

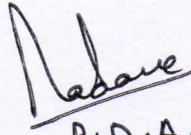
QMS-09

Shri Ramdeobaba College of Engineering and Management
ISO 9001:2015 Surveillance Audit Schedule
Date: 25th February 2019

Auditor I: Mr. R. U. Tiwari

Auditor II: Mr. R. R. Sahasrabudhe

Time	Organizational unit/Department/Location	Event/Element	Auditors
10:30am	Opening Meeting		Auditor-I & II
10:45 am to 12:15 pm	MBA	All applicable clauses as per the Teaching manual	Auditor-I
	Industrial Engineering	All applicable clauses as per the Teaching manual	Auditor-II
12:15 pm to 1:45 pm	Information Technology	All applicable clauses as per the Teaching manual	Auditor-I
	Registrar	All applicable clauses as per the Process manual	Auditor-II
1:45 pm to 2:30 pm	Lunch		
2:30 pm to 3:30 pm	Mathematics	All applicable clauses as per the Teaching manual	Auditor-I
	Dean SRC	All applicable clauses as per the Process manual	Auditor-II
3:30 pm to 4:30 pm	Girls' Hostel	All applicable clauses as per the Process manual	Auditor-I
	MR & Top Management	All applicable clauses as per the QMS manual	Auditor- II
4:45 pm	Closing Meeting		Auditor-I & II


P.D. Adane
 MR, ISO 9001: 2015

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

Date: 26th February 2019

With reference to the surveillance Audit conducted on 25th February 2019, following were the observations of the auditors:

Industrial Engineering

1. Targets for participation of industry expert should not be reduced for current session.
2. Grievances related to revaluation and retotalling must be maintained with proper record of corrective action.
3. Periodic monitoring of Quality objective status must be carried out.
4. Maintain a consolidated list of industries to monitor interaction with them.
5. Fitness level of precision instruments should be monitored and recorded frequently.
6. Dark room prepared for illumination test in lab should be properly covered.

Registrar

1. Maintain proper record of cases of reissue of TC and its reasons.
2. Remove all obsolete application forms from department.

Dean SRC

1. Maintain feedback of participants of cultural activities for further improvements.
2. Along with no. of student's participation include no. of events in which students participated as quality parameter.
3. Maintain a list of all vendors/ parties involved in conduction of any event.
4. List out all risks and opportunities related to any event management.

MBA

1. Analysis of targets of session 2017-18 not achieved is not recorded.
2. Maintain record of student's participation in workshop.
3. Update Result analysis record and maintain average passing percentage of last three years.

Information Technology

1. Maintain a process flow chart/activities and responsibilities under each department portfolio/process.

Girls' Hostel

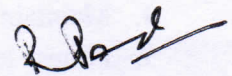
1. Document the formation of Hostel committee and frequency of meetings.
2. Maintain copy of contract letter of each person deputed in the hostel.

QMS-10

MR

1. Collect and monitor status of quality objectives of all departments before each internal audit.
2. Increase ISO awareness and Auditor training activity.

The concerned departments are hereby requested to comply with the observations found during the audit and submit the compliance report to the MR, ISO by 31st March 2019.



Dr. R. S. Pande
Principal