

CIRCULAR / परिपत्र

**Sub: ISO 9001:2015- 10<sup>th</sup> Internal Quality Audit Schedule – reg.**

As discussed during the 11<sup>th</sup> Management Review Meeting, the 10<sup>th</sup> internal audit is scheduled from **22<sup>nd</sup> Jan to 25<sup>th</sup> Jan 2019**. The internal auditors have been nominated from the various departments / sections and the detailed day wise audit schedule indicating the scope of audit is annexed herewith.

All the Heads of the Departments / Sections are informed to take note of the same and co-operate for smooth conduct of the internal audit **and internal auditors has to submit the audit observation sheet to ISO cell, next working day after the audit.**

M. Purushpaul  
Director / निदेशक 11/19

Copy to :

1. HOD – Audiology / Clinical Services / Clinical Psychology / Electronics / Otorhinolaryngology / Material Development / POCD / Special Education / Speech – Language Pathology / Speech – Language Sciences / TCPCD.
2. Chief Administrative Officer, Administrative Officer, Establishment, Purchase, Stores, Engineering, & Security Officer,
3. Academic Section
4. Library & Information Centre
5. Concerned Internal Auditors through Heads of Dept. / Section
6. Director's Office
7. ISO Implementation Cell.