



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT EXTERNAL

Academic Year 2023-2024

Name of the Auditee: Sathyabama Institute of Science and Technology

Year of establishment: 1988

Dates on which audit was conducted: 06.09.2024 and 06.09.2024



ISO EOMS 21001:2018 standards
INTERNAL AUDIT FINDINGS - September 2024

Date	Auditee Department /Name of the Process owner	Finding	Corrective Action Initiated	Implementation date	Verification of the CA with document verified	Clause number	Auditor's Name / Signature
6.9.24	Computer Science Engg. Dr.Lakshmanan, Dr.Vigneswari, Dr.Mary posonia	Requirement: As per the EOMS 6.2.1, review matrix should be prepared to verify the achievement of the department goals and objectives for every academic year Failure: Review matrix for the period of June 2023-May 24 to be updated RCA: It is the regular practice to evaluate the department's performance in relation to its goals and objectives; however, this process has not been updated. Requirement: As per EOMS 4.4.2, 7.2.1 non teaching staff skill competency matrix to be prepared to identify the	The review matrix will be updated on a monthly basis to track the department's progress towards continuous improvement Department initiated to prepare skill competency matrix for non teaching staff	11-04-24 11-04-24	Verified and closed Verified and closed	6.2.1 4.4.2 & 7.2.1	Dr.M.R.Ebenezar Jebarani / ECE

		<p>training needs</p> <p>Failure: Teaching staff skill competency matrix was prepared, but failed to prepare non teaching staff skill competency matrix</p> <p>RCA: Department not aware of preparing Non teaching staff skill competency matrix</p>					
7.9.24	<p>Management Studies Dr. Uzma and Dr. Mathan</p>	<p>Requirement: As per the EOMS 7.2.1, records on staff training needs to be maintained</p> <p>Failure: Staff training needs were not specified in a given format</p> <p>RCA: Staff training needs proofs were collected by the department, whereas the formats are not properly recorded as a document for verification</p> <p>Requirement: As per EOMS 9.1, Result analysis need to be prepared to review the subject wise performance of the students.</p> <p>Failure: Result analysis has been prepared but comparative analysis is not being carried out for in even sem 2023-24 exam results</p>	<p>Training needs will be updated every semester before the subject allotment based on staff training attended on new areas and on the area supporting the current workload</p> <p>HoD has asked all the batch counsellors to carry out the comparison of effective result analysis</p>	<p>11-05-24</p> <p>11-05-24</p>	<p>Verified and closed</p> <p>Verified and closed</p>	<p>7.2.1</p> <p>9.1</p>	<p>Jancy Mary E / Biotechnology</p>

		RCA: It is the regular practice to review the performance of the department in comparison with the results, whereas the same is not documented				
7.9.24	Computer Science Dr. Rekha Chakravarthi	<p>Requirement: As per EOMS 8.4.1 a , List of Identified External Experts with details has to be maintained</p> <p>Failure: External experts database for involving them for FDP / guest lecture is missing</p> <p>RCA: Various events were conducted by various external experts. But a database of external experts in various fields like academics / Industry / Research need to be maintained so that they can be involved in BoS meetings or conducting workshops /FDPs. This is not maintained.</p>	HoD has asked the respective criteria Incharge for documenting the external experts database	1/31/2025	Verified and closed	8.4.1 Ms. P. Anjana Lakshmi / Law
7.9.24	Mathematics Dr. Nirmala	<p>Requirement: As per EOMS 6.2.1. the departments need to set new goals and and objectives for each academic year.</p> <p>Failure: Goals and objectives for the academic year were not specified in a quantitative manner but given in generic.</p> <p>RCA: The goals and objectives were set for the department but were not</p>	The Head of Department has scheduled a staff meeting to establish specific, measurable goals and objectives for the 24-2025 academic year. Records of departmental activities from the past three years will be reviewed to help set these targets.	12/23/24	Verified and closed	Clause 6.2.1 Dhanushya Devi S / Department of Law

