

Circular No: 1

Date: 08.11.2022

12th Internal Audit Schedule

Audit Date : 16.11.2022

Audit Scope : ISO 9001: 2015 – Quality Management System Requirements


Audit Date : 16.11.2022

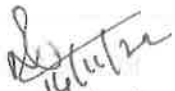
Sl. No.	Department	Time	Auditee Name	Auditors Name
01	AI & Lab	9.00 am - 09.45 am	HOD and Team	1. Dr. S. Geetha (Chem) 2. Mr. Ramakrishnan (ECE)
02	CIVIL & Labs	9.00 am - 09.45 am	HOD and Team	1. Ms. Valarmathi (IT) 2. Mr. Ramesh (EEE)
03	IT & Labs	09.45 am – 10.30 am	HOD and Team	1. Dr. Nithayanatham (Mech) 2. Mrs. Yuvarani (ECE)
04	MCA & Lab	09.45 am – 10.30 am	HOD and Team	1. Mr. Jayakumar (EEE) 2. Mrs. Sakthi (ECE)
05	MBA	10.30 am – 11.45 am	HOD and Team	1. Dr. Parthipan (Mech)
06	Housekeeping	10.30 am – 11.45 am	Housekeeping Incharge	1. Dr. Natchimuthu (Phy)
07	Transport	11.45 am - 12.30 pm	Transport Incharge	1. Mr. A. Venkatachalam (Maths) 2. Mr. Ramkumar (Civil)
08	Library	11.45 am - 12.30 pm	Chief Librarian	1. Mrs. Poomalar (Eng)
09	Placement	12.30 pm – 01.00 pm	HOD and Team	1. Mrs. Subha (Eng)
10	General Maintenance	12.30 pm – 01.00 pm	Maintenance Incharge	1. Mr. Immanuvel (Mech)
11	Mechanical & Labs	02.00 pm – 02.45 pm	HOD and Team	1. Dr. Sridevi (ECE) 2. Mrs. Sujatha (IT)
12	ECE & Labs	02.00 pm – 02.45 pm	HOD and Team	1. Dr. Shanthi (CSE) 2. Mr. Balamurugan (Mech)
13	EEE & Labs	02.45 pm – 03.30 pm	HOD and Team	1. Mrs. Kanitha M (Civil) 2. Mrs. Malarkodi (MBA)

Sl. No.	Department	Time	Auditee Name	Auditors Name
17	CSBS & Labs	02.45 pm – 03.30 pm	HOD and Team	1.Dr. Deepa (CSE) 2.Dr. Padmavathy (Mech)
18	CSE & Labs	03.30 pm – 04.15 pm	HOD and Team	1.Dr. Dinesh (ECE) 2.Mr. Dineshkumar (EEE)
19	Office (Admission Cell)	02.45 pm – 03.15 pm	Dean and Team	1.Mrs. Padamavathy (Mech)
20	Physical Education	03.30 pm – 04.00 pm	Physical Director	1. Mr. Mani (CSE)
21	General Stores	03.30 pm – 04.00 pm	Stores Incharge	1. Dr. Balamurugan (Maths)
22	Security	03.30 pm – 04.00 pm	Security In-charge	1.Mr. Rajanarayanan (Mech)
23	Top Management	04.00 pm – 04.30 pm	Chairman, Secretary, Executive Director, Principal & Dean	1. Mr. Nandhagopal (ECE)
24	Boys Hostel & Mess/Store	02.30pm – 03.15 pm	Hostel Warden and Incharges	1. Mr. Balraj (IT) 2. Mr. Vettuvayasudharasan (Civil)
25	Girls Hostel & Mess/Store	02.30pm – 03.15 pm	Hostel Warden and Incharges	1. Mrs. S Subha (S&H) 2. Mrs. Ajeesha (Placement)
26	Purchase	03.15 pm – 03.45 pm	Purchase Incharge	1. Mr. Srinivasan (Civil)

Note:

- All the Auditors and the Auditees are requested to follow the time schedule.
- All Auditors are requested to submit duly filed Audit checklists with findings/observations pertain to the Auditee department to the IQAC Office.
- All the Auditors and the Auditees are requested to go through ISO 9001:2015 QMS Requirements & Procedures before the Audit.


