

ISO INTERNAL AUDIT – 1 (2022-2023)

REF: KNCET/CIRCULAR/ISO/ 22-23/001_ENG.

11.02.2023

CIRCULAR

It is proposed to conduct Internal Quality Audit on 24.02.23 to 28.02.23 as per our KEI - QMS ISO 9001:2015 standards. The Internal audit will start with open meeting on 24.02.23 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.	AGE	Dr.V.Gopinath	Mr.V.Bharathi (AP/ECE)
2.	AIDS	Dr.K.Baskar	Mr.R.Gopalakrishnan (AP/EEE)
3.	BME	Mr.T.Ashok	Dr.T.Yuvaraja (ASP/ECE) Mr.K.Mohanraj (AP/EEE)
4.	CE	Dr.S.Kavipriya	Mr.S.K.Karthikeyan (ASP/Mech) Mr.K.Karthick (AP/CSE) Mrs.A.Mageshwari (AP/Che)
5.	CSE	Dr.C.Saravanabavan	Dr.S.Kathiresan (AP/Eng) Mr.S.Hari Kumar (AP/BME) Mr.T.Muthukumar (AP/EEE)
6.	ECE	Dr.M.Dharmalingam	Dr.K.Muthumanickam (Prof/IT) Mr.M.Sakthivel (AP/Civil) Mrs.S.Sangeetha (AP/IT) Mrs.M.Janaki (AP/Phy)
7.	EEE	Dr.R.Shankar	Dr.R.Sathya (AP/IT) Mr.K.Anguraju (AP/CSE) Mr.E.Manikandan (AP/Maths)
8.	ME	Dr.D.Jagadeesh	Dr.B.Umarani (Prof/ECE) Mr.M.Sivakumar (AP/AIDS) Mr.D.Dhavashankaran (AP/Civil) Mr.B.Raguram (AP/Eng)
9.	IT	Mr.N.Premkumar	Mr.V.Sriram (AP/Che) Mr.N.Ravikumar (AP/Mech) Mr.C.Radhakrishnan (AP/CSE)
10.	S&H	Dr.K. Balasubramanian Dr.N.Karthikeyan	Mr.R.Ariyazhagan (ASP/Mech) Mrs.T. Meenal (ASP/ECE) Mr.G.Selvakumar (AP/Mech) Mr.M.Sathishkumar (AP/AGE)
11.	COE Office	Dr.P.Arul	Mr.J.Sophers (AP/Maths)
12.	C2C	Mr.K.Sridhar	Dr.A.Nithya (ASP/Mech)
13.	Library	Dr.K.Natarajan	Mr.S.Gowtham (AP/Civil)
14.	Office	Mrs.S.Vasuki	Mr.J.Sophers (AP/Maths)
15.	Purchase	Dr.K.Parimala	Mr.S.Gowtham (AP/Civil)
16.	MR	Dr.V.Gopinath	Dr.A.Nithya (ASP/Mech)

V. Gopinath
11/2/23
Management Representative

[Signature]
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

(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Agricultural Engineering
Auditor: V. BHARATHI

Auditee:
Date: 25.2.23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Circular file has to be update	REC ACD/014.
2.	Files for Journal publication, and Participation Principal Attested missing	REC AC/025
3.	Students feedback lab report missing	REC AC/02
	—	

Auditee: V. Gopinath
Date: 25/2/23

Auditor: V. Bharathi
Date: 25/2/23

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

No	Non Conformities	Date
1.	Circular file will be updated	27/2/23
2.	Journal publication will be updated	27/2/23
3.	Students Feedback will be updated	27/2/23

Auditor: V. Bharathi
Date: 28/2/23.

Auditee: V. Gopinath
Date: 28/2/23.

