AUDITEE </div>	

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Training was provided for new faculty's But the analysis Report not documented in hand copy.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The analysis Report was made in hand copy and documented in proper file	Faculty	21.2.19	closed

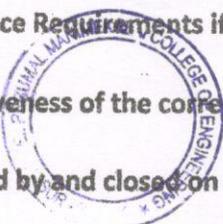
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The analysis is to be done after the joining of new faculty's in the department	Faculty	21.2.19	closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



Verified

Principal

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

NON CONFORMITY REPORT

Report No:

Function: MCO Engineering

Date: 19/2/19

Auditor: Prof. R. Karthikeyan

Auditee: Mr. Rajkumar,
Mr. Selvaraj

NON CONFORMANCE

 AUDITOR:	CAPA - NOT updated. Ref [power electronic]	 AUDITEE
Std Clause / Doc. Ref:		

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	CAPA Report is filed in the proper file.	Faculty	21/2/19	closed

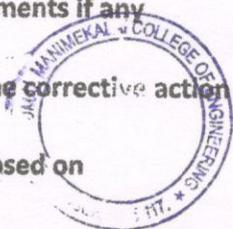
PREVENTIVE ACTION:

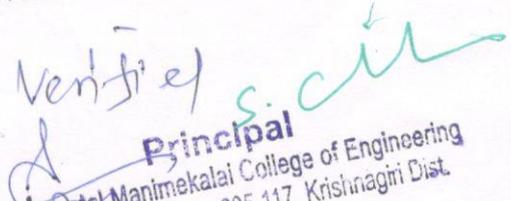
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	CAPA Report to be obtained at the review time and file it proper file.	Faculty	21/2/19	closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Mech (E von)

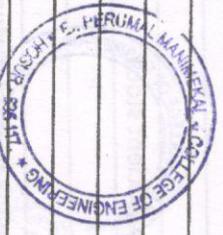
Name of the Auditee: *Dr. P. Rajadekarur*

Prof. Balaji

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

Function: *Mech Engineering*

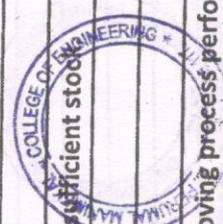
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention 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.	✓	
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

*M.E. Perumal Manimekalai 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 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 Manikaval 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: *14/02/19*

Auditor: *Prof. P. Sumathi*

Auditee: *Dr. P. Rajasekaran*
Prof. Balaji

NON CONFORMANCE

<p><i>Slip test mark not updated Ref (IInd year) mechanical log book.</i></p>	<p><i>[Signature]</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>Slip test was conducted but not evaluated</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Test papers are evaluated & updated.</i>	<i>Faculty</i>	<i>18.2.19</i>	<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Test papers need to be evaluated & entered with in 3 days.</i>	<i>Faculty</i>	<i>18.2.19</i>	<i>closed</i>

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :

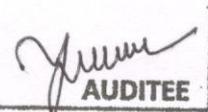


[Signature]
Verified Principal
Er. Perumal Manimekalai College of Engineering
Koneripalli, HOSUR - 635 117, Krishnagiri Dist.
Tamil Nadu, India.

NON CONFORMITY REPORT

Report No: _____ **Function:** ^{meth.} Engineering **Date:** 14/02/19
Auditor: Prof. P. Sumathi **Auditee:** Dr. P. Rajasekaran
 Prof. Balaji

NON CONFORMANCE

Weaker's list is not prepared for internal test to Ref [III rd - Asec]	 AUDITOR:	 AUDITEE
Std Clause / Doc. Ref:		

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Weaker's list for previous list is not updated but for Internal test not updated, prepared

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Weaker's list for IT is prepared, faculty and updated.	Faculty	18.2.18	closed

PREVENTIVE ACTION:

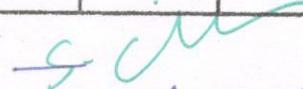
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Weaker list should be prepared with faculty in 3 days after completion for all exam test	Faculty	18.2.18	closed

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

IT (Even)

