



**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited

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## **PROGRAMME REPORT ON**

### **Training Programme-Training programme on ISO 21001:2018**

Resource Person

**Mr.N.Pradeep Kumar, Former Vice President, TN Region, TUV India  
Pvt., Ltd.,**

Organized by

**COM- PMIST**



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# **PROGRAMMEREPORT**

**On**

## **TRAINING PROGRAMME ON**

### **ISO 21001:2018**

Resource Person

**Mr.N.PRADEEP KUMAR**  
**ASSOCIATE VICE PRESIDENT (Retd)**  
**TAMILNADU REGION, TUV INDIA, Pvt.,**

Organizedby

**Management System for Educational Organisation**  
**In Association with IQAC and CHRD**  
**PMIST**

**Date: 13.06.2024 and 14.06.2024**

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# **TRAINING PROGRAMME ON ISO 21001:2018**

## **Objectives of the Programme**

The objectives of the programme :

After attending the training programme the participants can able

1. To explain important terms in ISO21001:2018.
2. To describe Clause 4 to 10 in ISO21001:2018.
3. To understand internal auditors roles and responsibilities.
4. To prepare audit checklist.
5. To do internal audit independently.



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**Training Programme on**

# **ISO 21001 : 2018**

**Date :** 13th - 14th June, 2024 | **Time :** 9.00 am - 6.00 pm

**venue :** Richard Dawkins Hall



Resource Person

**Mr. N. Pradeep Kumar**

Associate Vice President (Retd.)

Tamil Nadu Region

TUV India Pvt., Ltd.

Organised by :

Management System for Educational  
Organisations

# Email Communication

The screenshot displays a Gmail interface with the following elements:

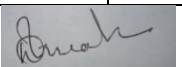
- Browser Tabs:** 'Inbox (5,096) - uqms@pmu.edu', 'Training broucher - umababy196', and 'Final Participants List for ISO 12001:2018'.
- Address Bar:** mail.google.com/mail/u/0/#sent/QgrcJHsTkKfrBDqfkbhzBGnpltnKNXkHNkg?compose=new
- Search Bar:** in:sent
- Left Sidebar:** Compose, Mail (99+), Chat, Meet, and a list of folders including Inbox (5,096), Starred, Snoozed, Important, Sent, Drafts (210), Categories, and Labels (Academic Audit Action T..., Academic Audit A..., AQAR 2015 -2016, IQAC Agenda, IQAC minutes).
- Email Content:**
  - Subject:** Final Participants List for ISO 12001:2018
  - From:** UQMS PMU <uqms@pmu.edu>
  - To:** umad, sritharanmca, Balakumar, umamouthiga, ILANGOVAN, amismail, ashokkumar, lathap, asha, arunganesh, thiyagarajanr, anithak, anusuyapri
  - Date:** Jun 11, 2024, 3:58 PM (7 days ago)
  - Body:** Dear Sir/Madam  
We have attached the final list of participants for ISO12001:2018 training programme. The training session starts at 9.00 am . Please adhere to t  
With Regards,
- Attachment:** A banner for Periyar Maniammai University (PMU) featuring the text 'MY UNIVERSITY MY FUTURE', '100+ INDUSTRY TIE UPS', and '100% PLACEMENT ASSURANCE'. It also lists 'PMIST EOMS Coordinator Team' and provides contact details: admission@pmu.edu, Admission Enquiries +91 97901 11811, and www.pmu.edu.

<b>TIME</b>	<b>PROGRAMME SCHEDULE FOR THE FIRST DAY</b>
09.00	Registration of participants
09.15	Introduction to TUV India; the tutor, the participants & the course objectives, course contents. Exercise no. 1 : ISO 21001 Awareness Quiz
09.45	Overview of ISO 21001:2018 to include introduction, EOMS principles, context of organization. Exercise no.2 : Context of organization
10.45	Process approach Exercise no. 3 : Process map
12.00	Overview of ISO 21001 requirements Clause 5, 6, 7, 8, 9, 10.
13.15	<i>LUNCH BREAK</i>
14.00	Introduction to auditing, Definition of Audit, types of audits, auditing principles.
14.30	Audit program management, audit program risks & opportunities, audit objectives, audit scope/criteria/resources.
15.30	<i>TEA BREAK</i>
15.45	Conducting audit : audit planning, preparation & performance.
16.45	Exercise 4: Audit Checklist & audit evidence
18.00	End of Day 1

