



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

EXTERNAL ADMINISTRATIVE AUDIT

**RECOMMENDATIONS PROVIDED BY THE EXTERNAL EXPERT
FOR THE ADMINISTRATIVE AUDIT**

ACADEMIC YEAR 2023-24

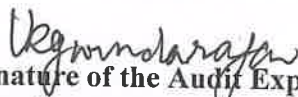
DEPARTMENT : BOYS HOSTEL

YEAR OF ESTABLISHMENT : 2008

DATE OF ACADEMIC AUDIT : 17.04.2024

**NAME, DESIGNATION & ADDRESS OF ADMINISTRATIVE AUDIT EXPERT:
Mr. S. R. GOVINDARAJAN, ISO CONSULTANT, TRICHY**

S.NO	OBSERVATIONS BY ADMINISTRATIVE AUDIT EXPERT	Actions taken
1.	Housekeeping record has to be updated on daily basis inside individual rooms also	Outsourcing agency has been instructed to maintain the record on daily basis inside the rooms as per check list and periodicity of various types of cleaning
2.	The safe use of cleaning liquids and acids are to be instructed to the Conservancy staff in Hindi and Tamil as they are from North.	Although face masks and gloves are used, splashing of cleaning liquids and acids are possible in the face and eyes while handling. The immediate steps to be taken as the first aid such as flooding the eyes with water, are to be demonstrated
3.	SOP for Hostel Maintenance in English and Hindi has not been placed in the Notice Board for adherence by Hostel Staff (both internal and external)	SOP for Hostel Maintenance in English and Hindi has to be placed in the Notice Board for adherence by Hostel Staff (internal and external)
4.	Upkeep of the Hostel appears clean and good. Though the practice of 5S has been mentioned in the ISO Documents maintained earlier, systematic training has not been implemented accordingly to all the staff.	Systematic training in 5S requires to be imparted with Training Agency such as QCFI to all the staff and Supervisors in the Hostel complex by the Administrative office. Champions will be identified among the Staff and Officials to conduct Audit periodically to ensure adherence and enable awards for consistent performance by the management


Signature of the Audit Expert
Mr.S.R.Govindarajan


Signature of the Principal
Dr.D.Srinivasan





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ACADEMIC YEAR 2023-24

DEPARTMENT : TRANSPORT
YEAR OF ESTABLISHMENT : 2008
DATE OF ACADEMIC AUDIT : 17.04.2024

NAME, DESIGNATION & ADDRESS OF ADMINISTRATIVE AUDIT EXPERT:
Mr. S. R. GOVINDARAJAN, ISO CONSULTANT, TRICHY

S.NO	SUGGESTIONS BY ADMINISTRATIVE AUDIT EXPERT	Actions taken
1.	Cleanliness in the Automobile workshop to be substantially improved and 5S shall be implemented on a war footing after training all the staff in Transport including drivers to keep the place clean. Dust bins are not available to collect the wastes and organic matter in separate bins for periodic disposal	Proposed to take actions to train all the Workshop employees and drivers on 5S and to maintain the place to meet 5S requirements to start with. Coloured waste bins in adequate no's will made available for the collection of organic and inorganic waste material collected in the Transport area and periodically cleared
2.	While the vehicle drivers, the sole custodian for the students traveling in the bus, has to attend to all the emergencies in the route while travelling. He has to be trained in first aid from an authorized agency and empowered to take the affected to the nearest hospitals in case of emergency	Will organize training on first aid from an authorized agency identified by Administrative office and empowered to take the affected to the nearest hospitals in case of emergency with intimation to concerned Authorities in KRCE
3	The first aid kit available in the buses are to be replaced with larger boxes with min of 10	The requirement of the no of emergency items in the kit will be



	sets of emergency kits to take care of emergencies like accidents	evaluated before 15/5/2024 and kits will be arranged. Replacement kits will be maintained in Transport Service Centre to replace the kits consumed in the First Aid Kit in the buses
4	The Transport Service area where more than 45 Staff assemble during the day has not been provided with Bathroom and Toilet facilities for use by Drivers and Maintenance Staff, Now the facilities in the main buildings are used.	An exclusive Bathroom and Toilet facilities will be built in the Transport area by the Management for use by Transport Staff.

