



REF: KNCET/CIRCULAR/ISO/ 23-24/001\_ENG.

09.03.2024


**CIRCULAR**

It is proposed to conduct Internal Quality Audit on 20.03.24 to 23.03.24 as per our KEI - QMS ISO 9001:2015 standards. The Internal audit will start with open meeting on 20.03.24 at 10.00am in Boardroom. I request all the HODs, Auditees and ISO coordinators to attend the meeting. Herewith, I have furnished the audit Schedule. I request you to extend your cooperation and make the audit successful.

**Internal Quality Audit Schedule**

S.No	Department	Auditee	Auditor
1.	BME	Mr.T.Ashok	Mr.S.K.Karthikeyan (ASP/Mech) Mr.S.Hari Kumar (AP/ECE) Mr.G.Arunkumar (AP/Eng)
2.	CE	Dr.S.Kavipriya	Dr.T.Yuvaraja (ASP/ECE) Mr.G.Selvakumar (AP/Mech) Mrs.A.Mageshwari (AP/Che)
3.	CSE	Dr.C.Saravanabavan	Dr.S.Kathiresan (ASP/Che) Mr.M.Sakthivel (AP/Civil) Mrs.M.Janaki (AP/Phy)
4.	ECE	Dr.M.Dharmalingam	Dr.K.Muthumanickam (Prof/IT) Dr.A.Sampath (AP/BME) Mr.M.Sivakumar (AP/AIDS) Mr.E.Manikandan (AP/Maths)
5.	EEE	Dr.R.Shankar	Mr.R.Arivazhagan (ASP/Mech) Mr.N.Jayapal(AP/ECE) Mrs.S.Sangeetha (AP/IT)
6.	ME	Dr.D.Jagadeesh	Dr.V.Bharathi (AP/ECE) Mr.K.Karthick (AP/CSE) Mr.S.Satheeshkumar (AP/AGE) Mrs.N.Sarmila Devi (AP/AIDS) Mr.B.Raguram (AP/Eng)
7.	AGE	Dr.V.Gopinath	Dr.P.Elayaraja (ASP/ECE) Mr.K.Anguraju (AP/CSE)
8.	AIDS	Dr.S.Baskar	Mr.K.Mohanraj (AP/EEE) Mr.N.Mukilan (AP/AGE)
9.	IT	Mr.N.Premkumar	Dr.B.Umarani (Prof/ECE) Mr.J.Sophers (AP/Maths) Mr.S.Gowtham (AP/Civil)
10.	S&H	Dr.K. Balasubramanian Dr.N.Karthikeyan	Dr.A.Nithya (ASP/Mech) Mr.N.Ravikumar (AP/Mech) Mr.K.Bashkaran (AP/BME) Mr.D.Dhavashankaran (AP/Civil) Mrs.R.Deebika (AP/EEE)
11.	COE Office	Dr.P.Arul	Mr.C.Radhakrishnan (AP/CSE)
12.	C2C	Mr.K.Sridhar	Mr.R.Gopalakrishnan (AP/EEE)
13.	Library	Dr.K.Natarajan	Mr.C.Radhakrishnan (AP/CSE)
14.	Office	Mrs.S.Vasuki	Mr.R.Gopalakrishnan (AP/EEE)
15.	Purchase	Dr.K.Parimala	Mr.T.Muthukumar (AP/BME)
16.	MR	Dr.V.Gopinath	Mr.T.Muthukumar (AP/BME)

  
Management Representative

  
Principal  
Kongunadu College of  
Engineering and Technology,  
Tholurpatti (Po), Thottiam (Tk),  
Trichy (Dt). Pin: 621 015



**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(AUTONOMOUS)  
NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

**Acknowledgement**

Office / Department	Signature
Chairman Office	
Principal	
Dean (Academic and IQAC)	 11/3/24
Dean (R&D)	 11/3/24

Department	Auditee	Auditor
BME		1. S. Murugan 2. G. Anand
CE		1) T. S. S. 2) S. S. S.
CSE	 11/3/24	1. S. S. S. 2) S. S. S.
ECE		1) S. S. S. 2) S. S. S.
EEE		1. S. S. S. 2) S. S. S.
✓ ME		1. S. S. S. 2) S. S. S.
AGE		1) S. S. S. 2) S. S. S.
AIDS		1. S. S. S. 2) S. S. S.
IT		1. S. S. S. 2) S. S. S.
S&H		1) S. S. S. 2) S. S. S. 3) S. S. S. 4) S. S. S.
COE Office	 11/3/24	1. S. S. S.
C2C		R. S. S.
Library		
Office	S. VASUDE	R. S. S.
Purchase		
MR		



# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Bio-Medical Engineering  
Auditor: S.K.KARTHIKEYAN

Auditee: Mr. T. Ashok  
Date: 20.3.2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Non-Teaching work load - ISO Number AC-05 wrongly mentioned	REC/ACD/002
2	Student Feed Back File - For III yr Printout AC-12 from ERP - class advisor Sign Missing	REC/ACD/007
3	AC-21-class Log Book - HoD Sign Missing on Few Pages.	REC/ACD/013
4	AC-25 - Circular File - Most of the circulars having No Staff signature	REC/ACD/014

Auditee: Ashok  
Date: 20.3.24.

