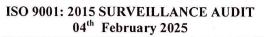


## KONGU ENGINEERING COLLEGE

(Autonomous)

## PERUNDURAI – 38060 INTERNAL QUALITY ASSURANCE CELL





Date: 27.01.2025

ISO surveillance audit for ISO 9001: 2015 by TUV SUD Team is scheduled on 4<sup>th</sup> February 2025. The respective process owners (CCOs, HODs & In-charges) are requested to update their records with respect to audit. It is expected to provide fullest cooperation for the successful conduct of audit.

Date (dd/mm/yy)	Time (hour)	Process/ Location / Organizational unit	Process owner / company's resp./ individual(s) involved	Audit criteria / clause(s)	Auditor(s)
		nar Chinnasamy (So	C), Senthil Kumar Papp	ousamy (SKP),Selvakumar Mart	huchalam (SM)
04.02.2025	09.30 – 09.45	Opening meeting	The Principal, CCOs, All Department Heads	Self-Introduction, About Audit, procedure	SC/ SKP/ SM
	09.45 – 10.00	Top Management	The Correspondent, The Principal & CCO-Planning	Strategic Management / Leadership / Governance	SC/ SKP/ SM
	10.00 – 10.15	Site tour – Infrastructure and work environment	IQAC	Campus Visit	SC/ SKP/ SM
	10.15 – 11.30	Placement	CCO- Placement & Placement Officer	Process, Data and documentation	SC
	10.15 – 11.30	Curriculum Design	CCO - Academic	Curriculum Development & Academic Process – BOS, Lesson Plan, Lecture Delivery, Examination, Result Analysis & Action plan	SM
	10.15 – 11.30	Purchasing	CCO- Planning	Process, Data and Documentation	SKP
	11.30 – 13.00 13.30 – 14.00	Teaching and Examination – [PG Programme]	HOD's	Curriculum Development & Academic Process – BOS, Lesson Plan, Lecture Delivery, Examination, Result Analysis & Action plan	SM/SC
	11.30 – 13.00 13.30 – 15.30	Maintenance [IT], Electrical, mechanical and House Keeping, Transportation	CCO- Planning, Campus officer, Professor In-charge System, Electrical Engineer, Transport In-charge	Computer System Administration, Network, Intranet Maintenance, Maintenance Process, Maintenance/Complaints Management Process, Records	SKP
	14.00 – 15.00	Teaching and Examination – [UG Engineering]	HOD's	Curriculum Development & Academic Process – BOS, Lesson Plan, Lecture Delivery, Examination, Result Analysis & Action plan	SM

Date (dd/mm/yy)	Time (hour)	Process/ Location / Organizational unit	Process owner / company's resp./ individual(s) involved	Audit criteria / clause(s)	Auditor(s)
04.02.2025	14.00 – 15.30	Management system, Internal Audit Documentation, Review of Previous audit Findings	IQAC	Previous audit observation, QMS Co-ordination, Internal & External Issues, Interested Parties Needs and Expectation (Risk Analysis & Opportunities) MRM & IQA, Continual Improvement	SC
	15.00 – 16.30	Teaching and Examination – [Applied Science & S&H]	HOD's	Curriculum Development & Academic Process – BOS, Lesson Plan, Lecture Delivery, Examination, Result Analysis & Action plan	SM
	15.30 – 17.30	HR & Training	CCO- Planning	Recruitment Process, Performance Appraisal system, Faculty development –Induction programmes, NPTEL	SC
	15.30 – 17.30	Library (All dept)	Professor In-charge Library		SKP
	16.30 – 17.30	Admission and Control of Examination	Registrar & COE	Admission Process: DOTE requirements, AICTE, AU seats approval, Parents and Students feedback on admission process Plan, Execution, Evaluation, Result Declaration, StoresStrong Room Examination Papers, Internal Model Question & Answer Papers Documentation Controls in Stores, Old Students TC,	SM
9	12.00 12.20		Tend	Mark sheets Students, other Certificates	GG/ OVP/ GV
	13.00 – 13.30	Lunch Auditors time for consolidation of findings			SC/ SKP/ SM
	17.30 – 17.45 17.45 – 18.00	Closing meetings	The Principal, CCOs, All Department Heads	lation of findings	SC/ SKP/ SM SC/ SKP/ SM

BY A 27 1/25 (B. VENKA TESAN)

[D.N.SENTHILNATHAN]

W3 28.1.25