Name of the Auditee: Mamlesh . Prof / selvarani . AP

Name of the Auditor: V. Shasikala, Prof

Function: IT 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 passed one year	NC	
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 Manickal College of Engineering
Karaikal, Haryana - 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 maintainance of sufficient stock.	✓
42	Non conforming materials to be identified quarantined.	✓
43	Horizontal deployment initiatives.	✓
44	Change made in the system consideringe 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

NON CONFORMITY REPORT

Report No:

Function: IT

Date: 14-02-2019. *Jh*

Auditor: U. Shasikala - prof

Auditee: Mahesh. Prof

Selvarani. AP *Jh*

NON CONFORMANCE

<p style="font-size: 1.2em;">Model Exam - II Answer key not updated Ref: Operating System</p>	<p><i>Jh</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
	Answer key prepared in form of soft copy

CORRECTION / CORRECTIVE ACTION:

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

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Answer key is to be submitted in hard copy on the next day of Model Exam - II	Faculty	Immediate	closed

Resource Requirements if any

: Nil *[Signature]*

Effectiveness of the corrective action taken

: Verified Principal

Verified by and closed on

:

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



NON CONFORMITY REPORT

Report No:

Function: IT

Date: 14-2-19

Auditor: G. Shasikala . prof

Auditee: Mahesh . prof

Selvarani . AP

NON CONFORMANCE

<p style="font-size: 1.2em;">Lab log book not authenticated by principal Ref: Mobile computing</p>	 AUDITOR:	Std Clause / Doc. Ref:	 AUDITEE
--------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	-------------------------------	-------------------------------------------------------------------------------------------------------

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	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.
	log book is authenticated by principal	Faculty	Immed closed	

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	log book should be authenticated by principal on every Friday.	Faculty	Immed closed	

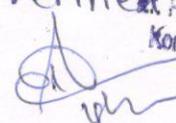
Resource Requirements if any

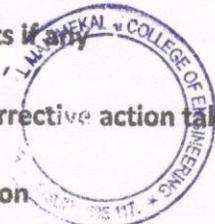
: Nil

Effectiveness of the corrective action taken

: verified

Verified by and closed on

: 




Principal
 Perumal Manimakkalai 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:

Name of the Auditor:

Function: *Prin / 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)	✓	
6	Records of faculty performance assessment in terms capabilities (Class control, presentation, communication and fluency, voice clarity, subject knowledge..... is not evident.	NC	
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 Manimakkal College of Engineering
Konepalli, 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.	
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. Peromal Manimekal College of Engineering
 Hosur - 695-117, Krishnagiri Dist
 Tamil Nadu, India.

[Signature]

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: PGD/MBA

Date: 14.2.2019

Auditor: Mrs. Sunshobha

Auditee: Shanmugasri

NON CONFORMANCE

<p>AUDITOR: </p>	<p>opted elective list - not updated Ref - [II year]</p>	<p>AUDITEE: </p>
Std Clause / Doc. Ref:		

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 student signature and documented in proper file	CA	Immediate	closed

PREVENTIVE ACTION:

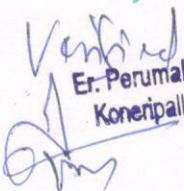
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	The elective list is to be prepared & get the signature while choosing authenticated by HOD	CA	Immediate	closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :




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

NON CONFORMITY REPORT

Report No:

Function: *Per MBA*

Date: *18.2.19*

Auditor: *Srinivasulu*

Auditee: *Shannal*

NON CONFORMANCE

<p><i>[Signature]</i> AUDITOR:</p>	<p><i>Student profile - not updated Ref LI year</i></p>	<p>Std Clause / Doc. Ref:</p> <p style="text-align: right;"><i>[Signature]</i> AUDITEE</p>
----------------------------------------	-------------------------------------------------------------	------------------------------------------------------------------------------------------------

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

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

PREVENTIVE ACTION:

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

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

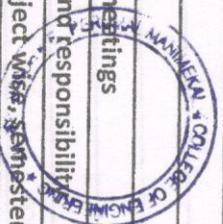
MCA [Even]

Name of the Auditee:

Name of the Auditor:

Function: *Pr - MCA*

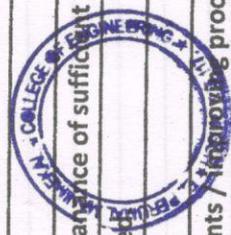
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	/	
2	Show me your regulatory requirements and status of compliance	/	
3	Show me your list of records	/	
4	Whether records are stored and preserved properly up to its retention 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 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	/	



Principal

Er. Parumal Marudurai
Kandamallai HOSE, 635 117, K. Shanmughi 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.	MC
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 / Incorporating process performance.	
45	Relevant process charts can be displayed in the laboratory.	