Auditor: S.K. Karthikeyan  
Date: 20.3.2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1	AC-05 - Non-teaching work load - ISO Number corrected to AC-05	21.3.2024
2	AC-12 - Student Feed Back File - III yr ERP Report - class advisor signed	21.3.2024
3	AC-21 - class Log Book - HoD Signed all Pages	21.3.2024
4	AC-25 - Circular File - All The Staffs have signed all circulars	22.3.2024

Auditor: S.K. Karthikeyan  
Date: 23.3.2024

Auditee: Ashok  
Date: 23.3.24.

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: S.K. Karthikeyan  
Date: 23.3.2024

MR V. GOPAL  
Date: 23.3.24

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Kongunadu College of Engineering and Technology,  
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**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY  
(AUTONOMOUS)**

NAMAKKAL- TRICHY MAIN ROAD , THOTTIAM, TRICHY

**MR-03  
Rev: 1**

Internal quality audit report

Department: Civil Engineering  
Auditor: **Dr. T. YUVARAJA, ASPIECE**

Auditee: **Dr. S. Kavipriya**  
Date: **20-03-2024**

**1. Audit** (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Course File corrections to be completed	REC/ACD/003
2.	Student Counselling Records to be completed	REC/ACD/006
3.	Program File Feedback corrections to be completed	REC/ACD/033
4.	Employee Training card summary sheet to be completed	REC (TRH/002)

Auditee: *[Signature]*  
Date: **21/3/24**

Auditor: *[Signature]*  
Date: **21-03-2024**

**2. Corrective Actions** (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Course file Corrections were Completed	22/3/24
2.	Student Counselling Records were Completed	22/3/24
3.	Feedback of all Programme files were Completed with full dates	23/3/24
4.	Employee training Card Summary sheets were Completed	23/3/24

Auditor: *[Signature]*  
Date: **23-03-2024**

Auditee: *[Signature]*  
Date: **23/3/24**

**3. Follow Up**

**Satisfactory/Not satisfactory**

Auditor: *[Signature]*  
Date: **23-03-2024**

MR **V. G. P. R.**  
Date: **23/3/24**

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: *Computer Science & Engineering*  
Auditor: *Dr. S. Kathirasan*

Auditee: *Dr. C. Saravanebaran*  
Date: *20.03.2024*

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<i>Lesson plan date ERP &amp; logbook mismatch</i>	<i>REC/ACD/003</i>
2.	<i>Mismatch in Attendance % in logbook.</i>	<i>REC/ACD/003</i>

Auditee: *[Signature]*  
Date: *22.3.24*

Auditor: *[Signature]*  
Date: *22.3.24*

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	<i>Corrections are completed.</i>	<i>23.3.24</i>
2.	<i>Corrections are completed.</i>	<i>23.3.24</i>
.		

Auditor *[Signature]*  
Date: *23.3.24*

Auditee *[Signature]*  
Date: *23.3.24*

### 3. Follow Up

Auditor *[Signature]* **Satisfactory/Not satisfactory**  
Date: *25.3.24*

MR *[Signature]*  
Date: *25/3/24*

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: ECE

Auditor: Dr. K. Muthumanickam

Auditee: Dr. M. Dharmalingam

Date: 20-03-2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Funding proposal - Proof missing	-
2.	placement - offers mismatch	-

Auditee: Dr. M. Dharmalingam

Date: 20-03-2024

Auditor: Dr. K. Muthumanickam

Date: 20-03-2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Funding proposal - Proof shown	23-3-24
2.	placement - mismatch rectified	23-3-24

Auditor: Dr. K. Muthumanickam

Date: 23-03-2024

Auditee: Dr. M. Dharmalingam

Date: 23-03-2024

### 3. Follow Up

Auditor

Date: 23-03-2024

Satisfactory/Not satisfactory

MR

Date: 23/3/24

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MR-03

Rev: 1

## Internal quality audit report

Department: Electrical and Electronics ~~Automation~~ Engg  
Auditor: R. Arivazhagan  
Auditee: Dr. R. Shankar  
Date: 25.3.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	FDP Certificate proof have to add.	
2.	Lab Equipment History card have update.	MT-01
3.	Course Code mismatch in course data sheet.	AC-21
4.	Academic Calendar incomplete.	AC-01

Auditee: [Signature]  
Date: 25.03.2024

Auditor: [Signature]  
Date: 25.03.2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	FDP proof is attached	
2.	Lab Equipment history cards updated.	MT-01
3.	Course code is corrected.	AC-21
4.	Academic calendar is updated.	AC-01

Auditor: [Signature]  
Date: 26.3.24

Auditee: [Signature]  
Date: 26.3.24

### 3. Follow Up

Satisfactory /  Not satisfactory

Auditor: [Signature]  
Date: 26.3.24

MR V. GOPAL  
Date: 26/3/24

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Mechanical Engineering  
Auditor: DR. V. BHARATHI

Auditee: Dr. D. Jagadeesh  
Date: 21/3/24.

