

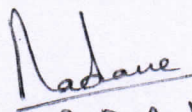
QMS-09

Shri Ramdeobaba College of Engineering and Management
ISO 9001:2015 Surveillance Audit Schedule
Date: 21st May 2018

Auditor I: Mr. R. Vasudevan

Auditor II: Mr. Jayant Deshpande

Time	Organizational unit/Department/Location	Event/Element	Auditors
10:30am	Opening Meeting		Auditor-I & II
10:45 am to 12:45 pm	Civil Engineering	All applicable clauses as per the Teaching manual	Auditor-I
10:45 am to 12:45 pm	Electronics Engineering	All applicable clauses as per the Teaching manual	Auditor-II
12:45 pm to 1:30 pm	Lunch		
1:30 pm to 2:30 pm	Construction and Maintenance	All applicable clauses as per the Process manual	Auditor-I
1:30 pm to 2:30 pm	Boys' Hostel	All applicable clauses as per the Process manual	Auditor-II
2:30 pm to 3:30 pm	Physics Department	All applicable clauses as per the Teaching manual	Auditor-I
2:30 pm to 3:30 pm	Dean Admission	All applicable clauses as per the Process manual	Auditor-II
3:30 pm to 4:30 pm	MR & Top Management	All applicable clauses as per the QMS manual	Auditor- I & II
4:30 pm	Closing Meeting		Auditor-I & II


P.D. Adane
MR, ISO 9001:2015

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

Date: 24th May 2018

With reference to the surveillance Audit conducted on 21st May 2018, following were the observations of the auditors:

Civil Engineering

1. There is a scope of increasing the revenue generation from soil investigation/testing. Minimum target of 1crore should be set for this purpose.
2. Samples of soil received for testing are lying in the soil lab without any proper labeling. Identification/traceability of these received samples to be improved.
3. Faculty training effectiveness to be evaluated after each training program by obtaining feedback reports from them.

Electronics Engineering

1. Competency Matrix for teaching and Non-teaching staff should be prepared.
2. Repeated nature of repairs of lab instruments to be monitored for performance evaluation of vendor.

Physics

1. All measuring devices in the lab should be properly calibrated.
2. Numbers of complaints received for revaluation of marks (Students grievance) are more. Summer 2017: 122, Winter 2017: 65. A comparison of past 5 years of record of such grievances is suggested. This number should be less for an autonomous college.
3. 25 nos. of DISCARDED equipments are lying in the lab awaiting management action.

Construction and Maintenance

1. Three lifts were installed in college on 19th March 2018. The lifts are being operated without obtaining the license.
2. Customer/department complaints are pending since 24/02/2018. There should be a target of clearing the complaints within 15 days..
3. There are a total of 111 fire extinguishers in college as per the list. However, the list is not updated to include the date of last refilling and next due date of refilling.
4. There are nearly 600 tube lights in college. This should be replaced (in phases) with LED lights for reducing power consumption.

Boy's Hostel

1. Fly controller in Mess/ Canteen should be installed
2. Food quality checks register to be maintained at Mess. (It is expected that students should be allowed to comment on the food quality)
3. Process for medical care given to students should be defined in the hostel process manual.
4. Application for night out permission are available, however, there is no record of when the student returned back. Student should report once he arrives back and the time should be recorded.

Dean Admissions

4. Quality objectives to be defined and status should be maintained.
5. 33 P.G seats were vacant for the session 2017-18. Efforts should be taken to improve admissions.

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 by 15th July 2018.



Dr. R. S. Pande
Principal