

QMS-09

Shri Ramdeobaba College of Engineering and Management

ISO 9001:2015 Audit Schedule

Date: 1st October 2020

Auditor 1: Mr. Sayyed Nazir

Auditor 2: Mr. Dilip Diore

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.	Computer Science and Engineering	All applicable clauses as per the Teaching Manual	Auditor 1
		Computer Applications	All applicable clauses as per the Teaching Manual	Auditor 2
3	12:30 P.M. to 2:00 P.M.	Humanities	All applicable clauses as per the Teaching Manual	Auditor 1
		Library	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.	Physical Education	All applicable clauses as per the Teaching Manual	Auditor 1
		Dean R and D	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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01/10/20

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

Date: 2nd October 2020.

With reference to the surveillance Audit conducted on 1st October 2020, following were the observations of the auditors:

Observations of Mr. Sayyed Nazir (Auditor-I)

Computer Science and Engineering

- Feedback report of Student should be taken from time to time
- Display of Emergency Exit in Computer LAB should be there

Humanities

- Target is set for Research Proposal but there is no response from External provider to be reviewed
- At least one CO2 Fire extinguisher is to be made available along with instruction of use

Physical Education

- Annual calendar of sports is prepared by actual activities conducted is not evident. The calendar should incorporate actual date of achievements.
- Quarterly meetings of all sports representatives to be conducted and minutes to be recorded. Feedback of students should be taken for better functioning of the department.
- Continual Improvements done is to be prepared on annual basis for better representation of department.

Observations of Mr. Dilip Diore (Auditor-II)

Computer Applications

- Maintain a record of internal and external audits and convey it to all faculty members.
- Audit findings should be recorded properly
- Quality parameters achievements should be monitored quarterly
- SOP for fire extinguisher should be prepared.
- Feedback from students is not correctly tabulated.

Library

- Procedure for supplier evaluation and rating to be framed and actual rating of particular Supplier to be maintained on annual basis on parameters like Delivery Period, Quality and Quantity.
- Prepare a list of frequent student defaulters and take corrective actions against them.
- A SOP for handling books in the pandemic should be prepared.

Dean R and D

- It is suggested to include the file regarding PhD reimbursement in ISO Manual too
- Quality policy should be displayed in R and D Department.

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 2020.

Dr. P. D. Adane
MR, ISO 9001:2015