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Precisely Right

**Report on Risk Based Quality Management System Audit
ISO 9001:2015**

Organization: Sri Ramakrishna CAS (Formally S.N.R. Sons College)

Date : 14th September 2018


**PRINCIPAL
SRI RAMAKRISHNA**
COLLEGE OF ARTS AND SCIENCE (Autonomous)
Avinashi Road, Nava India,
Coimbatore - 641 006.



**Audit Observations made during the 1st Surveillance Audit of
Sri Ramakrishna CAS (Formally S.N.R. Sons College)**

Opportunities for improvement

Revaluation Pass % is high. Alternate arrangement is to be made.	Grievances raised by the students can be considered & accordingly special supplementary exam within one week after the result publication is to be conducted for the subject, with pass 70%.
Placement of Registered students regarding	Registered, but non placed students details are to be collected by placement co-ordinator faculties & status to be updated in TIP Cell.
Internship policy	Internship planned in the syllabus should be clearly documented and followed for assessment as per the document policy in the syllabus. For other Internships also there should be a clear laid in procedure. Before giving OD to the student for Internship, the employer/ Intership provided is to be authenticated by the respective faculty & the student should be under monitoring and control till the Internship completion by the Respective Faculty.
Leave Approval & alternate arrangements	Leave approval of Deans are to be done by Principal- PA with Principal concurrence. Also alternate faculty for lesson plan/work plan is to be made in prior well before leave date by the respective faculty & follow up is to be made with the alternate arranged Faculty for smooth process & to eliminate any lag in plan. And also, the topic covered by the alternate faculty is to be recorded in the respective pedagogy and in MIS within that day for Lesson plan handling. Other than that, alternate faculty should enter the work status in the relevant record meant for the allocated task.
BOS minutes regarding	A detailed minutes, that is all points discussed in the BOS meeting is to be noted, documented and accordingly actions are to be arrived by the BOS chairman/ chairperson respectively
Library - Subject Book procurement with latest Edition	A procedure is to be framed for procured latest edition books & suitable as session numbering is to be given and action to be taken against old edition is to be mentioned clearly & followed.
Regarding Book return - Late fine Collection from students	Instead of hand covering the late fee to Accounts section, possibility of Resource generation like buying books to library can be seen.



Students fees not paid - regarding	Monitoring & taking suitable actions for payment of fees with Principal's concurrence is to be carried out by respective HODs.
CO/ PO/ LO mapping	Any change in Syllabus content/ Course outcome made in BOS minutes, should be passed in the Academic Council meeting & the actions decided are to be implemented then & there accordingly.
Posting attendance for Event creation/ functions/ PACE training and Exam Dates	Event creation/ functions/ PACE training and Exam dates is to taken care before posting in MIS.
Evidence For attendance	For attendance lagging students, instead of arranging special classes at the end of the semester, monthly attendance monitoring & displaying the students list (who are less than 75%) in the department Notice Board is to be followed & this is mandatory for all departments
Internship for MBA programmer	A clear procedure for Internship mentioning the duration, Evaluation method, outcome & assessment is to be documented & implemented
Placement portal updation	HODs and Placement co-ordinators are to be added in Placement portal to make the placement process inline