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	In few course files contents is not in order	REC/ACD/003
2.	Service details file has to updated	REC/MT/002

Auditee: [Signature]  
Date: 22/03/24

Auditor: [Signature]  
Date: 21/3/24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Contents in the Course files were rearranged	22/03/2024
2.	Service files were updated	22/03/2024

Auditor: [Signature]  
Date: 22/3/24

Auditee: [Signature]  
Date: 22/03/24

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: [Signature]  
Date: 22/3/24.

MR [Signature]  
Date: 23/3/24

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: AGE  
Auditor: Dr. P. Elayaraja

Auditee: Dr. V. Gopinath  
Date: 21.03.2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Course file (QP) sign missing	REC/ACD/003
2	Stock register - principal sign missing	REC/ACD/019
3	Conference file - Principal sign missing	REC/ACD/025

Auditee: V. Gopinath  
Date: 21/3/24

Auditor: P. Elayaraja  
Date: 21.03.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1	course file will be updated	22/3/24
2	stock register sign will be completed	22/3/24
3	conference sign will be completed	22/3/24

Auditor: P. Elayaraja  
Date: 22.03.24

Auditee: V. Gopinath  
Date: 22/3/24

### 3. Follow Up

Satisfactory /  Not satisfactory

Auditor: P. Elayaraja  
Date: 23.03.24

MR V. Gopinath  
Date: 23/3/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: AIDS  
Auditor: K. MOHANRAJ

Auditee: Dr. K. BASKAR  
Date: 21/03/24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	UPdation of course file	Ac23 & Ac24
2	Students - Leave & OD form need to arrange	Ac18 & Ac19
		-
		-

Auditee: *[Signature]*  
Date: 21.3.24

Auditor: *[Signature]*  
Date: 21/03/24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	All the course files updated	22.3.24
2.	students leave & od form arranged properly	22.3.24

Auditor: *[Signature]*  
Date: 22/03/24

Auditee: *[Signature]*  
Date: 22/03/24

### 3. Follow Up

Auditor: *[Signature]*  
Date: 23/03/24

Satisfactory/Not satisfactory

MR: *[Signature]*  
Date: 23/03/24

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: IT  
Auditor: Dr. B. UMARAN

Auditee: N. PREMKUMAR  
Date: 20.3.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	In VAC course material sample kuzumak	REC/ACD/022
2.	In Journal & Conference Attestation signature	REC/ACD/025
3.	In Q. Paper file 5 <sup>th</sup> Sem & 6 <sup>th</sup> Sem Q. Paper not updated	REC/ACD/017

Auditee: [Signature]  
Date: 21.3.24

Auditor: [Signature]  
Date: 21.3.24.

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	VAC File updated	22.3.24
2.	Journal & Conference file completed	22.3.24
3.	Q. Paper file updated	23.3.24

Auditor: [Signature]  
Date: 23.3.24

Auditee: [Signature]  
Date: 23.3.24.

### 3. Follow Up

**Satisfactory/Not satisfactory**

Auditor: [Signature]  
Date: 23.3.24

MR V. GORE  
Date: 23/3/24

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Science & Humanities  
Auditor: Dr A. Nithya

Auditee: Dr. K. Balasubramani  
Date: 22/03/2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Small corrections in Coursefiles	AC 23 & AC24
2.	Book publication file to be updated	-
3.	Risk Register to be updated	AC27

Auditee:   
Date: 22/03/24

Auditor:   
Date: 22/3/24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Corrections completed in Coursefiles	23/03/2024
2.	Book publication file updated	23/03/2024
3.	Risk Register is updated	23/03/2024

Auditor:   
Date: 23/3/24

Auditee:   
Date: 23/3/24

### 3. Follow Up

Satisfactory /  Not satisfactory

Auditor:   
Date: 23/3/24

MR:   
Date: 23/3/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: COE office  
Auditor: C. Radhakrishnan.

