



Chaudhary Sarwan Kumar Himachal Pradesh Krishi
Vishvavidyalaya, Palampur
General Administration Branch

MOST URGENT



भारत सरकार
ONE EARTH - ONE FAMILY - ONE FUTURE

No.QSD. 6-27/CSKHPKV (GA)/ 29309-71
Dated, Palampur, the:

11 JUN 2024

From

Registrar

To

1. All the Statutory Officers,
CSKHPKV, Palampur.
2. All the Heads of the Departments/Units/Offices,
CSKHPKV, Palampur.

Subject: ISO Audit.

Sir/Madam,

I am directed to inform that the auditors of TQ Cert Services Private Limited, Hyderabad are visiting this University to conduct both preparedness (Stage-1) Audit and Certification (Stage-2) Audit of this University w.e.f. 18th to 22nd June, 2024. The first state (Audit -1) will be held on 18th to 19th June, 2024 and the second stage (Audit-2) will commence from 20th to 22nd June, 2024.

Therefore, you are requested to prepare for the audit as suggested by the representative of the concerned firm during the meeting held on 11.03.2024 and also update & upkeep the labs and units of the University with all the necessary records. For the purpose, the check list of the records/documents to be maintained and presented by the HOD during the Audit is also enclosed herewith, please.

Yours faithfully,


11.6.2024

Encls: As above.

Endst. No: Even

Copy to:

Asstt. Registrar (Admn.)
CSKHPKV, Palampur
Dated: Even

1. Dr. Adarsh Kumar, Professor, Dept. of Vety. Surgery, CSK HPKV, Palampur.
2. The Incharge, UNS, CSKHPKV, Palampur for uploading in the University website.
3. The Secretary to Vice-Chancellor, CSK HPKV, Palampur.


11.6.2024

Asstt. Registrar (Admn.),
CSKHPKV, Palampur

CSK Himachal Pradesh Agricultural University

Master List of ISO 9001 : 2015 Documents - to be maintained at Departmental level •

S.No	Description	Type	Document ID	Responsibility
1	Monthly Report	Document		HODs
2	Procedure for Communication to students	Procedure	CSKP-03	
	Communication records	Record		HODs
3	Control of Documented Information	Procedure	CSKP-04	
	Master list of records	Document	CSKP-4.01	HODs
	Documents issue Register	Record	CSKP-4.02	HODs
	Master list of documents	Document	CSKP-4.03	HODs
4	Procedure for Purchasing	Procedure	CSKP-05	
	INDENT	Record	As per Master list of records	HODs
	Register of unconsumable stores	Record	As per Master list of records	HODs
	STOCK BOOK	Record	As per Master list of records	HODs
	STORES INDENT	Record	As per Master list of records	HODs
5	Procedure for Admissions	Procedure	CSKP-06	
	Personal File of Students with Unique Id	Documents &	As per master List of	HODs

		Record	records	
	Attendance sheet for students (Practical Exam)	Record	As per master List of records	Head of Dept./ Course Instructure
	Attendance sheet for students (Theory & Practical Exam)	Record	As per master List of records	Head of Dept./ Course Instructure
6	Other records			HODs
	Service Registers	Record		
	Registers	Record		
	Log Books	Record		
	Manuals	Document/ Record		
	Minutes of Meeting	Record		
7	Procedure for Teaching	Procedure	CSKP-08	HODs
	Teaching Manuals	Document	As per master list	
8	Procedure for Control of Nonconforming Outputs	Procedure	CSKP-10	HODs
	Minutes of departmental committee			
9	Procedure for Customer Satisfaction	Procedure	CSKP-11	HODs
	Student feedback	Record	CSKP-11.01	
10	Procedure for Analysis and Evaluation	Procedure	CSKP-12	HODs
	Department Monthly reports	Record	CSKP-12.01	