

QMS-09

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

Auditor I: Mr. R. U. Tiwari

Auditor II: Mr. Mr. J.V. Deshpande

Time	Organizational unit/Department/Location	Event/ Element	Auditors
10:00am	Opening Meeting		Auditor-I & II
10:15 am to 11:45 am	Mechanical Engineering	All applicable clauses as per the Teaching manual	Auditor-I
	Electronic Design Technology	All applicable clauses as per the Teaching manual	Auditor-II
11:45 am to 1:15 pm	Electrical Engineering	All applicable clauses as per the Teaching manual	Auditor-I
	Electronic and Communication Engineering	All applicable clauses as per the Teaching manual	Auditor-II
1:15 pm to 2:00 pm	Lunch		
2:00 pm to 3:00 pm	Chemistry	All applicable clauses as per the Teaching manual	Auditor-I
	Administrative Officer	All applicable clauses as per the Process manual	Auditor-II
3:00 pm to 4:00 pm	Dean Academics	All applicable clauses as per the Process manual	Auditor-I
	Dean T and P	All applicable clauses as per the Process manual	Auditor- II
4:00 pm to 4:45 pm	MR		Auditor-I & II
4:45 pm	Closing Meeting		Auditor-I & II

Nadave
25/11/19

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

Date: 28th November 2019

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

Observations of Mr. R. U. Tiwari (Auditor-I)

Mechanical Engineering

1. Skill development of Non teaching technical staff is required.
2. Status of unplaced student of 2018-19 batch needs to be monitored.
3. In heat transfer laboratory, Preventive maintenance schedule for critical equipments needs to be done.
4. Proof of compliance of observation given by internal auditors during the audit done on 11/11/19 is required.

Electrical Engineering

1. Display proper danger board near high voltage equipments.
2. Prepare a plan of what exactly students will observe and learn during industry visits (Thermal power station).
3. Train first aiders to handle any accident in HV laboratory.
4. Risk and opportunities of department needs to be identified.

Chemistry

1. Fire extinguisher in lab to be fixed on wall and not kept on the table.
2. Train first aiders to handle any unforeseen incidence in laboratory.
3. Analyze the need of conduction of extra classes after the last teaching day.

Dean Academics

1. Monitor the implementation of Academic calendar by all concern departments.
2. Take proper follow up of student grievances.

Observations of Mr. J. V. Deshpande (Auditor-II)

Electronic Design Technology

1. Perform root cause analysis of deviation of achievement from targets set for the session.

Electronics and Communication Engineering

1. Damaged equipments in the laboratory should be identified, labeled and kept separately.
2. Efforts should be taken to improve poor feedback from III semester.

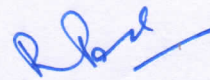
Administrative Officer

1. Include vendor code in the vendor list and ensure proper evaluation of the vendor from the concerned department.
2. Housekeeping index to be quantified.

Dean Training and Placement

1. Prepare a training calendar for improving placements.
2. Placement of Civil department needs to be improved.
3. Clause of certain documents needs to be changed as per the current standards.

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 December 2019.



Dr. R. S. Pande
Principal