

ISO INTERNAL AUDIT – 1 (2021-2022)



REF: KNCET/CIRCULAR/ISO/ 21-22/001 _ENG.

28.12.2021

CIRCULAR

It is proposed to conduct Internal Quality Audit on 05.01.22 to 07.01.22 as per our KEI - QMS ISO 9001: 2015 standards. The Internal audit will start with open meeting on 05.01.22 at 9.30am 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)
2.	CE	Dr.S.Kavipriya	Dr.R.Sathya (AP/IT) Mrs.S.Sangeetha (AP/IT) Mrs.M.Janaki (AP/Phy)
3.	CSE	Dr.C.Saravanabavan	Mr.N.Ravikumar (AP/Mech) Mr.K.Mohanraj (AP/EEE) Mr.J.Sophers (AP/Maths)
4.	ECE	Dr.M.Dharmalingam	Dr.A.Nithya (ASP/Mech) Mr.V.Sriram (AP/Che) Mr.K.Karthick (AP/CSE) Mr.M.Sakthivel (AP/Civil)
5.	EEE	Dr.R.Shankar	Mr.S.K.Karthikeyan (ASP/Mech) Mr.K.Anguraju (AP/CSE) Mr.E.Manikandan (AP/Maths)
6.	ME	Dr.D.Jagadeesh	Dr.K.Muthumanickam (Prof/IT) Mr.V.Bharathi (AP/ECE) Mr.B.Raguram (AP/Eng) Mrs.A.Mageshwari (AP/Che)
7.	IT	Mr.N.Premkumar	Dr.B.Umarani (Prof/ECE) Dr.S.Kathiresan (AP/Phy) Mr.R.Gopalakrishnan (AP/EEE)
8.	S&H	Dr.K. Balasubramanian Mr.N.Kannan	Dr.T.Yuvaraja (ASP/ECE) Mrs.T. Meenal (ASP/ECE) Mr.G.Selvakumar (AP/Mech) Mrs.K.Anbarasi (AP/Civil)
9.	COE Office	Dr.P.Arul	Mr.S.Hari Kumar (AP/BME)
10.	C2C	Mr.K.Sridhar	Mr.T.Muthukumar (AP/EEE)
11.	Library	Dr.K.Natarajan	Mr.C.Radhakrishnan (AP/CSE)
12.	Office	Mrs.S.Vasuki	Mr.T.Muthukumar (AP/EEE)
13.	Purchase	Dr.K.Parimala	Mr.S.Ramkumar (AP/Civil)
14.	MR	Dr.V.Gopinath	Mr.C.Radhakrishnan (AP/CSE)

V. Govindarajan 28/12/21
Management Representative

Principal

Copy To:

- The Principal
- Dean (R&D)
- All HODs, Office, Store, Library
- ISO File

Copy submitted to:

- The Chairman

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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

28.12.2021

Acknowledgement

Office / Department	Signature
Chairman Office	
Principal	
Dean (R&D)	

Department	Auditee	Auditor
BME		
CE		
CSE		
ECE		
EEE		
ME		
IT		
S&H		
COE Office		
C2C		
Library		
Office		
Purchase		
MR		

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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: Bio Medical. Synergy
Auditor: Mr. R. Arivazhagan

Auditee: Mr. F. Ashok.
Date: 5.1.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Student Counseling date missing.	REC/ACD/006
2.	Course Committee meeting ISO Number wrong	REC/ACD/004
3.	Assignment Sample. Date missing	REC/ACD/003

Auditee: Ashok
Date: 7/1/22

Auditor: Arivazhagan
Date: 7.1.2022

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

No	Non Conformities	Date
1.	Date entered in Counseling form	8.1.2022
2.	ISO Number is entered Course Committee meeting	8.1.2022
3.	Date enter in Assignment	8.1.2022

Auditor: Arivazhagan
Date: 9.1.22

Auditee: Ashok
Date: 9/1/22.

