

Er.PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR
AUDIT CHECKLIST

Name of the Auditee: Mr. U. Sathish

Name of the Auditor: Dr. S. Mohan Raju.

Function: CIVIL

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)	✓	
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	✓	
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 statutory bodies.	✓	
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 cupboards in the department.	✓	
31	Housekeeping maintain within the departments.	✓	
LABORATORY			
32	Identification of equipment's	✓	
33	Calibration of equipment's. (Internal / external calibration records)	✓	
34	Preventive maintenance of equipment's 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's.	✓	
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.	✓	

Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMCTECH Department: CIVIL Auditor: Dr. S. Mohan Raju

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

Date: 16.12.23.

S.No.	Description of Audit Finding	Category	Std C ref
1.	course Information sheet	NC	4-2.1.
	missing		
	Ref: Maintenance and		
	Rehabilitation of structure		

FORM: QSF 02

Version No:1.0

Issue Date

NON CONFORMITY REPORT

Report No:

Function:

Date: 18.12.23

Auditee: U. Sathish

Auditor: Dr. S. Mohan Raju

NON CONFORMANCE

Course Information sheet not available
 Req.: Maintenance and Rehabilitation of structure.

S. Mohan Raju
 AUDITOR:

U. Sathish Std Clause / Doc. Ref:
 AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Print out copy of course information sheet is not available. Available in soft copy.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respond.	T.Date	Sts.of Compt.
1.	Print out of course information sheet is updated in the course file	Faculty	Immediate	closed

PREVENTIVE ACTION:

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

Resource Requirements if any

:

Effectiveness of the corrective action taken

: *verified*

Verified by and closed on

: *[Signature]*
18/12/23

FORM: QSF 02

Version No:1.0

Issue Date

Er.PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR

AUDIT CHECKLIST

Name of the Auditee: *Dr. c.sathish*

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

Function: *IT Dept.*

S.No.	Description	Condition (Satisfactory / Not)	Auditor comments
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33	Calibration of equipment's. (Internal / external calibration records)	✓	
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35	Adequate no. of Fire Extinguishers in the area.	✓	
36	First aid kits stuffed with necessary Antidotes	✓	
37	Safety gears provided for the students oprating equipment's.	✓	
38	Start and shot down instruction where appropriate.	✓	
39	Sign boards in the laboratory.	✓	
40	Display of quality policy.	✓	
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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.	✓	

Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMCTECH Department: IT Auditor: Dr. P. Rajasekaran

Description of sample chosen (Year / Semester /
Paper / Unit): I^v / vⁱⁱ

Date: 29.8.23

S.No.	Description of Audit Finding	Category	Std C ref
1.	IT, Answer key not evidence.	NC	4.6.2
	Ref:- Big data Analytics		

FORM: QSF 02

Version No:1.0

Issue Date

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Answer key should be submitted at the time of QP Submission.	Faculty	Immediate	Closed.

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified

Verified by and closed on :

Self 30/8/23

FORM: QSF 02

Version No:1.0

Issue Date

NON CONFORMITY REPORT

Report No:



Function: IT

Date: 29.8.24

Auditee: Dr. C. Sathish

Auditor: Dr. P. Rajasekaran

NON CONFORMANCE

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

S.No.	Potential Root Cause for the Non-Conformance
1.	Answer key is available in soft copy.
	Hard copy will be kept.

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respond.	T.Date	Sts.of Compt.
1.	Hard copy of Answer key is available with faculty with HoD sign	Faculty	Immediate	Closed.