Auditee: Dr. P. Anil.  
Date: 22.03.2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Invisitation duty schedule - sign missing	REC/EXC/001
2.	student attendance sheet - chief sign missing	REC/EC/001

Auditee: P. Anil 23/3  
Date: 23.3.2024

Auditor: [Signature]  
Date: 23.03.2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1	Invisitation duty schedule - sign completed	23.03.2024
2	Chief sign completed - Student Attendance sheet	23.03.2024

Auditor: [Signature]  
Date: 23.3.2024

Auditee: P. Anil 23/3  
Date: 23.3.2024


### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: [Signature]  
Date: 23.03.2024

MR V. Gopinath  
Date: 23/3/24

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: C2C  
Auditor: R. Gopalakrishnan

Auditee: K. Sridhar.  
Date: 20.3.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Placement Drive details - offer letter Pending	Some Recruiters REC/TRG/006

Auditee: K.S.  
Date: 21.03.24

Auditor: R. G.  
Date: 20.3.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	offer letters will be issued by recruiters shortly.	22.03.24

Auditor: R. G.  
Date: 23.3.24

Auditee: K.S.  
Date: 23.03.24

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: R. G.  
Date: 23.3.24

MR V. G. P.  
Date: 23/3/24

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Library  
Auditor: C. Radhakrishnan.

Auditee: Dr. K. Natarajan.  
Date: 20.3.2024.

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<u>Journal Issues-2023 - few Journals NOT available</u>	<u>REC/LIB/008</u>
2.	<u>Magazine Some Issues NOT supply/available</u>	<u>REC/LIB/008</u>

Auditee: K. Natarajan  
Date: 23.3.2024

Auditor: [Signature]  
Date: 23.03.2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1	<u>Journal Issues 2023 few issues not available. Librarian send reminder to vendors.</u>	<u>22.3.24</u>
2	<u>Credit note received for no supply Magazine</u>	<u>22.3.24</u>

Auditor: [Signature]  
Date: 23.03.2024

Auditee: K. Natarajan  
Date: 23.03.2024

### 3. Follow Up

**Satisfactory/Not satisfactory**

Auditor: [Signature]  
Date: 23.03.24

MR: V. G. P. [Signature]  
Date: 23/3/24

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: OFFICE  
Auditor: R. Gopalakrishnan

Auditee: VASUDE.S  
Date: 20.03.2024.

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<u>Admission Register photo pending</u>	<u>REC/ADM/005</u>

Auditee: S. Devi  
Date: 21/3/24

Auditor: R. Gopalakrishnan  
Date: 21/03-24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	<u>Admission Register Completed</u>	<u>22/4/24</u>

Auditor: R. Gopalakrishnan  
Date: 23.3.24

Auditee: S. Devi  
Date: 23/3/24

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: R. Gopalakrishnan  
Date: 23.3.24.

MR V. Gopale  
Date: 23/3/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Purchase  
Auditor: T. Muthukumar, AP/BME

Auditee: Dr. K. Parimala  
Date: 21.03.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	<u>REC/PUR/002 - Material receipt notes not updated in latest month</u>	<u>REC/PUR/002</u>
1		

Auditee: S. Ramesh  
Date: 21/3/24

Auditor: Am 21/3/24  
Date: 21.3.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1	<u>REC/PUR/002 - material receipt notes documents are updated upto Feb 2024</u>	<u>23.3.24</u>

Auditor: Am 23/3/24  
Date: 23.3.24

Auditee: S. Ramesh  
Date: 23/3/24

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: Am 25/3/24  
Date: 25.3.24

MR V. Gopinath  
Date: 25/3/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: MR  
Auditor: T. Mu Thukumar, AP/BME

Auditee: Dr. V. Gopinath  
Date: 21.03.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
	NIL	

Auditee: V. Gopinath  
Date: 21/3/24

Auditor: T. Mu Thukumar  
Date: 21.03.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
	NIL	

Auditor: T. Mu Thukumar  
Date: 21.3.24

Auditee: V. Gopinath  
Date: 21/3/24

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: T. Mu Thukumar  
Date: 21.3.24

MR V. Gopinath  
Date: 21/3/24

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Engineering and Technology,  
Tholurpatti (Po), Thottiam (Tk),  
Trichy (Dt): Pin : 621 215:



REF: KNCET/CIRCULAR/ISO/ 23-24/001\_ENG.

25.06.2024

**CIRCULAR**

It is proposed to conduct Internal Quality Audit on 02.07.24 to 04.07.24 as per our KEI - QMS ISO 9001:2015 standards. The Internal audit will start with open meeting on 02.07.24 at 10.00am in Boardroom. I request all the HODs, Auditees and ISO coordinators to attend the meeting. Herewith, I have furnished the audit Schedule. I request you to extend your cooperation and make the audit successful.

