

QMS-04

INTERNAL AUDIT SCHEDULE

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Iss. No. 01, Rev. No.: 00

Date: 01/01/2018

DATE OF RELEASE OF AUDIT SCHEDULE: 23rd April 2018

Note: The ISO 9001: 2015 internal audit is to be conducted between 1st May to 10th May 2018. ISO coordinator of the department must contact the allotted auditor(s) and fix the date and time of the audit. The Observation Report, Observation Findings(if any) and Non-Conformance Report (if any) must be submitted to the MR by 10th May 2018.

DEPARTMENT	AUDITEE	CLAUSES	AUDITORS
Civil Engineering	Dr. M. S. Kadu <i>MSK</i>	As per the Teaching/Process Manual of the Department	Dr. C. P. Pandhurnekar (Chem) Prof. Parihar Dahake (MBA)
Computer Science and Engineering	Dr. M. B. Chandak <i>MB</i>	-- do --	Dr. Sachin Upadhye (MCA) Prof. R. Kinhikar (Civil)
Electrical Engineering	Prof. V. T. Barhate <i>for MK</i> <i>23/4/18</i>	-- do --	Dr. Sunita Dhote (MBA) Prof. Puja Agrawal (EC)
Electronics & Communication Engineering	Dr. R. B. Raut <i>for RBR</i> <i>23/4/18</i>	-- do --	Dr. Vivek Khetade (EDT) Prof. Pravin Sonsare (CS)
Electronics Engineering	Dr. A. A. Khurshid <i>Randiwe</i> <i>23/4/18</i>	-- do --	Prof. S. C. Tirpude (CS) Prof. S. Randiwe (IND)
Electronics Design Technology	Dr. R. D. Raut <i>RD</i> <i>23/04/18</i>	-- do --	Prof. S. Pund (IND) Prof. P. Khadke (Elect)
Information Technology	Dr. D. S. Adane <i>DS</i> <i>24/4/18</i>	-- do --	Prof. G. Morankar (EN) Prof. P. Bagde (Maths)
Industrial Engineering	Dr. I. P. Keshwani <i>IPK</i>	-- do --	Dr. R. Ochawar (EN) Dr. P. D. Belsare (PHY)
Mechanical Engineering	Dr. K. N. Agrawal <i>KNA</i>	-- do --	Prof. S. Uparkar (MCA) Dr. S. Paliwal (Hum)
Management Technology	Dr. Chandan Vichore <i>CV</i>	-- do --	Prof. H. D. Bhawe (Civil) Prof. R. K. Kadu (IT)
Computer Applications	Dr. P. Voditel <i>PV</i> <i>24/4/18</i>	-- do --	Prof. P. J. Assudani (IT) Prof. P. Deole (Mech)

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SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT

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DEPARTMENT	AUDITEE	CLAUSES	AUDITORS
Mathematics	Dr. B. R. Chide <i>mm</i> 23/04/2018	As per the Teaching/Process Manual of the Department	Prof. A. Karandikar (CS) Dr. P. D. Belsare (PHY)
Chemistry	Prof. R. S. Dhiran Dr. S. M. Pande	-- do --	Dr. P. Parlewar (EC) Dr. P. Bagde(Maths)
Physics	Dr. S. M. Pande <i>MS</i>	-- do --	Prof. A. Karandikar (CS) Dr. S. Paliwal(Hum)
Humanities	Dr. D. Mehra <i>MS</i> 23/4/18	-- do --	Dr. P. Parlewar (EC) Dr. C. P. Pandhurnekar (Chem)
Physical Education	Dr. Amit Anurag <i>MS</i>	-- do --	Mr. Abhay Daga (MIS)
Library	Dr. Cyinita Christy <i>Cyinita</i>	-- do --	Prof. P. D. Adane (IT)
Construction & Maintenance	Mr. Amol Katturwar (Maintenance Manger) <i>R.P. Sal</i>	-- do --	Mr. Abhay Daga (MIS)
Dean Academics	Dr. S. Bodkhe <i>S. Bodkhe</i>	-- do --	Dr. R. Ochawar (EN)
Dean Admissions	Prof. P. B. Kulkarni <i>P. B. Kulkarni</i>	-- do --	Prof. P. Khadke (Elect)
Dean R&D	Dr. Rupesh Pais <i>Rupesh Pais</i> 24/4/18	-- do --	Dr. Sachin Upadhye (MCA)
Dean SRC	Dr. Y. M. Sonkhaskar <i>Y. M. Sonkhaskar</i>	-- do --	Prof. P. Khadke (Elect)
Dean T&P	Dr. Anupam Kher <i>Anupam Kher</i>	-- do --	Prof. R. K. Kadu (IT)
Boys' Hostel	Dr. Amit Anurag Mr. S. A. Nimkar <i>MS</i>	-- do --	Prof. R. Kinhikar (Civil) Prof. S. Randiwe (IND)
Girls' Hostel	Ms. Gauri Morankar <i>Gauri</i>	-- do --	Dr. Cyinita Christy(LIB) Prof. P. Agrawal(EC)
Management Representative	Mrs. P. D. Adane	-- do --	Dr. Sunita Dhote (MBA)

Registrar

Dr. P. S. Narkhede

MS do --

Prof. S. C. Tripathi (CS)

Adane

PREPARED BY MR

MS


REVIEWED BY PRINCIPAL

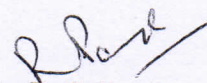
2018-08

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Date of MRM: 16th May 2018

Sr. No.	Agenda	Comment	Responsibility to Complete the Action	Target Date
1	Review of minutes of earlier MRM.	Minutes of previous MRM were presented and approved.	MR	-----
2	Review of results of Internal Audit conducted in the month of May 2018.	Internal audit report was presented and approved.	MR	-----
3	To discuss the usage of GEMS for documentation	If was decided to maintain the faculty profiles in softcopy form only through GEMS. All ISO coordinators were instructed to get the faculty profiles of their department updated.	ISO coordinators	-----
4	To declare the surveillance audit dates	Members present were conveyed the date of surveillance audit as 21 st May 2018. A list of documents asked by external auditors was also shown. All departments were asked to keep documents ready(whichever is applicable).	MR,	-----


Mrs. P. D. Adane
MR


Dr. R. S. Pande
PRINCIPAL