		specified and quantified.					
6.9.24	Biomedical Engineering Dr.Sudhakar	<p>Requirement: As per EOMS 9.1,trend analysis has to be maintained for the declared results.</p> <p>Failure: Result Analysis is prepared but students progression in trend charts have not been prepared for II and III years</p> <p>RCA: It is regular practice to review the subject wise performance of the department with regard to goals and objectives in the periodical department meetings whereas the progress is not maintained as document.</p>	HOD has asked all the class counsellor to carry out effective result analysis with trend charts for each subject.	10/28/24	Verified and closed	9.1	Dr.S.Cynthiya Margaret Indrani / Mathematics
7.9.24	Viscom Department Dr. Nazini	<p>Requirement: As per 9.1.1.2, Handling of complaints and appeals is to be documented</p> <p>Failure: Documentation of the Oral complaints by the student is to be maintained in the required format</p> <p>RCA: Action was taken immediately for all the oral complaints received from the students, but documentation of the same is missing in the required format</p>	The concerned Incharge was instructed to maintain the complaints and appeals in the required format.		Verified and closed	9.1.1.2	Anusha Patnaik / Law

6.9.24	Nursing Dr. Lakshmi	<p>Requirement: As per 9.1, Result analysis should be done and comparison graph should be prepared for the last three batches.</p> <p>Failure: Only pie charts of result analysis were available.</p> <p>RCA: Result analysis comparison on the last three batches should be done in bar graph</p>	HOD requested the staff members to maintain the result analysis in the correct format.	10/25/24	Verified and closed	9.1	Dr. Priya Kumari / Physiotherapy
		<p>Requirement: As per EOMS 7.1.5., service and calibration Records for equipment in the department should be maintained.</p> <p>Failure: Calibration and service records of the equipment are not maintained</p> <p>RCA: Service register is not updated by the respective in charge, since it is the regular practice to review, calibrate and service the equipment by the department</p>	HoD asked the lab in charges to update the service and the calibration details in the current academic year	10/25/24	Verified and closed	7.1.5.1	

7.9.24	Psychology Dr. Parveen Banu	Requirement: As per EOMS 7.1.5, calibration record for instruments lab need to be maintained Failure: Calibration record are not maintained RCA: Calibration of equipment have not been carried out during period of audit	Hod has to instruct lab incharge to make a list of equipment In lab which need calibration	10/27/24	Verified and closed	7.1.5.1	K.Nithyakalyani / Pharmacy
6.9.24	Mechatronics Dr.Narmada	Requirement: As per EOMSP Assessments and evaluation methods such as procedures, criteria, and rubrics used to evaluate student performance and achievement in Theory, Practicals , Projects, internships, etc., needs to be recorded by all the departments. Failure: Records on Rubrics and criteria for evaluating projects, internships was not available. RCA: Evaluation of projects and internships are done using Rubrics, but the proof is not documented	The HOD has asked the project and internship in charges to keep the document proof for the evaluation of projects and internships clearly.	11-09-24	Verified and closed	7.1.5.2	Dr.J.Rani / Management Studies

7.9.24	Clinical Nutrition and Dietetics Dr.Inbathamizh 0	Requirement: As per 6.2.1, Updation of review matrix should be done to check whether the targeted objective is achieved or not. Failure: Students Pass percentage details on the semester results were not properly mentioned RCA: Number of students attended ,cleared and absent count not matched	Pass percentage for each year updated with the correct data	10/28/24	Verified and closed	6.2.1	Dr.Annam Renita. A / Chemical engineering
		Requirement: As per EOMS 7.4.3, details of internal Communication has to be documented Failure: Document Proof for communication to students and staff missing RCA: Internal communication and external communication has been done, but details are not documented	Advised to Compile the circulars and mails	11-07-24	Verified and closed	7.4.3.1	
6.9.24	Medical Lab Technology Dr.Premkumar	Requirement: As per EOMS 4.2, beneficiaries' needs and requirements and objectives should be satisfied Failure: consolidated feedback from stake holders is missing RCA: Students ,staff and other beneficiaries feedback in curriculum	Consolidated feedback report should be maintained	11/16/24	Verified and closed	4.2 8.3.4.3	Dr.Lizy.V / English