IQAC Co-ordinator


Principal

Internal Audit Check list (Academic Department)

Department: CSE Date & Time: 16.11.22 : 3.30pm
 Auditor(s) Name: Dr. F. DIMESH, S. DAVESAKUNAR Auditees Name: Dr. S. Thilagamani
HOD/CSE

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
4.1	Understanding the Organization and its context	External and Internal issues - SWOT Analysis of the Department	Evidenced	N	D-56
		Annual Review & Analysis of SWOT	Evidenced		
4.2	Understanding the needs and expectations of 'Interested Parties'	List of Interested parties relevant to the organization	Evidenced	N	IPFO1
		Needs and expectations of the Interested Parties			
		Periodical Monitoring and Reviewing of the requirements			
4.3	Scope of Quality Management System	Scope of Quality Management System maintained as a Document	Evidenced	N	D-5.6.2
NAAC C-I & C-VI	Vision & Mission	Awareness of Vision, Mission and Objectives to the Employees	Evidenced	N	D-56

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence
4.4.1	Quality Management System and its processes	1. Process Control Charts & 2. Process Flow diagram Maintained as documents	Evidenced	N	File / Register Nos.: D-56.2
5.1 & 5.2 & 7.3	Quality Policy	List of Customer Requirements	Evidenced.	N	D-56
		Maintain Quality Policy Document	Evidenced		
		All employees are aware and understood the Quality Policy	Evidenced		
5.3	Organizational Roles, Responsibility and Authorities	Evidences of application of QP in the organization	Evidenced	N	D56.2
		Availability of Organization Structure	Evidenced		
		Roles and Responsibilities are Defined	Evidenced		
6.1.1 & 6.1.2	Actions to address Risks and Opportunities	All employees are aware of Roles and Responsibilities	Evidenced	N	D-56
		Key Performance Index for all employees	Evidenced		
		Risks & Opportunities Identified (SWOT)	Evidenced		
		Action taken to address Risks and Opportunities (SWOT)	Evidenced	N	D-56
		Evaluation of the action taken for the identified risks			
		Evaluation of actions taken based on the Strength & Opportunities identified			

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
5.1.1 & 6.2 & 7.3	Quality Objectives and Planning to achieve them	College Objectives for the current academic year (SMART)	Evidenced	N	D-52
		Department and Individual Objectives in line with College Objectives (SMART)			
		Periodical Review Outputs / evidences for objectives implementation			
		Corrective actions for non-achievement of objectives (if any)			
6.3 & 8.2.4	Planning of Changes	List of changes/amendments in your Functional Process	Evidenced	N	D-01
		List of resources added / Modified			
7.1.1	Resources	Preparation of Budget for the academic year	Evidenced	N	D-02
		Approval of Budget			
		Review of Effective implementation of the budget			
7.1.3	Department Infrastructure Maintenance	Department computers / AC's / Printers and other machinery Maintenance	35 Systems Evidenced Evidenced Evidenced	N	6.2-1 6.2-2 6.2-3
		List of Machines with Identification Nos. Machine Information Sheet			
		Preventive Maintenance Schedule			
		Breakdown Maintenance Records and Corrective actions taken			

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
7.1.4	Environment for the operation of Processes	Fire Extinguishers with refilling dates & Easy accessibility	2.2.2023 Evidenced	N	
		First Aid Kit, all essential items availability with expiry period	Evidenced		
		5S Housekeeping Implementation and periodical maintenance	Evidenced		Overall rating % of the department HK-01
		Housekeeping Rating on HOD Room, Staff Room & Class Room (0 - 100%)	Evidenced	N	
		Light, Airflow, hygiene & noise free atmosphere in classrooms and staff rooms	—	N	
7.1.2	People Resources	Manpower Assessment	Evidenced.	N	2.2.1.A1
7.2 Compe tence & 7.1.6	Employees Detail/ Faculty profile & Organizational Knowledge	Updation of Faculty profile as per NAAC format	Evidenced		
		Competency Matrix (Requirement & Existing) are as per AU / College Norms & periodical Updation	Evidenced		
		Periodical Updation of Competency Matrix	Evidenced		D-59
		Periodical Updation of Skill Matrix	Evidenced		2.2.1.B.1
		Annual Training Plan based on gap identified and the requirements	Evidenced		
		Training plan Execution, Evidences of trainings attended and Effectiveness Evaluation by Heads	Evidenced		
NAAC C-II & C-III	Employee Training need identification and annual training plan / FDP	Training Records – FDP, Certificates & Feedbacks on Training	Evidenced		5.7

