



**K. RAMAKRISHNAN COLLEGE OF ENGINEERING
(AUTONOMOUS)
TIRUCHIRAPPALLI – 621 112**

EXTERNAL ADMINISTRATIVE AUDIT

ACTION TAKEN REPORT BASED ON 2022-2023 SUGGESTIONS

ACADEMIC YEAR 2022-23

DEPARTMENT

: GIRLS HOSTEL

YEAR OF ESTABLISHMENT

:

DATE OF ADMINISTRATIVE AUDIT

: 16.03.2023

NAME, DESIGNATION & ADDRESS OF ADMINISTRATIVE AUDIT EXPERTS: Mr. SEKAR



S.NO	SUGGESTIONS BY ADMINISTRATIVE AUDIT EXPERT	ACTION TAKEN DETAILS
1.	Hostel warden has to be trained to operate fire extinguisher	Initiated to provide Fire extinguisher training
2.	Signature of guardian is not available in some of the admission form	Signature of guardian in the admission form has been under progress
3.	Date of vacating the room should be mentioned in admission form	For the Temporary stay it has been informed to write in the admission form itself.
4.	Out pass should include signature of warden, hod, principal Exit time date to be included in permission letter.	Smart hostel has been executed, for outpass it has been informed to mention date and time of exit in the permission letter

A. Praveen 10/14/23

Signature of the warden
Name and Designation:

A. Praveen
HOD/MBA



(Handwritten signature)

Signature of the Principal

Dr.D.Srinivasan

PRINCIPAL

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EXTERNAL ACADEMIC AUDIT

ACTION TAKEN REPORT BASED ON 2022-2023 SUGGESTIONS

ACADEMIC YEAR 2022-23

DEPARTMENT : TRANSPORT
YEAR OF ESTABLISHMENT :
DATE OF ACADEMIC AUDIT : 16.03.2023

NAME, DESIGNATION & ADDRESS OF ACADEMIC AUDIT EXPERTS:

(S.SEKAR, QMS LEAD AUDITOR)

S.NO	SUGGESTIONS BY ACADEMIC AUDIT EXPERT	ACTION TAKEN DETAILS
1.	FC details should be updated on time.	Action has been taken by the PRO to update the FC details on time
2.	Permit validity, pollution certificate, road tax report should be updated.	PRO has instructed the in charges to update the details on time.

Signature

Signature of the Principal
Name and Designation:
Dr.D.Srinivasan



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EXTERNAL ACADEMIC AUDIT

ACTION TAKEN REPORT BASED ON 2022-2023 SUGGESTIONS

ACADEMIC YEAR 2022-23

DEPARTMENT : GENERAL MAINTENANCE
YEAR OF ESTABLISHMENT :
DATE OF ACADEMIC AUDIT : 16.03.2023

NAME, DESIGNATION & ADDRESS OF ACADEMIC AUDIT EXPERTS: 
(S.SEKAR, QMS LEAD AUDITOR)

S.NO	SUGGESTIONS BY ACADEMIC AUDIT EXPERT	ACTION TAKEN DETAILS
1.	License must be obtained to use the lift.	Applied for license and document is attached as proof
2.	Each department faculty should be trained to operate the fire extinguisher.	Training is scheduled for faculty of each department

Signature


S. Prasanna
PRO


Signature of the Principal
Name and Designation:
Dr.D.Srinivasan

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EXTERNAL ACADEMIC AUDIT

ACTION TAKEN REPORT BASED ON 2022-2023 SUGGESTIONS

ACADEMIC YEAR 2022-23

DEPARTMENT : CHIEF ADMINISTRATIVE OFFICE

YEAR OF ESTABLISHMENT :

DATE OF ACADEMIC AUDIT : 16.03.2023

NAME, DESIGNATION & ADDRESS OF ACADEMIC AUDIT EXPERTS:



(S.SEKAR, QMS LEAD AUDITOR)