		,design and development is available					
7.9.24	Chemistry Dr.Karthikeyan	<p>Requirement: As per EOMS 4.2, Feedback from external experts has to be collected</p> <p>Failure: Need to obtain feedback from the External experts (Guest Speakers, Resource persons) which is not documented</p> <p>RCA: Feedback from all the interested parties were taken. Failed to document expert feedback</p>	Informed HoD to document the Feedback from experts	10/29/24	Verified and closed	4.2	Prof.Bhuvaneshwari S / Nursing
6.9.24	Chemical Engineering Dr. S.Satish	<p>Requirement: As per EOMS 4.4.2, the learners co-curricular activities are to be documented to analyze the performance of the students.</p> <p>Failure: Documents on students co-curricular activities have to be updated from June 2023.</p> <p>RCA: Maintenance of the learners performance documents are critical to assess the targets.</p>	The incharges are directed to collect the relevant documents on learners co-curricular activities for the programme attended from June 2023	11-04-24	Verified and closed	4.4.2	Dr. V. Kavitha/ Chemistry

		<p>Requirement: As per EOMS 7.2.2, the slow learners are to be supported with appropriate specialized training</p> <p>Failure: Records for conducting the meetings and classes for slow learners have to be maintained for May 24.</p> <p>RCA: Maintenance of relevant documents for special training classes is essential to monitor the progress of the student.</p>	The incharges are informed regarding the maintenance of record on special classes conducted during June- Aug 24.	11-04-24	Verified and closed	7.2.2	
		<p>Requirement: As per EOMS 7.1.5.1, measurements and traceability are considered vital for the calibration/validation of instruments</p> <p>Failure: Instrument calibration register was not maintained with scheduled maintenance dates</p> <p>RCA: Maintenance of instrument calibration register is critical to determine the working status of the instrument.</p>	The Incharge was directed to implement the maintenance of Instrument calibration register with scheduled maintenance dates from Nov-24	11-05-24	Verified and closed	7.1.5.1	
6.9.24	Conservative Dentistry & Endodontics Dr Sathyanarayana n	<p>Requirement: As per EOMS 7.2.1The training needs of the staff are identified periodically</p> <p>Failure: Training needs of the faculty for 24-2025 not identified</p>	HOD has been advised to instruct the Staff that training needs should be identified at the beginning of every academic year	11-05-24	Verified and closed	7.2.1	Dr B.R.Malathy / Deartment of Microbiology, Sathyabama Dental College & Hospital

		RCA: Staff are yet to identify the topic of training that they want to undergo					
6.9.24	Oral Pathology and Microbiology Dr. Rajkumari	Requirement: As per EOMS 10.1, the organization shall: react to the nonconformity and take action to control and correct it Failure: Corrective action for the failures in I BDS University examination Sep 24 is unavailable. RCA: The faculties discussed about the failures and the measures but not documented it.	The corrective action for the failures should be planned and documented immediately after the announcement of University results.	11-05-24	Verified and closed	10.1 7.2.2	Dr S Srividya / Biochemistry
6.9.24	Pharmacy Dr. Shanmugapandiyan	Requirement: As per 6.1, risks should be identified and actions to address the risks need to be documented in the Department Failure: Risks and Actions to address risks documentation is missing RCA: The department has not been encountered so far any.	Need for the documentation and action measures are initiated for the future.	11-01-24	Verified and closed	6.1	Dr Mahalakshmi R / Bioinformatics
6.9.24	Oral and Maxillofacial Surgery Dr. Nachiappan	Requirement: As per EOMS 8.5.1 All documents related to course delivery such as log book should be maintained and updated	The faculties were asked to update their class summary immediately after their class	11-05-24	Verified and closed	8.5.1	Dr. S. Srividya / Biochemistry

