

Er.PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR
AUDIT CHECKLIST

Name of the Auditee: Mr. P. Deepak Kumaran

Name of the Auditor: Mrs. M. Dukitha

Function: MBA

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: MBA Auditor: Mrs. Dukitha, M

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

Date: 18.12.2024

S.No.	Description of Audit Finding	Category	Std C ref
1.	Answer key not evident - IMBA / I SEM. for I-T-II	N.C	4.6.2

FORM: QSF 02

Version No:1.0

Issue Date

NON CONFORMITY REPORT

Report No:

Function: MBA

Date: 18. 12. 2024

Auditee: Mr. P. Deepak Kumar

Auditor: Mrs. M. Dukilke

NON CONFORMANCE

Answers key not evident for the subject:
Management Concepts / I MBA / I Sem. for IT-II

AUDITOR:

Std Clause / Doc. Ref:

AUDITEE

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	Answers key was available in the form of soft copy. But not submitted hard copy in the prescribed form

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respond.	T.Date	Sts.of Compt.
1.	Answers key received in the printed form and signed by the head	Faculty	19. 12. 23	closed

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Answer Key Should be made ready at the time of QP submission	Faculty	19/12/24	Closed

Resource Requirements if any :

Effectiveness of the corrective action taken :

Verified..

Verified by and closed on :

S. M. Raju
19/12/24

FORM: QSF 02

Version No:1.0

Issue Date

Er.PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING, HOSUR
AUDIT CHECKLIST

Name of the Auditee: *Mrs. M. Angelin Rosy*

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

Function: *MCA*

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36	First aid kits stuffed with necessary Antidotes	✓	
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43	Horizontal deployment initiatives.	✓	
44	Change made in the system considering improvements / improving process performance.	✓	
45	Relevant process charts can be displayed in the laboratory.	✓	

M. Angela
Signature of the Auditee

Signature of the Auditor

AUDIT OBSERVATION SHEET

Institution: PMCTECH Department: MCA Auditor: Dr. S. Mohan Rajin

Description of sample chosen (Year / Semester /
Paper / Unit): II / III / cyber security

Date: 18.12.2024

S.No.	Description of Audit Finding	Category	Std C ref
1.	Content Beyond Syllabus.	NC	4-6-2
	- NOT Availalbe .		

FORM: QSF 02

Version No:1.0

Issue Date

NON CONFORMITY REPORT

Report No:

Function: *MCA* Date:

Auditee: *18-12-2024*

Auditor: *Dr. S. Mohan Rajin*

NON CONFORMANCE

Content Beyond syllabus - not attached in the course file.

AUDITOR: _____ AUDITEE _____

Std Clause / Doc. Ref: _____

ROOT CAUSE

S.No.	Potential Root Cause for the Non-Conformance
1.	<i>Soft copy of the content beyond syllabus is available</i>

CORRECTION / CORRECTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respond.	T.Date	Sts.of Compt.
1.	<i>Hard copy of the content beyond syllabus is attached in the course file and verified by USD</i>	<i>Faculty</i>	<i>Immediate</i>	<i>closed</i>

PREVENTIVE ACTION:

S.No.	ACTION DESCRIPTION	Respon.	T.Date	Sts.of Compt.
1.	Content beyond syllabus need to be attached before the Commencement of class	Faculty	Immediate	closed

Resource Requirements if any

: -

Effectiveness of the corrective action taken

: Verified

Verified by and closed on

: G. M. P. D. J.
19/12/24

FORM: QSF 02

Version No:1.0

Issue Date