3. Follow Up

✓
Satisfactory/Not satisfactory

Auditor: V. Bharathi
Date: 28/2/23

MR V. Gopinath
Date: 28/2/23

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Rev: 1

Internal quality audit report

Department: **AIDS**
Auditor: **GIOPALAKRISHNAN R**

Auditee: **Dr.K.Baskar**
Date: **25.02.2023**

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	AC-20 Competency matrix to be prepared.	REC/ACD/002
2.	AC-23 - Content sheet may be changed.	REC/ACD/003
3.	AC-11 - Student counselling details need to be updated.	REC/ACD/006

Auditee: **R. S. S.**
Date: **25.2.23**

Auditor: **R. S. S.**
Date: **25.02.23**

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

No	Non Conformities	Date
1.	Competency matrix Prepared	28.02.23
2.	Content sheet changed	28.02.23
3.	Student Counselling Details updated	28.02.23

Auditor: **R. S. S.**
Date: **28.02.23**

Auditee: **R. S. S.**
Date: **28.2.23**

3. Follow Up

Satisfactory/Not satisfactory

Auditor: **R. S. S.**
Date: **28/02/23**

MR **V. G. R.**
Date: **28/2/23**

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: BME

Auditor: D.S.T. YUVARAJA, ASPIECE

Auditee: M.S.T. ASHOK

Date: 24-02-2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Student Counselling Records to be completed	REC/ACD/006
2.	Course File Corrections to be completed	REC/ACD/003
3.	Staff Training Summary Sheet to be completed	REC/ACD/021
4.	Risk Register to be completed	REC/ACD/032

Auditee: Ashok

Date: 25/2/23

Auditor: T. S. S. S.

Date: 25-02-2023

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

No	Non Conformities	Date
1.	Students counselling records completed.	28/2/23
2.	Course file corrections completed	28/2/23
3.	Staff training summary sheet completed	28/2/23
4.	Risk register completed	28/2/23

Auditor: T. S. S. S.

Date: 28-02-2023

Auditee: Ashok

Date: 28/2/23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: T. S. S. S.

Date: 28-02-2023

MR V. S. S. S.

Date: 28/2/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: CIVIL ENGINEERING
Auditor: S.K. KARTHIKEYAN

Auditee: Dr. S. Kavi priya
Date: 25.2.2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Student Attendance — Second Year Last Page need Completion	REC/ACD/011
2	Internal Test Details — II Yr — IA-2 — EXOI not available	REC/EXM/001
3	AC-20 Competency Matrix — To be updated	REC/ACD/002
4	AC-29 Industrial Visit — To be updated	REC/TRG/001

Auditee:
Date: 25.2.2023

Auditor:
Date: 25.2.2023

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

No	Non Conformities	Date
1.	Student Attendance — II Yr — Master Attendance — Last Page — updated	28.2.2023
2	Internal Test Details — For II year — IA-2 — EXOI updated	28.2.2023
3.	AC-20 Competency Matrix — updated.	27.2.2023
4	AC-29 Industrial Visit — updated	27.2.2023

Auditor:
Date: 28.2.2023

Auditee:
Date: 28.2.2023

3. Follow Up

Satisfactory/Not satisfactory

Auditor:
Date: 28.2.2023

MR:
Date: 28/2/23

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Rev: 1

Internal quality audit report

Department: CSE
Auditor: Dr. S. Kathiresan

Auditee: Dr. C. Saravan baran
Date: 27/2/23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Workload mismatch in ERP Copy & Workload	AC04
2.	Dept. of Library files - no. of books mismatch	REC/ACD/015
3.	Course data sheet - mapping, course code	AC23

Auditee: C. Saravan
Date: 25/02/23

Auditor: Dr. S. Kathiresan
Date: 25/2/23

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

No	Non Conformities	Date
1	Updated & corrected.	28/2/23
2	Corrected.	28/2/23
3	Completed.	28/2/23

Auditor: Dr. S. Kathiresan
Date: 01/03/23

Auditee: C. Saravan
Date: 01/03/23

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: Dr. S. Kathiresan
Date: 1/3/23

MR V. Gopale
Date: 1/3/23

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MR-03

Rev: 1

Internal quality audit report

Department: **ECE**

Auditor: **Dr. K. Muthumanickam**

Auditee: **Dr. M. Tharmalingam**

Date: **24.02.23**

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Mismatch of Admit Card in Higher Studies	REC/ACD/024
2.	Risk register not updated	REC/ACD/032

