

DATE OF RELEASE OF AUDIT SCHEDULE: 7<sup>th</sup> August 2020

Note: The ISO 9001:2015 internal audit is to be conducted from 10<sup>th</sup> to 29<sup>th</sup> August 2020. The Observation Report, Observation Findings and Non-Conformance Report (if any) must be submitted to the MR by 31<sup>st</sup> August 2020.

S. No.	DEPARTMENT	AUDITEE	CLAUSES	Auditors
1	Civil Engineering	Dr. P. D. Pachpor	As per the Teaching/Process Manual of the Department	Dr. M. Palandurkar (Elect) Dr. J. Shrawankar (EDT)
2	Computer Science and Engineering	Dr. M. B. Chandak	-- do --	Dr. R. Ochawar (EN) Prof. A. Urade (Mech)
3	Electrical Engineering	Dr. V. T. Barhate	-- do --	Dr. B. Neole (EC) Prof. A. Tiwari (EN)
4	Electronics & Communication Engineering	Dr. R. B. Raut	-- do --	Dr. P. Salodkar (Elect) Prof. H. Khungar (Civil)
5	Electronics Engineering	Dr. A. A. Khurshid	-- do --	Dr. R. Hablani (CS) Prof. H. Khungar (Civil)
6	Electronics Design Technology	Dr. A. A. Khurshid	-- do --	Dr. S. Pokle (EC) Dr. A. Gharad (CIVIL)
7	Information Technology	Dr. D. S. Adane	-- do --	Prof. H. Bhave (Civil) Prof. A. Urade (Mech)
8	Industrial Engineering	Dr. V. S. Deshpande	-- do --	Dr. M. Palandurkar (Elect) Dr. R. Hablani (CS)
9	Mechanical Engineering	Dr. M. M. Gupta	-- do --	Dr. P. Salodkar (Elect) Prof. R. K. Kadu (IT)
10	Management Technology	Dr. Chandan Vichoray	-- do --	Dr. S. Kulkarni (Phy) Prof. A. Tiwari (EN)
11	Computer Applications	Dr. P. S. Voditel	-- do --	Dr. Vivek Khetade (EDT) Prof. H. Khungar (CIVIL)
12	Mathematics	Dr. S. D. Mohgaonkar	-- do --	Dr. S. Pokle (EC) Prof. D. Borikar (CS)
13	Chemistry	Dr. A. V. Bharati	-- do --	Prof. Y. Pethe (MCA) Prof. P. Sonsare (CS)
14	Physics	Dr. R. U. Tiwari	-- do --	Prof. P. Khandar (MCA) Dr. A. Khan (MBA)
15	Humanities	Dr. D. R. Mehra	-- do --	Dr. Vivek Khetade (EDT) Prof. G. Morankar (EN)

**QMS-04**  
**Clause: 9.2**

**INTERNAL AUDIT SCHEDULE**

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S. NO.	DEPARTMENT	AUDITEE	CLAUSES	AUDITORS
16	Physical Education	Dr. Amit Anurag	As per the Teaching/Process Manual of the Department	Dr. S. Dhote (MBA) Prof. P. Khandar(MCA)
17	Library	Dr. Cyinita Christy	-- do --	Dr. S. Upadhye (MCA) Dr. Vivek Khetade (EDT)
18	Construction & Maintenance	Mr. Amol Katturwar	-- do --	Dr. R. Ghumde (Maths) Prof. R. Kadu (IT)
19	Dean Academics	Dr. A. J. Agrawal	-- do --	Dr. P. Parlewar (EC) Prof. Pravin Sonsare (CS)
20	Dean Admissions	Prof. P. B. Kulkarni	-- do --	Dr. A. Gharad (CIVIL) Dr. S. Upadhye (MCA)
21	Dean R&D	Dr. R. S. Pais	-- do --	Dr. B. Neole (EC) Prof. D. Borikar(CS)
22	Dean SRC	Dr. Y. M. Sonkhaskar	-- do --	Dr. S. Kulkarni (Phy) Dr. S. Dhote (MBA)
23	Dean T&P	Prof. K. Roy (Prof. Incharge)	-- do --	Dr. P. Mangrulkar (CHEM) Prof. A. Karandikar (CS)
24	Registrar	Dr. N. S. Damle	-- do --	Dr. A. Khan (MBA) Dr. C. Christy (Library)
25	Boys' Hostel	Prof. S. R. Kulkarni Mr. S. A. Nimkar	-- do --	Dr. J. Shrawankar (EDT) Mr. A. Daga (MCA)
26	Girls' Hostel	Prof. G. A Morankar	-- do --	Dr. P. Mangrulkar (CHEM) Prof. Y. Pethe (MCA)
27	Administrative Officer	Mr. S. Kargutkar	-- do --	Dr. R. Ghumde (Maths) Prof. G. Morankar (EN)
28	First Year In-charge	Dr. S. Meshram	-- do --	Dr. P. Parlewar (EC) Dr. C. Pandhurnekar (Chem)
29	Management Representative	Dr. P. D. Adane	-- do --	Dr. Dr. C. Christy (Library) Prof. A. Karandikar (CS)

*Nedave*  
PREPARED BY MR

*[Signature]*  
REVIEWED BY PRINCIPAL

*mailed to all auditees  
on 07<sup>th</sup> August 2020*

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<b>Clause: 9.3.3</b>		<b>Iss. No. 01, Rev. No.: 00</b> <b>Date: 01/01/2018</b>

Date of MRM: 28<sup>th</sup> September 2020

Sr. No.	Agenda	Comment	Responsibility to Complete the Action	Target Date
1	Review of minutes of earlier MRM.	Minutes of previous MRM held on 11 <sup>th</sup> March were presented and approved.	MR	-----
2	Review of results of Internal audit conducted in the month of August-September 2020.	Internal audit report was presented and approved. 1. Internal Audit of boys hostel could not be done as the hostel is sealed and not available to the college. 2. The observation of the auditors regarding the stock verification documents of Administrative officer could not be closed as stock verification process is currently suspended.	MR	-----
3	Schedule of next surveillance audit	The members were informed that surveillance audit will be conducted on 1 <sup>st</sup> October 2020 in online mode.	MR	-----
4	Any other related issues	It was decided that next internal audit will not be conducted in the month of November. Instead, it will be conducted just before the start of the next semester so that all the documents can be completed in all respects and will be available for the audit.	MR	-----

*Nabane*  
29/09/20

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