<b>TIME</b>	<b>PROGRAMME SCHEDULE FOR THE SECOND DAY</b>
09.00	Recapitulation
09.30	Audit findings, non-conformity report, audit conclusion
10.30	<i>TEA BREAK</i>
10.45	Audit Reporting & follow-up – Audit Report & its contents / approval / distribution / retention, audit follow-up
11.45	Exercise 5 : Non-conformity report
12.30	Feedback on Exercise- 5
13.15	<i>LUNCH BREAK</i>
14.00	Auditor competence & evaluation
14.45	Questions & answers, course feedback.
15.15	TEA BREAK
15.30	Written Examination
17.00	Summing-up
17.30	End of course

## Attendance

Sl.No.	Name	Designation	Department	Status
1.	Dr.D.Umamaheswari	Professor & Director (EOMS)	Commerce	Present
2.	Dr.V.Sridhar	Assistant Professor (SG)	Computer Science & Applications	Present
3.	Dr.R.Balakumar	Assistant Professor	Mathematics	Present
4.	Ms.E.UmaMouthika	Assistant Professor	Architecture	Present
5.	Dr.P.Ilangovan	Assistant Professor (SS)	Computer Science and Engineering	Present
6.	Mr.A.Mohamed Ismail	Assistant Professor (SS)	Aerospace Engineering	Present
7.	Dr.A.Ashokkumar	Associate Professor	Biotechnology	Present
8.	Ms.P.Latha	Assistant Professor	Civil Engineering	Present
9.	Ms.S.Asha	Assistant Professor	Electronics and Communication Engineering	Present
11.	Mr.R.Thiyagarajan	Assistant Professor (SS)	Mechanical Engineering	Present
12.	Ms.S.P. Ramya	Assistant Professor	Computer Science and Engineering	Present
13.	Dr.Ananth	Assistant Professor (SS)	Education	Present
14.	Dr.Jayaruby	Assistant Professor	Physics	Present
15.	Ms.K.Sumithra	Assistant Professor	Commerce	Present
16.	Ms.S.Vaishnavi	Assistant Professor	Management Studies	Present
17.	Dr.R.Mamani	Assistant Professor	Chemistry	Present
18.	Dr.S.Karpagam Kumara Sundari	Assistant Professor	Periyar College of Pharmaceutical Sciences, Tiruchirappalli	Present
19.	Ms.R.Lalitha	Lecturer (SS) / MOP	Periyar Centenary Polytechnic College, Vallam. Thanjavur	Present
20.	Ms.S.Maheswari	Teacher	Periyar Centenary Memorial Metric Higher Secondary School, Tiruchirappalli	Present
21.	Mr.Gowthaman. P	Teacher	Periyar Girls Higher Secondary School, Tiruchirappalli	Present
22.	Mr.Selvakumar	Teacher	Periyar Matriculation Higher Secondary School, Jayankondam	Present
23.	Ms.M.Reka	Teacher	Periyar Matriculation Higher Secondary School, Jayankondam	Present

  
Director EOMS

## **PROGRAMME REPORT ON TRAINING PROGRAMME ON ISO 21001:2018**

First day – 13.06.2024

The welcome address was given by Ar.Umamouthiga, EOMS coordinator. Dr.D.Umamaheswari honoured the chief guest Mr.Pradeep Kumar, Former Vice President, TUV, Tamilnadu Region.

In the first session, he has introduced TUV Pvt., Ltd. The course objectives and course content is clearly explained by the resource person. Exercise 1 (Quiz) is given to the participants.

The overview of ISO 21001:2018 to include introduction, EOMS principles, context of organization is given in the second session. The participants are grouped into 4 groups. The group exercise no.2 : Context of organization is given. The participants are asked to explain their answers.

In the third session, the resource person explained process approach with suitable examples. The Process mapping for admission and teaching is given as the group exercise no.4. The participants are asked to explain their answers. The resource person has defend the participants questions.

The resource person has elaborated overview of ISO 21001 requirements Clause 5, 6, 7, 8, 9, 10 with suitable illustrations.

After lunch break, he has explained Introduction to auditing, Definition of Audit, types of audits, auditing principles. He has elaborated Audit program management, audit program risks & opportunities, audit objectives, audit scope/criteria/resources.

The resource person has given lecture on how to conduct audit : audit planning, preparation & performance.

He has given Exercise 4: Audit Checklist & audit evidence for group exercise. The group representation has given their audit check list and audit evidence and other groups endorsed it.

Second day – 14.06.2024

In the first session, the resource person has recapitulated first day lecture.

The Audit findings, non-conformity report, audit conclusion has explained by the resource person with suitable examples.

