



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


## INVOICE

|   |                   |                 |            |
|---|-------------------|-----------------|------------|
| Invoice No. 231/23-24   | Date - 06.03.2024 | PAN             | AAAFQ3314P |
| <b>To</b><br>M/s. Christ College (Autonomous)<br>Irinjalakuda North,<br>Trichur (Dt),<br>Kerala | TAN               | CHNQ00085B      |            |
|   | GSTIN             | 32AAAFQ3314P1ZB |            |
|   | State             | Kerala          |            |
|   | State Code        | 032             |            |

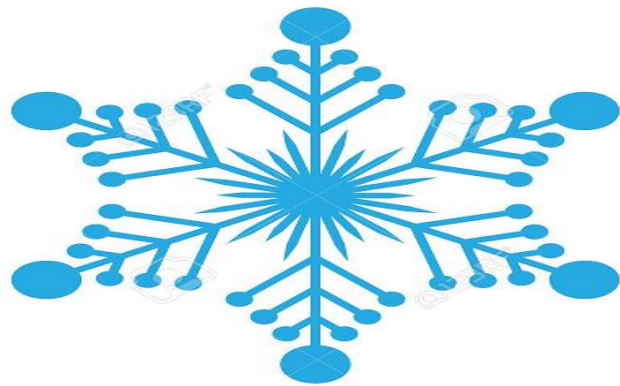
GSTIN : NIL

| 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><br><br>In favour of : QMPG INDUSTRIAL & CERTIFICATION SERVICES<br>A/C No. : 911020046100570<br>Bank : AXIS BANK<br>Branch : PANAMPILLY NAGAR<br>IFS Code : UTIB 0001499<br>Swift Code : AXISINBB081 | for QMPG Industrial & Certification Services<br><br>Authorised Signatory<br> |
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# **OBSERVATION REPORT**



**CHRIST COLLEGE (AUTONOMOUS)  
IRINJALAKUDA**

**ISO 9001:2015**

**Client: CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA**

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

**Contact Person: Dr. Shinto KG - IQAC & ISO Coordinator**

**Purpose of visit: Surveillance 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

### REPORT OF ISO 9001:2015 SURVEILLANCE AUDIT CONDUCTED IN YOUR ORGANISATION

|    | Findings  | Root Cause | Action Taken | Status |
|----|---|------------|--------------|--------|
| 1  | Lab -asset traceability including records needs improvement   |            |              |        |
| 2  | House keeping procedure & records ( Sanitization, fumigation, work scheduling records & check list)                       |            |              |        |
| 3  | Maintenance needs to be prosedurised - (Preventive & break down)  |            |              |        |
| 4  | All assets may be numbered  |            |              |        |
| 5  | Quality Objective may be revamped and more process related  |            |              |        |
| 6  | Quality policy and objective may be linked  |            |              |        |
| 7  | Water Tank cleaning procedure   |            |              |        |
| 8  | Water analysis need to be conducted   |            |              |        |
| 9  | Sufficient fire extinguishers and fire related risk assessment may be conducted.  |            |              |        |
| 10 | Master list of documents and records may be initiated by considering the retention period, mode of storing with custodian |            |              |        |
| 11 | Objective analysis may be created with monitoring tool  |            |              |        |
| 12 | Customer feed backs and feedback analysis needs to be initiated and compiled  |            |              |        |
| 13 | Examination cell - manual approval certificate need to be controlled and kept in Examination Cell                         |            |              |        |
| 14 | Updation and revision controlneed to initiated - Examination Cell   |            |              |        |
| 15 | Collapse Gate may be provided in the open door- Examination Cell  |            |              |        |
| 16 | Changes and approval critical inward register may be maintained.  |            |              |        |
| 17 | Internal exam procedure need to be created and controlled   |            |              |        |
| 18 | Records associated with Examination cell may be listed properly with retention period and custodian                       |            |              |        |
| 20 | NDA may be practised for all sections related with Examination cells  |            |              |        |
| 21 | Incoming inspection record for Mark list(Mark Cum Grade Guard) - Pre Printed Stationery                                   |            |              |        |
| 22 | Mark Com Grade Card - reason for cancellation may be made traceable.  |            |              |        |
| 23 | Stock verification of cancelled mark sheet and others - frequency need to be created and evidence need to be populated.   |            |              |        |
| 24 | Software provider - SLA   |            |              |        |
| 25 | A VAPT may be conducted / initiated   |            |              |        |
| 26 | IT and Server Room More space may be provided   |            |              |        |
| 27 | Camera need to be in place in the server room   |            |              |        |
| 28 | Fire extinguisher may be provided   |            |              |        |
| 29 | Network cables labelling and port labelling need to be maintained and documented  |            |              |        |
| 30 | Net-work Diagram need to be created   |            |              |        |
| 31 | Back up procedure need to be created and log need to be maintained  |            |              |        |
| 32 | Server room entry exit register or biometrics with login restriction need to be   |            |              |        |

|    |  |  |  |  |
|----|--|--|--|--|
|    | implemented  |  |  |  |
| 33 | Auto door closure needs to be created  |  |  |  |
| 34 | Pareeksha Bhavan & Office - web policy need to be documented and records need to be populated  |  |  |  |
| 35 | Fire Extinguisher - Server Room needs to be provided.  |  |  |  |
| 36 | Fire and safety - focus needs more involvement   |  |  |  |
|    | <b>Purchases</b>   |  |  |  |
| 37 | Purchase status monitoring record need to be created   |  |  |  |
| 38 | Verification of purchased product evidences are missing  |  |  |  |
| 39 | Committee minutes abstract may be made traceable to Para number and meeting number for better traceability   |  |  |  |
| 40 | PO may be made traceable to Quality Specification  |  |  |  |
| 41 | Admission register 2022 admission register updation FOUND incomplete needs improvement   |  |  |  |
| 42 | Messages - Online & whatsapp history may be maintained   |  |  |  |
| 43 | Unsent messages and updation of data base evidences needs improvement  |  |  |  |
| 44 | Mark index internal verification evidences needs improvement. Record may be formatted and controlled.  |  |  |  |
| 45 | Risk register may be created - observed an issue related with PG admission for English for non BA students raised from the university but the same found not been updated / followed to a risk register for not repeating. |  |  |  |
| 46 | Principal endorsement in application found missing   |  |  |  |
| 47 | Original Certificates when collected a receipt may be issued and a register may be maintained.   |  |  |  |
| 48 | Original Certificate - movement register may be started.   |  |  |  |
| 49 | Training and training need identification - recording and updation needs improvement   |  |  |  |
| 50 | Training procedure need to be created  |  |  |  |

Regards,

Authorized Signatory