


6.5.2. DOCUMENTS PERTAINED TO QUALITY ASSURANCE INITIATIVES

2. Academic Administrative Audit (AAA) and follow up action taken

I. Academic Year 2019-2020

- iii) Internal Academic & administrative Audit (Laboratory Audit) from
13.11.2019 to 15.11.2019


REGISTRAR
Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
Pollachi Main Road, Eachanari Post,
Coimbatore - 641 021.



iii) Internal Academic & administrative Audit (Laboratory Audit) from 13.11.2019 to 15.11.2019

IQAC has also taken steps to set right the audit findings

Audit findings	Corrective action by IQAC
Internal auditing identifies whether the machines, equipment are available and are they in working condition.	Advised all the Head of the Departments to keep all the machines and Equipment's in working condition
SOP (Standard Operating procedure)	SOP were placed near the machines and Equipment's
AMC (Annual Maintenance Contract) For machines and equipment An annual maintenance contract (AMC) is an agreement with a service provider for repair and maintenance of machines and equipment. The contract is usually for a period of 1 year.	Where ever possible annual maintenance contract (AMC) were renewed. In some cases they were initiated.
Machine / equipment calibration Calibration is a comparison between a known measurement (the standard) and the measurement using your instrument.	Calibrations were made by the laboratory in-charges
Lab Utilization Chart (All the courses for which the lab is utilized) The Utilization Chart can be used to show a visual relationship between the total available laboratory hours and the percentage of that resource that has been utilized.	The timetable was made available in the laboratory.