Principal
 Er. Permal Manikalai College of Engineering
 Kanakpalli, HOOR - 635 117, Krishnagiri Dist
 Tamil Nadu, India.

M. Angelababy
 Signature of the Auditee
M. Dh

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: PGE-MCA

Date: 18, 2, 18

Auditor: *Sureshbabu*

Auditee: *S. Ramu*

NON CONFORMANCE

<p style="font-size: 1.2em;">Student feedback on faculty is not updated</p> <p>Ref: (MCA - II year)</p>	<p><i>M. Angelin Raj</i></p> <p>AUDITEE</p> <p><i>M. Dr</i></p>
AUDITOR:	Std Clause / Doc. Ref:

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Student feedback on each faculty is consolidated & documented	HOD	20.9.18	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 be consolidated	HOD	20.9.18	closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :



S. C. V.
Verindir
Principal
 Perumal Manimekalai College of Engineering
 Hosur - 635 117, Krishnagiri Dist.
 Tamil Nadu, India
 Issue Date

NON CONFORMITY REPORT

Report No:

Function: *Plu-MCA*

Date: *12.2.2019*

Auditor: *Sushabalu*

Auditee: *Vasuki*

NON CONFORMANCE

<p><i>Sushabalu</i></p> <p>AUDITOR:</p>	<p>Project list not updated Ref [MCA II year]</p> <p>Std Clause / Doc. Ref:</p>	<p><i>M. Angelin Raj</i></p> <p>AUDITEE</p> <p><i>M. Dh</i></p>
-----------------------------------------	-------------------------------------------------------------------------------------	-----------------------------------------------------------------

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>Review marks taken print out</i>	<i>HOD</i>	<i>22.2.19</i>	<i>closed</i>

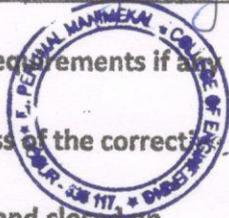
PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	<i>The list of project should be maintained at beginning of semester & should be updated</i>	<i>HOD</i>	<i>22.2.19</i>	<i>closed</i>

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



S. [Signature]

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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

SG H Severn

Name of the Auditee: _____

Name of the Auditor: _____

Function: _____

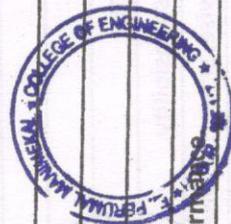
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceduces / department manual	✓	
2	Show me your regulatory requirements and status of compliance	✓	
3	Show me your list of records	✓	
4	Whether records are stored and preserved properly up to its retention 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)	✓	
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 Manikaval College of Engineering
Koraiyapalli, HOSUR - 635 117, Krishna 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 Hanumanthakal College of Engineering
Kancheepuram District
Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function:

Date: 21/2/2017

Auditor: Kasthikyan.M

Auditee: Sushu

NON CONFORMANCE

 AUDITOR:	Nominal Roll not updated Ref (I - Mech)	 AUDITEE
Std Clause / Doc. Ref:		

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
	Nominal roll available in the form of soft copy yet 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	faculty	Immed	closed
	filed			

PREVENTIVE ACTION:

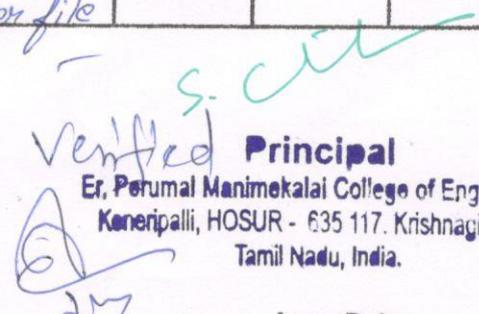
S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	Faculties are advised to update the nominal roll at the every 1st day of result published & filed in the proper file	Faculty	Immed	closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified by and closed on :




