

DATE OF RELEASE OF AUDIT SCHEDULE: 29<sup>th</sup> January 2018

Note: The ISO 9001:2015 internal audit is to be conducted between 8<sup>th</sup> February to 18<sup>th</sup> February 2018. ISO coordinator of the department must contact the allotted auditor(s) and fix the date and time of the audit. The Observation Report, Observation Findings( if any) and Non-Conformance Report (if any) must be submitted to the MR by 18<sup>th</sup> February 2018.

DEPARTMENT	AUDITEE	CLAUSES	AUDITORS
✓ Civil Engineering	Dr. M. S. Kadu	As per the Teaching/Process Manual of the Department	Dr. C. P. Pandhurnekar (Chem) Prof. Parihar Dahake (MBA)
✓ Computer Science and Engineering	Dr. M. B. Chandak	-- do --	Dr. Sachin Upadhye (MCA) Prof. R. Kinhikar (Civil)
✓ Electrical Engineering	Prof. V. T. Barhate	-- do --	Dr. Sunita Dhote (MBA) Prof. Puja Agrawal (EC)
✓ Electronics & Communication Engineering	Dr. R. B. Raut	-- do --	Dr. Vivek Khetade (EDT) Prof. Pravin Sonsare (CS)
✓ Electronics Engineering	Dr. A. A. Khurshid	-- do --	Prof. S. C. Tirpude (CS) Prof. S. Randiwe (IND)
✓ Electronics Design Technology	Dr. R. D. Raut	-- do --	Prof. S. Pund (IND) Prof. P. Khadke (Elect)
✓ Information Technology	Dr. D. S. Adane	-- do --	Prof. G. Morankar (EN) Prof. P. Bagde (Maths)
✓ Industrial Engineering	Dr. I. P. Keshwani	-- do --	Dr. R. Ochawar (EN) Dr. P. D. Belsare (PHY)
✓ Mechanical Engineering	Dr. K. N. Agrawal	-- do --	Prof. S. Uparkar (MCA) Dr. S. Paliwal (Hum)
✓ Management Technology	Dr. A. Agashe	-- do --	Prof. H. D. Bhawe (Civil) Prof. R. K. Kadu (IT)
✓ Computer Applications	Dr. P. Voditel	-- do --	Prof. P. J. Assudani (IT) Prof. P. Deole (Mech)

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## INTERNAL AUDIT SCHEDULE

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Iss. No. 01, Rev. No.: 00

Date: 01/01/2018

DEPARTMENT	AUDITEE	CLAUSES	AUDITORS
Mathematics	Prof. B. R. Chide	As per the Teaching/Process Manual of the Department	Prof. A. Karandikar (IT) Dr. P. D. Belsare (PHY)
Chemistry	Prof. R. S. Dhiran	-- do --	Dr. P. Parlewar (EC) Dr. P. Bagde(Maths)
Physics	Dr. S. M. Pande	-- do --	Prof. A. Karandikar (IT) Dr. S. Paliwal(Hum)
Humanities	Dr. D. Mehra	-- do --	Dr. P. Parlewar (EC) Dr. C. P. Pandhurnekar (Chem)
Physical Education	Dr. Amit Anurag <i>for later</i>	-- do --	Mr. Abhay Daga (MIS)
Library	Dr. Cyinita Christy <i>m.b</i>	-- do --	Prof. P. D. Adane (IT)
Construction & Maintenance	Mr. Amol Katturwar (Maintenance Manger)	-- do --	Mr. Abhay Daga (MIS)
Dean Academics	Dr. S. Bodkhe <i>S. Bodkhe</i> 30/1/18	-- do --	Dr. R. Ochawar (EN)
Dean Admissions	Prof. P. B. Kulkarni	-- do --	Prof. P. Khadke (Elect)
Dean R&D	Dr. Rupesh Pais	-- do --	Dr. Sachin Upadhye (MCA)
Dean SRC	Dr. Y. M. Sonkhaskar	-- do --	Prof. P. Khadke (Elect)
Dean T&P	Dr. Anupam Kher	-- do --	Prof. R. K. Kadu (IT)
Boys' Hostel	Dr. Amit Anurag Mr. S. A. Nimkar	-- do --	Prof. R. Kinhikar (Civil) Prof. S. Randiwe (IND)
Girls' Hostel	Ms. Gauri Morankar	-- do --	Dr. Cyinita Christy(LIB) Prof. P. Agrawal(EC)
Management Representative	Mrs. P. D. Adane	-- do --	Dr. Sunita Dhote (MBA)

*Adane*  
PREPARED BY MR  
(P. D. Adane)

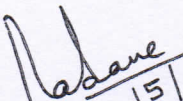
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REVIEWED BY PRINCIPAL

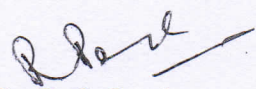


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<b>Clause: 9.3.2</b>		<b>Iss. No. 01, Rev. No.: 00</b> <b>Date: 01/01/2018</b>

Date of MRM: 14<sup>th</sup> March 2018

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 February 2018.	Internal audit report was presented and approved.	MR	-----
3	To discuss the overall conduction of first internal audit after adopting the revised manuals as per ISO 9001: 2015	<p>Following points were discussed and resolved:</p> <ol style="list-style-type: none"> <li>1. In case, two auditors are appointed for any department, presence of both the auditors at the time of audit is mandatory.</li> <li>2. Audit reports should be submitted by the auditor and not by the department.</li> <li>3. The Document number in the header of Internal Exam question paper should be of the department for which the paper is being set and not of the department who is setting the paper.</li> <li>4. Few minor changes in the Engineering manual and First year manuals were approved.</li> <li>5. For few documents in the First year manual, there was confusion as to who will maintain the document between departments and First year In-charge. NAAC/NBA coordinators were asked to look into this matter and resolve.</li> </ol>	MR, All ISO coordinators, NAAC coordinator NBA coordinator	Before the next Internal Audit
4	To review the Quality Policy statement and Scope of college for finalizing the Quality Manual.	Scope of activities of college was finalized. For Reviewing the Quality Policy, it was decided to refer the matter to the IQAC cell	MR, IQAC Cell	19 <sup>th</sup> March 2018

  
15/03/18  
Mrs. P. D. Adane  
MR

  
Dr. R. S. Pande  
PRINCIPAL