3. Follow Up

~~Satisfactory/Not satisfactory~~

Auditor: Arivazhagan
Date: 9.1.22

MR J. G. R. 20
Date: 9/1/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: CIVIL
Auditor: Dr. R. SATHYA

Auditee: Dr. S. KAVI PRIYA
Date: 5.01.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Soil mechanics Lab- Need service details	REC/MT/01,02,03
2.	Funding Proposal- HOD sign needed.	REC/ACD/026

Auditee:
Date: 6.01.2022

Auditor:
Date: 6.01.2022

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

No	Non Conformities	Date
1	Soil Mechanics Lab service details were	7.01.2022
2	HOD Signature was incorporated in funding Proposal	7.01.2022

Auditor:
Date: 8.01.2022

Auditee:
Date: 8.01.2022

3. Follow Up

Satisfactory/Not-satisfactory

Auditor:
Date: 8.01.2022

MR
Date: 9/1/22

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MR-03
Rev: 1

Internal quality audit report

Department: Computer Science Engg
Auditor: Mr. N. Raveendran

Auditee: Dr. C. Saravanan
Date: 05.01.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	FDP Summary sheet to be update	REC/AED/021
2	Video lecture - Proof missing in course file	REC/AED/003
	—	—
	—	—

Auditee: CS
Date: 7.1.22

Auditor:
Date: 07.01.2022

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

No	Non Conformities	Date
1.	FDP- Summary sheet updated	9.01.22
2.	Video lecture - Proof attached.	9.01.22
	—	—
	—	—

Auditor N.R.
Date: 09.01.2022

Auditee CS
Date: 9.1.22

3. Follow Up

✓
Satisfactory/Not satisfactory

Auditor N.R.
Date: 09.01.2022

MR V. G. P. 20
Date: 9/1/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: ECE

Auditor: Dr. A. Nithya

Auditee: Dr. M. Dharmalingam

Date: 05-01-2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Some strokeath leave form were missing	REC/ACD/012
2.	Service details need to update in ACN & NIPMC lab	REC/MT/002

Auditee: Dr. M. Dharmalingam
Date: 06-01-2022

Auditor: Dr. A. Nithya
Date: 06-01-2022

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

No	Non Conformities	Date
1.	Missing leave forms were Submitted on	09-01-2022
2.	Service details were updated on	09-01-2022

Auditor Dr. A. Nithya
Date: 09-01-2022

Auditee Dr. M. Dharmalingam
Date: 09-01-2022

3. Follow Up

✓ Satisfactory/Not satisfactory

Auditor Dr. A. Nithya
Date: 09-01-2022

MR V. G. R. 20
Date: 9/1/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03
Rev: 1

Internal quality audit report

Department: **EEE**
Auditor: **S.K.KARTHIKEYAN**

Auditee: **Dr.R.Shankar**
Date: **5.1.22**

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Students Counseling details - forms counting mismatched	REC/ACD/008
2	Value Added Courses - Summary sheet wrong	REC/ACD/022
3	Leave / OD forms - few missing	REC/ACD/012

Auditee: **[Signature]**
Date: **07.01.22**

Auditor: **[Signature]**
Date: **7.1.2022**

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

No	Non Conformities	Date
1	Students Counseling details - forms updated	6.1.22
2	Value Added Course Summary corrected	9.1.22
3	Leave / OD forms updated	9.1.22

Auditor: **[Signature]**
Date: **9.1.22**

Auditee: **[Signature]**
Date: **09.01.22**

3. Follow Up

Satisfactory ~~Not satisfactory~~

Auditor: **[Signature]**
Date: **9.1.22**

MR **[Signature]**
Date: **9/1/22**

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Mechanical Engineering
Auditor: Dr. K. Muthumanian

Auditee: Dr. D. Jagadeesh
Date: 05.01.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Corrections in Course File needs to be Completed	REC/ACD/003
2.	Summary of Journal list requires to be updated	REC/ACD/025
3.	Student Inplant Training Summary to be updated	REC/AED/028

Auditee:
Date: 05.01.2022

Auditor:
Date: 05.01.2022

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

No	Non Conformities	Date
1.	All Course file Corrections were rectified	6.1.22
2.	Summary of the Journal list was updated.	6.1.22
3.	Summary of Students Inplant training was updated	6.1.22
-		

Auditor:
Date: 07.01.2022

Auditee:
Date: 07.01.2022

3. Follow Up

Auditor:
Date: 07.01.2022

Satisfactory/Not satisfactory

MR 1.9020
Date: 9/1/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: IT
Auditor: B. UMARANI

Auditee: Mr. N. PREMKUMAR
Date: 05.01.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Date & joining in Employee Training Card. for Faculty was missing.	REC/TRG/002
2.	Faculty Incharges & HOD sign were missing in some course file.	REC/ACD/003
3.	End Semester result not updated in the log book.	REC/ACD/003