Clause Nos.	Look at	Look For								Audit Observations/Findings						NCR Status Y/N	Objective Evidence File / Register Nos.:
		Nature of Program	Refresher courses	University/ UGC - FDP	HRD programs	Orientation Programme	Faculty Exchange Programme	Employee Training by other	Workshops (Internal)	Workshops (External)	TQM/ ISO Trainings	Others					
		No. of Participants									62	do				N	Faculty - 21 Certificate 62
		Participation in Conferences/Symposia/Workshops/Seminars															
		No. of Faculty Attended		International Level		National Level		State Level									5.7
		Presented Papers			15												
		Resource Persons															
	Employee Induction Training	Evidences of Induction Training provided & Effectiveness of Induction Training															
	Employee Performance Appraisal	-Self-appraisal for the current year -And HOD appraisal & Approval															

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
7.4 Communication	<p>Internal Communication</p> <ul style="list-style-type: none"> - Management Review ✓ Meeting - 2 times a year ✓ - HOD Meetings - 6 times in a year ✓ - IQAC Meetings - 6 times in a year ✓ - PG Class Committee meeting - 3 times in a semester ✓ - UG Class Committee meeting - 3 times in a semester ✓ - Students welfare committee meetings 2 times in year ✓ - Anti-ragging committee meetings - 2 times in year ✓ - Women's welfare meeting once in a year ✓ - Hostel wardens meeting - 2 times in a year ✓ - Internal Audit - 4 times in a year ✓ - Academic / Nonacademic calendar ✓ - Time table ✓ - BOS Meetings ✓ - Governing Council Meetings ✓ <p>(Include other meetings / Communications as per your college needs)</p>	<p>Department Meeting Circulars with Agenda</p> <p>Meeting conducted as procedure</p> <p>Minutes of the meeting with action to be taken and target dates</p> <p>Follow-ups of previous meeting decisions</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>Evidenced.</p> <p>Evidenced</p> <p>Evidenced</p> <p>Evidenced</p>	<p>Evidenced.</p> <p>Evidenced</p>	<p>N</p> <p>N</p>	<p>CA65</p> <p>D01</p> <p>D21</p>

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
7.4 Communication (External)	Advertisements	Approvals obtained before publishing	Evidenced	N	I4
	Regular updation of College Websites	Last information updated			
	Pamphlets / program brochures	Approvals obtained before printing			
7.5.1	Documented Information	Quality Procedure Manual	Evidenced	N	
7.5.2 & 8.2.4	Creating & Updating	Documents Distribution List	Evidenced	N	D56
		List of Documents (External & Internal) to be maintained			
7.5.3	Control of Documented Information	List of Files & Registers to be retained	Evidenced	N	D56
		Maintenance of records as per list & periodical updation			
		Files & Registers labeling			
		If information are retained electronically ensure data backup and protection			
8.1	Operational Planning and Control College Semester Plan	Approved Academic / Semester Plan availability	Evidenced	N	D01
		Department Academic / Semester Plan in line with College plan			
		Evidences for Implementation of Semester plan activities			
8.1 & 8.5.1	Department Activities Plan	Approved Department Activity Plan availability for the semester	Evidenced	N	D01
		Evidences for Implementation of activities planned			
		Reschedules for pending activities			

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
8.2.1	Customer Communication	Customer Complaint handling system	Evidenced	N	D-23
		Periodical Student Feedback collection on Teaching Process & overall College			
		Analysis & Corrective Action Taken			
8.2.1	Customer Communication CLASS COMMITTEE MEETING	Formation of committee at the beginning of the semester & Approval by the Principal	Evidenced.	N	CABs
		Schedule of Meeting & Circular			
		Minutes in prescribed format with signatures of all members participated			
		Action Plan with target date & Implementation of action plan			
8.2.1	Customer Communication INTERACTION WITH PARENTS	Internal Assessment marks communicated to the parents? (Progress Reports)	Evidenced	N	2.2.1.C
		Register of record on meeting with parents			
		Feedback/ comments from parents			
8.2.1	Students Counseling	Periodical counseling records	Evidenced	N	CABs
		Students Counseling details in the records			

