

QMS-09

Shri Ramdeobaba College of Engineering and Management

ISO 9001:2015 Audit Schedule

Date: 18th November 2021

Auditor 1: Mr. Nasir Sayyad

Auditor 2: Dr. R. L. Shrivastava

| S. NO. | Time | Organizational Unit/Department/ Location | Event/Element | Auditors |
|--------|--------------------------|---|---|------------------------|
| 1 | 10:00 A.M. | Schedule will be mailed to all the departments | | |
| 2 | 11:00 A.M. to 12:30 P.M. | Civil Engineering | All applicable clauses as per the Teaching Manual | Auditor 1 |
| | | Electronics Engineering | All applicable clauses as per the Teaching Manual | Auditor 2 |
| 3 | 12:30 P.M. to 2:00 P.M. | Industrial Engineering | All applicable clauses as per the Teaching Manual | Auditor 1 |
| | | Mathematics | All applicable clauses as per the Process Manual | Auditor 2 |
| 4 | 2:00 P.M. to 3:00 P.M. | LUNCH BREAK | | |
| 5 | 3:00 P.M. to 4:30 P.M. | Physics | All applicable clauses as per the Teaching Manual | Auditor 1 |
| | | Construction and Maintenance | All applicable clauses as per the Process Manual | Auditor 2 |
| 6 | 4:30 P.M. to 5:00 P.M. | Discussion with MR and Observation Report Writing | | Auditor 1 Auditor 2 |
| 7 | 5:00 P.M. | Closing Meet | | |

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18/11/2021

Dr. Bhumika Neole

With reference to the surveillance Audit conducted on 18th November 2021, following were the observations of the auditors:

Observations of Mr. Sayyed Nazir (Auditor-I)

Civil Engineering

- Stability test of all buildings are to be reviewed as last stability test was done in 2015.
- Work instructions of all testing equipments are to be displayed in Lab.
- Fire extinguisher is required near Lab (Geo Tech Lab).
- Few more faculties may be trained for IA and ISO certification.

Industrial Engineering

- ERP SAP course should be included in curriculum.
- Motivate student to upgrade for Energy Management System.
- List with validity date of first AID box to be displayed in Box.
- First Aider Training should be given to staff.

Physics

- Starting Operating Procedure for all instruments are to be displayed in Lab (Physics and Bio Medical).
- Fire extinguisher small size (CO₂) is to be used in both labs.
- Safety instruction should be displayed at the entrance of lab.

Observations of Dr. R. L. Shrivastava (Auditor-II)

Electronics Engineering

- Internship Target of UG – 60 % is too low as per the Department Past Performance.
- All Stakeholders should be involved in carrying out SWOC.
- Centre of Excellence should be opened 24*7.

Mathematics

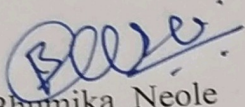
- Student Evaluation by Teachers to be improved. The Grievances are @10-12%, out of which @ 60% are found out to be RIGHT.
- Slow / Fast Learners and Value Added Lectures Q. Objectives are not evidenced.
- Parent Teacher Meet Feedback to be shared with all the concerned Departments and Faculty.

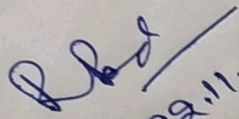
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Construction and Maintenance

- Amended Organisation Structure to be revised in Quality Manual.
- Responsibility and Authority Matrix to be completely filled.
- Holistic Checklist for completion of Work Orders to be prepared.
e.g. W.O. for AMC for Online Water Filters.
- Q. Objectives were not evidenced to be SMART
- Quality Objectives Attainment Record was not evidenced.

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 30th November 2021.


Dr. Bhumika Neole
MR, ISO 9001:2015


22.11.21