Auditee: **M. Tharmalingam**
Date: **24.02.23**

Auditor: **Dr. K. Muthumanickam**
Date: **24.02.23**

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

No	Non Conformities	Date
1.	Updated Higher Studies file	25.02.23
2.	Risk register file has been updated	25.02.23

Auditor: **Dr. K. Muthumanickam**
Date: **25.02.23**

Auditee: **M. Tharmalingam**
Date: **25/2/23**

3. Follow Up

Auditor

Date: **25.02.2023**

Satisfactory/Not satisfactory

MR

Date: **28/4/23**

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MR-03

Rev: 1

Internal quality audit report

Department: **EEE**
Auditor: **Dr. R. SATHYA**

Auditee: **Dr. R. SHANKAR**
Date: **24.02.2023**

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Training Records file has to be updated.	TR08
2.	Dept Library file should be updated	Library book list.
3.	Program file Summary has to be updated	AC28

Auditee: **[Signature]**
Date: **25.02.2023**

Auditor: **[Signature]**
Date: **25.02.2023**

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

No	Non Conformities	Date
1.	Training records updated	27.02.23
2.	Dept library file updated	28.02.23
3.	Program file Summary updated	28.02.23

Auditor: **[Signature]**
Date: **28.02.2023**

Auditee: **[Signature]**
Date: **28.02.2023**

3. Follow Up

Satisfactory/Not satisfactory

Auditor: **[Signature]**
Date: **28.02.2023**

MR **[Signature]**
Date: **28/2/23**

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MR-03

Rev: 1

Internal quality audit report

Department: MECHANICAL
Auditor: Dr. B. UMARAN.

Auditee: Mr. SATHYANATHAN
Date: 27/2/2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	non teaching file. not updated. - P18.C	REC/AED/002

Auditee: J.P.
Date: 28.02.23

Auditor: B.
Date: 27/2/23

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

No	Non Conformities	Date
1.	All the files are updated	28.2.23

Auditor: B.
Date: 28.2.23

Auditee: J.P.
Date: 28.2.23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: B.
Date: 28.2.23

MR V. GOPAL
Date: 28/2/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: IT
Auditor: Mr. V. Sriram

Auditee: Mr. N. Premkumar
Date: 27/2/23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Minor corrections were found in course file & Iso files	REC/MSD/003 AC 23 & 27

Auditee: Mr. N. Premkumar
Date: 27/2/23

Auditor: V. Sriram
Date: 27/2/23

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

No	Non Conformities	Date
1.	Corrections were updated	28/2/23

Auditor: V. Sriram
Date: 28/2/23

Auditee: Mr. N. Premkumar
Date: 28/2/23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: Mr. V. Sriram
Date: 1/3/23

MR V. Gopalan
Date: 1/3/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Science & Humanities
Auditor: R. Arinazhagan

Auditee: Dr. K. Balasubramanian
Date: 25.2.23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	ISO Number wrong	EX-03
2.	Seminar workshop Summary have to prepare	-
3.	In course file chairman signed Syllabus copy have to attach.	AC-23

Auditee: J. Gopinath
Date: 27.2.23

Auditor: R. Arinazhagan
Date: 27.2.23

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

No	Non Conformities	Date
1.	ISO Number changed in file.	28.2.23
2.	Year wise. Summary prepared	28.2.23
3.	Syllabus copy attached.	28.2.23

Auditor: R. Arinazhagan
Date: 28.2.23

Auditee: J. Gopinath
Date: 28.2.23

3. Follow Up

Auditor: R. Arinazhagan
Date: 28.2.23

Satisfactory/Not satisfactory

MR V. Gopinath
Date: 28/2/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03
Rev: 1