		<p>Failure: In Log book , class summary was not updated</p> <p>RCA: Though lesson plan was followed for taking classes, summary was not updated in the log book.</p>					
6.9.24	<p>Pedodontics Dr. Vishnu Rekha</p>	<p>Requirement: As per EOMS 8.5.1. The organization shall retain appropriate documented information as evidence of the monitoring, measurement, analysis, evaluation and their results.</p> <p>Failure: The result analysis was not performed for III Internal assessment for final year BDS</p> <p>RCA: The action plan for failures in III Internal was discussed but failed to document it</p>	<p>The HOD instructed the faculty in charge to document details of discussion carried on result analysis.</p>	11-05-24	Verified and closed	8.5.1	Dr. S. Srividya / Biochemistry
7.9.24	<p>Prosthodontics Dr. Balakumar</p>	<p>Requirement: As per EOMS 7.2.1, the organization shall ensure the competency of faculty on the basis of appropriate education, training, or experience.</p> <p>Failure: The latest training underwent by the faculty was not updated in skill competency matrix.</p> <p>RCA: The faculty by mistake retained the old training skills but documented</p>	<p>Staff in charge was asked to correct the training skills based on the proof submitted</p>	11-05-24	Verified and closed	7.2.1	Dr.S.Srividya / Biochemistry

		the latest training proofs.					
7.9.24	Orthodontics Dr. Shahul Hameed Faizee	<p>Requirement: As per EOMS 6.2.1 The Institution establishes its measurable Quality Objectives at relevant functions, levels and at various processes needed for the EOMS</p> <p>Failure: The achieved objective set in the goals was not documented in the review matrix.</p> <p>RCA: The department objective to obtain MOU was achieved but failed to document in the review matrix</p>	Staff incharge was asked to enter the details of obtained MoU in the review matrix with proof	11-05-24	Verified and closed	6.2.1	Dr. S. Srividya / Biochemistry
7.9.24	Physics Dr. Malliga	<p>Requirement: As Per EOMS 9.1 the Results analysis, Trend analysis are not documented which is vital to measure the performance of the learners.</p> <p>Failure: Result analysis, Trend analysis are not documented</p> <p>RCA: Result analysis after revaluation is not updated, Trend analysis need to be prepared for the updated result analysis.</p>	The in charges are directed to prepare the result analysis for the data after revaluation	11-06-24	Verified and closed	9.1	Dr.A.Sabarivanji / Biomedical Engineering

0/28/24	Anatomy Dr. Tamilselvi	<p>Requirement: As per EOMS 7.4.3.2, at planned intervals, implementation of communication efforts has to be monitored</p> <p>Failure: The minutes of meeting conducted for staffs was not recorded for the month of August 24.</p> <p>RCA: The staff meeting was conducted in August 24 but failed to document it.</p>	Staff in charge was asked to document the August month minutes of meeting	11-05-24	Verified and closed	7.4.3.2	Dr. S. Srividya / Biochemistry
7.9.24	Biochemistry Dr. S. Srividya	<p>Requirement: As per EOMS 7.2.1, the organization shall monitor the satisfaction of the learners</p> <p>Failure: The HOD oral feedback from learners was not updated for August 24</p> <p>RCA: The HOD had discussed and collected the feedback from students orally but not documented.</p>	The HOD was asked to document the oral feedback collected from students for the month of August 24.	11-05-24	Verified and closed	7.2.1	Dr B.R.Malathy / Department of Microbiology
7.9.24	Microbiology Dr. Prathiba	<p>Requirement: As per EOMS 9.1 ,the organization shall retain appropriate documented information as evidence of the monitoring, measurement, analysis, evaluation and their results.</p> <p>Failure: The trend analysis chart for internal assessments was not done</p> <p>RCA: The faculty performed the result</p>	The staff in charge was asked to plot result analysis trend chart	11-05-24	Verified and closed .	9.1	Dr. S. Srividya / Biochemistry

