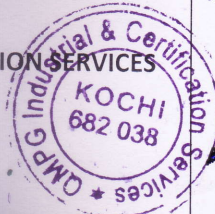
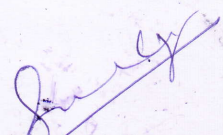




QMPG Industrial & Certification Services  
CC 48/1307, Poonithura P.O.,  
Kochi - 682 038  
Phone # - 0484-2303324

## INVOICE

Invoice No. 254/22-23	Date - 04.03.2023	PAN	AAAFQ3314P
<b>To</b> M/s. Christ College (Autonomous) Irinjalakuda North, Trichur (Dt), Kerala	TAN	CHNQ00085B	
	GSTIN	32AAAFQ3314P1ZB	
	State	Kerala	
	State Code	032	
GSTIN : NIL			
SR. NO	PARTICULARS	SAC	AMOUNT
1.	Fees towards Audit Support (3500 * 2 MD)	998311	7,000.00
		TOTAL	7,000.00
		Add	
		SGST - 9%	630.00
		CGST - 9%	630.00
		IGST - 18%	-
		GRAND TOTAL	8,260.00
		Rounded to	-
Amount in words : Rs.Eight Thousand Two Hundred Sixty Only			
<b>Bank Details :</b> In favour of : QMPG INDUSTRIAL & CERTIFICATION SERVICES A/C No. : 911020046100570 Bank : AXIS BANK Branch : PANAMPILLY NAGAR IFS Code : UTIB 0001499 Swift Code : AXISINBB081		for QMPG Industrial & Certification Services   Authorised Signatory	

**Quality Management System  
Certificate of Approval**

**This is to certify that the QMS of**

**Christ College (Autonomous)**

Irinjalakuda, Trichur (Dt), Kerala – 680125, India.

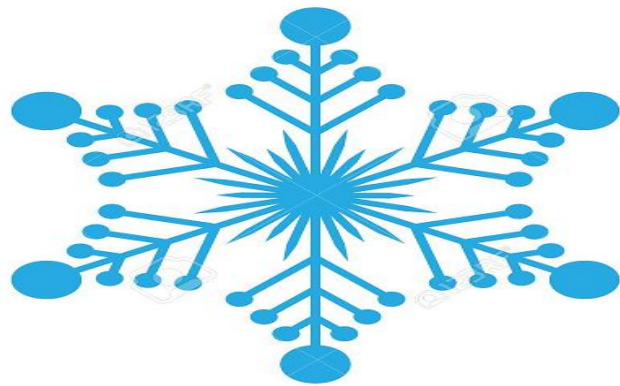
**Has been assessed and found to meet the requirements of**

**ISO 9001:2015**

**This certificate is valid for the following scope of operations:**

**Provide Administrative Support to the Academic  
Process of the College**

# **OBSERVATION REPORT**



**CHRIST COLLEGE (AUTONOMOUS)  
IRINJALAKUDA  
ISO 9001:2015**

**Client: CHRIST COLLEGE (AUTONOMOUS)**

**Address: IRINJALAKUDA, THRISSUR, KERALA – 680125, INDIA.**

**Contact Person: Dr. Shinto KG : Chief Coordinator**

**Purpose of visit: Certification Audit**

**Standard: ISO 9001:2015**

**Scope of Assessment: Provide Administrative Support to the Academic Process of the  
College.**

**Report Type: Confidential**

**Technical Expert: Nil**

**Report: Observations and Suggestions are continued in Next Page**

## OBSERVATIONS RAISED DURING AUDIT

<b>REPORT OF ISO9001:2015 CERTIFICATION AUDIT CONDUCTED IN YOU</b>				
<b>ORGANISATION</b>				
	<b>Findings</b>	<b>Root Cause</b>	<b>Action Taken</b>	<b>Status</b>
<b>1</b>	Lab procedure may be documented			
<b>2</b>	Lab –asset traceability including records			
<b>3</b>	Housekeeping procedure & records ( Sanitization, fumigation, work scheduling , records & check list)			
<b>4</b>	Maintenance needs to be prosedurised – (Preventive & break down)			
<b>5</b>	All assets may be numbered			
<b>6</b>	Chemistry lab – inspection check list for gas line’s, chemical disposables			
<b>7</b>	Statutory listing and identification need to be done			
<b>8</b>	Compliance risk identification may be done			
<b>9</b>	Quality Objective may be revamped and more process related			
<b>10</b>	Quality policy and objective may be linked			
<b>11</b>	internal trainings and work rotation may be initiated and improvements may be documented.			
<b>12</b>	Water Tank cleaning procedure			
<b>13</b>	Alternative energy – utilization may be created			
<b>14</b>	List of External & Internal software			
<b>15</b>	Organizational risk assessment may be incorporated			
<b>16</b>	Identification and traceability – rooms, labs, toilets, entry, exit etc needs improvement			
<b>17</b>	Sufficient fire extinguishers and fire related risk assessment may be conducted.			
<b>18</b>	Risk and safety – focus needs improvement			
<b>20</b>	Master list of documents and records may be initiated by considering the retention period, mode of storing with custodian			
<b>21</b>	Process based risk assessment may be added			
<b>22</b>	Customer feed backs and feedback analysis needs to be initiated and compiled			
<b>23</b>	<u>Examination Cell</u> Internal exam procedure need to be created and controlled			
<b>24</b>	Each section records may be made traceable to the procedure			
<b>25</b>	Micro level procedure need to be made traceable based on the Examination Cell Manual			
<b>26</b>	Customer property management and documentation needs improvement			
<b>27</b>	Records associated with Examination cell may be listed properly with retention period and custodian			
<b>28</b>	Back up procedure need to be created			
<b>29</b>	Pass word protection, user access and pass word policy may be created			
<b>30</b>	Soft copy storing and pathway need to be standardised for better back up			

31	NDA may be practised for all sections related with Examination cells			
32	Space Allocation and file management needs improvement			
33	Answer keys is not traceable to split of marks Library			
34	Library procedure may be created with more micro level traceability Office			
35	SLA and NDA - need to be created			
36	Extension of Examination has been evidenced but documentation is not supporting , a policy may be created			
37	Time table publication date need to be made traceable to the sheet.			
38	Policy may be given clarity on prepared by , verified by and approved by			
39	Subject Code as per the time table and university guide lines (Syllabus) was not traceable - needs improvement. Sample mismatched Env. Science.			
40	Identified QP Setters collected 2 sets but the same is done by same setter Dr Remya R, may be improved			
41	Examination date was 16 th June 2021 and the print has been taken on 19 th April 2021			
42	Examination QP found printout taken 20 nos but the answer sheet given for valuation found evidenced for 14 nos. The difference was extra print and the same was not traceable			
43	Answer sheet given and collected - register updating needs improvement. The same may be made traceable to date instead of ticks for receiving and distribution.			
44	Self-Financing - Admission Procedures related with self-financing and aided - missing's may be re-instated			
45	Examination Cell - SLA and NDA may be created and strengthened			
46	Procedure for appointment self-financing - may be added			
47	Right to information found responsible as er duty list with Ms Beena Johnson but the same is handled by Mr Joshy CT. Timely updations of Duty List and revision may be practised.			
48	Reference section-Entry and exit time shall be noted in attendance register			
49	Review committee meetings shall be conducted at least once in six months to remove unwanted books and magazines .			
50	Criteria's shall be set for promoting academic books			
51	Customer property-Risk on keeping original certificates and mark lists of students and shall be addressed.			

Regards,



Authorized Signatory