Auditee: G. P. R. S. / 6/1/22
Date: 6.1.22

Auditor: B. U. / 6/1/22
Date: 6.01.22

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

No	Non Conformities	Date
1.	Entered the Date & joining in Employee Training Card.	7.01.22
2.	Faculty Incharges & HOD sign were updated.	7.01.22
3.	End Semester result was updated in the log book.	8.01.22

Auditor: B. U. / 8/1/22
Date: 8.1.22

Auditee: G. P. R. S. / 8/1/22
Date: 8.1.22

3. Follow Up

Satisfactory/Not satisfactory

Auditor: B. U. / 8/1/22
Date: 8.1.22

MR: J. G. R. S. / 8/1/22
Date: 9.1.22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: S & H

Auditor: Dr. T. YUVARAJA, ASPIECE

Auditee: Dr. K. Balasubramanian

Date: 05-01-22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Student Attendance - HOD sign missing	REC/ACD/011
2.	Course File corrections to be completed	REC/ACD/003
3.	Summary sheet needed for funding proposal	REC/ACD/006
4.	Industrial visit summary sheet to be updated	REC/TRG/001

Auditee: T. Y. Raja

Date: 7.1.22

Auditor: T. Y. Raja

Date: 07-01-22

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

No	Non Conformities	Date
1.	Student Attendance - completed	8.1.2022
2.	Course file corrections completed	9.1.2022
3.	Summary sheet completed	9.1.2022
4.	Industrial visit summary sheet updated	9.1.2022

Auditor: T. Y. Raja

Date: 09-01-22

Auditee: T. Y. Raja

Date: 9.1.22

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: T. Y. Raja

Date: 09-01-22

MR

Date: 9/1/22

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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: HARI KUMAR. S

Auditee: Dr. P. ARUL
Date: COE office
5.01.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Hardcopy of Question Paper is to be updated	REC/Exc/001
	/	

Auditee: Dr. P. ARUL
Date: 5.01.2022

Auditor: HARI KUMAR S
Date: 5.01.2022

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

No	Non Conformities	Date
1.	updated the file REC/Exc/001	06.01.2022
	/	

Auditor S. HARI KUMAR
Date: 06.01.2022

Auditee Dr. P. ARUL
Date: 06.01.2022

3. Follow Up

Satisfactory / ~~Not satisfactory~~

Auditor S. HARI KUMAR
Date: 06.1.2022

MR J. GANESH
Date: 9/1/22

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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: T. Muthukumar, AP/IEE

Auditee: Mr. K. Sridhar

Date: 5.1.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Placement Drive Summary Sheet missing	REC TRG006

Auditee:

Date: 5.1.22

Auditor:

Date: 5.1.22

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

No	Non Conformities	Date
1	Placement Drive Summary Sheet missing updated	6.1.22

Auditor:

Date: 6.1.22

Auditee:

Date: 6.1.22

3. Follow Up

~~Satisfactory~~/Not satisfactory

Auditor:

Date: 6.1.22

MR

Date: 9/1/22

* KEI - KONGUNADU EDUCATIONAL INSTITUTIONS

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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: Library
Auditor: Mr. C. Padmanishram

Auditee: Dr. K. Natarajan
Date: 6.1.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<u>University Question Bank to update</u>	<u>REC/HB/015</u>

Auditee: K. Natarajan
Date: 6.1.2022

Auditor: Mr. C. Padmanishram
Date: 6.1.2022

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

No	Non Conformities	Date
1.	<u>University Question Bank will be updated.</u>	<u>9.1.2022</u>

Auditor: Mr. C. Padmanishram
Date: 9.1.2022

Auditee: Dr. K. Natarajan
Date: 9.1.2022

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: Mr. C. Padmanishram
Date: 9.1.2022

MR V. Govindarajan
Date: 9/1/22

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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: *office*
Auditor: *T. MUTHUKUMAR, AP/IEEE*

Auditee: *MRS. S. VASUKI*
Date: *5.1.22*

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Invitation File have to be updated	REC/ADM/017

Auditee: *[Signature]*
Date: *5.1.22*

Auditor: *[Signature]*
Date: *5.1.22*

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

No	Non Conformities	Date
1	Invitation File have to been updated	6.1.22

Auditor: *[Signature]*
Date: *6.1.22*

Auditee: *[Signature]*
Date: *6.1.22*

3. Follow Up

Satisfactory/Not satisfactory

Auditor: *[Signature]* *6.1.22*
Date: *6.1.22*

MR *[Signature]*
Date: *9/1/22*

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: purchases
Auditor: S. Ramkumar