		analysis for all the three internal assessments but failed to plot trend chart for the same.					
7.9.24	Architecture & Design Dr. Devyani	<p>Requirement: 6.2.1 Educational organizational objectives and planning to achieve them</p> <p>Failure:6.2.1 (a) Goals and objectives and achievement status in the previous and current academic year have not updated to EOMS format</p> <p>RCA: Should be updated as per the EOMS requirements</p> <ol style="list-style-type: none"> 1. For 2023-24 achievement status should included 2. For 24-25 timelines should be mentioned for each goals 	Dean madam instructed her staff to update the goals and objectives as per the EOMS clause 6.2.1 (a)	11-04-24	Verified and closed	6.2.1 (a)	Dr. Gayathri. P / Medical Lab Technology
		<p>Requirement: As per EOMS 4.4.2, Teaching and non teaching staff skill competency has to be documented</p> <p>Failure: Skill competency of teaching and non teaching have not made properly in EOMS requirement format</p> <p>RCA:1. Teaching faculty skill competency have to be updated for in the required format</p>	Dean madam instructed the staff incharge to prepare the document in the required format	11-04-24	Verified and closed	7.2.1 b) 7.2.1 c)	

		<p>2. Non teaching faculty skill competency have to documented based on the EOMS requirement</p>					
		<p>Requirement: Review matrix in 6.2.1 (b) has to be updated every month</p> <p>Failure: Review matrix for academic year 2023-24 & 24-25 have not made in EOMS format</p> <p>RCA: 1. Review matrix for the Academic year 2023-24 should reframe to EOMS format</p> <p>2. For 24-25 , it should be updated till date in EOMS format</p>	Dean madam instructed staff incharge to update the document	11-04-24	Verified and closed	6.2.1 (b)	
6.9.24	Aeronautical Engineering Dr.Anderson	<p>Requirement: Documented information and their updations are required for the effective operation of EOMS.</p> <p>Failure: Documented information for the setting up of specialization labs in the department through alumni feedback and the skill competency of staff members reflecting research outputs in the form of projects and patents are not evident.</p> <p>RCA: It is important that documented ation and their updations are maintained and referred for understanding the</p>	HOD has instructed the coordinators to complete documentation of feedback and insisted their regular updation.	11-05-24	Verified and closed	7.5.1, 7.5.2	Dr. S. Supriya / Department of Chemistry

		complexity of the processes and for reviewing purpose. The documented informations are not maintained for the year 2023-24.					
6.9.24	Periodontics Dr Sumathi H Rao	<p>Requirement: As per EOMS 8.3.5, Lesson plans should be finalized in advance</p> <p>Failure: Lesson plan for III BDS for academic year 24-25 not finalized</p> <p>RCA: III BDS academic year 2024-2025 is to begin by 4th week of November 24. As one staff had gone on maternity leave from 1st October and there was already another III BDS batch in session, staff were still discussing allotment of classes to avoid clash with the senior batch and hence lesson plan was not finalized.</p>	Staff in charge was instructed to finalize the lesson plan	11-06-24	Verified and closed	8.3.5	Dr B.R.Malathy / Department of Microbiology
6.9.24	Physiology Dr Shanmugapriya	<p>Requirement: As per EOMS 4.4.2 students should participate in Academic Support Services such as Co-curricular and Extra-curricular activities</p> <p>Failure: co-curricular activities of students not available</p> <p>RCA: students participated in co curricular activities, but the details are not documented by the faculty</p>	The assigned staff was instructed to gather and document details of students' involvement in co-curricular activities, along with evidence, promptly after each participation	11-05-24	Verified and closed	4.4.2	Dr B.R.Malathy / Department of Microbiology

0/26/24	Dr Buvaneshwari	<p>Requirement: As per EOMS 9.1, Internal assessment results should be analysed for continuous improvement</p> <p>Failure: IIIrd internal exam result analysis not available for II BDS for pathology subject</p> <p>RCA: Though failures in IIIrd internal exams were identified and corrective action taken for improvement, it was not documented</p>	Staff in charge was asked to document the result analysis soon after correcting the answer sheets	11-05-24	Verified and closed	9.1	Dr B.R.Malathy / Department of Microbiology
7.9.24	Community Dentistry or Public Health Dentistry Dr V.Anu	<p>Requirement: As per EOMS 8.5.1 All documents related to course delivery such as log book should be maintained and updated</p> <p>Failure: Log book not updated with classes taken details</p> <p>RCA: Though classes were taken according the schedule, staff failed to document it in log book</p>	Faculty members were instructed to promptly record the details of classes conducted in the logbook.	11-05-24	Verified and closed	8.5.1	Dr B.R.Malathy / Department of Microbiology