**Internal Quality Audit Schedule**

S.No	Department	Auditee	Auditor
1.	BME	Mr.T.Ashok	Mr.R.Arivazhagan (ASP/Mech) Mr.G.Selvakumar (AP/Mech) Mr.B.Raguram (AP/Eng)
2.	CE	Dr.S.Kavipriya	Dr.P.Elayaraja (ASP/ECE) Mr.K.Bashkaran (AP/BME) Mrs.M.Janaki (AP/Phy)
3.	CSE	Dr.C.Saravanabavan	Dr.A.Sampath (ASP/BME) Mrs.A.Mageshwari (AP/Che) Mr.E.Manikandan (AP/Maths)
4.	ECE	Dr.M.Dharmalingam	Dr.A.Nithya (ASP/Mech) Mr.K.Anguraju (AP/CSE) ✓ Mr.K.Karthick (AP/CSE) ✓ Mr.N.Mukilan (AP/AGE)
5.	EEE	Dr.R.Shankar	Mr.S.K.Karthikeyan (ASP/Mech) Mr.N.Ravikumar (AP/Mech) Mr.C.Radhakrishnan (AP/CSE)
6.	ME	Dr.D.Jagadeesh	Dr.S.Kathiresan (ASP/Che) Mr.N.Jayapal (AP/ECE) Mrs.M.Vanitha (AP/AIDS) Mr.G.Arunkumar (AP/Eng) Mrs.R.Deebika (AP/EEE)
7.	AGE	Dr.V.Gopinath	Dr.V.Bharathi (AP/ECE) Mr.M.Sakthivel (AP/Civil)
8.	AIDS	Dr.S.Baskar	Mr.R.Palanikumar (AP/IT) Mr.J.Sophers (AP/Maths)
9.	IT	Dr.K.Muthumanickam	Dr.T.Yuvaraja (ASP/ECE) Mr.S.Satheeshkumar (AP/AGE) Mrs.N.Sarmila Devi (AP/AIDS)
10.	S&H	Dr.K. Balasubramanian Dr.N.Karthikeyan	Mr.R.Gopalakrishnan (AP/EEE) Mr.J.Sathishkumar (AP/IT) Mr.S.Gowtham (AP/Civil) Mr.S.Hari Kumar (AP/ECE) ✓ Mr.T.Muthukumar (AP/BME)
11.	COE Office	Dr.P.Arul	Mr.D.Dhavashankaran (AP/Civil)
12.	C2C	Mr.K.Sridhar	Dr.B.Umarani (Prof/ECE)
13.	Library	Dr.K.Natarajan	Dr.B.Umarani (Prof/ECE)
14.	Office	Mrs.S.Vasuki	Mr.K.Mohanraj (AP/EEE)
15.	Purchase	Mr.S.Palanisamy	Mr.K.Mohanraj (AP/EEE)
16.	MR	Dr.V.Gopinath	Mr.D.Dhavashankaran (AP/Civil)

V. Gopinath  
25/6/24  
Management Representative

Principal  
PRINCIPAL  
Kongunadu College of  
Engineering and Technology,  
Thottiam (Po), Thottiam (Tk).



**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY**  
 (AUTONOMOUS)  
 NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

Acknowledgement

Office / Department	Signature
Chairman Office	
Principal	
Dean (Academic and IQAC)	 25/6/24
Dean (R&D)	

Department	Auditee	Auditor
BME		1. 2. 3.
CE		1. 2. 3.
CSE	 25/6/24	1. 2. 3.
ECE		1. 2. 3. 4.
EEE		1. 2. 3.
ME	 25/6/24	1. 2. 3. 4. 5.
AGE	 25/6/24	1. 2.
AIDS		1. 2.
IT		1. 2. 3.
S&H		1. 2. 3. 4. 5.
COE Office		
C2C		
Library		
Office		
Purchase		
MR	 25/6/24	



**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(AUTONOMOUS)  
NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

AC-25  
Rev: 1

REF: KNCET/CIRCULAR/ISO/ 23-24/003\_ENG.

05.07.2024

**CIRCULAR**

ISO External Certificate Audit is scheduled from 08.07.2024 to 11.07.2024. All the Auditees are requested to attend the opening meeting on 08.07.2024 at 9.30 AM in the Board Room.

I request you to extend your cooperation and make the audit successful.

V. Govindarajan  
5/7/24

Management Representative

P. J. Srinivasan  
5/7/24

Principal

**Copy submitted to:**

- The Chairman

**Copy To:**

- All Deans and All HODs
- Administrative Office and Service Department



**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(AUTONOMOUS)  
NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

AC-25  
Rev: 1

REF: KNCET/CIRCULAR/ISO/ 23-24/003\_ENG.

