



# CORRECTIVE ACTION REQUEST


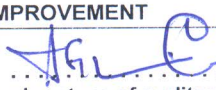
Organisation: GMR Institute of Technology		Audit Renewal Audit	CAR Number KPR/RA/01
Process Owner HOD		Process Service Quality (Monitoring)	Date 13/07/2018
Auditor K. Panduranga Rao	Auditee Dr.G.Sasi Kumar Dr. Ajit Kumar Rout	Standard ISO 9001:2015	Requirement Clause #8.7.1

**STATEMENT OF REQUIREMENT:** "The organization shall take appropriate action based on the nature of the nonconformity....The organization shall deal with nonconforming outputs...."

**STATEMENT OF NONCONFORMITY:**  
Some actions taken to deal with nonconforming outputs are not effective.

**OBJECTIVE EVIDENCE:**  
 1) **POWER ENGINEERING:** Academic Monitoring Committee Meeting minutes dt. 15/06/2018 show that 'the student with No. 13341A3433 did not attend for all semesters and exams'. Academic Monitoring Committee Meeting minutes dt. 04/07/2018 show the same comment, again, without indicating any further action.  
 2) **IT:** II Year IV Sem Student with No.16341A1202 scored in internal test Descriptive 1 (31 Jan-4 Feb 2018): P&S:7; SE: Absent; CN: 17; WT:14; CO: 20; OS:14. Descriptive 2 (6 Mar-13 Mar 2018): P&S:10; SE:17; CN: 26; WT:5; CO: 23; OS:9. Semester end result: P&S:F; SE:C<sup>+</sup>; CN: F; WT:F; CO: D; OS:D. Counselor Faculty has maintained record. Action taken is not effective.

**PROPOSED COMPLETION DATE BY ORGANISATION FOR CORRECTIVE ACTION:** 11 August, 2018

<b>ASSESSMENT:</b> NON-CONFORMITY (MAJOR \ <input checked="" type="checkbox"/> MINOR)/OPPORTUNITIES FOR IMPROVEMENT		
..... signature of auditor	 ..... signature of Lead auditor	 ..... signature of auditee

## ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION REVIEW (FOR NONCONFORMITIES)

**RECTIFICATION PROPOSED :** With the guidance of MR, conducted faculty counselor's meeting and discussed about the effective implementation of mentorship

- ROOT CAUSES IDENTIFIED:**  
 Why-1 Student (13341A3433) is found not interested in studies and wants to continue his father's profession  
 Why-2 .....  
 Why-3 .....

**CORRECTIVE ACTION PROPOSED:** Mentors are advised to make continuous follow up till the year end and see the improvement in all aspects of the students.

**CORRECTIVE ACTION TAKEN (EVIDENCES):** Since the student completed his four years duration, he is out of our control. But as an HoD of the department, to improve the quality of mentorship, proposed to conduct more number of reviews with all department mentors. Also as an evidence the department meeting conducted after the date of NC raised is attached with this form

SIGNATURE OF AUDITEE/ MR DATE 31/7/2018

**ASSESSMENT :**  
**DETAILS OF VERIFICATION (EVIDENCES ):** i) HoD report 2) Minutes of faculty meeting 3) Student letter 4) Counseling particulars of the student 5) Result Analysis

**DECISION :** SETTLED / UNSETTLED

..... Signature of auditor	..... Signature of lead auditor	..... Date
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