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:	
8.5.1	Inviting Experts/ Eminent Personalities	Guest Lectures Identification and approval	Evidenced	N	5-10	
		Arrangement of GL				
		Feedback from the students about GL				
	Time Table Work Load Lesson Plan Log Book	Subject & Workload allocation	Evidenced,	N	2-2-1A-1	
		Time Table as per Syllabus, Approval & Communication to Employee & Students				
	Control of Service Provision (TEACHING PROCESS) Teaching-Learning	Approved Lesson Plan with following: - Stated Learning outcomes - Teaching Aids - Detail of Tutorials - Use of latest Technology in Teaching process	Evidenced	N	Subject Code: 18MBH2015 Subject Name: MPE DIB	
						Approved Notes of Lesson
						Facility to access computers
						Course File with Index
						Updation till date without any overwriting
						Implementation of the Lesson plan
						Reschedules of pending plan and log book review by HOD & Principal
Units covered & no. of hours/periods matching with lesson plan						
(Log book against lesson plan)						
Deviations recorded & approved by HOD						
Test and Assignment marks entry						
Innovative Teaching Learning process adopted						
IQAC contribution in Teaching Learning process (Monitoring, Evaluating)	Evidenced			7.2-4		

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
8.5.1	INTERNAL ASSESSMENT	Overall students attendance percentage of the department	Evidenced	N	CAB1
		Students Evaluation Reforms initiated			
		Student's Progress monitoring records			
		Internal exams schedule			
		Question Papers, Answer Keys & Consolidated Marks			
		Test marks analysis for Test I, II & III			
		Identification of Poor performers & Corrective actions taken			
		Action plan for improvement with approval of HOD			
		Mentor Book updation & Counseling report			
		Re-Test for the failure students			
8.5.1	RE-TEST/ SPECIAL CLASS	Identification of student for Special class	Evidenced	N	DIS
		Time Table, Circular & Attendance			
		Evidence of Student Progress after special classes			
		Evidence of Student Progress after special classes			
8.6	Release of services	University Examination & Certification process	Evidenced	N	D43

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
8.3 NAAC C-I Design and Developm ent of Products and Services BOARD OF STUDIES	8.3.1	Syllabus	Evidenced	Y	D-21
		BOS Meeting minutes (Planning for BOS meetings)	Evidenced		
	Evidences of implementation as per BOS decisions				
	Curriculum Design & Development Planning				
	Input requirements from Stakeholders (Alumni, Parents, Employers, Students, Eminent Academicians, Industrialists, Society Needs & Regulatory Bodies)				
	No. of faculty members involved in curriculum restructuring				
	Curriculum development inputs				
	Increase in Program options				
	Remedial Courses and Bridge courses in curriculum	Evidenced.			
	Job oriented courses / Skill development programs				
Innovative, multi-disciplinary programs incorporated in the curriculum					
Academic Flexibility in the Curriculum					

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
	<p>8.3.4</p> <p>8.3.5</p> <p>8.3.6</p>	<p>Review, Verification & Validation of Framed Curriculum & Final approvals obtained</p> <p>Curriculum Feedback from Stakeholders (Alumni, Parents, Employers, Students, Eminent Academicians, Industrialists, Society Needs & Regulatory Bodies)</p> <p>Finalized curriculum to meet the curriculum input requirements</p> <p>Any amendments/changes, updations to the curriculum</p> <p>Approval & communication of amendments/changes to the curriculum</p> <p>Curriculum Enrichments done</p>	<p>Evidenced</p>	<p>N</p>	<p>D21</p>
<p>8.4</p> <p>Control of Externally provided processes, products and services</p> <p>(Purchase Of Lab Requirements / All Other Products And Services)</p>		<p>Selection of Suppliers/ Vendors / Service provider</p> <p>Approved Supplier List</p> <p>Call for quotations from approved vendors and prepare comparative statement</p> <p>Purchase Orders with required specification</p> <p>Verify the items received by the competent person and entry in Stock Register</p> <p>Vendor Rating once in a year for the supply received</p> <p>Vendors with less rating informed for corrective action</p>	<p>NA</p>	<p>N</p>	

