MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
NAAC Accredited with A+ Grade, NIRF India Rankings 2021 - Band: 201-250 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH), MBA & MCA

EOMS / ISO 21001:2018
CHECK LIST –DEPARTMENTS
(Tick Whichever applicable & quantify wherever asked)

SI. No.	ISO Clause	Check list – DEPARTMENTS	Yes	No	Details of Evidence Verified
1	4.4.2/9.3/ 9.2	Whether Quality manual, Process manual, MRM meeting minutes, IQ Audit reports exist			
2	7.5.3 /7.4	Whether department circulars, circulars from Principal Office, University exist			
3	7.5.3	Whether obsolete documents (Course materials, Lab manuals) have been segregated and controlled (taken out of circulation)			
4	7.5.2	Whether files have been identified for easy retrieval			
5	5.2.2/ 6.2.1/ 7.4	Whether staff are aware of Vision, Mission, PEOs,PO,PSO, Quality Policy and Department objectives			
6	5.2.2/ 6.2.1	Whether Vision, Mission, PEOs, PEOs,PO,PSO, Quality Policy and Department objectives are properly displayed			
7	6.2	Whether departmental level objectives have been framed with action plan and have been fulfilled/ realized			
8	4.4.2	Whether lab / workshop manual exists (Lab)			
9	4.4.2	Whether Course material, Question bank for theory subjects exists			
10	7.1.3	Whether all machinery/equipment have been properly identified and routine, preventive / breakdown maintenance done in laboratory / workshop (Lab)			
11	7.1.3	Whether details of breakdown maintenance exists and preventive actions if any has been taken (Lab)			
12	8.1	Whether Budget preparation has been done & record for allocation exist			
13	8.1	Whether students admission and students rank details exist			

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14	7.2	Whether need for training identified for both Teaching and Non-teaching staff and training given to them			
15	7.2	Whether details of staff qualification, training programmes (FDP, workshop) attended etc, for both Staff and Non-teaching staff exist			
16	7.2 / 7.1.6	Whether details of staff pursuing higher studies exist			
17	7.2 / 7.1.6	Whether records of faculty contribution to outside world exist			
18	7.2	Whether faculty expertise mapping and skill mapping for non- teaching faculty has been done			
19	7.1.3	Whether all computers are numbered and records of maintenance carried out for computers (cleaning, scanning for viruses, updation of anti-viruses etc.) exist			
20	7.1.3	Whether back-up data is available for critical information stored in computers			
21	7.1.3	Whether Teaching Learning Resource centre with display of lists of the resources exist			
22	7.1.4	Whether Fire safety equipment & first aid box are functional			
23	8.1	Whether work allocation for staff members exists – including general work like year wise coordinator, class teacher, tests & exams coordinator, etc			
24	8.1	Whether time tables with revision no. exist – for previous & current semesters			
25	8.1/ 8.6	Whether lesson planning has been done for the coming semester and approved by HOD, whether faculty record book of previous semester is complete in all respects –Samples from staff list to be checked **(at least 10% samples)**			

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26	9.1.3	Whether department meetings are conducted regularly and whether performance of students is discussed			
27	8.2.2	Whether autonomous norms for machinery and equipment exist, and whether that has been complied (Lab)			
28	8.2.2/7.1.2	Whether student teacher ratio (STR) is 1:20			
29	8.2.3	Whether minutes of Department Meetings, Class Committee Meetings exist			
30	8.2.1	Whether Course Coordinator & Class Teacher files exist			
31	8.2.1	Whether intimation has been sent to parents about their wards performances in weekly tests and model exams (details from IMS)			
32	8.2.1	Whether Proof for the distribution of College Calendar, Regulations, Curriculum & Syllabus exist			
33	8.3	Whether details of BOS,DAB,PAC,IAAB meetings and minutes exist			
34	8.3.3	Whether stakeholders' input is taken in the development of PEOs, curriculum & syllabi etc.			
35	8.3.6	Whether Curriculum and Syllabi copies issued to faculty and students are controlled (with signature of HOD and seal)			
36	8.4.2	Whether list of purchases made, list of consumables, stock register, etc. exist and whether they have been updated			
37	8.4.1	Whether supplier evaluation has been made and list of approved suppliers exist			
38	8.4.2	Whether purchases are approved after quality checks by authorized persons			