Auditee: Dr. K. Pavimala
Date: 05.01.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	The students Diary to be update	REC/PUR/006

Auditee: [Signature]
Date: 06.01.22

Auditor: [Signature]
Date: 06.01.22

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

No	Non Conformities	Date
1.	The students Diary to will be update	09.01.22

Auditor: [Signature]
Date: 09.01.22

Auditee: [Signature]
Date: 09.01.22

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: [Signature]
Date: 09.01.22

MR V. G. R. 2e
Date: 9/1/22

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: MR
Auditor: Mr. C. Radhakrishnan

Auditee: Dr. V. Gopinath
Date: 5.1.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	External Audit to be update	REC/MRO/008

Auditee: VGP 20
Date: 5.1.2022

Auditor:
Date: 5.1.2022

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

No	Non Conformities	Date
1.	External Audit will be update	6.1.2022

Auditor:
Date: 6.1.2022

Auditee: VGP 20
Date: 6.1.2022

3. Follow Up

Satisfactory/Not satisfactory

Auditor:
Date: 7.1.2022

MR VGP 20
Date: 9/1/22

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ISO INTERNAL AUDIT – 2 (2021-2022)



REF: KNCET/CIRCULAR/ISO/ 21-22/002_ENG.

05.05.2022

CIRCULAR

It is proposed to conduct Internal Quality Audit on 12.05.22 to 14.05.22 as per our KEI - QMS ISO 9001: 2015 standards. The Internal audit will start with open meeting on 12.05.22 at 9.30am 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

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1.	BME	Mr.T.Ashok	Mr.N.Ravikumar (AP/Mech)
2.	CE	Dr.S.Kavipriya	Mrs.T. Meenal (ASP/ECE) Mr.K.Mohanraj (AP/EEE) Mr.J.Sophers (AP/Maths)
3.	CSE	Dr.C.Saravanabavan	Mr.R.Arivazhagan (ASP/Mech) Mrs.S.Sangeetha (AP/IT) Mr.M.Sakthivel (AP/Civil)
4.	ECE	Dr.M.Dharmalingam	Dr.R.Sathya (AP/IT) Mrs.K.Anbarasi (AP/Civil) Mr.K.Anguraju (AP/CSE) Mr.S.Ramkumar (AP/Civil)
5.	EEE	Dr.R.Shankar	Dr.B.Umarani (Prof/ECE) Dr.S.Kathiresan (AP/EEE) Mrs.A.Mageshwari (AP/Che)
6.	ME	Dr.D.Jagadeesh	Dr.T.Yuvaraja (ASP/ECE) Mr.V.Sriram (AP/Che) Mr.K.Karthick (AP/CSE) Mrs.M.Janaki (AP/Phy)
7.	IT	Mr.N.Premkumar	Dr.A.Nithya (ASP/Mech) Mr.T.Muthukumar (AP/EEE) Mr.E.Manikandan (AP/Maths)
8.	S&H	Dr.K. Balasubramanian Mr.N.Kannan	Mr.S.K.Karthikeyan (ASP/Mech) Mr.R.Gopalakrishnan (AP/EEE) Mr.C.Radhakrishnan (AP/CSE) Mr.S.Hari Kumar (AP/BME)
9.	COE Office	Dr.P.Arul	Dr.K.Muthumanickam (Prof/IT)
10.	C2C	Mr.K.Sridhar	Mr.V.Bharathi (AP/ECE)
11.	Library	Dr.K.Natarajan	Mr.B.Raguram (AP/Eng)
12.	Office	Mrs.S.Vasuki	Mr.V.Bharathi (AP/ECE)
13.	Purchase	Dr.K.Parimala	Mr.G.Selvakumar (AP/Mech)
14.	MR	Dr.V.Gopinath	Dr.K.Muthumanickam (Prof/IT)


Management Representative


Principal

Copy To:

- The Principal
- Dean (R&D)
- All HODs, Office, Store, Library
- ISO File

Copy submitted to:

- The Chairman

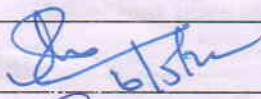
PRINCIPAL
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Trichy (Dt). Pin : 621 215.

