

DATE OF RELEASE OF AUDIT SCHEDULE: 24th October 2016

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 |
|---------------|---|---------------------|---|--|
| 07/11/16 | 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. J. Zalke (EDT) |
| 07/11/16 | Computer Science and Engineering | Dr. M. B. Chandak | -- do -- | Prof. D.T. Shelke (EDT), Prof. V. Milmile (IND) |
| 07/11/16 | Chemistry | Prof. R. S. Dhiran | -- do -- | Prof. S. D. Naik (ELE) |
| 07/11/16 | Electrical Engineering | Prof. V.T. Barhate | -- do -- | Prof. S. Uparkar (MCA), Prof. D. Naidu (CSE) |
| 07/11/16 | Electronics & Communication Engineering | Dr. S. B. Pokle | -- do -- | Prof. Amir Khan (MBA), Prof A. Gharad(CIV) |
| 07/11/16 | Electronics Engineering | Dr. A. A. Khurshid | -- do -- | Dr. Renuka Nafdey(PHY), Prof. Ms. S. Rangari (ELE) |
| 07/11/16 | Electronics Design Technology | Prof. R. R. Harkare | -- do -- | Prof. H. Khungar (CIV), Prof. R. H. Khobragade (EN) |
| 07/11/16 | Information Technology | Dr. D. S. Adane | -- do -- | Prof. S. Balpande (EN), Prof. V. S. Lande (EC) |
| 07/11/16 | Industrial Engineering | Dr. I. P. Keshwani | -- do -- | Dr. R. Khapre (CIV), Prof. P. R. Selokar (EC) |
| 07/11/16 | Mechanical Engineering | Dr. K. N. Agrawal | -- do -- | Prof. T. K. Rao (CIV), Prof. Nikhil Damle (EN), |
| 07/11/16 | Library | Dr. Cyinita Christy | -- do -- | Mr. K. K. Chauhan (Fin. Off.) |
| 07/11/16 | Mathematics | Prof. B. R. Chide | -- do -- | Dr. P. P. Tambe (IND) |

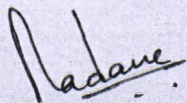
QMS-R-02
Clause: 8.2.2

INTERNAL AUDIT SCHEDULE

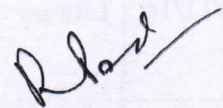
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Rev. 02 Date: 01/07/2016

| DATE OF AUDIT | DEPARTMENT | AUDITEE | Event/Element | AUDITORS |
|---------------|----------------------------|-------------------------------------|---------------|--|
| 07/11/16 | Management Technology | Dr. R. Pais | -- do -- | Dr. P. Parlewar (EC), Prof. P. Assudani (IT) |
| 07/11/16 | Computer Applications | Dr. P. Voditel | -- do -- | Dr. R. B. Raut (EC), Mr. S. D. Aparajit (Fin. Off.) |
| 07/11/16 | Physics | Dr. S. M. Pande | -- do -- | Dr. G. R. Potey (IND) |
| 07/11/16 | Humanities | Dr. V. H. Asudani | -- do -- | Prof. R. Kadu (IT) |
| 07/11/16 | Physical Education | Dr. S. Dogra | -- do -- | Mr. P. K. Tungar (Libraty) |
| 08/11/16 | Registrar | Dr. P.S. Narkhede | -- do -- | Prof. B. A. Neole (EC) |
| 08/11/16 | Construction & Maintenance | Mr. N. Rao (Maintenance Manger) | -- do -- | Mr. Gopu Jorgar (Adm. Off.) |
| 08/11/16 | Dean Academics | Dr. A. A. Agashe | -- do -- | Prof. Chetna.B. Thaokar(IT) |
| 08/11/16 | Dean Admissions | Prof. P. B. Kulkarni | -- do -- | Prof. Chitra Upadhyay (IT) |
| 08/11/16 | Dean R&D | Dr. Pallavi Parlewar | -- do -- | DR. S.V. Joshi (CIV) |
| 08/11/16 | Dean SRC | Mrs. Sangeeta Deshmukh | -- do -- | Mr. N. K. Sakharkar (Library) |
| 08/11/16 | Dean T&P | Dr. Anupam Kher | -- do -- | Mr. Gopu Jorgar (Adm. Off.) |
| 08/11/16 | Boys' Hostel | Dr. Amit Anurag Mr. S. A. Nimkar | -- do -- | Mr. Abhay Daga (MIS) |
| 08/11/16 | Girls' Hostel | Mrs. M. Palandurkar | -- do -- | Mrs. S. Tirpude (CSE) |
| 08/11/16 | Management Representative | Mrs. P. D. Adane | -- do -- | Dr. R. D. Raut (EDT) |



PREPARED BY MR



REVIEWED BY PRINCIPAL

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT

| QMS-R-06 Clause: 5.6 Date: 21/11/2016 | | MINUTES OF MRM | Page : 01/02 Rev.02 Date: 01/07/2016 Date of meeting – 17/11/2016 | |
|--|--|--|--|----------------------------|
| 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 November 2016. | Internal audit report was presented and approved. | MR and ISO co-ordinators | ----- |
| 3 | Identification of updation/inclusion of document/records required, if any (Last NBA visit) | <p>In view of the last NBA visit, members present were asked to share their experinces and suggest if some updations are required in their process manual. Following reocords were identified to be included</p> <ol style="list-style-type: none"> 1. Grievance form 2. Stock verification report 3. Model answers of tests and end-semester papers 4. TR after make up exam should also be made available to the departments (COE office) 5. Caste/EBC wise admission list (Dean Admission) <p>Principal suggested to conduct a meeting of all NBA coordinators to further identify the updations required.</p> | MR, In-charge NBA | Before next internal audit |
| 4 | Discussion on measures to improve academic process | ISO coordinator, IT department informed about the measures adopted by the department for improving the academic processes. The measures were appreciated by Principal sir. He motivated all members to come up with more innovative ideas in futher improving the academic process. | MR | ----- |

QMS-R-06
Clause: 5.6

Date: 21/11/2016

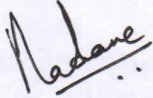
MINUTES OF MRM

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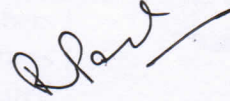
Rev.02 Date: 01/07/2016

Date of meeting –
17/11/2016

| Sr. No. | Agenda | Comment | Responsibility to Complete the Action | Target Date |
|---------|----------------------------------|---|---------------------------------------|-------------|
| 5 | Schedule of next External audit. | It was informed to all members present that the next external audit is scheduled on 28 th November 2016. | MR | ----- |



Mrs. P. D. Adane
MR, ISO



Dr. R. S. Pande
PRINCIPAL

Copy to:

1. ISO Coordinators Civil, CS, EN, EDT, EC, Electrical, Industrial, Mechanical, IT, Physics, Chemistry, Mathematics, Humanities, Physical Education, MBA and MCA
2. All Deans, Hostel Wardens, In-charge Construction and Maintenance, Librarian, Registrar