



URS CERTIFICATION LIMITED
(UNITED REGISTRAR OF SYSTEMS LTD)

URS/RKNEC/SA/01

21.11.2016

To
The Principal,
Shri Ramdeobaba college of Engineering & Management,
Katol Road, Nagpur
Fax: 0712-2583237

Sub: Surveillance Audit. ISO 9001:2008

Dear Sir,

Please find enclosed the audit program of the Surveillance Audit Plan for Quality Management System planned during 28.11.2016. Main purpose of this audit is to verify compliance of your Quality Management System in accordance with your QMS Manual, Procedures and practices to the requirements of ISO 9001:2008. Audit will be conducted as per the program and will commence with an opening meeting on date 28.11.2016 at 10.30am.

The audit will be conducted with a minimum of disruption to your normal work, hence we would request you to arrange knowledge persons i.e. Management Representative and / or guide (if required in case of split of audit team in two or more groups) to be available to accompany the auditors during the audit. We also request you to provide free access to the location / site(s) and availability of pertinent documents like manual, relevant procedures and work instructions to the audit team during the audit. We would also require office facilities like telephone, photocopying and meeting room etc.

It is important that the management personnel to attend both opening and closing meeting; hence we request you to arrange the availability of these personnel. We hope you will find above audit program in order; however you are free to discuss the audit plan with the Lead Auditor considering your work schedules.

Thanking you and assuring you our prompt value added and best services at all times.

Yours faithfully,
Audit Manager

Type Of Audit:	Surveillance Audit
Standard / Date Of Issue:	ISO 9001: 2008
Audit Period On Site (Due Date):	28.11.2016
Company / Client:	Shri Ramdeobaba college of Engineering & Management, Katol Road Nagpur
Street / P.O. Box:	Katol Road
Post Code / City:	Nagpur
Audit Responsible:	Principal
Act. QMS Revision Date	Issue 01 / Rev.00, Dt. 01.10.2015
Lead Auditor & Co-Coordinator Auditor	Auditor-I Auditor-II
Number Of Shifts / Audited	General Shifts
Audit Language(S):	English

Date	Time	Organizational unit/Department/Location	Event/ Element	Auditors
28.11.2016	10:30am	Opening Meeting		Auditor-I & II
28.11.2016	11.00 am to 1.00 pm	Electrical Engineering	4.2.4, 4.2.3, 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	Auditor-I
28.11.2016	11.00 am to 1.00 pm	Mechanical Engineering	4.2.4, 4.2.3, 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	Auditor-II
28.11.2016	1.00 pm to 2.00 pm	Lunch		Auditor-I & II
28.11.2016	2.00pm to 3.30pm	Electronic Design Technology	4.2.4, 4.2.3, 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	Auditor-I
28.11.2016	2.00pm to 3.30pm	MBA	4.2.4, 4.2.3, 5.2, 6.3, 6.4, 7.1, 7.2.1, 7.2.2, 7.2.3, 7.3, 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	Auditor-II
28.11.2016	3.30pm to 4.30pm	Chemistry	4.2.4, 4.2.3, 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	Auditor-I
28.11.2016	3.30pm to 4.30pm	Humanity	4.2.4, 4.2.3, 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	Auditor-II
28.11.2016	4.30pm to 5.30pm	MR & Top Management	4.2.4, 4.2.3, 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	Auditor-I & II
28.11.2016	5.30pm	Closing Meeting		Auditor-I & II

2016-17

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

Office Note

Date: 29th November 2016

With reference to the surveillance Audit conducted on 28th November 2016, following were the observations of the auditors:

General:

1. Number of students giving faculty feedback is very less. Measures should be taken to improve this.
2. Competence matrix, giving the staff requirement as per AICTE norms and available staff in the department, should be prepared by each department.

Electrical Engineering

1. Training requirement and calendar for non-teaching staff should be prepared.

Electronic Design Technology

1. Teaching Plan should be signed by the HOD.
2. List of eminent alumni should be displayed year wise.
3. More efforts should be taken to increase consultancy projects.

Chemistry

1. Job profile for non-teaching staff to be maintained.
2. In lab, all gas-stove tubes should be replaced by ISI mark tubes; no tapes should be used on tubes.

Mechanical Engineering

1. Compliance of internal audit dated 17th November 2016 should be in proper format (compliance must be signed by the auditor).
2. Quality Objective parameters must be quantified properly for all sub-headings.
3. Status of budget utilization is not evident.
4. Department meetings should be conducted regularly and targets achieved should be reviewed.

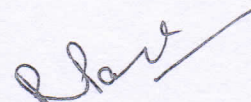
Humanities

1. Objectives of conferences/ guest lectures should be more elaborative.

MBA

1. Department meetings should be conducted regularly and targets achieved should be reviewed

The concerned Heads/In-charges are hereby requested to comply with the observations (opportunity for improvement: OFI) found during the audit and submit the compliance report to the MR, ISO on or before 10th December 2016.


Dr. R. S. Pande
Principal

Copy to: All Heads, Deans, Librarian, Wardens, Registrar, Construction and Maintenance