

PILLAI COLLEGE OF ARTS , COMMERCE & SCIENCE

Doc.No. : PCACS/MR/AOBS

Issue/Rev.No.: 1/0

AUDIT OBSERVATIONS

EFF.Date: 01.07.2017

DATE	DEPARTMENT AUDITED	REFERENCE DOCUMENTS	AUDITOR NAME	AUDITEE NAME
03.10.2017	Top Management & MR		MR ASHISH MOREY	Mr. Kutty Sir Mrs. Smitha Jayaraman
SR	CLAUSE NO. IF NC	OBSERVATIONS	REMARKS	
1		Top Management has determined and provided all resources required to implement QMS properly.		
2		Quality Policy & Objectives are communicate to all employees by displaying it in office. (Ref Doc : PCACS/QM/01 - Page no. 9 / 31) Obejctives : Student satisfactiонт. - Target > 80% Training - As per Plan , (ref DOc : PCACS/MR/PERT)		
3		All Statutory & Regulatory requirements were reviewed & verified. PCACS/MR/ALST)		
4		Mrs. Smitha Jayraman is a HOD- M&S of PILLAI COLLEGE OF ARTS , COMMERCE & SCIENCE and also appointed as a MR to implement QMS properly. All responsibilities & authorities communicated to MR properly (Doc No ; PCACS/MR/AOMR)		
5		Quality Manual & System Procedures prepared. Scope : Impart Education in Arts, Commerce & Science Leading to Bachelor's & Master's By The University of Mumbai Exclusion : Clause 8.3 (Ref Doc. : QM -- Pg No. 3/31) Interaction Of Processes : (PCACS/QM-/01 -- Annexure III) Total 3 manadatory procedures & 2 operational procedures prepared & documented. (Doc NO : PCACS/DIM/01)		

6		Master List of Documents & Records prepared. No Rev. (PCACS/MR/MLDC)	
7		PILLAI COLLEGE OF ARTS , COMMERCE & SCIENCE considered Internal & External issues, identified their effects on Organizational context & measured applied controls, a Risk Assessment Prepared & approved by TM. Total 15 no of internal & External Issues identified & documented. (Doc No : PCACS/MR/RA)	
		Intrested Parties & their Needs & expectation determined & documented. (PCACS/MR/LIP) Includes : Customers, External Providers, Employees, Govt Bodies, Stakholder/Owers/Management etc.	
8		Annual Internal Audit Plan & Schedule for Year 2017 prepared & internal Quality audit is schedule on 03.10.2017 to cover all department & processes & MRM schedule on 05.10.2017. (PCACS/MR/IMSC)	
9		Procedure for NC products & Corrective Action prepared & documented. Format for the same prepared & implemented. (Ref Doc : PCACS/DIM/03)	

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03.10.2017	HRM & ADMIN		MR ASHISH MOREY	Mr Kutty

SR	CLAUSE NO. IF NC	OBSERVATIONS	REMARKS
1		List of Employee Details with job competency & description prepared. (PCACS/HRM/EMDE & JBCM) Verified for : Mrs. Smitha Jayaraman - HOD M&S - Msc. M.Phil, Phd. - 13 yrs. - Mrs. Kiran Deshmukh - HOD - Coomerce - M.Com, NET. - 11 Yrs	
2		Training Needs identified & as per plan / schedule trainings provided to enhance compitance to employees Verified for - Topic 1) ISO 9001:2015 Awareness & Requirements - conducted on Dt : 09.09.17 Total 1 Attendees; Effectiveness : found satisfactory (PCACS/HRM/IOTN & TEST)	
3		Organization Chart prepared & communication flow identified . (QM-Annexure - I)	
4		Roles, Responsibility ,Authority of all employees defined, documented - Doc No.: PCACS/QM/01	

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03.10.2017	Purchase		MR ASHISH MOREY	

SR	CLAUSE NO. IF NC	OBSERVATIONS	REMARKS
1		List of approved supplier prepared & evaluation records evidence. Total 12 vendors are approved & evaluated. Records verified.	
2		Records for Purchase Order & Inward verified , found Okay.	
3		Purchase bill file maintained properly.	
4			

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03.10.2017	Operations		Mr Ashish Morey	All HOD

SR	CLAUSE NO. IF NC	OBSERVATIONS	REMARKS
1		PCACS is engaged in imparting education in Arts Commerce & Science in both Bachlore & Master.	
2		Student Addmision Process Verified for B.com, found. Ok.	
3		Examination Process Verified for B.com TY.	
4		Student Feedback Survey taken and Annalysis verified for = Verified for : Dr Arti Sukhreja - Subject : Business Economics - Points : 78.76 %	
5		Student Complaint / Grievences Records maintained, all complaints resolved properly. (PCACS/MKT/CCRG)	
6		Class Wise Faculty Evaluation Records available for FYB.Com Sem I Verified for : Dr Arti Sukhreja - Subject : Business Economics - Points : 78.76 %	
7		List Of Lab Equipments Prepared & Calibration records Verified. Equipment : Weighing Balance 120gm - ID No: PACACS/BT/2005/008	