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
8.5.2	Identification and Traceability	Students Roll No./ Register No. and Subject codes identification in Attendance Register/Log Books and other relevant records	Evidenced	N	D16
8.5.3	Property belonging to Customers or external providers	Assignments, Answer Books and other Student's records and documents maintained with care while in the department If damaged or lost recording of the same and evidence of communication to the customer	Evidenced -	N	D16
8.5.4	Preservation DEPARTMENT LIBRARY	Department Library Stock Register with updation of all the Books received Issue Register/ Stock tally with issue (3 samples to check in audit) Books to be added in Central Library/ Request sent/ approval	Evidenced upto october 2017 Evidenced upto october 2022 -	N	D4/77A D4/77B
8.5.4	Preservation STORES	Stock Register/Material Cards for goods available in Stores Arrangements & storage of Stock as per storage specifications and with shelf life Monitoring of Damaged Stock Details of Graduation Day	Material Requisition Cum Issue Evidence -	N	-
8.5.5	Post-deliver Activities	Alumni Meet Graduate exit survey	Evidenced 2021-2022 Evidenced 2022 present	N	D6H D79 D63

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
8.5.6	Changes in service provision	HOD – Staff Meeting Minutes Principal / HOD Meeting Minutes	Evidenced 21-22 29/7/22 Evidenced	N	D26
8.7	Control of Non-Conforming outputs	Identification of Nonconformities and Corrective & Preventive Actions Records	Evidenced Previous Iso NCRs		NCR/01
		Records of Nonconformities in Academics- Non-completion of syllabus on time, Unit test not conducted as per plan, Objectives not fulfilled, Students negative comments, Customer Complaints	Evidenced - Agil Muthally Raised MS I / closed MS II	N	RNI/01
9.1.1	Monitoring, measurements, analysis & evaluation	In Non-Academics- Equipment Failure in labs, Type of NCR during the audit, repeated maintenance problems	Evidenced-NAL	N	
		Refer Process Control Chart & the information related to	Evidenced	N	DE-6.2
9.1.2	Customer Satisfaction	List of Customer requirements	Evidenced. Available	N	IPF/01
		Students Feedback Collection & Analysis			
		Industry Feedback Collection & Analysis			
		Periodical Review of Corrective actions by Top Management			
		Customer Satisfaction Index (CSI)			

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
9.1.3	Analysis of Data EXAM RESULTS	Analysis on University Question Paper with Unit Test & Model Exam QP's	Evidenced	N	AeD008_F-01
		Corrective action suggested and implemented (for above)	Results above		
		University Result analysis – root cause, corrective action suggested and implemented	85% is		
		Internal test Result analysis – root cause, corrective action suggested and implemented	evidenced.		
		Supplier / Vendor Ratings			
		CAP for all subjects with poor results			
9.2	Internal Audit	Internal audit Circular/Schedule	Evidenced	N	NCR-01
		Internal Audit check list & observations recorded	Evidenced		
		No. of NCR's raised during the audit Correction & Corrective Actions on NCR's	last audit = Nil, Total = 6		
9.1.3	Analysis	Internal Audit Report	Evidenced	N	NCR-01

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:
9.3.1, 9.3.2 & 9.3.3	Management Review	Frequency of MRM	Evidenced / Available	N	MRM-01
		Circular with Agenda (Inputs & Outputs)			
		Minutes of the Meeting & MRM report			
		Follow up of previous meeting minutes			
10.1	Improvement	List of improvements done	Evidenced	N	D56
10.2	Corrective and Preventive action	No. of CAP raised	9	N	RM-01
		No. of CAP closed with appropriate action taken	4		
		No. of CAP pending for action (reason)	5 - Internal mark less part		
10.3	Continual Improvement	Implementation of Kaizen and Records	Evidenced	N	K01
		Month wise no. of Kaizen in the department	Nov'21 to Nov'22 - 56 / Evidenced		
		Selection of Best Kaizen	Evidenced		
		Communication to other dept. on best kaizen	Evidenced		
		List of Alumni members	Evidenced		
		Updation	Evidenced		
		Detail of student doing their higher studies in India/Abroad	Evidenced / upto 2021 batch		
List of Entrepreneurs	Evidenced / pgs No Evidenced				
NAAC C-III & C-V	ALUMNI ASSOCIATION	List of Alumni members	Evidenced	N	D79
		Updation	Evidenced		
		Detail of student doing their higher studies in India/Abroad	Evidenced / upto 2021 batch		
		List of Entrepreneurs	Evidenced / pgs No Evidenced		D29