Internal quality audit report

Department: COE.
Auditor: J-SOPHERO

Auditee: P. Arul
Date: 25.02.2023

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

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

Auditee: P. Arul
Date: 27.02.2023

Auditor: J-SOPHERO
Date: 27.02.2023

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

No	Non Conformities	Date
	NIL	

Auditor: J-SOPHERO
Date: 27.02.2023

Auditee: P. Arul
Date: 27.02.2023

3. Follow Up

Auditor: J-SOPHERO
Date: 27.02.2023

Satisfactory/Not satisfactory

MR V. Gopinath
Date: 27/2/23

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: CTE
Auditor: Dr. A. Nithyan

Auditee: Mr. Soudhan
Date: 27/2/2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Placement overcommitment files to be updated - offer letter not attached	

Auditee: *[Signature]*
Date: 27/2/23

Auditor: *[Signature]*
Date: 27/2/23

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

No	Non Conformities	Date
1.	Files updated	28/2/23
2.	offer letter not yet received	28/2/23

Auditor: *[Signature]*
Date: 28/2/23

Auditee: *[Signature]*
Date: 28/2/23

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor - *[Signature]*
Date: 28/2/23

MR. *[Signature]*
Date: 28/2/23

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Rev: 1

Internal quality audit report

Department: Library
Auditor: S. Goktham

Auditee: Dr. K. Natarajan
Date: 27/2/23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<u>India today magazine irregular supply</u>	<u>REC/LIB/007</u>

Auditee: K. Natarajan
Date: 27/2/2023

Auditor: G. Goktham
Date: 27/2/23

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

No	Non Conformities	Date
1.	<u>Mailed to Vendor. Vendor assured will make alternative arrangements</u>	<u>31.3.2023</u>

Auditor: G. Goktham
Date: 27/3/23

Auditee: K. Natarajan
Date: 27/3/2023

3. Follow Up

Satisfactory/Not satisfactory

Auditor: G. Goktham
Date: 27/3/23

MR V. Goktham
Date: 27/3/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Office
Auditor: J. SURESH

Auditee: S. VASUKI
Date: 24.02.2023

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

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

Auditee: S. Vasuki
Date: 25.02.2023

Auditor: J. Suresh
Date: 25.02.2023

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

No	Non Conformities	Date
	NIL	

Auditor: J. Suresh
Date: 25.02.2023

Auditee: S. Vasuki
Date: 25.02.2023

3. Follow Up

Auditor: J. Suresh
Date: 25.02.2023

Satisfactory/Not satisfactory

MR V. G. O. P.
Date: 25/2/23

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MR-03

Rev: 1

Internal quality audit report

Department: *Purchase*
Auditor: *S. Gowtham*

Auditee: *Dr. K. Paimala*
Date: *27/2/23*

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

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

Auditee: *[Signature]*
Date: *27/2/23*

Auditor: *[Signature]*
Date: *27/2/23*

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

No	Non Conformities	Date
<i>1.</i>	<i>Nil</i>	

Auditor: *[Signature]*
Date: *27/2/23*

Auditee: *[Signature]*
Date: *27/2/23*

3. Follow Up

~~Satisfactory/Not satisfactory~~

Auditor: *[Signature]*
Date: *27/2/23*

MR V. G. P. *[Signature]*
Date: *28/2/23*

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MR-03

Rev: 1

Internal quality audit report

Department: MR
Auditor: Dr-A.Nithya

Auditee:
Date: 27/2/23

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

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

Auditee: V. Goparaju
Date: 27/2/23

Auditor: Nithya
Date: 27/2/23

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

No	Non Conformities	Date
1.	N.A. -	-

Auditor: Nithya
Date: 27/2/23

Auditee: V. Goparaju
Date: 27/2/23

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: Nithya
Date: 27/2/23

MR V. Goparaju
Date: 27/3/23

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Tholurpatti (Po), Thottiam (Tk),
Trichy (Dt). Pin : 621 215.

ISO INTERNAL AUDIT – 2 (2022-2023)



REF: KNCET/CIRCULAR/ISO/ 22-23/002_ENG.