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

NON CONFORMITY REPORT

Report No:

Function:

Date: 22.2.2017

Auditor: Kasthikayam M

Auditee: Manikumar

NON CONFORMANCE

<p><i>[Signature]</i> AUDITOR:</p>	<p>Answer key not evidenced Ref (I- civil & Mech)</p>	<p><i>[Signature]</i> AUDITEE</p>
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 the proper file	Faculty	Immed	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 hardcopy	Faculty	Immed	closed

Resource Requirements in % :

Effectiveness of the corrective action taken :

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

Library [Even]

Name of the Auditee: Mr. Veshwanth

Name of the Auditor: Dr. P. Rajasekaran

Function: LIBRARY

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 Manikaval College of Engineering
Karaikal, HOSUR - 635 447, 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.	
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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. C. N.

Principal
Perumal Manimethal College of Engineering
 Hosur - 635 117, Krishnagiri Dist.
 Karnataka, India.

19/2

Signature of the Auditee

S. C. N.

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: *PMC Tech*

Department: *LIBRARY*

Auditor: *Dr. P. Rajasekaran*

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

Date: *16-02-2019.*

S.No.	Description of Audit Finding	Category	Std C ref
1.	Records of students account closing details not properly written Ref: Data of the closing of account for the out-gone students and properly maintained.	<i>MC</i>	<i>4.2</i>
2.	Books are not arranged in proper section / racks. Ref: The book 'Fluid Mechanics' 'stress Management' are kept in maths book section	<i>MC</i>	<i>4.6</i>
	<i>S. cil</i>		
		Principal Er. Perumal Manimekalai College of Engineering Kaneripalli, HOSUR - 635 117, Krishnagiri Dist. Tamil Nadu, India.	

NON CONFORMITY REPORT

Report No:

Function: *Library*

Date: 16-02-2019.

Auditor: Dr. P. Rajasekaran

Auditee: Mr. Veshwanth

NON CONFORMANCE

Records of student account closing details not properly written. Ref: data of closing of account for the outgone student not properly maintained.

AUDITOR: *[Signature]* Std Clause / Doc. Ref: *[Blank]* AUDITEE: *[Signature]*

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	19.2.2019	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
	In future it will be followed & written strictly in daily basis.	Librarian	19.2.2019	closed

Resource Requirements if any:

: Nil

Effectiveness of the corrective action taken:

: Verified

Verified by and closed on:

: *[Signature]*



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

NON CONFORMITY REPORT

Report No:

Function: *Library*

Date: *16-02-2019*

Auditor: *Dr. P. Rajasebarun*

Auditee: *Mr. Veshwanth.*

NON CONFORMANCE

<p><i>Books are not arranged in proper section by racks Ref: The book 'Fluid Mechanics', 'Stress Management' are kept in Maths book section.</i></p>	
<p>AUDITOR: <i>[Signature]</i></p>	<p>Std Clause / Doc. Ref:</p>
	<p>AUDITEE: <i>[Signature]</i></p>

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>Immediate</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>Immediate</i>	<i>closed</i>

Resource Requirements if any:

Effectiveness of the corrective action taken:

Verified by and closed on:



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

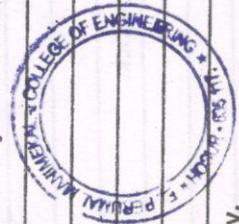
**ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST**

Name of the Auditee: Mr. Keilash

Name of the Auditor: Dukitha.A.P

Function: Mess and hostel.

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		




S. Principal
 E. Perumal Manimakkalai College of Engineering
 Koradikudi, HO.SUR - 635 117, Krishna-giri 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 mainenance of sufficient stock.		
42	Non conforming materials to be identified quarantined		
43	Horizontal deployment initiatives.		
44	Change made in the system considering improvements in the ongoing process performance.		
45	Relevant process charts can be displayed in the laboratory.		



