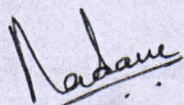


**DATE OF RELEASE OF AUDIT SCHEDULE: 16/07/15**

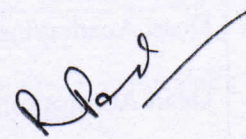
**Note:** The ISO coordinator of the department must inform the respective auditors about the audit dates and arrange for the audit.

DATE OF AUDIT	DEPARTMENT	AUDITEE	Event/Element	AUDITORS
30/07/15	Civil Engineering	Dr. M.S. Kadu	4.2.3, 4.2.4, 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	Prof. B. A. Neole (EC), Prof. S. Uparkar (MCA)
30/07/15	Computer Science and Engineering	Dr. M. B. Chandak	-- do --	Dr. J. Kalambe (EN), Dr. R. B. Raut (EC)
30/07/15	Chemistry	Prof. R. S. Dhiran	-- do --	Dr. G. G. Sahasrabudhhe (PHY), Prof. V. Milmile (IND)
30/07/15	Construction & Maintenance	Prof. P. D. Pachpor	-- do --	Dr. P. P. Tambe(IND) Mr. K. K. Chauhan (Fin. Off.)
30/07/15	Dean Academics	Dr. A. A. Agashe	-- do --	Prof. D. R. Zanwar(IND), Mr. Gopu Jorgar (Adm. Off.)
30/07/15	Dean Admissions	Dr. T. Singh	-- do --	Prof. Ms. S. Rangari (ELE) Mr. S. D. Aparajit (Fin. Off.)
30/07/15	Dean R&D	Dr. Pallavi Parlewar	-- do --	Dr. Renuka Nafdey(PHY), Mr. Girish Sontakke (MBA)
30/07/15	Dean SRC	Mrs. Sangeeta Deshmukh	-- do --	Prof. M. A. Tayal(IT), Mr. P. K. Tungar (Library)
30/07/15	Dean T&P	Prof. Anupam Kher	-- do --	Prof. Chetna.B. Thaokar(IT) Mr. Z. N. Joshi (Reg. Office)
30/07/15	Electrical Engineering	Prof. V.T. Barhate	-- do --	Prof. D. Naidu (CSE), Prof. V. S. Lande (EC)
30/07/15	Electronics & Communication Engineering	Dr. S.B. Pokle	-- do --	Prof. J.S. Joshi (ELE), Prof. S. Geete (CIV),
30/07/15	Electronics Engineering	Dr. A. A. Khurshid	-- do --	Dr. P. Parlewar (EC) Prof. D. T. Shelke (EDT)
30/07/15	Electronics Design Technology	Prof. R. R. Harkare	-- do --	Prof. T. K. Rao (CIV), Mrs. S. Tirpude (CSE)
30/07/15	Information Technology	Dr. D. S. Adane	-- do --	Prof A. Gharad(CIV), Ms. J. Zalke (EDT)

31/07/15	Industrial Engineering	Dr. I. P. Keshwani	-- do --	DR. S.V. Joshi (CIV), Prof. Nikhil Damle (EN)
31/07/15	Library	Dr. Cyinita Christy	-- do --	Prof. S. Balpande (EN) Mr. Abhay Daga (MIS)
31/07/15	Mechanical Engineering	Dr. K. N. Agrawal	-- do --	Dr. Avinash Agrawal(CS), Prof. R. Kadu (IT),
31/07/15	Mathematics	Dr. S. D. Mohgaonkar	-- do --	Dr. A. S. Chatpalliwar (IND), Prof. Chitra Upadhyay (IT)
31/07/15	Management Technology	Dr. Neeta Shah	-- do --	Dr. G. R. Potey (IND), Prof. S. D. Naik (ELE)
31/07/15	Computer Applications	Dr. P. Voditel	-- do --	Dr. R. Khapre (CIV), Prof. V. Milmile (IND)
31/07/15	Physics	Dr. S. M. Pande	-- do --	Dr. R. D. Raut (EC) Prof. Amir Khan (MBA)
31/07/15	Physical Education	Dr. S. Dogra	-- do --	Prof. P. R. Selokar (EC) Mr. R. W. Jumle (IT)
31/07/15	Registrar	Dr. P.S. Narkhede	-- do --	Prof. R. H. Khobragade (EN), Prof. H. Khungar (CIV)
31/07/15	Boys' Hostel	Dr. R. U. Tiwari Prof. H. D. Bhave	-- do --	Mr. D. S. Roy (EN), Mrs. Kalpana Jakanwar (G. Hostel)
31/07/15	Girls' Hostel	Mrs. M. Palandurkar	-- do --	Prof. D.T. Shelke (EDT), Mrs. Sumati S. Jioshi (MBA)
31/07/15	Management Representative	Mrs. P. D. Adane	-- do --	Prof. S. H. Deshmukh (ELE), Mr. N. K. Sakharkar (Library)



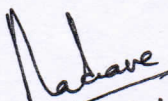
PREPARED BY MR

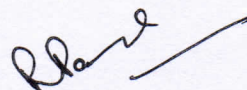


REVIEWED BY PRINCIPAL

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT**

QMS-R-03 Clause: 5.6		MINUTES OF MRM	Page : 01/01 Rev.02 date 31-05-2012 Date of meeting - 19/11/2015	
Date: 20/11/2015			Responsibility to Complete the Action	Target Date
Sr. No.	Agenda	Comment		
1	Review of minutes of earlier MRM.	Minutes of previous MRM were presented and approved.	MR, ISO	-----
2	Results of Internal Audit conducted in the month of July.	Internal audit report was presented and approved.	MR, ISO	-----
3	Results of Internal Audit conducted in the month of October.	Internal audit report was presented and approved. ISO coordinators were instructed to take internal audits seriously. They were asked to send the original audit report to MR and retain the photo copy with department. In case of any observations/NC, the compliance report should be signed by the auditors.	MR, ISO	-----
4	Quality Objectives targets achieved for the session 2014-15	A detailed analysis of the last year's targets achieved was presented. The format of QOS was discussed and ISO coordinators were instructed to set realistic targets in future.	MR, ISO	-----
5	Format of Corrective-Preventive Records	The format and importance of this record was discussed. A sample corrective/preventive record was presented to explain how the record should be maintained.	MR, ISO	-----
6	Format of Question Papers	Few departments maintain this document with incorrect number. All were instructed to keep the number as per the Teaching manual as ACAD-R-42.	MR, ISO	-----
7	Revision of Process manual	The need of revising the process manual to be in line with the NBA and NAAC requirements was discussed. All Deans, Functional heads and ISO coordinators were instructed to mail their suggestions in this regard to the MR within one week. A 5 member committee was constituted to speed up the revision process and prepare an initial draft which is to be then discussed with senior faculty members for finalization. The dead line for this revision was decided.	MR, ISO	31 <sup>st</sup> Dec. 2015

  
 Mrs. P. D. Adane  
 MR, ISO

  
 Dr. R. S. Pande  
 PRINCIPAL

Copy to: All Deans, ISO Coordinators and Functional Heads.