15.06.2023

CIRCULAR

It is proposed to conduct Internal Quality Audit on 04.07.2023 to 06.07.2023 as per our KEI - QMS ISO 9001:2015 standards. The Internal audit will start with open meeting on 04.07.2023 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.	AGE	Dr.V.Gopinath	Mr.K.Mohanraj (AP/EEE)
2.	AIDS	Dr.S.Baskar	Dr.P.Elayaraja (ASP/ECE)
3.	BME	Mr.T.Ashok	Mr.V.Sriram (AP/Che) Mr.K.Karthick (AP/CSE)✓
4.	CE	Dr.S.Kavipriya	Dr.S.Kathiresan (AP/Phy) Mr.S.Hari Kumar (AP/BME) Mr.T.Muthukumar (AP/EEE)✓
5.	CSE	Dr.C.Saravanabavan	Mr.S.K.Karthikeyan (ASP/Mech) Mr.R.Gopalakrishnan (AP/EEE) Mrs.A.Mageshwari (AP/Che)
6.	ECE	Dr.M.Dharmalingam	Mr.R.Arivazhagan (ASP/Mech) Mr.G.Selvakumar (AP/Mech) Mr.M.Sivakumar (AP/AIDS) Mr.E.Manikandan (AP/Maths)
7.	EEE	Dr.R.Shankar	Dr.T.Yuvaraja (ASP/ECE) Mr.N.Jayapal(AP/ECE) Mr.M.Sathishkumar (AP/AGE)
8.	ME	Dr.D.Jagadeesh	Dr.K.Muthumanickam (Prof/IT) Mr.M.Sakthivel (AP/Civil) Mrs.M.Janaki (AP/Phy) Mrs.S.Sangeetha (AP/IT)
9.	IT	Mr.N.Premkumar	Mr.N.Ravikumar (AP/Mech) Mr.C.Radhakrishnan (AP/CSE)✓ Mr.J.Sophers (AP/Maths)
10.	S&H	Dr.K. Balasubramanian Dr.N.Karthikeyan	Dr.B.Umarani (Prof/ECE) ✓ Mr.D.Dhavashankaran (AP/Civil) Mr.K.Anguraju (AP/CSE)✓ Mr.S.Gowtham (AP/Civil)✓
11.	COE Office	Dr.P.Arul	Dr.A.Nithya (ASP/Mech)
12.	C2C	Mr.K.Sridhar	Dr.V.Bharathi (AP/ECE) ✓
13.	Library	Dr.K.Natarajan	Mr.B.Raguram (AP/Eng) ✓
14.	Office	Mrs.S.Vasuki	Mr.B.Raguram (AP/Eng) ✓
15.	Purchase	Dr.K.Parimala	Dr.A.Nithya (ASP/Mech)
16.	MR	Dr.V.Gopinath	Dr.V.Bharathi (AP/ECE) ✓

V. Gopinath
15/6/23
Management Representative

Copy To:

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

Copy submitted to:

- The Chairman

[Signature]
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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Agricultural
Auditor: K. Mohanraj

Auditee: Dr. V. Gopinath
Date: 04/07/2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Risk Register Not Updated	REC/ACD/032
2	Value added course for Even Sem ^{Not} updated	REC/ACD/022

Auditee: V. Gopinath
Date: 06/07/23

Auditor: K. Mohanraj
Date: 06/07/2023

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

No	Non Conformities	Date
1.	will be updated	06/07/23
2.	VAC will be updated	06/07/23

Auditor: K. Mohanraj
Date: 06/07/2023

Auditee: V. Gopinath
Date: 06/07/23

3. Follow Up

Satisfactory / ~~Not satisfactory~~

Auditor: K. Mohanraj
Date: 06/07/2023

MR: V. Gopinath
Date: 10/7/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: AI&DS

Auditor: Dr. P. Elayalaja

Auditee: Dr. B. Karthi. K

Date: 06.07.2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Student feed back file not in order	REC/ACD/007
2	Funding proposal - Summary sheet missing	REC/ACD/026
3	Program file - 1 Page Report missing	REC/ACD/035