Principal
 Er. P. Anurag Maheshwari
 Karetipalli, HOSSUR
 Taluk: Hosaangola, Dist: Channarayana

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Mess and
hostel

Date: 18-02-2019

Auditor: Asst. prof. Dukitha

Auditee: Mr. Kailash

NON CONFORMANCE

Rooms are not maintained cleanly
Ret! Rooms of the girls hostel are not
cleaned properly.

AUDITOR: *M. Dh*

Std Clause / Doc. Ref:

AUDITEE: *[Signature]*

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	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 adviced students to maintain the rooms	Mr. Kailash	18/02/19	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Periodically rooms will be checked and maintained.	Mr. Kailash	18/02/19	Closed

Resource Requirements if any

Effectiveness of the corrective action taken

Verified by and closed on



: Nil *S. cit*

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

NON CONFORMITY REPORT

Report No:

Function: Mess and
hostel

Date: 18-02-2019
Auditee: Mr. Kailash

Auditor: Asst. prof : Dukitha

NON CONFORMANCE

Washes are not disposed properly.
Ref! Washes are thrown at the back side
of boys hostel and not disposed daily.

AUDITOR: *M.Dy* Std Clause / Doc. Ref: AUDITEE: *[Signature]*

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	House keeping person leave on that day.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Alternative man power to be arranged for disposal.	Mr. Kailash	22.2.19	Closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	House keeping chart to maintain for disposal & regularly monitoring	Mr. Kailash	22.2.19	Closed

Resource Requirements if any

: NIL

Effectiveness of the corrective action taken

: verified

Verified by and closed on



: *[Signature]*
Principal
E. 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: Dr. Shasilkala . Prof

Function: LOGISTICS

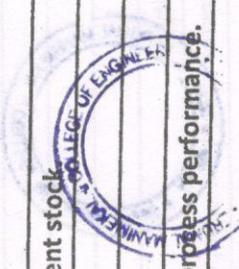
S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
1	Show me your department related proceducre / department manual		
2	Show me your regulatory requirements and status of compliance		
3	Show me your list of records		
4	Whether records are stored and preserved properly up to its retention 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		

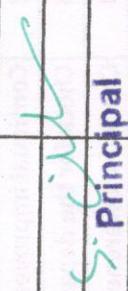


Principal

Er. Perumal Manikatai College of Engineering
Keneppalli, 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. Principal

Er. Perumal Manimakkal College of Engineering
 Korripalli, HOSUR - 635 117 - Krishnangudi
 Tamil Nadu, India.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

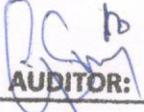
Function: LOGISTICS

Date: 19-02-2019

Auditor: G. Shasikala .prof

Auditee: Mr. Umashankar

NON CONFORMANCE

 AUDITOR:	Route map (or) directions of bus route is not found. Example! Route map from pmctech to veppanapalli is missing.	 AUDITEE
Std Clause / Doc. Ref:		

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	The routes are not still under modification.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Assumed to display route map	Uma		
		Shankar	24.12.19	Closed.

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Routes and directions will be finalized at initial stage itself.	Uma	24.12.19	Closed
		Shankar		

Resource Requirements if any

: Nil

Effectiveness of the corrective action taken

: verified.

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: LOGISTICS

Date: 19-02-2019

Auditor: G. Shasikata .prof

Auditee: Mr. Uma Shankar

NON CONFORMANCE

<p style="font-size: 1.2em;">Records of students enrolment are not found. Example : Application, etc.</p>	
AUDITOR:	Std Clause / Doc. Ref:
	AUDITEE:

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Applications are distributed.	Uma		
2.	Reieved applications from student and Staff members.	Shankar	20/02/19	closed

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	19/02/19	closed

Resource Requirements if any

: Nil

Effectiveness of the corrective action taken

: Verified **Principal**
 Er. Perumal Manimekalai College of Engineering
 Keneripalli, HOSUR - 635 117, Krishnagiri Dist.
 Tamil Nadu, India.