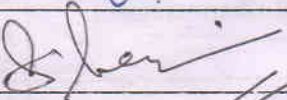
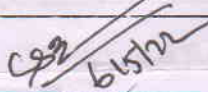
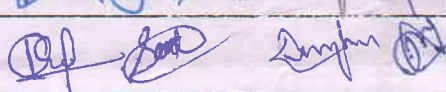
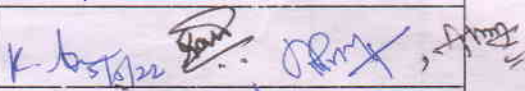
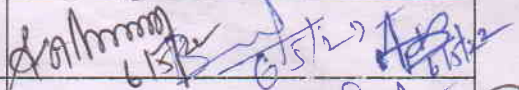
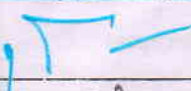
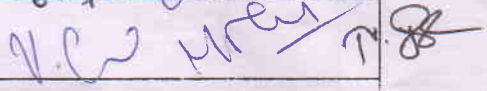
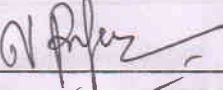
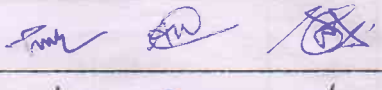
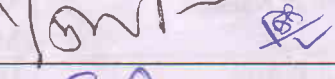
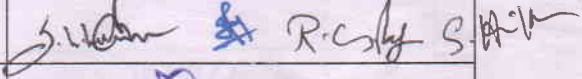
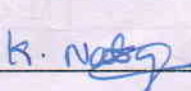


KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

05.05.2022

Acknowledgement

Office / Department	Signature
Chairman Office	
Principal	
Dean (R&D)	

Department	Auditee	Auditor
BME		
CE		
CSE		
ECE		
EEE		
ME		
IT		
S&H		
COE Office		
C2C		
Library		
Office		
Purchase		
MR		

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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: Bio. Medical Engg.
Auditor: Mr. N. Ranikumar

Auditee: Mr. T. Ashok.
Date: 12.05.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Employee Training Card to be update	REC/TRG/1002
2.	Assessment Method - Indirect should be removed from Course data sheet.	REC/ACD/003
3.	Assignment - Given date, Submitted date missing	REC/ACD/003

Auditee: Ashok T
Date: 13/5/22

Auditor: N. Ranikumar
Date: 13.05.2022

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

No	Non Conformities	Date
2.	Employee Training Card updated	16.05.2022
2	Indirect Assessment method removed	16.05.2022
3.	Assignment dates entered	16.05.2022

Auditor: N. Ranikumar
Date: 16.05.2022

Auditee: Ashok T
Date: 16/5/22.

3. Follow Up

~~Satisfactory/Not satisfactory~~

Auditor: N. Ranikumar
Date: 17.05.2022

MR V. G. R. Reddy
Date: 19/5/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: CIVIL
Auditor: T. MEENAL

Auditee: Dr. S. Kavipriya
Date: 12.5.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Risk Register Need to update	REC/ACD/032
2.	Library books, list - lending details Need to update	REC/ACD/015

Auditee:
Date: 14.5.22

Auditor: T. Meenal
Date: 14.5.22

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

No	Non Conformities	Date
1	Risk register details were updated	17.5.22
2.	Library books list and Pending details were updated	17.5.22

Auditor: T. Meenal
Date: 17.5.22

Auditee:
Date: 17.5.22

3. Follow Up

~~Satisfactory/Not satisfactory~~

Auditor: T. Meenal
Date: 17.5.22

MR V. Gopinath
Date: 19/5/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Computer Science Engg.
Auditor: Mr. R. Arinmozhan

Auditee: Dr. C. Saravandakumaran
Date: 12.5.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Employee training record date mismatch	REC/TRG/002
2.	Conference file Summary sheet how to update	REC/ACD/025
3.	University Question paper having water mark.	REC/ACD/003

Auditee: CSE
Date: 13.5.22

Auditor: Arinmozhan
Date: 13.5.2022

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

No	Non Conformities	Date
1.	Date corrected in Employee train record.	14.5.2022
2.	Summary sheet updated.	14.5.2022
3.	University Question paper properly filed	14.5.2022

Auditor: Arinmozhan
Date: 16.5.2022

Auditee: CSE
Date: 16.5.22.