In the second session has briefed about Audit Reporting & follow-up – Audit Report & its contents / approval /distribution / retention, audit follow-up. He has given exercise 5 as case study to the groups to solve it. Each group representative has explained the solution to the case study. The resource person has also showed the correct answers.

After lunch break, the resource person has explained Auditor competence & evaluation with suitable examples. He has asked question and answer and course feedback. Finally the participants have appeared written examination. The director EOMS summed up the two day training programme with vote of thanks.

## Geotagged Photo



Mr.Pradeep Kumar has given lecture on ISO21001: 2018 on 13.06.2024 and 14.06.2024.



## Sample Feedback Form

### Office of EOMS

Periyar Nagar, VallamThanjavur - 613 403, Tamil Nadu,

IndiaPhone:+91-4362-264600Fax:+91-4362 -264660

Email:[dirhrd@pmu.edu](mailto:dirhrd@pmu.edu)Web:[www.pmu.edu](http://www.pmu.edu)

## Training Programme on ISO21001:2018

13.06.24 to 14.06.2024

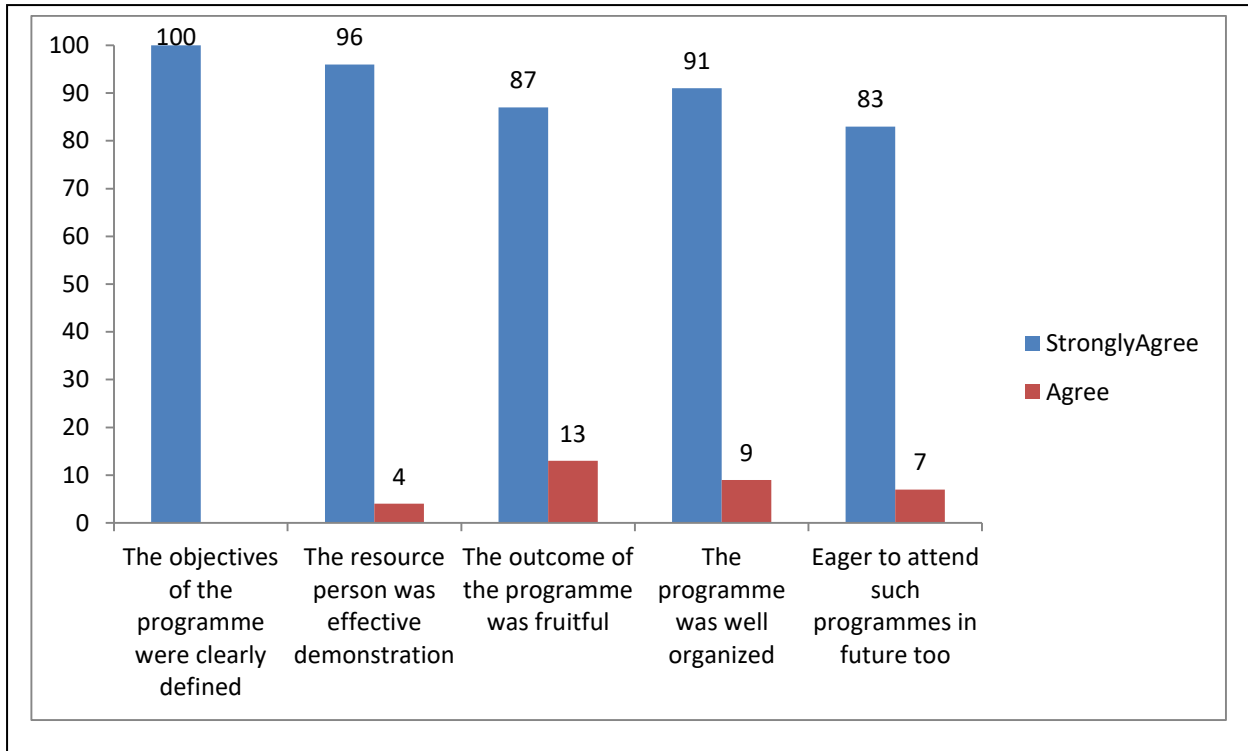
### Feedback Form

S.No.	Feedback Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the programme were clearly defined					
2	The resource person was effective demonstration					
3	The outcome of the programme was fruitful					
4	The programme was well organized					
5	Eager to attend such programmes in future too					

Name of the Participant (Optional) : Designation & Department :

Signature :

## Feedback Analysis



### Outcomes of the Programme

1. The participants understood the basic concepts in ISO21001:2018.
2. The participants can able to do Internal audit independently.