Verified by and closed on



ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

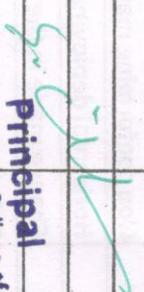
Name of the Auditee: **M. Sahithkullan . Prof**

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

Function: **MR / ENUS**

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
 Er. Porimal Manimekhal College of Engineering
 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.	



S.

Principal

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

(Handwritten Signature)

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

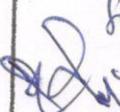
Function: MR/ENGG

Date: 20-2-2019,

Auditor: R. Karthikeyan, prof

Auditee: M. Sahithullah, / prof


NON CONFORMANCE

<p>standard clauses / documents reference for few reports are not properly identified and mentioned.</p>	<p>Std Clause / Doc. Ref:</p>	<p> AUDITEE</p>
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ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Internal auditors meeting has been conducted and informed	VP	24/2/19	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Proper monitoring of auditors	VP	24/2/19	closed

Resource Requirements if any

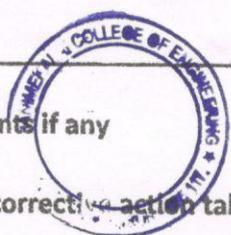
: Nil

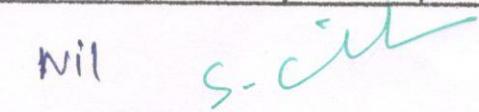
Effectiveness of the corrective action taken

: Verified

Verified by and closed on

:




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

ASAP MANAGEMENT CONSULTANTS (P) LTD
AUDIT CHECKLIST

Name of the Auditee: Payelsh . AP / vijaya shanthy / AP

Name of the Auditor: P. Sumathi . Prof.

Function: Training and development

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.		
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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. S. S.
Principal

Er. Prunjal Manickalai College of Engineering
Karaikal, 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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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.	
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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 Manimakkal College of Engineering
Konepalli, HOSUR - 635 117, Krishnagiri-Dist
Tamil Nadu, India

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Training and development

Date: 21-02-19.

Auditor: P. Sumathi .prof

Auditee: Rajesh . AP

Visayashanthi AP

NON CONFORMANCE

<p>Consolidate feedback for soft skill training not found.</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: 30%; text-align: right;"> <p>AUDITEE: </p> </div>

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 Training file.	Member	Immediate	Closed.

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Hereafter file will be maintained Carefully	Training member	Immediate	closed

Resource Requirements if any

: nil

Effectiveness of the corrective action taken

: verified

Verified by and closed on

:



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

NON CONFORMITY REPORT

Report No:

Function: Training and development

Date: 21-02-19

Auditor: P. Sumathi . prof

Auditee: Rajesh / AP

Vijay shanthi / AP

NON CONFORMANCE

<p>course material are not found for soft skill training.</p>	<p><i>W. Meen</i></p>
<p>AUDITOR: <i>[Signature]</i></p>	<p>Std Clause / Doc. Ref:</p>
<p>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 training file	training member	Immediate	Closed.

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Here after it will be maintained carefully.	training member	Immediate	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: Dr. M. Suresh.

Name of the Auditor: Dr. P. Raja Sekaran

Function: Recruitment

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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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

Er. Perumal Manimakai College of Engineering
Kasarpalli, HOSUR - 635 117, Kasiragali-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		
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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

Perumal Mahalingam College of Engineering
 Et. Perumal Mahalingam HOSUR - 635 117, Krishnagiri Dist.
 Kurnool, India.

S.V.V.

Signature of the Auditee

Signature of the Auditor

NON CONFORMITY REPORT

Report No:

Function: Recruitment Date: 22/02/2019

Auditor: Dr. P. Rajasekaran

Cell Auditee: Dr. M. Suresh

NON CONFORMANCE

<p>Consolidated report on faculty performance assessment are not documented properly</p> <p>Ref: Performance assessment of newly Selected staff for academic year 2018 - 2019 not documented.</p>
<p>AUDITOR: AUDITEE: </p> <p style="text-align: center;">Std Clause / Doc. Ref: 4-2</p>

ROOT CAUSE

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

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	It has been proposed and reversed once in a semester	M. Suresh	22/2/19	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1	Such things will be prevented in future	M. Suresh	22/2/19	closed

Resource Requirements: 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.