

Order no.: 20059296
 Customer no.: 61337-01

Annex - 2: - Action List

Comments: An audit cannot cover each and every detail of the management system. Therefore, there may still be areas of concern (weaknesses) not addressed by the auditors in the closing meeting or the audit report. Audit results are always evaluated on the basis of the following classification:

Major Nonconformities (N):	Failure to comply with standard requirements; the causes of the identified deficiencies shall be analysed and the defined corrective action effectively implemented prior to the decision on certificate issue/renewal. The auditor generally verifies the effectiveness of corrective action in an on-site re-audit unless verification is possible on the basis of submitted new documentation
Minor Nonconformities(MinN):	Failure to fully comply with individual requirements of the standard without jeopardizing the effectiveness of the management system element. The intended corrective action shall be communicated to the lead auditor within 14 days prior to the decision on certificate issue/renewal. The lead auditor evaluates the submitted corrective action and confirms acceptance thereof. The implementation of corrective action will be verified in the next audit.
Opportunities for improvement (I):	Aspects that would lead to management system optimization with respect to a requirement of the standard. Implementation by the organization is recommended
Positive aspects (P):	Positive aspects of the management system meriting special mention

ISO Clause No.	Process /unit	Relevant audit results <i>(to be completed by auditor)</i>	N / MinN / I / P	Results of root cause analysis <i>(to be completed by client in case of non-conformities)</i>	Intended Correction and corrective action (including responsibilities and deadlines) <i>(to be completed by client)</i>	Level of compliance Effectiveness Status/Date <i>(to be completed by auditor)</i>
8.5.1	Continual Improvement	Three New Courses Addition in B. Com Courses Nurf 22 Rank Sessional planning (100 minutes planning)	P			

Audit Report

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ISO Clause No.	Process /unit	Relevant audit results <i>(to be completed by auditor)</i> <i>(provide statement that MUST include Nonconformity Statement, and Objective Evidence)</i>	N / Minn / I / P	Results of root cause analysis <i>(to be completed by client in case of non-conformities)</i>	Intended Correction and corrective action (including responsibilities and deadlines) <i>(to be completed by client)</i>	Level of compliance Effectiveness Status/Date <i>(to be completed by auditor)</i>
8.5.1	Continual Improvement	<p>Three New Courses Addition in B. Com Courses Nif 22 Rank Sessional planning (100 mintutes planning)</p>	P			
8.2.3	Library	<p>Process of Library Books purchase is not effective Subject Book: Strategic Management Theory & Practice, Purchase Indent: BCom IT & PA Indent raised dt.02/11/2016, not Purchased till 24/08/2017 & No evidence of communication to the Department about not purchased</p>	Minn		<p>Due to unavailability of Book with the publishers in the market, The specified book not purchased. Communication to the respective faculty member is sent through mail by the Librarian after this observation. Mail copy is enclosed for your reference</p>	

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ISO Clause No.	Process /unit	Relevant audit results <i>(to be completed by auditor)</i> <i>(provide statement that MUST include Nonconformity Statement, and Objective Evidence)</i>	N / Min/N / I / P	Results of root cause analysis <i>(to be completed by client in case of non-conformities)</i>	Intended Correction and corrective action (including responsibilities and deadlines) <i>(to be completed by client)</i>	Level of compliance Effectiveness Status/Date <i>(to be completed by auditor)</i>
8.5.1	Continual Improvement	Three New Courses Addition in B. Com Courses Nirf 22 Rank Sessional planning (100 minutes planning)	P			
7.3.1	Syllabus Design	Process of Design & Development is not effective in 1 Subject syllabus Design Subject: Digital Branding, Subject code: 16CUG47, Academic year: 2016, No evidence of planning sequences, Interaction , Review, verification, validation requirements and Justification for Inclusion not evidenced	Minn		Evidence of planning curriculum design, Review, verification, validation requirements and Justification for Inclusion is available for ready reference. Since the new subject is common for Commerce stream which comprises of 5 departments, the source document is kept with Curriculum Development Cell.	

24/08/2017

Date

Lead Auditor

Client Management Rep.