S.NO	SUGGESTIONS BY ACADEMIC AUDIT EXPERT	ACTION TAKEN DETAILS
1.	Quality objective must be changed. Separate objective should be given for non-academic departments.	The administrative department has been asked to set their objective from this academic year
2.	Stock list must be maintained for admin office. It includes the total number of fans, lights, computers, printers etc.	The Chief of Administrative department has been informed to maintain the stock list of fans, lights, computers and printers.
3.	Insurance list with certificate number should be maintained and it should be signed by head of administration.	The administrative department has been asked to maintain insurance list with certificate number which is usually maintained by principal office
4.	Action taken for delayed / denied scholarship must be recorded.	The scholarship section of the office have been instructed to record the actions for delayed and denied scholarship.

Signature
Name and Designation:

S. Pradanna
PRO.

Signature of the Principal
Dr.D.Srinivasan

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EXTERNAL ACADEMIC AUDIT

ACTION TAKEN REPORT BASED ON 2022-2023 SUGGESTIONS

ACADEMIC YEAR 2022-23

DEPARTMENT : PURCHASE

YEAR OF ESTABLISHMENT :

DATE OF ACADEMIC AUDIT : 16.03.2023

NAME, DESIGNATION & ADDRESS OF ACADEMIC AUDIT EXPERTS:


(S.SEKAR, QMS LEAD AUDITOR)



S.NO	SUGGESTIONS BY ACADEMIC AUDIT EXPERT	ACTION TAKEN DETAILS
1.	Format number with date should be included for supplier selection form.	Format Number for supplier selection form is given as Admin/SS-01/23-24
2.	A minimum of 3 years data should be available in budget file. An index sheet may be included.	The Chief of Administrative department has been informed to maintain 3 years budget data.
3.	Source of vendor identification [like Internet, advertisement] and a minimum of 3 vendors for each product should be maintained as a record.	Minimum of 3 vendors have been identified for all purchases
4.	Rating can be given for each supply, instead of each supplier.	Purchase staff has been instructed to give rating for each supply.

Signature
Name and Designation:

[Signature]
SPrasanna
PRo

[Signature]
Signature of the Principal
Dr.D.Srinivasan

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EXTERNAL ACADEMIC AUDIT

ACTION TAKEN REPORT BASED ON 2022-2023 SUGGESTIONS

ACADEMIC YEAR 2022-23

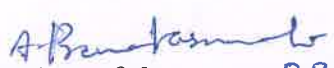
DEPARTMENT : GIRLS HOSTEL

YEAR OF ESTABLISHMENT :

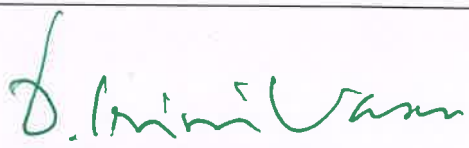
DATE OF ACADEMIC AUDIT : 16.03.2023

NAME, DESIGNATION & ADDRESS OF ACADEMIC AUDIT EXPERTS: 
(S.SEKAR, QMS LEAD AUDITOR)

S.NO	SUGGESTIONS BY ACADEMIC AUDIT EXPERT	ACTION TAKEN DETAILS
1.	Housekeeping record has to be updated on daily basis.	Outsourcing agency has been instructed to maintain the record on daily basis
2.	A separate ledger with date of admission and vacation should be maintained for each academic year.	Informed to maintain a separate record for the next academic year.
3.	Date should be mentioned in notice board documents.	Warden has been instructed to maintain the same.
4.	Menu chart must be updated with date.	Mess in-charge has been instructed to include date in menu chart.
5.	Percentage of food wastage should be recorded on daily basis.	Initiated to record the percentage of wastage with respect to supplied quantity.
6.	Unit of measurement has to be added in material purchase.	Purchase head has been instructed to add the unit of measurement in material purchase.


Signature of the warden 23/3/23




Signature of the Principal
Name and Designation:

**Dr.D.Srinivasan
PRINCIPAL**

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