Auditee: *[Signature]*
Date: 6.7.23

Auditor: *[Signature]*
Date: 06.07.23

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

No	Non Conformities	Date
1	Student feedback file arranged in order	06.07.2023
2	Funding proposal - Summary sheet updated	06.07.23
3	Program file - 1 Page Report updated	07.07.23

Auditor: *[Signature]*
Date: 07.07.23

Auditee: *[Signature]*
Date: 7.7.23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: *[Signature]*
Date: 10.07.23

MR: *[Signature]*
Date: 10/7/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: BME
Auditor: MY-V-Sriram

Auditee: T. Ashok
Date: 4/7/23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Minor corrections were found in course file.	Ac 23

Auditee: Ashok
Date: 04/07/23

Auditor: V.V.
Date: 04-07-23

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

No	Non Conformities	Date
1	Corrections were rectified.	06-07-23

Auditor: V.V.
Date: 06-07-23

Auditee: Ashok
Date: 06-07-23

3. Follow Up

✓
Satisfactory/Not satisfactory

Auditor: V.V.
Date: 07-07-23

MR V. Gop
Date: 07-07-23

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MR-03

Rev: 1

Internal quality audit report

Department: Civil Engineering
Auditor: Dr. S. Kathiresan,
Mr. S. Harikumar, Mr. T. Muthukumar

Auditee: Dr. S. Kavipriya
Date: 05.07.2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	<u>Value added Course - NAAC format but Sign missing.</u>	<u>REC/ACD/002</u>
2	<u>Course data Sheet - Assessment methodology</u> <u>- incorrect</u>	<u>AC23, AC24</u>

Auditee: [Signature]
Date: 05.07.2023

Auditor: [Signature]
Date: 05.07.2023

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

No	Non Conformities	Date
1.	<u>Corrections were done</u>	<u>6/7/23</u>
2.	<u>Corrected</u>	<u>6/7/23</u>

Auditor: [Signature]
Date: 6.07.2023

Auditee: [Signature]
Date: 6/7/23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: [Signature]
Date: 7.7.23

MR V. Gopinath
Date: 10/7/23

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MR-03

Rev: 1

Internal quality audit report

Department: Computer Science Engineering
Auditor: S.K. KARTHIKEYAN

Auditee: Dr. C. Saravanabharathi
Date: 4.7.2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Students Counselling detail - (Few book Mini, Main Project details, IV details not completed)	REC/ACD/006
2	Student Inplant Training (Internship) - Count Not Matched with Summary	REC/ACD/028
3	Faculty Proposal Proof for Online Program Missing	REC/ACD/026

Auditee: C. Saravanabharathi
Date: 6.7.23

Auditor: S.K. Karthikeyan
Date: 6.7.2023

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

No	Non Conformities	Date
1	All The Corrections & Mistakes in the Counselling book rectified	7.7.2023
2	All The Inplant (Internship) - details has been shown	7.7.2023
3	Funding Proposal Proof - Filed - Corrected	7.7.2023

Auditor: S.K. Karthikeyan
Date: 7.7.2023

Auditee: C. Saravanabharathi
Date: 7.7.23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: S.K. Karthikeyan
Date: 8.7.2023

MR: V. G. R. 20
Date: 10.7.23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Electronic & Communication Engineering
Auditor: R. Arivazhagan

Auditee: Dr. M. Dharmalingam
Date: 6.7.23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1	Course data sheet outcome mismatched with syllabus	Ac 21
2	Risk Register have to update.	Ac 22
3	log Books - Content beyond syllabus. FTA li. need.	Ac 23

Auditee: m. Dharmalingam
Date: 6/7/23

Auditor: R. Arivazhagan
Date: 6.7.23

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

No	Non Conformities	Date
1.	Course data sheet outcome mistake rectified.	7.7.23
2.	Risk register updated.	7.7.23
3.	log books - Content beyond topic completed.	7.7.23

Auditor: R. Arivazhagan
Date: 7.7.23

Auditee: m. Dharmalingam
Date: 7/7/23

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: R. Arivazhagan
Date: 7.7.23

MR: N. G. 20
Date: 10/7/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: **EEE**