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39	8.5.1	Whether tests question papers & other details filed			
40	8.5.1	Whether syllabus is being covered by External Experts? If so, whether Norms for Minimum Qualification, Experience of Guest Faculty exist. Whether student feedback about the visiting faculty's effectiveness is obtained, and whether follow-up actions are taken			
41	8.5.1	Whether FRB is complete in all means and approved by HOD			
42	8.5.1	Whether details of professional society activities, events, conferences, Seminars, Workshops, Guest lectures & other department activities exist			
43	8.5.1	Whether student counseling records are maintained and updated			
44	8.5.1	Whether details of R&D, consultancy, testing, exist			
45	8.5.1	Whether alumni database and alumni meeting details are available			
46	7.1.5	Whether list of equipment to be calibrated internally & externally identified, calibration procedure available and calibration done regularly			
47	7.1.5	Whether Calibration status (Labels, bearing the last date of calibration, next date of calibration) available on each m/c / equipment			
48	10.2	Whether corrective actions on discrepancies pointed out by students during class committee meetings taken			
49	9.1.2	Whether Parents meeting conducted and feedback from parents obtained			
50	9.2 10.2	Whether previous Internal audit report exists, and whether NCRs if any raised. If so whether NCRs have been rectified.			
51	8.6	Whether consolidated MID I & II exam marks available			

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52	8.6	Whether placement training assessment records available			
53	8.6	Whether records of students co-curricular and extracurricular activities and other college participations exist			
54	8.6	Whether evaluated samples of answer scripts, assignment papers, lab work, project reports, industrial visit reports etc., along with scheme of evaluations (suitable rubrics for indirect assessment) are available			
55	8.6	Whether success index of recently graduated batch is recorded			(Give the index:)
56	8.6	Whether academic performance index is calculated			(Give the index:)
57	8.6	Whether placement and higher studies assessment point is calculated			(Give the point:)
58	8.6	Whether details on faculty and student publication (research & other) are available			
59	8.7 10.2	Whether weak students / long absentees have been identified, and corrective actions if any have been taken (records for tutorial & make up classes exist)			
60	8.6	Whether End Semester Exams results have been analyzed and corrective action, if any, has been planned and implemented			
61	8.6	Whether details of placement available - % of students placed through in-campus, off-campus, higher studies, etc			
62	8.6	Whether details of funded R&D and consultancy project exist			
63	8.6	Whether records for continuing education courses exist			

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64	8.6	Whether records for professional activity of students and staff exist			
65	9.1.3	Whether Event diary / register with updated details exists			
66	10.3	Whether there is continual improvement in students success index, Academic performance index and placement and higher studies assessment point in the past 3 years, and whether corrective and preventive actions, if any, have been taken			
67	10.3	Whether corrective actions have been taken on Graduate exit feedback, Alumni feedback, Employer Feedback, Parents feedback			
68	7.3	Whether every faculty is aware of the importance of ISO 21001:2018 requirements and implications of not conforming to the requirements?			
69	8.5.2	Whether Corrective actions taken on the following, have been effective, and have shown improvement: ➢ Non-conforming staff ➢ Non-conforming students (Reduction of arrears of individual students / improvements in performance) ➢ Overall Teaching-learning process (improvement in results, etc)			
70	7.1.6/ 10.3	Whether good and bad practices are considered for continual improvement (TGR & TGW)			
71	9.1.1/ 9.1.3	Whether monitoring, measurement ,analysis and evaluation of objectives/ target is done periodically			
72	6.1	Whether risk assessment has been done and risk register updated properly, Is it considers Context and interested parties requirement. Is it mitigation actions proportionate to the Risks Identified? Is it integrated with EOMS Process module?			

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