

URS CERTIFICATION LIMITED
(UNITED REGISTRAR OF SYSTEMS LTD)

URS/RKNEC/SA/01

07.08.2017

To
The Principal,
Shri Ramdeobaba college of Engineering & Management,
Katol Road, Nagpur
Fax: 0712-2583237

Sub: Surveillance Audit. ISO 9001:2008

Dear Sir,

Please find enclosed the audit program of the Surveillance Audit Plan for Quality Management System planned during 18.08.2017. Main purpose of this audit is to verify compliance of your Quality Management System in accordance with your QMS Manual, Procedures and practices to the requirements of ISO 9001:2008. Audit will be conducted as per the program and will commence with an opening meeting on date 18.08.2017 at 10.30am.

The audit will be conducted with a minimum of disruption to your normal work, hence we would request you to arrange knowledge persons i.e. Management Representative and / or guide (if required in case of split of audit team in two or more groups) to be available to accompany the auditors during the audit. We also request you to provide free access to the location / site(s) and availability of pertinent documents like manual, relevant procedures and work instructions to the audit team during the audit. We would also require office facilities like telephone, photocopying and meeting room etc.

It is important that the management personnel to attend both opening and closing meeting; hence we request you to arrange the availability of these personnel. We hope you will find above audit program in order; however you are free to discuss the audit plan with the Lead Auditor considering your work schedules.

Thanking you and assuring you our prompt value added and best services at all times.

Yours faithfully,
Audit Manager

Type Of Audit:	Surveillance Audit
Standard / Date Of Issue:	ISO 9001: 2008
Audit Period On Site (Due Date):	18.08.2017
Company / Client:	Shri Ramdeobaba college of Engineering & Management, Katol Road Nagpur
Street / P.O. Box:	Katol Road
Post Code / City:	Nagpur
Audit Responsible:	Principal
Act. QMS Revision Date	Issue 01 / Rev.00, Dt. 01.10.2015
Lead Auditor & Co-Coordinator Auditor	Auditor-I Auditor-II
Number Of Shifts / Audited	General Shifts
Audit Language(S):	English

Date	Time	Organizational unit/Department/Location	Event/ Element	Auditors
18.08.2017	10:30am	Opening Meeting		Auditor-I & II
18.08.2017	11.00 am to 12.15 pm	Computer Applications	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I
18.08.2017	11.00 am to 12.15 pm	Library	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-II
18.08.2017	12.15-1.30pm	Dean R and D	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I
18.08.2017	12.15-1.30pm	Physical Education	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-II
18.08.2017	1.30 pm to 2.30 pm	Lunch		Auditor-I & II
18.08.2017	2.30pm to 4.30pm	Computer Science and Engineering	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I
18.08.2017	2.30pm to 4.30pm	Electronics and Communication Engineering	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-II
18.08.2017	4.30pm to 5.30pm	MR & Top Management	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.4.1, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.3, 7.5.4, 7.5.5, 7.6, 8.1, 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.3, 8.4, 8.5.2, 8.5.3	Auditor-I & II
18.08.2017	5.30pm	Closing Meeting		Auditor-I & II

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

Office Note

Date: 19th August 2017

With reference to the surveillance Audit conducted on 18th August 2017, following were the observations of the auditors:

Library:

1. Entry Register Time Out not evident in some places.
2. One CO₂ Fire Extinguisher should be there for Emergency Purpose.
3. Training on usage of Fire Extinguisher should be given to staff.
4. "Emergency Exit" board should be displayed in Library.
5. In First Aid Box, name of medicine with expiry date should be labeled.

Physical Education

1. Objective is prepared, but implementation format is not prepared. (Annual events plan should be prepared)

MCA

1. Social Objectives may be included for session 2017-18.

Dean R and D

1. Objectives pertaining to R and D Department may be included.
2. Target Date for finalized R and D policy is not evident.

Computer Science and Engineering

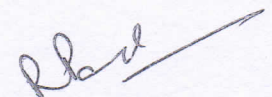
1. Training on usage of Fire Extinguisher should be given to staff.

MR

1. List and Status of legal requirements should be maintained.
2. Compliance of observations must be supported by relevant proofs.
3. Quality Objectives for all departments should be included in the list of Objectives.

Proofs maintained by department
(will be ~~taken care of~~ done during process Manual revision & New Certification)

The concerned departments are hereby requested to comply with the observations (opportunity for improvement: OFI) found during the audit and submit the compliance report to the MR, ISO on or before next Internal Audit.



Dr. R. S. Pande
Principal

Copy to: ISO Coordinators, Deans, Librarian, Wardens, Registrar, Construction and Maintenance