Auditor: **Dr. T. YUVARAJA, ASP/EE**

Auditee: **Dr. R. SHANKAR**

Date: **04-07-2023**

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 to be completed	REC/ACD/033

Auditee: **P. S. S. S. S.**

Date: **05-07-23**

Auditor: **T. Y. Y.**

Date: **05-07-2023**

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

No	Non Conformities	Date
1	Course file corrections completed	06.07.23
2	student counselling Record filled.	06.07.23
3	Program file completed	07.07.23

Auditor **T. Y. Y.**
Date: **07-07-2023**

Auditee **P. S. S. S. S.**
Date: **07.07.23**

3. Follow Up

Satisfactory/Not satisfactory

Auditor **T. Y. Y.**
Date: **07-07-2023**

MR **V. G. G. G.**
Date: **10/7/23**

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: Mechanical Engineering
Auditor: Dr. K. Muthumaniam

Auditee: Dr. D. Jagadeesh
Date: 07.07.23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	offer letter missing for Batch 21-22 & 22-23	ACD027
2.	Qp missing in Industrial waste management end sem (22-23)	ACD003
		—

Auditee: Dr. D. Jagadeesh
Date: 06.07.23

Auditor: Dr. K. Muthumaniam
Date: 06.07.23

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

No	Non Conformities	Date
1.	To be collected from C2C department	07.07.23
2.	updated end sem Qp	07.07.23

Auditor: Dr. K. Muthumaniam
Date: 07.07.23

Auditee
Date: 07.07.23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: Dr. K. Muthumaniam
Date: 07.07.23

MR 1. Gopal
Date: 10/7/23

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MR-03

Rev: 1

Internal quality audit report

Department: Information Technology
Auditor: N. Ravekumar, AP/Mech

Auditee: N. Premkumar
Date: 04.07.2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Employee Training Card, Training date mismatch with actual	REC/TRG/002
2	Value added Course file- Feedback to be updated as per ISO format	REC/ACD/022

Auditee: V. Ganesan
Date: 4/7/23

Auditor: N. Ravekumar
Date: 04/07/2023

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

No	Non Conformities	Date
1.	Training Card - Training Date Updated	06.07.2023
2.	Feedback form updated	06.07.2023

Auditor: N. Ravekumar
Date: 06.07.2023

Auditee: V. Ganesan
Date: 6/7/23

3. Follow Up

~~Satisfactory/Not satisfactory~~

Auditor: N. Ravekumar
Date: 07/07/2023

MR: V. Ganesan
Date: 10/7/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: QA
Auditor: B. Umairam

Auditee: Dr. H. Balasubramanian
Date: 6/7/23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	AC-10-CCM - Action taken. Proof not available.	AC-10
2.	Program files - AS per requirement. Updated.	
3.	Staff training record. Not updated.	

Auditee: [Signature]
Date: 6/7/23

Auditor: B. Umairam
Date: 8-7-23

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

No	Non Conformities	Date
1.	Action taken. Proof updated.	6-7-23
2.	AS per requirement - Updated.	6-7-23
3.	Staff training record. Updated.	7-7-23

Auditor: B. Umairam
Date: 8-7-23

Auditee: [Signature]
Date: 8/7/23

3. Follow Up

☒ Satisfactory/Not satisfactory

Auditor: B. Umairam
Date: 8-7-23

MR: V. G. R. 20
Date: 10/7/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: COE Office

Auditor: Dr. A. Nithya

Auditee: Dr. P. Arul

Date: 06/07/2023

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Hall plan missing	-

Auditee: P. Arul

Date: 6/7/23

Auditor: Dr. A. Nithya

Date: 6/7/2023

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

No	Non Conformities	Date
1.	Completed - Hall plan	06/07/2023

Auditor: Dr. A. Nithya

Date: 06/07/2023

Auditee: P. Arul

Date: 6/7/23

3. Follow Up

~~Satisfactory/Not satisfactory~~

Auditor: Dr. A. Nithya

Date: 6/7/23

MR: 1. Arul

Date: 10/7/23

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(AUTONOMOUS)

NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: CRC
Auditor: Dr. V. Bharathi

Auditee: Mr. K. Sridhar
Date: 6/7/23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Placement drive details - offer letters to be updated after receiving from company	REC/TRG/006
2.	Placement programs - Summary sheet to be updated.	REC/TRG/007
	/	

Auditee: [Signature]
Date: 06/07/23

Auditor: [Signature]
Date: 6/7/23

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

No	Non Conformities	Date
1.	Placement drive details - offer letters will be updated after receiving from recruiter	<u>07/08/2023</u>
2.	Placement program - Summary sheet updated	<u>06/07/2023</u>
	/	/

Auditor: [Signature]
Date: 6/7/23

Auditee: [Signature]
Date: 6/7/23

3. Follow Up

Auditor: Dr. V. Bharathi
Date: 10/7/23

☒ Satisfactory/Not satisfactory

MR: V. Gopinath
Date: 10/7/23

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KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: LIBRARY

Auditor: MR. B. RAGURAMAN

Auditee: DR. K. NATARAJAN.

Date: 05.07.23

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Back volume not updated	REC/LIP/014

Auditee: K. Natarajan
Date: 05/07/23

Auditor:
Date: 05.7.23

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

No	Non Conformities	Date
①	Back Volume will be update within two months	REC/LIP/014

Auditor:
Date: 6.7.23

Auditee: K. Natarajan
Date: 06/07/23

3. Follow Up

Satisfactory/Not satisfactory

Auditor:
Date: 7.7.23

MR V. G. P. R.
Date: 10/7/23

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: College Office
Auditor: Mr. B. Raguraman

Auditee: Mrs. Vasanthi
Date: 06.7.2023

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

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

Auditee: J. Bai
Date: 6.7.23

Auditor: J. Bai
Date: 6.7.23

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

No	Non Conformities	Date
1	NIL	-

Auditor: J. Bai
Date: 7.7.23

Auditee: J. Bai
Date: 7.7.23

3. Follow Up

✓
Satisfactory/Not satisfactory

Auditor: J. Bai
Date: 8.7.23

MR: V. Gopinath
Date: 10/7/23

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KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: *Purchase*
Auditor: *Dr. A. Nithya*

Auditee: *Dr. K. Parimala*
Date: *05/07/2023*

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	<i>Material receipt notes missing</i>	
	<i>from Jan 2023 - June 2023</i>	<i>-</i>

Auditee: *[Signature]*
Date: *22.07.23*

Auditor: *[Signature]*
Date: *05/07/2023*

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

No	Non Conformities	Date
1.	<i>Completed - Material receipt notes</i>	<i>06/07/2023</i>

Auditor: *[Signature]*
Date: *06/07/2023*

Auditee: *[Signature]*
Date: *22.07.23*

3. Follow Up

Satisfactory/Not satisfactory

Auditor: *[Signature]*
Date: *22/7/23*

MR *[Signature]*
Date: *10/7/23*

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NAMAKKAL- TRICHY MAIN ROAD, THOTTIAM, TRICHY

MR-03

Rev: 1

Internal quality audit report

Department: MR
Auditor: Dr. V. Bharathi

Auditee: Dr. V. Gopinath
Date: 5.7.23.

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

No	Non Conformities	ISO 9001 Clause/KEI * Doc code
1.	Amendment Note Program file content and Industry visit content mail copy has to be updated in file	REC/MR0/005.

Auditee: V. Gopinath
Date: 5/7/23

Auditor: Dr. V. Bharathi
Date: 5/7/23.

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

No	Non Conformities	Date
1.	Mail copy will be update	5/7/23

Auditor: Dr. V. Bharathi
Date: 5/7/23.

Auditee: Dr. V. Gopinath
Date: 5/7/23

3. Follow Up

Satisfactory/Not satisfactory

Auditor: Dr. V. Bharathi
Date: 5/7/23.

MR V. Gopinath
Date: 5/7/23

* KEI - KONGUNADU EDUCATIONAL INSTITUTIONS

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