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:		
NAAC C-III & C-V	STUDENT ACTIVITIES (Co-curricular/ Extra-curricular/ Sports)	List of Activities of Students	Evidenced	N	SP/70		
		Newspaper cuttings on student achievements	Evidenced				
		Copy of Certificates	Evidenced				
		Motivational Initiatives by the department	Evidenced				
		Students Activities		21-22/22-23	N	E3	
			State	National			
		Sports, Games & Other events	114	-			
		Cultural events	48 (Prize winners)	-			
NAAC C-III & C-V	PROFESSIONAL SOCIETY ACTIVITIES	No. of Social initiatives undertaken by the Students	Evidence 21-22 (3) 22-23 (1)	N	PSA 75		
		Plan of action at the beginning of semester					
		List of Office Bearers					
		List of Members of the society					
		Circular for organizing events					
		Conduction of events and reporting	upto 21-22				
		Newspaper publicity on events (if given)	22-23 - ongoing.				

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:		
NAAC C-III & C-V	STUDENTS SOCIETY ACTIVITIES	Plan of action at the beginning of semester	Evidenced 21-22 } yet to start } 22-23 }	N	PSA 75		
		List of Office bearers					
		List of Members of the society					
		Students organized / initiatives					
				State	National	International	
			Fairs	—	—	—	
	Exhibition	—	—	—			
	Newspaper publicity on events (if given)		—				
NAAC C-III & C-V	Grievance Redressal Committee / Sexual Harassment	Committee Meeting conducted	}				
		No. of grievance redressed / pending		—	—		
		Committee activities		—	—		
		Enhancement awareness about Student Support Services		—	—		
	Anti-ragging committee formation						
	Contribution of IQAC						

Clause Nos.	Look at	Look For	Audit Observations/Findings				NCR Status Y/N	Objective Evidence File / Register Nos.:	
			Project Details						
			Nature of the Project	Target of academic year	Completed	Ongoing			Sanctioned
NAAC C-III	RESEARCH & DEVELOPMENT	Major Projects	21-22	30	-	-	-	DHO	
		Mini Projects	21-22	60	-	-	-		
		Interdisciplinary projects		-	-	-	-		
		Industry sponsored		-	-	-	-		
		Projects sponsored by the University/ College	22-23	-	1	1	-		
		Students Research			(Student)				
		Projects (other than compulsory by the University)			(Evidence)	20-24 batch			
		Any other (specify)							
		Total							

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File / Register Nos.:																											
NAAC C-III	RESEARCH & DEVELOPMENT	<p align="center">Publications Details</p> <table border="1"> <thead> <tr> <th></th> <th>International</th> <th>National</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Peer Review Journals</td> <td>22-23-6 (SG)</td> <td>22-23-4 (SCO)</td> <td>22-23-1 (CVotes)</td> </tr> <tr> <td>Non-peer review Journals</td> <td>21-22-7</td> <td>21-22-2</td> <td>21-22-1 (CWS)</td> </tr> <tr> <td>e-Journals</td> <td></td> <td>21-22-1 (Google)</td> <td></td> </tr> <tr> <td>Conference Proceedings</td> <td colspan="3">Cont (1) Evidenced paper - 60</td> </tr> <tr> <td>Books Published</td> <td colspan="3">With ISBN No. (21-22) Without ISBN No.</td> </tr> <tr> <td>-Impact factor : Range -</td> <td>Average -</td> <td>h-index -</td> <td>No. of SCOPUS -</td> </tr> </tbody> </table>		International	National	Others	Peer Review Journals	22-23-6 (SG)	22-23-4 (SCO)	22-23-1 (CVotes)	Non-peer review Journals	21-22-7	21-22-2	21-22-1 (CWS)	e-Journals		21-22-1 (Google)		Conference Proceedings	Cont (1) Evidenced paper - 60			Books Published	With ISBN No. (21-22) Without ISBN No.			-Impact factor : Range -	Average -	h-index -	No. of SCOPUS -	N	DB2
	International	National	Others																													
Peer Review Journals	22-23-6 (SG)	22-23-4 (SCO)	22-23-1 (CVotes)																													
Non-peer review Journals	21-22-7	21-22-2	21-22-1 (CWS)																													
e-Journals		21-22-1 (Google)																														
Conference Proceedings	Cont (1) Evidenced paper - 60																															
Books Published	With ISBN No. (21-22) Without ISBN No.																															
-Impact factor : Range -	Average -	h-index -	No. of SCOPUS -																													
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-	-																
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		NAAC C-III & V	STUDENTS PROJECTS	<p>Batch Formation, Project co-ordinator allotments</p> <p>No. of In-house projects</p> <p>No. of projects in collaboration with Industries</p> <p>Title of Project & list of Industrial Projects with permission letters issued by the sponsoring industries</p> <p>Schedule of Project reviews as per procedure</p> <p>Consolidated Progress report after review</p> <p>Display of guidelines for preparing thesis</p> <p>Report submission to HOD five days before Viva Voce examination</p>	<p>Evidenced</p> <p>21-22-30</p> <p>Project</p>	A	D 40																					

