MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi and Affiliated to Anna University)
Egattur, Chennai – 603 103

5. ISO AUDIT

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

ISO Internal Audit Report

Department : Mechanical Engineering   Date: 28/04/2021

Sl.no.	File Name	Format No.	Audit Finding	NCR	objective Evidence
1	ACADEMIC CALENDAR - ODD / EVEN SEM - 20 - 20	TLP 01	Calendar copy available		Theory File
2	LIST OF SUBJECTS OFFERED BY THE DEPARTMENT	TLP 02	Verified		
3	RESOURCES REQUISITION FORM & ALLOTMENT LETTER	TLP 03		✓	not Available
4	SUBJECT PREFERENCE REQUEST FORMAT FOR THE PERIOD OF ODD / EVEN SEM 2021/2021 600	TLP 04	Format with Data available		Theory File
5	FACULTY COMPETENCE MATRIX	TLP 05	Available		
6	WORKLOAD ALLOTMENT FOR THE PERIOD OF ODD / EVEN SEM 2041/2022	TLP 06	Timetable Verified		
7	CLASS TIMETABLE	TLP 07	Available		
8	FACULTY INDIVIDUAL TIMETABLE	TLP 08	Available		
9	DEPARTMENT MASTER TIMETABLE	TLP 09	Available		
10	LABORATORY TIMETABLE	TLP 10	Available		
11	FACULTY MASTER TIME TABLE	TLP 11	Available		
12	LESSON PLAN - THEORY	TLP 12			
13	LIST OF EXPERIMENTS	TLP 13	Verified		
14	ASSESSMENT PERIOD CONSOLIDATED ATTENDANCE RECORD	TLP 14	not Available	✓	Not Available
15	PARENT COMMUNICATION LETTER FOR ATTENDANCE	TLP 15	not Available	✓	not Available
16	CLASS COMMITTEE MEETING CIRCULAR	TLP 16	Meeting circular available		
17	MINUTES OF THE CLASS COMMITTEE MEETING	TLP 17	Available		
18	CORRECTIVE AND PREVENTIVE ACTION FOR THE PERIOD OF JULY / JAN : 20 - 20	TLP 18	To be updated	✓	Not available
19	PROCESS TO IDENTIFY CONTENT BEYOND SYLLABUS THROUGH ALUMNI	TLP 19	to be updated	✓	not Available
20	VAC - STUDENTS NAME LIST	TLP 20	List available		
21	VALUE ADDED COURSE - COURSE CONTENT	TLP 21	Available		
22	CONSOLIDATED REPORT OF VALUE ADDED COURSES OFFERED FOR THE PERIOD OF ODD / EVEN SEM 20 /20	TLP 22	Attendance and Data Verified		
23	EVENT ORGANIZED FORMAT 1	TLP 23	Event to be updated	✓	not available
24	EVENT ORGANIZED FORMAT-2 : CONFERENCE	TLP 24	To be updated	✓	not available

PRINCIPAL
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Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.

Sl.no.	File Name	Format No.	Audit Finding	NCR	objective evidence
25	DETAILS OF GUEST LECTURE AND SEMINARS CONDUCTED FOR THE PERIOD OF ODD / EVEN SEMESTER 2021 - 2022	TLP 25	Report Verified.		Signature to be updated
26	CONSOLIDATED REPORT OF SOCIETY / ASSOCIATION / CLUB ACTIVITIES FOR THE PERIOD OF ODD / EVEN SEM 20 / 20	TLP 26	Report Verified		
27	COURSE FILE INDEX - THEORY / PRACTICAL	TLP 27	Available		
28	PRE-EVALUATION FORM FOR ANNA UNIVERSITY EXAM	TLP 28	Available		TLP 28 / Format
29	GUIDE REQUEST FORM : PROJECT WORK FOR THE ACADEMIC YEAR - 20 / 20	TLP 29	yes		
30	PROJECT WORK LIST FOR THE ACADEMIC YEAR - 20 / 20	TLP 30	Yes,		
31	PROJECT WORK REVIEW MARKS FOR THE ACADEMIC YEAR - 200 / 20	TLP 31	Yes.		TLP / TLP 31 marks
32	BEST PROJECT WORK FOR THE ACADEMIC YEAR - 20 / 20	TLP 32	Nil	✓	
33	STUDENT EXCHANGE PROGRAM DETAILS	TLP 33	Not Available	✓	
34	STUDENT HIGHER STUDIES DETAILS	TLP 34	To be updated	✓	
35	STUDENTS PUBLICATION DETAILS	TLP 35	To be updated	✓	
36	STUDENT CO - CURRICULAR PARTICIPATION / ACHIEVEMENTS DETAILS	TLP 36	Yes,		TLP 36 / website attended combined TLP 37 / Appr
37	STUDENT EXTRA - CURRICULAR PARTICIPATION / ACHIEVEMENTS DETAILS	TLP 37	Yes,		
38	NSS / SOCIAL ACTIVITIES / UBA / YRC PARTICIPATION DETAILS	TLP 38	To be updated		
39	STUDENT SPORTS PARTICIPATION / ACHIEVEMENTS FOR THE ACADEMIC YEAR	TLP 39	Yes		Less no of activity / Available
40	PERFORMANCE IN COMPETITIVE EXAMS	TLP 40		✓	
41	PROFESSIONAL SOCIETY MEMBERSHIPS	TLP 41	Certificate also Verified.		
42	STUDENT LOG BOOK - RECORD OF CLASS WORK	TLP 42	Yes,		To be sign from HOD.
43	STUDENT PROGRESS RECORD	TLP 43	Yes.		
44	ATTENDANCE REPORT (PINK BOOK)	TLP 44	To be updated.		2nd Year Pending
45	CLASS HANDLING REPORT (YELLOW BOOK)	TLP 45			Partial data.
46	SLOW LEARNER LIST	TLP 46	Yes.		
47	TOPPER STUDENTS LIST	TLP 47.	Yes		Documents with all Sign.
48	ELECTIVE FILE	TLP 48	Yes,		