3. Follow Up

Satisfactory/Not satisfactory

Auditor: Arinmozhan
Date: 17.6.5.2022

MR V. Gopinath
Date: 19/5/22

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MR-03

Rev: 1

Internal quality audit report

Department: ECE
Auditor: Dr. R. SATHYA

Auditee: Dr. M. DHARMALINGAM
Date: 12.05.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Course committee meeting - Compose other dept. Same subjects.	REC/ACD/004
2.	Circular File - Need to get sign from all the faculties.	REC/ACD/04

Auditee:
Date: 14.05.2022

Auditor:
Date: 14.05.2022

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

No	Non Conformities	Date
1.	Course Committee meeting file completed on	16.05.2022
2.	Circular file completed on.	17.05.2022

Auditor:
Date: 17.05.2022

Auditee:
Date: 17.05.2022

3. Follow Up

Satisfactory/Not satisfactory

Auditor:
Date: 17.05.2022

MR V. G. R.
Date: 19.5/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: FEE

Auditor: Dr. B. UMARAN I.

Auditee: Dr. R. SHANKAR

Date: 12.05.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	The Course Committee meeting file was updated only for 20-21 Academic year. Non updation in 21-22	REC/ACD/004
2.	Minutes of Meeting file not updated	REC/ACD/010
3.	Some of the leave form not filling	REC/ACD/012

Auditee:

Date: 14.05.22

Auditor:

Date: 14.05.2022

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

No	Non Conformities	Date
1.	Course Committee Meeting file Updated	17.05.22
2.	Minutes of Meeting file Updated	18.05.22
3.	Students leave and form Updated	18.05.22

Auditor:

Date: 18.05.22

Auditee:

Date: 18.05.22

3. Follow Up

Auditor:

Date: 18.5.22

Satisfactory/Not satisfactory

MR:

Date: 18.5.22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Mechanical
Auditor: Dr. T. YUVARAJA

Auditee: Dr. D. Jagadeesh
Date: 12-05-22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	student Master Attendance Percentage to be completed	REC/ACD/011
2.	Course File corrections to be completed	REC/ACD/003
3.	Event feedback - Faculty IIC & HOD sign missing	REC/TRG/004
4.	college Logo should be changed	REC/MT/002

Auditee: J. J.
Date: 14-05-22

Auditor: T. Yuv
Date: 14-05-22

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

No	Non Conformities	Date
01	Master Attendance Percentage completed	16.05.22
02	Course file correction was completed	17.05.22
03	All missing sign was signed	16.05.22
04	College Logo (new) (new) changed	18-05-22

Auditor: T. Yuv
Date: 18-05-22

Auditee: J. J.
Date: 18-05-22

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: T. Yuv
Date: 18-05-22

MR V. Gopinath
Date: 19/05/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: IT
Auditor: Dr. A Nithya

Auditee: Mr. N. Premkumar
Date: 12.05.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Alumni file- summary sheet - missing	REC/ACD/023
2.	Event feed file - Evaluation report - missing	REC/TRG/004

Auditee: V. Praveen
Date: 14.5.2022

Auditor: Dr. Nithya
Date: 14.05.2022

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

No	Non Conformities	Date
1.	Summary sheet filed in Alumni file on	18-05-2022
2.	Evaluation report filed in Event feed file	18-05-2022

Auditor: Dr. Nithya
Date: 18.05.2022

Auditee: V. Praveen
Date: 18.5.2022

3. Follow Up

✓
Satisfactory/Not satisfactory

Auditor: Dr. Nithya
Date: 18.05.2022

MR V. Praveen
Date: 19/5/22

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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: Science & Humanities

Auditor: S.K. KARTHIKEYAN

Auditee: Dr. K. Babubra

Date: 12.5.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Course Committee Meeting - need few faculties Sign	REC/ACD/004
2	Question Paper file for End Sem to be Updated	REC/ACD/017
3	Staff Training file - Need Summary Sheet	REC/ACD/021
4	Lab - Stock Register - for few items Principal Sign missing	REC/ACD/019

Auditee:

Date: 14.5.22

Auditor:

Date: 14.5.2022

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

No	Non Conformities	Date
1	Course Committee meeting - all Faculties Signed	13.5.22
2	Question Paper file for end Sem - Updated	14.5.22
3	Staff training file - updated with Summary	14.5.22
4	Lab - Stock Register - got Principal Sign	18.5.22

Auditor:

Date: 18.5.22

Auditee:

Date: 18.5.22

3. Follow Up

Satisfactory/Not satisfactory

Auditor:

Date: 18.5.22

MR:

Date: 19/5/22

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: COE Office
Auditor: Dr. K. Muthumanickam

Auditee: Dr. R. Arul
Date: 12.05.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Invigilation duty schedule Hard Copy required	REC/EXQ/002

Auditee: P. Am
Date: 12.05.2022

Auditor: Dr. K. Muthumanickam
Date: 12.05.2022

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

No	Non Conformities	Date
1.	Enclosed Invigilation duty schedule hard copy	13.05.2022

Auditor: Dr. K. Muthumanickam
Date: 13.05.2022

Auditee: P. Am
Date: 13.05.2022

3. Follow Up

Auditor: Dr. K. Muthumanickam
Date: 13.05.2022

Satisfactory/Not satisfactory

MR: V. G. R. R.
Date: 19/05/22

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: C&C
Auditor: V. Bharathi

Auditee: Mr. K. Sridhar
Date: 13.5.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Placement program details have to be updated	REC/TRG/007

Auditee: [Signature]
Date: 13.5.22

Auditor: [Signature]
Date: 13.5.22

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

No	Non Conformities	Date
1.	Placement program will be updated	15.5.22

Auditor: [Signature]
Date: 15.5.22

Auditee: [Signature]
Date: 15.5.22

3. Follow Up

Satisfactory/Not satisfactory

Auditor: [Signature]
Date: 15.5.22

MR: [Signature]
Date: 19/5/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Library
Auditor: B. Raguraman.

Auditee: Dr. H. Natarajan
Date: 12-5-22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	The file should be update ^{up to} present date.	REC/LIB/014
2	The file should be update ^{up to} present date.	REC/LIB/015

Auditee: [Signature]
Date: 13-5-22

Auditor: [Signature]
Date: 13-5-22

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

No	Non Conformities	Date
1	REC/LIB/014 - updated.	18-5-22
2	REC/LIB/015 - updated.	18-5-22

Auditor: [Signature]
Date: 18-5-22

Auditee: [Signature]
Date: 18/5/22

3. Follow Up

Satisfactory / ~~Not satisfactory~~

Auditor: [Signature]
Date: 18-5-22

MR V. Gopinath
Date: 19/5/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: office
Auditor: v. Bharathi

Auditee: Mrs. S. Vasu
Date: 12.5.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Admission Register file has to be updated for all departments.	RE C/ADM/005

Auditee: S. Vasu
Date: 12/5/22

Auditor: v. Bharathi
Date: 12.5.22

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

No	Non Conformities	Date
1.	Admission register will be updated	17.5.22

Auditor: v. Bharathi
Date: 17.5.22

Auditee: S. Vasu
Date: 17/5/22

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: v. Bharathi
Date: 17.5.22.

MR V. Gopinath
Date: 19/5/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Purchase

Auditor: G. Selvakumar

Auditee: Dr. K. Pasi mala

Date: 13.5.22

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Purchase order file - Not properly filed	REC/PUR/001
2.	Material receipt notes - Not properly filed	REC/PUR/002
3.	Vendor Appraisal - Need to update current academic year	REC/PUR/005

Auditee:

Date: 14.5.22

Auditor: G.

Date: 14.5.22

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

No	Non Conformities	Date
1.	Arranged properly - Purchase order file	16.5.22
2.	Arranged properly - Material receipt notes	16.5.22
3.	Updated - vendor appraisal	16.5.22

Auditor: G.

Date: 16.05.22

Auditee:

Date: 16.5.22

3. Follow Up

Satisfactory/Not satisfactory

Auditor: G.

Date: 16.5.22

MR V. Gopinath

Date: 19/5/22

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: MR

Auditor: Dr. K. Mukthumanickam

Auditee: Dr. V. Gopinath

Date: 13.05.2022

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Hard copy of specimen formats required	REC/MRO/002

Auditee: V. Gopinath
Date: 13.05.2022

Auditor: Dr. K. Mukthumanickam
Date: 13.05.2022

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

No	Non Conformities	Date
1.	Enclosed hard copy of specimen formats	14.05.2022

Auditor: Dr. K. Mukthumanickam
Date: 14.05.2022

Auditee: V. Gopinath
Date: 14.5.22

3. Follow Up

Auditor

Date: 14.05.2022

Satisfactory/Not satisfactory

MR

Date: 19/5/22

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