7.9.24	Oral Medicine & Radiology Dr C.Provda	<p>Requirement: As per EOMS-4.4.2 and 7.2.1- roles responsibilities of the faculties should be assigned by the HOD at the beginning of academic year</p> <p>Failure: Roles and responsibilities of faculties other than teaching not documented</p> <p>RCA: Though the faculties are assigned various roles like in charge for IIIrd year and Ivth year BDS, IQAC, consumables, non consumables, it was not documented</p>	HOD was asked to document the roles assigned to faculties	11-05-24	Verified and closed	4.4.2 , 7.2.1 b)	Dr B.R.Malathy / Department of Microbiology
6.9.24	Mess Mr. Guravaih	<p>Requirement: As per EOMS 7.1.3.1 The organization determines and provides the various resources needed to improve Quality of Operations, Services, Performance etc</p> <p>Failure: Cleaning of dining tables in the dental mess not done in appropriate manner</p> <p>RCA: Too much of soap water is poured over the dining tables in the dental mess to clean them, instead of using wet cloth dipped in soap water for wiping.</p>	The mess in charge has been instructed to teach the correct cleaning procedure to all the persons involved in cleaning the dining hall	11-05-24	People in charge of cleaning were instructed the correct cleaning procedure	7.1.3.1	Dr B.R.Malathy / Department of Microbiology

6.9.24	Dr.Revathy, HoD, Dept. of IT	<p>Requirement: As per EOMS 7.2.1, Skill Competency Matrix for all teaching staff has to be documented</p> <p>Failure: In skill competency matrix, the additional skills acquired by the faculty members is not documented</p> <p>RCA: Skill acquired is misunderstood as skill required</p>	HoD was asked to document the faculty skill acquired in the skill competency matrix	10/30/24	Verified and closed	7.2.1	Dr.M.S.Godwin Premi / CSE
6.9.24	Mechanical Dr.S.Ganesan	<p>Requirement: As per EOMS 6.2.1 Review matrix is to be prepared to monitor the achievement of Departmental goals and objectives</p> <p>Failure: Review matrix not maintained for the period June 24-Dec 24</p> <p>RCA: It is the regular practice to review the performance of the department with regard to the goals and objectives in the periodical department findings where as the progress is not maintained as documents</p>	Review matrix will be continuously updated every month to monitor the progress of the department for continual improvement	11-11-24	Verified and closed	6.2.1	Dr.Ramya.D / EEE
		<p>Requirement: As per 7.1.5.1 service and calibration Records for equipment in the department should be maintained.</p> <p>Failure: Calibration and service records of the equipment are not maintained</p>	Lab in charges were instructed to regularly update and maintain the service and calibration records of equipment even when they are carried out internally	12-02-24	Verified and closed	7.1.5.1	

		RCA: Service register is not updated by the respective in charge, since it is the regular practice to review, calibrate and service the equipment by the department staff					
7.9.24	Electronics and Communication Engineering Dr.Ravi	<p>Requirement: In the Design and Development of Curriculum, Board of Studies must be convened by the process owner and Minutes of Board of Studies meeting need to be documented as per the EOMS procedure of the organization.</p> <p>Failure: The documentation of Minutes of Board of Studies meeting did not meet the requirement EOMS procedure of the organization.</p> <p>RCA: The Board of Studies meeting was convened and the minutes was recorded. But the process owner failed to document as per the requirement.</p>	The failure of preparation of documentation format as per requirement has been initiated and implemented for the next periodic BOS meeting	12/15/24	Verified and closed	8.3.6	Dr.R.Nirmala / Civil Engineering