05.07.2024

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V. Govindarajan  
5/7/24

Management Representative

P. J. Srinivasan  
5/7/24

Principal

**Copy submitted to:**

- The Chairman

**Copy To:**

- All Deans and All HODS
- Administrative Office and Service Department



**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY  
(AUTONOMOUS)**

**NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY**

**Acknowledgement**

Office / Department	Signature
Chairman Office	
Principal	K. Sreenivasulu Reddy
Dean (Academic and IQAC)	 5/17/24
Dean (R&D)	
C2C	
COE	P. C. S. Reddy
CIVIL	
CSE	R. D. Reddy
BME	H. B. Reddy 5/17/24
ECE	H. B. Reddy 5/17/24
EEE	H. B. Reddy 5/17/24
MECH	
AD	
AGE	V. C. Reddy 5/17/24
IT	
S&H	H. B. Reddy 5/17/24
Library	
Office	 5/17/24
Physical Education	
Store	
Transport	
House Keeping	
Electrician	G. Rosemary



# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: Biomedical Engineering  
Auditor: Mr. R. Arivazhagan

Auditee: Mr. T. Ashok  
Date: 03.07.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Student industry feedback incomplete	TR -04
2.	Academic Calender have to complete	AC-01
3.	Parents meeting feedback marks have to calculate	AC-13
4.	Training record - List of staff have to file.	TR -03

Auditee: Ashok  
Date: 03/07/24

Auditor: Arivazhagan  
Date: 03.07.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Student industry feedback completed.	TR -04
2.	Academic Calender <del>to</del> completed	AC-01
3.	Parents feedback marks statement completed.	AC-13
4.	Training record. Summary of staff list filed.	TR -03

Auditor: Arivazhagan  
Date: 04.07.24

Auditee: Ashok  
Date: 04/07/24


### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: Arivazhagan  
Date: 04.07.24

MR: V. G. R.  
Date: 4/7/24

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Civil Engineering  
Auditor: Dr. P. Elayraj

Auditee: Dr. S. Kanipriya  
Date: 02.07.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Course file - Sign missing	REC/A-0/003
2	Preventive maintenance Details - Sign missing	REC/A-0/009
3	Laboratory Breakage Register - <sup>Had sign</sup> missing	REC/A-0/019

Auditee: [Signature]  
Date: 3/7/24

Auditor: [Signature]  
Date: 03.07.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Course file Corrections - Updated	3/7/24
2	Preventive Maintenance details - Corrected	3/7/24
3	Laboratory Breakage Register - updated	3/7/24

Auditor [Signature]  
Date: 04.07.24

Auditee [Signature]  
Date: 4/7/24

### 3. Follow Up

Satisfactory /  Not-satisfactory

Auditor [Signature]  
Date: 04.07.24

MR [Signature]  
Date: 4/7/24

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Trichy, Tamil Nadu



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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: CSE  
Auditor: Dr. C. Saravananbharan

Auditee: Dr. A. Sampath  
Date: 05/07/2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	After revaluation, University result details need to be updated	EX11, EX12
2.	Competency matrix not updated	AC 20
3.	Course file order of the content mismatched	AC 23

Auditee: Dr. A. Sampath  
Date: 05/07/2024

Auditor: Dr. C. Saravananbharan  
Date: 5/7/24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	After Revaluation Result completed	EX11, EX12 5/7/24
2.	Competency matrix completed.	AC 20 5/7/24
3.	Course file order list corrected.	AC 23 5/7/24

Auditor: Dr. C. Saravananbharan  
Date: 5/7/24

Auditee: Dr. A. Sampath  
Date: 5/7/24

### 3. Follow Up

Auditor:   
Date: 5/7/24

Satisfactory/Not satisfactory

MR   
Date: 5/7/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: ECE  
Auditor: Dr. A. Nithya

Auditee: Dr. M. Phasamalingar  
Date: 02/07/24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Small corrections in course files like sign missing, date mismatch & missing	AC 23 & AC 24 (REC/ACD/003)
2.	I & II questions <sup>papers</sup> not binded (End sem)	(RREC/ACD/017) University QP
3.	Order copy not filed in placement file	REC/ACD/027

Auditee: *[Signature]*  
Date: 2/7/24

Auditor: *[Signature]*  
Date: 02/07/24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Course file corrections completed	04/07/24
2.	University QPs to be collected by COE office	-
3.	Order copy to be collected from CTC	-

Auditor: *[Signature]*  
Date: 04/07/24

Auditee *[Signature]*  
Date: 4/7/24

### 3. Follow Up

Auditor: *[Signature]*  
Date: 04/07/24

Satisfactory/Not satisfactory

MR *[Signature]*  
Date: 4/7/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: EEF  
Auditor: S.K.KARTHIKEYAN

Auditee: Dr.R.SHANKAR  
Date: 2.7.2024  
3.7.2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Consultancy Work - HOD Sign Missing in few Papers	REC/ACD/030
2	Degree Completion Details - Provisional Certificates - Missing	REC/ACD/031
3	In Program files } Proof Missing for Guest Lecture } on Safety integration - Program	REC/ACD/033

Auditee: [Signature]  
Date: 03.07.24

Auditor: [Signature]  
Date: 3.7.2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	In Consultancy Work - Had Signed all documents	4.7.2024
2.	In Degree Completion details - Provisional Certificate Placed	4.7.2024
3.	In Program files - All The Proofs are added for That Program	4.7.2024

Auditor: [Signature]  
Date: 4.7.2024

Auditee: [Signature]  
Date: 04.07.24

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: [Signature]  
Date: 4.7.2024

MR: [Signature]  
Date: 4/7/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: Mechanical Engineering  
Auditor: Dr. S. Kathiresan

Auditee: Dr. D. Jagadeesh  
Date: 02.07.2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Students placement details proof missing	REC/ACD/027
2.	Date mismatch in Remedial action & Students paper	REC/ACD/003.