LAB AUDIT CHECK LIST

Department Name: CSE

Audit Date: 16.11.22

Lab Name: R2D Lab

Lab Incharge: Mk-Jose Dinky

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File/Register No.:
7.1.3 & 8.5.4	Infrastructure Maintenance (Labs) & Preservation	University syllabus	Evidenced.		
		No. of Experiments as per syllabus	(10) Evidenced.		
		Equipment availability for the experiments	Evidenced.		
		List of Machines/equipment's	35 System		
		Machine Information Sheet	Evidenced.		6.2-1
		Arrangement/Storage of Consumables & Non-consumables with identification nos.	-		
		Preventive Maintenance Schedule as per list	Evidenced.		6.2-2
		Breakdown Maintenance details	Evidenced.		6.2-3
		Lab Displays – Quality Policy	Evidenced.		
		Rules & Regulations	Evidenced.		
Lab Layout					
Time Table					
List of Experiments					
List of Major equipments					

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File/Register No.:
		Fire Extinguishers with refilling dates & Easy accessibility First Aid Kit with all essential items availability with expiry period Stock Register Maintenance & Annual Stock Verification Report Stock Register verified and attested by the verification authority Follow-up action on non-working/ missing/ to be condemned items	2-2-2023 Evidenced Evidenced Evidenced Evidenced Evidenced.		6-2-8.
7.1.4	Environment for the operation of Processes	5S Housekeeping Implementation Housekeeping Rating for the Lab (0 - 100%)	Evidenced.		6-2-4
7.1.5	Monitoring & Measuring Equipments	List of equipments to be calibrated Calibrated or Verified at specified intervals-Records (for internal & External Calibration) Status of calibration identified on the equipment Schedule for calibration with due date Equipments are safeguarded for retaining the calibration status	- - - - -		
8.1	Operational Planning & Control	Lab Timetable for the current semester with HOD approval Lab Lesson Plan & Lab Manual with HOD approval Lab entry register / Students attendance Lab Log book with Student's experiments completion track record	Evidenced. Evidenced Evidenced Evidenced		

Clause Nos.	Look at	Look For	Audit Observations/Findings	NCR Status Y/N	Objective Evidence File/Register No.:
8.5.3	Property belonging to Customers or external providers	Assignments, Answer Books and other Student's records and documents maintained with care while in the department	—		
10.1	Improvement	If damaged or lost recording of the same and evidence of communication to the customer List of improvements done	—		
10.2	Corrective and Preventive action	No. of CAP raised	—		
		No. of CAP closed with appropriate action taken	—		
		No. of CAP pending for action (reason)	—		
10.3	Continual Improvement	Implementation of Kaizen and Records	—		
		Month wise no. of Kaizen in the department	—		
		Selection of Best Kaizen	—		
		Communication to other dept. on best kaizen	—		

CSF

Auditee Signature: *[Signature]* 16/11/22
 Date: 16/11/22

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

DR. P. SANTHI, PROFESSOR - CSE
 16/11/22