S.R. Govindarajan
Signature of the Audit Expert
Mr.S.R.Govindarajan



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

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ACADEMIC YEAR 2023-24

DEPARTMENT

: PURCHASE

YEAR OF ESTABLISHMENT

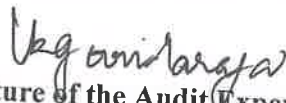
: 2008

DATE OF ACADEMIC AUDIT

: 17.04.2024

NAME, DESIGNATION & ADDRESS OF ADMINISTRATIVE AUDIT EXPERT:
Mr. S. R. GOVINDARAJAN, ISO CONSULTANT, TRICHY

S.NO	OBSERVATIONS BY ADMINISTRATIVE AUDIT EXPERT
1.	A sample review of a PO from Indent to Order placement and review was conducted and observed that the processes stipulated in SOP are adhered to in principle. As such the process steps have been followed and is in order


Signature of the Audit Expert
Mr.S.R.Govindarajan


Signature of the Principal
Dr.D.Srinivasan
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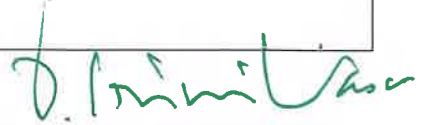
ACADEMIC YEAR 2023-24

DEPARTMENT : HOSTEL MESS AREA
YEAR OF ESTABLISHMENT : 2008
DATE OF ACADEMIC AUDIT : 17.04.2024

NAME, DESIGNATION & ADDRESS OF ADMINISTRATIVE AUDIT EXPERT:
Mr. S. R. GOVINDARAJAN, ISO CONSULTANT, TRICHY

S.NO	Observations BY ADMINISTRATIVE AUDIT EXPERT	Suggestions for improvement
1.	The Stores area for Groceries and Oils were Audited. The items have been properly segregated and kept in order. However the date of expiry of the groceries are not visible easily as the items are stacked one over the other. Besides the inventory of these items batch wise with expiry dates are not maintained near the area where these were stored	It is suggested that boards to indicate the batches of items received and the date of expiry are maintained in hanging boards near the items for easy identification by the Staff without strain. This will help in using these items on FIFO basis
2.	The cleanliness in the Stores Area was observed to be satisfactory without any spillage in the ground	The Stores In Charge has been instructed for maintenance of the area properly
3.	The cooking Area was maintained clean without spillage of cooked items and the cleanliness was observed to be maintained. The storage and use of wooden reapers and wood for burning in Boilers require improvements by the way of cutting the dried wood in to small pieces for easy handling and feeding in the burners.	The Boiler in charge can devise suitable mechanism for cutting and stacking dried wood for burning in the hot steam boiler area.


Signature of the Audit Expert
Mr.S.R.Govindarajan


Signature of the Principal
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Page 5 of 6
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ACADEMIC YEAR 2023-24

DEPARTMENT : COLLEGE ADMINISTRATIVE OFFICE
YEAR OF ESTABLISHMENT : 2008
DATE OF ACADEMIC AUDIT : 17.04.2024

NAME, DESIGNATION & ADDRESS OF ADMINISTRATIVE AUDIT EXPERT:
Mr. S. R. GOVINDARAJAN, ISO CONSULTANT, TRICHY

S.NO	SUGGESTIONS BY ADMINISTRATIVE AUDIT EXPERT
1.	Maintenance of the College Administration Area was Audited. The place was found to be maintained clean and all the record are tagged and kept in order for easy retrievability and use from time to Time.
2.	However implementation of 5S in office area will increase the visibility better and identification of record which have been taken out for other purposes can be made more visible. This will ensure 100 % availability of the records before start of office hours and during the close of Office. Hence Systematic implementation of Training on 5S to all Staff and Students is recommended.


Signature of the Audit Expert
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