Auditee:   
Date: 3/7/24

Auditor:   
Date: 03.07.2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	The details will be updated	
2.	The corrections are carried out	3/7/24

Auditor:   
Date: 03.07.2024

Auditee:   
Date: 3/7/24

### 3. Follow Up

Satisfactory /  Not satisfactory

Auditor:   
Date: 04.07.2024

MR:   
Date: 4/7/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Agricultural Engineering  
Auditor: DR. V. BHARATHI

Auditee: DR. V. Gopinath  
Date: 02.07.2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	End Sem Question Paper not updated for II year	REC/AD/017
2.	Course committee meeting file to be updated	REC/ACD/004
3.	Mou file summary sheet should be added	REC(ACD)029

Auditee: V. Gopinath  
Date: 2/7/24

Auditor: Dr. V. Bharathi  
Date: 02.07.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	End semester Question paper updated.	4/7/24
2.	Course committee of PAS updated.	4/7/24
3.	Summary sheet included in mou file.	4/7/24

Auditor: Dr. V. Bharathi  
Date: 4/7/24

Auditee: V. Gopinath  
Date: 4/7/24

### 3. Follow Up

Auditor: Dr. V. Bharathi  
Date: 4/7/24

Satisfactory/Not satisfactory

MR: V. Gopinath  
Date: 4/7/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: AD  
Auditor: R. Prakash Kumar

Auditee: Dr. K. BASKAR  
Date: 02-07-2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Course Committee Meeting - Meeting minutes not available	REC/ACD/004
2.	FDP, Events, Seminars Files - Index missing	REC/ACD/021

Auditee: Dr. K. BASKAR  
Date: 04-07-2024

Auditor: R. Prakash Kumar  
Date: 04-07-24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Later filed all documents.	3.7.24
2.	Prepared all the index & Filed	4.7.24

Auditor: R. Prakash Kumar  
Date: 04-07-2024

Auditee: Dr. K. Baskar  
Date: 04-07-24


### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: R. Prakash Kumar  
Date: 04-07-2024

MR: V. G. R. 20  
Date: 11/8/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Information Technology  
Auditor: DS.T. YUVARAJA, ASP/ECE

Auditee: D.K. Nuthumanickam  
Date: 02-07-2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Course file corrections to be completed	REC/ACD/003
2.	student counselling records to be completed	REC/ACD/006
3.	Value Added course corrections to be completed	REC/ACD/002
4.	Program file corrections to be completed	REC/ACD/033

Auditee:   
Date: 03-07-2024

Auditor:   
Date: 03-07-2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Course file corrections have been made	04.07.2024
2.	student counselling records have been updated	04.07.2024
3.	VAC corrections have been made	05.07.2024
4.	Program file corrections have been made	05.07.2024

Auditor:   
Date: 05-07-2024

Auditee:   
Date: 05-07-2024

### 3. Follow Up

Auditor:   
Date: 05-07-2024

~~Satisfactory/Not satisfactory~~

MR   
Date: 5/7/24

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Kongunadu College of  
Engineering and Technology,  
Tholurpatti (Po), Thottiam (Tk),  
Trichy (Dt). Pin : 621 215.



# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL-TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: SDH

Auditor: R. GOPALAKRISHNAN

Auditee: Dr. K. Balasubramanian  
Date: 3.7.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Participation Certificate signature missing	REC/ACD/021
2.	Course File Data and signature missing	REC/ACD/003
3.	Program file Invitation missing	REC/ACD/033

Auditee: [Signature]  
Date: 3.7.24

Auditor: R. GOPALAKRISHNAN  
Date: 3.7.24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Participation Certificate signature Completed	4.7.24
2.	Course File Data and signature Completed	4.7.24
3.	Program File Invitation Completed	4.7.24

Auditor: R. GOPALAKRISHNAN  
Date: 5.7.24

Auditee: [Signature]  
Date: 5.7.24

### 3. Follow Up

Satisfactory/Not-satisfactory

Auditor: R. GOPALAKRISHNAN  
Date: 5.7.24

MR: [Signature]  
Date: 5/7/24

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: *COE office*  
Auditor: *M.P. Indhu.*