		<p>Requirement: In the Academic process, Any risks in any of the operations of the department must be identified, and the necessary actions taken is to be documented</p> <p>Failure: Risks Identification Register in operations of the department was not maintained.</p> <p>RCA: Risks are identified, analyzed and the necessary actions are taken. But the process owner failed to record the risks and the actions taken.</p>	Documentation of Risks and Opportunities for improvement is initiated for the next academic year	11/30/24	Verified and closed	6.1	
6.9.24	Civil Engineering Dr. S. Packialakshmi	<p>Requirement: AS per the EOMS 4.2d. training for non-teaching staff is to be provided based on their needs.</p> <p>Failure: Training for non-teaching staff based on their needs is not evident.</p> <p>RCA: Training Needs of the non-teaching staff was not analysed.</p>	Training needs of the non-teaching staff has to be identified and training should be provided and documented.	10/30/24	Verified and closed	4.2 d	Ms. Roshni M / Clinical Nutrition & Dietetics
		<p>Requirement: As per the EOMS 7.2.2d, under providing special needs education peer learning activity has to be provided to slow learning students.</p> <p>Failure: Peer learning activity was not provided to slow learners.</p>	HoD has asked the respective class counsellors to assign students to help their peer classmates (slow learners) in learning.	10/31/24	Verified and closed	7.2.2d	

		RCA: Slow learners are identified but peer student from advanced learners was not assigned.					
6.9.24	Library Mr. Boopalan	<p>Requirement: As per EOMS 7.1.3.3, there shall be facilities for self learning.</p> <p>Failure: The details of new books received was not entered in the Autolib software system.</p> <p>RCA: The librarian was working on issuing the No dues for the completing students. Hence, failed to enter the details of newly arrived books.</p>	The librarian was asked to enter the details of new books in the software.	11-08-24	Verified and closed	7.1.3.3	Dr.S.Srividya / Biochemistry
7.9.24	Pharmacology Dr S.Priya	<p>Requirement: As per EOMS 7.2.1 – The organization shall ensure that persons are competent based on appropriate education and training</p> <p>Failure: Training of the faculty was completed, but the outcome of the training was not documented</p> <p>RCA: Though training was undergone, faculties failed to consolidate the outcome of the training</p>	Faculties were asked to document the outcome of the training as soon as they complete.	11-05-24	Verified and closed	7.2.1	Dr B.R.Malathy / Microbiology


7.9.24	English Dr. Monica	<p>Requirement: As per EOMS 4.4.2, the BoS meeting minutes and the agendas of the meeting need to be recorded by all the departments</p> <p>Failure: A common BoS meeting form is to be maintained by all the departments, which fiinds missing.</p> <p>RCA:BoS meeting is regularly conducted and syllabus revisions are carried out, but the common format is not followed.</p>	HoD instructed the BoS Incharge to follow the common format from the next BoS meeting.	10/26/24	Verified and closed	4.4.2 c 8.3.6	Thivya N / Nursing
7.9.24	Physiotherapy Dr. Priya Kumari	<p>Requirement: As per 8.5.1 a, Course files should be maintained and I should include the result analysis for all the assessment exams and End semester exams</p> <p>Failure: Result analysis is missing in the course file Excercise Therapy</p> <p>RCA: Course file is prepared by the course coordinators. But in one of the course files, the result analysis is not documented</p>	HoD instructed the concerned course coordinator to do result analysis and document the same in the course file	02-11-24	Verified and closed	8.5.1a, 9.1	Priyadharshini R / Fashion Deisgn
6.9.24	Bio Informatics Dr. Jemi Christy	Requirement: As per 4.4.3 , for Research and Innovation Process, consultancy and patent details need to be documented in the required format.	HoD instructed the concerned incharge to document in the required common format	10/28/24	Verified and closed	4.4.3(C) (D)	Brindha.K / Architecture

