

## DATE OF RELEASE OF AUDIT SCHEDULE: 05/01/16

**Note:** The ISO coordinator of the department must inform the respective auditors about the audit dates and arrange for the audit.

DATE OF AUDIT	DEPARTMENT	AUDITEE	Event/Element	AUDITORS
21/01/16	Civil Engineering	Dr. M.S. Kadu	4.2.3, 4.2.4, 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	Dr. J. Kalambe (EN), Prof. S. Uparkar (MCA)
21/01/16	Computer Science and Engineering	Dr. M. B. Chandak	-- do --	Dr. R. Khapre (CIV), Prof. Amir Khan (MBA)
21/01/16	Chemistry	Prof. R. S. Dhiran	-- do --	Prof. V. Milmile (IND), Prof. D.T. Shelke (EDT)
21/01/16	Electrical Engineering	Prof. V.T. Barhate	-- do --	Dr. Avinash Agrawal(CS), Prof A. Gharad(CIV)
21/01/16	Electronics & Communication Engineering	Dr. S.B. Pokle	-- do --	Prof. S. D. Naik (ELE), Prof. D. Naidu (CSE)
21/01/16	Electronics Engineering	Dr. A. A. Khurshid	-- do --	Dr. Renuka Nafdey(PHY), Prof. S. Geete (CIV)
21/01/16	Electronics Design Technology	Prof. R. R. Harkare	-- do --	Dr. P. P. Tambe(IND), Prof. V. S. Lande (EC),
21/01/16	Information Technology	Dr. D. S. Adane	-- do --	Prof. D. T. Shelke (EDT), Prof. S. Balpande (EN)
21/01/16	Industrial Engineering	Dr. I. P. Keshwani	-- do --	Dr. R. B. Raut (EC), Prof. M. A. Tayal (IT)
21/01/16	Mechanical Engineering	Dr. K. N. Agrawal	-- do --	Mr. J. Zalke (EDT), Prof. Ms. S. Rangari (ELE)
21/01/16	Library	Dr. Cyinita Christy	-- do --	Prof. R. H. Khobragade (EN),
21/01/16	Mathematics	Prof. B. R. Chide	-- do --	Dr. G. G. Sahasrabudhhe (PHY), Prof. R. Kadu (IT)

DATE OF AUDIT	DEPARTMENT	AUDITEE	Event/Element	AUDITORS
21/01/16	Management Technology	Dr. Neeta Shah	-- do --	Prof. T. K. Rao (CIV), Prof. Nikhil Damle (EN),
21/01/16	Computer Applications	Dr. P. Voditel	-- do --	Prof. J.S. Joshi (ELE), Prof. H. Khungar (CIV)
21/01/16	Physics	Dr. S. M. Pande	-- do --	Prof. P. R. Selokar (EC), Mrs. Kalpana Jakanwar (G. Hostel)
21/01/16	Humanities	Dr. V. H. Asudani	-- do --	Prof. Chitra Upadhyay (IT)
21/01/16	Physical Education	Dr. S. Dogra	-- do --	Dr. A. S. Chatpalliwar (IND)
22/01/16	Registrar	Dr. P.S. Narkhede	-- do --	Prof. S. H. Deshmukh (ELE) Mr. D. S. Roy (EN)
22/01/16	Construction & Maintenance	Mr. N. Rao (Maintenance Manger)	-- do --	Mr. Gopu Jorgar (Adm. Off.), Mr. N. K. Sakharkar (Library)
22/01/16	Dean Academics	Dr. A. A. Agashe	-- do --	Mr. Abhay Daga (MIS), Mr. Girish Sontakke ( MBA)
22/01/16	Dean Admissions	Prof. P. B. Kulkarni	-- do --	DR. S.V. Joshi (CIV), Mr. P. K. Tungar (Library)
22/01/16	Dean R&D	Dr. Pallavi Parlewar	-- do --	Prof. Chetna.B. Thaokar(IT), Mr. K. K. Chauhan (Fin. Off.)
22/01/16	Dean SRC	Mrs. Sangeeta Deshmukh	-- do --	Mrs. S. Tirpude (CSE), Mr. Z. N. Joshi (Reg. Office)
22/01/16	Dean T&P	Prof. Anupam Kher	-- do --	Dr. P. Parlewar (EC), Mr. S. D. Aparajit (Fin. Off.)
22/01/16	Boys' Hostel	Dr. R. U. Tiwari Prof. H. D. Bhawe Mr. S. A. Nimkar	-- do --	Dr. G. R. Potey (IND), Mr. R. W. Jumle (IT)
22/01/16	Girls' Hostel	Mrs. M. Palandurkar	-- do --	Dr. R. D. Raut (EC)
22/01/16	Management Representative	Mrs. P. D. Adane	-- do --	Prof. B. A. Neole (EC)

*Adane*

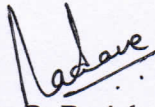
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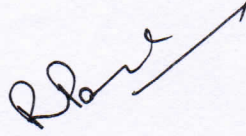
*R. S.*

REVIEWED BY PRINCIPAL

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT**

QMS-R-03 Clause: 5.6 Date: 04/02/2016		MINUTES OF MRM	Page : 01/01 Rev.02 date 31-05-2012 Date of meeting - 04/02/2016	
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, ISO	-----
2	Review of results of Internal Audit conducted in the month January.	Internal audit report audit was presented and approved. It was imphezized that the internal audits should be done more seriously and auditors must go through maximun documents/records of the department.	MR, ISO and ISO co-odinators	-----
3	Review of status of ISO Manual revision work	The status of ISO manual revision process was reviewed. It was suggested that the system should be integrated with MIS software so that the data requied by different committes can be automatically generated reducing the manual work required to be done.	MR, ISO and MIS In-charge	-----
4	Convey the date of Surveillance audit.	It was informed to all members present that the suveillance audit is scheduled on 10 <sup>th</sup> February 2016.	MR, ISO	-----

  
Mrs. P. D. Adane  
MR, ISO

  
Dr. R. S. Pande  
PRINCIPAL

Copy to: All Deans, ISO Coordinators and Functional Heads.