Auditee: *Dr. P. Arul*  
Date: *2.7.2024*

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
<i>1.</i>	<i>No correction and Commands.</i>	

Auditee: *Dr. P. Arul P. Arul*  
Date: *4.7.2024,*

Auditor: *M.P. Indhu.*  
Date: *4.7.2024,*

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
	<i>NIL</i>	

Auditor *M.P. Indhu*  
Date: *4.7.2024,*

Auditee *P. Arul*  
Date: *4.7.2024*

### 3. Follow Up

Auditor *M.P. Indhu.* **Satisfactory/Not satisfactory**  
Date: *4.7.2024*

MR *V. G. P. R.*  
Date: *4/7/24*

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# KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: C2C  
Auditor: B.UMARAN

Auditee: SRIDHAR-K.  
Date: 3-7-24.

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<u>Few Companies. Appointments <sup>order</sup> not available</u>	<u>REC/TR6/006</u>

Auditee: Mr. K. SRIDHAR.  
Date: 3-7-24.

Auditor: B.UMARAN  
Date: 3-7-24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	<u>offer Letters will be provided in the month of September if received from the companies</u>	<u>4-7-24.</u>

Auditor: B.UMARAN  
Date: 4-7-24

Auditee: Sridhar  
Date: 4-7-24

### 3. Follow Up

Satisfactory/Not satisfactory

Auditor: B.UMARAN  
Date: 4-7-24

MR: V. G. R. S.  
Date: 4-7-24

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

## Internal quality audit report

Department: Library  
Auditor: B. UMARAN

Auditee: B. UMARAN  
Date: 2.7.24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<u>CD/DVD Register - Sign missing</u>	<u>REC/LIB/016</u>
2.	<u>Magazine back volume pag. - Not available</u>	<u>REC/LIB/014.</u>

Auditee: Dr. K. NATARAJAN  
Date: 15.07/2024

Auditor: B. UMARAN  
Date: 2.7.24.

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	<u>CD/DVD Register Sign updated.</u>	<u>4.7.24</u>
2.	<u>Magazine back volume pag. updated.</u>	<u>4.7.24.</u>

Auditor B. UMARAN  
Date: 4.7.24.

Auditee Dr. K. NATARAJAN  
Date: 15.07/2024

### 3. Follow Up

**Satisfactory/Not satisfactory**

Auditor B. UMARAN  
Date: 4.7.24

MR V. Gopinath  
Date: 4/7/24

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: Office  
Auditor: K. Mohanraj

Auditee: Mrs. S. Vasuki  
Date: 02/07/24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Summary Student List NOT updated	REC/ADM/002
2.	Admission Register Students Photo missing	REC/ADM/005
<hr/>		

Auditee: S. Cal  
Date: 02/07/24

Auditor: K. Mohanraj  
Date: 02/07/24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Summary Student List will be updated on 04/7/24	REC/ADM/002
2.	Admission Register will be updated on 04/10/24	REC/ADM/005
<hr/>		

Auditor: K. Mohanraj  
Date: 04/10/24

Auditee: S. Cal  
Date: 04/10/24

### 3. Follow Up

~~Satisfactory/Not satisfactory~~

Auditor: K. Mohanraj  
Date: 04/10/24

MR V. Govindarajan  
Date: 04/10/24

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03  
Rev: 1

## Internal quality audit report

Department: Purchase  
Auditor: K. Mohanraj

Auditee: Mrs. Palanisamy  
Date: 02/07/24

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Invoice file NOT in order	REC/PUR/003

Auditee: S. Palanisamy  
Date: 02/07/24

Auditor: [Signature]  
Date: 02/07/24

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
1.	Invoice file will be updated on 04/07/24	REC/PUR/003

Auditor: [Signature]  
Date: 04/07/24

Auditee: S. Palanisamy  
Date: 04/07/24

### 3. Follow Up

Auditor: [Signature] **Satisfactory/Not satisfactory**  
Date: 04/07/24

MR [Signature]  
Date: 04/07/24

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MR-03

Rev: 1

## Internal quality audit report

Department: MR  
Auditor: M.P. Indhu

Auditee: Dr. V. Gopinath  
Date: 27.2.2024

### 1. Audit (Attach overleaf, if space is insufficient)

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Non Conformities.	

Auditee: V. Gopinath  
Date: 4.7.24

Auditor: M.P. Indhu  
Date: 4.7.2024

### 2. Corrective Actions (Attach overleaf, if space is insufficient)

No	Non Conformities	Date
	NU	

Auditor: M.P. Indhu  
Date: 4.7.2024

Auditee: V. Gopinath  
Date: 4.7.24

### 3. Follow Up

M.P. Indhu  
Auditor  
Date: 4.7.2024

Satisfactory/Not satisfactory

MR V. Gopinath  
Date: 4/7/24

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