		<p>Failure: Consultancy and patent details are not documented in the required format.</p> <p>RCA: Consultancy and patent details are documented in different format</p>					
7.9.24	Electrical and Electronics Engineering Dr. Radhika	<p>Requirement: Trend charts need to be prepared to review the subject wise performance of the students across CAE I, CAE II and ESE. Placement details to be updated.</p> <p>Failure: Subject wise performances of students were not reviewed with respect to end semester examinations for the 2020-24 batch. Placement details were failed to be updated</p> <p>RCA: Details of semester examination and placements to be updated.</p>	<p>The HOD has asked all the subject coordinators and counsellors of all the batches to monitor and review the performance of students throughout the semester with trend charts between assessments and university examinations and also to do a comparative analysis with previous batches. Also asked the placement coordinator to update the placement details batchwise.</p>	11/13/24	Verified and closed	9.1, 4.4.2	Dr.R.Sathya Bama Krishna / Computer Science and Engineering
		<p>Requirement: Skill Competency matrix of staff members and technical staff for the current academic year is not evident</p> <p>Failure: Failed to Update the matrix semi-annually to reflect new qualifications and certifications.</p> <p>RCA: This Faculty Skill Competency Matrix ensures continuous development and alignment with institutional goals,</p>	<p>Hod had asked the ISO coordinator to complete the same by collecting the requirements needed and satisfied by faculty and technical staffs</p>	11/13/24	Verified and closed	7.2.1	

		fulfilling requirements					
7.9.24	BioTechnology Dr. Ramesh	<p>Requirement: As per EOMS 9.1, Result analysis comparing the CAE1, CAE2 and ESE has to be done for each batch.</p> <p>Failure: For 2023-2027 Batch, sem II result analysis comparing CAE1, CAE 2 and ESE results is not documented</p> <p>RCA: Subjectwise comparison for CAE1, CAE2 and ESE is done seperately, but failed to document the comparative analysis of CAE1, CAE2 and ESE</p>	The concerned year coordinator is asked to do the comparative analysis and document the same		Verified and closed	9.1	
6.9.24	LAW Dr.Dilshad Shaik	<p>Requirement: As per EOMS 7.2.2 , remedial class schedule and attendance need to be documented in all the course file</p> <p>Failure: Special class time table and attendance is not documented in the course file Alternate Dispute Resolution</p> <p>RCA: Special class is taken for the slow learners, but the course coordinator failed to document the same in the course file</p>	HoD instructed the course coordinator to document the remedial class schedule and attendance		Verified and closed	7.2.2	Dr.C.Rameshku mar / Physics
7.9.24	Transport Mr. Sathish	Requirement: RC proof and Manual Report need to be updated regularly	Transport incharges has to follow files like RC and Manual Report	10/28/24	Verified and closed	8.5	Dr.R.Pugalendhi / Visual Communication

		<p>Failure: Not updated RC AND SERVICE RECORD</p> <p>RCA: They need to update</p>					
6.9.24	Fashion Design Dr.Krithika	<p>Requirement: As per EOMS 6.2.1, Review matrix to be prepared to verify the achievement of departmental goals and objectives.</p> <p>Failure: Review matrix not evident for the period June 2023 to May 24.</p> <p>RCA: It is the regular practice to review the performance of the department in comparison with the set goals and objectives, whereas the same is not documented</p>	Review matrix will be continuously updated every month to monitor the progress of the department for continual improvement	10/29/24	Verified and closed	6.2.1	Dr.R.Pugalendhi / Viscom
		<p>Requirement: As per EOMS 9.1 Trend charts need to be prepared to review the subject wise performance of the students across CAE I, CAE II and ESE.</p> <p>Failure: Result analysis has been prepared but trend analysis is not being carried out for 2021-24 batch (III year, 5 Sem) in odd sem 2023-24 exam results</p> <p>RCA: Result analysis will be continuously updated every semester and monitor the progress of the department for continual improvement</p>	HoD has asked all the batch counsellors to carry out effective result analysis with trend chart for each subjects and also trend chart for the overall result of the batch compared with the previous two batches		Verified and closed	9.1	

	<p>Requirement: As per EOMS 7.1.5 (Maintenance)- Laboratory Equipment register has to be updated periodically.</p> <p>Failure: Fashion Design sewing machines and other Equipment Stock register is not updated for June 2023- Dec. 2023.</p> <p>RCA: Periodic Maintenance of Chemical and Equipment stock register has been done up to Dec 2023 to May 24. due to some error in hardcopy.</p>	Fashion design department equipment stock register will be updated till May 24	10/29/24	Verified and closed	7.1.5.1 a) 8.5.2 d)	
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