Sl.no.	File Name	Format No.	Audit Finding	NCR	objective
49	FACULTY LIST	FD 01	Verified FD01 file.		
50	FACULTY DATA SHEET	FD 02	Verified Data		
51	FACULTY PUBLICATION DETAILS	FD 03	Paper Verified.		
52	FDP / STPP / INDUSTRIAL TRAINING ATTENDED DETAILS	FD 04	Data Verified.		
53	NON TEACHING STAFF TRAINING DETAILS	FD 05		✓	Not available
54	FACULTY ACHIEVEMENT DETAILS	FD 06	Patent Registration form.		
55	CHART / MODEL / EDUCATIONAL AIDS PREPARED	FD 07	Chart Module Verified.		
56	OUTSIDE INTERACTION OF THE FACULTY	FD 08	order copy.		
57	HIGHER STUDIES / SKILL UPGRADATION DETAILS	FD 09	Certificate Verified.		
58	INCENTIVES & REWARDS - FACULTY	FD 10	Certificate Verified.		Dr. Ramesh / Award.
83	STUDENT DETAILS	AD 01	Data Verified		
84	STUDENTS ADMISSION - CUT OFF RANKS	AD 02	Data Verified.		AD 02 / Student list
85	BATCH WISE ADMISSION DETAILS	AD 03	Data Sheet Verified		
86	STUDENTS COMMUNITY DETAILS	AD 04	Data Sheet Verified		
87	SCHOLARSHIP DETAILS	AD 05	Data Verify		
88	STUDENTS SCHOLARSHIP DETAIL - Government	AD 06	Sanction letter Verified		
89	STUDENTS SCHOLARSHIP DETAIL - Non Government	AD 07	Yes		
90	LEAVE / OD FORM	AD 08	Yes		
100	INDIVIDUAL SUBJECT MARK SHEET - IAT I / II / III / IV	RA 01	Yes		Available
101	DEPARTMENT INTERNAL ASSESSMENT I / II / III / IV / V ANALYSIS	RA 02	Data Verified		
102	OVERALL CLASS WISE IAT ANALYSIS	RA 03	Data Verified.		
103	EXAM PREPARATION CLASS ANALYSIS	RA 04		✓	
104	CONSOLIDATED REPORT OF IAT	RA 05	Data Verified		IAT Exam from 24/05
105	DEPARTMENT UNIVERSITY RESULT ANALYSIS	RA 06	updated		University analysis 31/2020
106	UNIVERSITY RESULT SUBJECT WISE COMPARATIVE ANALYSIS OF PRE	RA 07	updated		
107	UNIVERSITY RESULT - BATCH WISE ANALYSIS	RA 08	Updated		
108	UNIVERSITY RESULT - FACULTY WISE RESULT ANALYSIS	RA 09	updated		
109	UNIVERSITY RESULT OVER ALL CLASS WISE ANALYSIS	RA 10			
110	UNIVERSITY RESULT ANALYSIS FOR OVER ALL COLLEGE	RA 11			
111	OVERALL COLLEGE IAT RESULT ANALYSIS	RA 12			

Signature (Internal- Auditor)

(B. RAJAKUMAR)

(S. PK. A-57.57)

TPAC

PRINCIPAL

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MOHAMED SATHAK A.J.COLLEGE OF ENGG
34, Rajiv Gandhi Road (OMR), Siruseri, II Faik
Chennai-603 103.

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi and Affiliated to Anna University)
Egattur, Chennai – 603 103

ISO Certificate:

UKcert

Certification & Inspection

Certificate of Registration

This is to certify that the

Quality Management System

of

MOHAMED SATHAK A J COLLEGE OF ENGINEERING

at

RAJIV GANDHI ROAD(OMR), IT HIGHWAY, SIRUSERI SIPCOT, CHENNAI-603103, INDIA

has been independently assessed and is
compliant with the requirements of:

ISO 9001:2015

For the following scope of activities:

TO IMPART EDUCATION IN ENGINEERING AND TECHNOLOGY THROUGH UG COURSES CIVIL, ECE, EEE, MECH, CSE, IT AND PG COURSES CSE, STRUCTURAL ENGINEERING TO PROVIDE HUMAN RESOURCES, CONSULTANCY, TRAINING AND RESEARCH TO MEET INDUSTRIAL AND SOCIETAL REQUIREMENTS

Certificate Number: UQ-2022042654

Validity of this certificate can be verified at www.ukcertifications.org.uk/verify

Date of Certification	20th May 2019
1st Surveillance Audit	19th May 2020
2nd Surveillance Audit	19th May 2021
Certificate Expiry	19th May 2022

Authorised Signatory

PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
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