

 <p>KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 38060 INTERNAL QUALITY ASSURANCE CELL</p>	<p>ISO 9001: 2015 SURVEILLANCE AUDIT 04th February 2025</p>	
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Date: 27.01.2025


ISO surveillance audit for ISO 9001: 2015 by TUV SUD Team is scheduled on 4th 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)
No of auditors – 3, Sendur Kumar Chinnasamy (SC), Senthil Kumar Pappusamy (SKP), Selvakumar Marthuchalam (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, Stores-Strong Room Examination Papers, Internal Model Question & Answer Papers Documentation Controls in Stores, Old Students TC, Mark sheets Students, other Certificates	SM
	13.00 – 13.30	Lunch			SC/ SKP/ SM
	17.30 – 17.45	Auditors time for consolidation of findings			SC/ SKP/ SM
	17.45 – 18.00	Closing meetings	The Principal, CCOs, All Department Heads		SC/ SKP/ SM

B.V. 27/1/25
(B.VENKATESAN)


[D.N.SENTHILNATHAN]


28-1-25