 **Prahladrai Dalmia Lions College of Commerce & Economics**

Sunder Nagar, Malad (West), Mumbai, 400 064

**Corrective Action Request (Car) For Non Conformance/ Complaint**

Please deposit this form with the Internal Quality Assurance Cell or mail the copy to emelian@dalmialionscollege.ac.in. Thank you.

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| --- | --- |
| **Brief on Non Conformance/ Complaint****Reported by : - Students / Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Handover Date to DR** |  |
| **Action by DR: • Enter CAR No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **• Category of NC/ Complaint ( √ )****Exam and Result****TLP/ Faculty** **Other****Facilities** **Administration**  **• CAR sent to concerned Department by DR with Date: \_\_\_\_\_\_\_\_\_\_** |
| **Action by Concerned Department:** **Correction:**  |
| **Root-cause Analysis :** |  |  |
| **Corrective Actions:** **By Department & Date : Sent to DR (Date)**  |
| **Review by DR with concerned Department ( Indicate with** √ **)****NOT OK****OK****Signature by DR & Date :**  |
| **Review of Effectiveness by DR (After a gap of 6 months)****Open**  **CAR Status****Closed** **Signature By DR & Date**  |

**DI/F-CAR/00**