



AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER
QUALITY MANUAL & SYSTEM PROCEDURES

QMS / PR / 02	INTERNAL AUDITS	
Rev. 00 Dt. 15-06-2017	Ref. Clause: 9.2	Page : 01 / 02

Input	QMS requirements, past audit results, organizational requirements
Process Ownership	ISO Coordinator

Sr. No.	Sequential Activity	Process Owner	Stage Output
A	SELECTION OF INTERNAL AUDITORS		
01	Identify prospective candidates with good working experience, communication skill and awareness regarding ISO.	Principal, ISO Coordinator	--
02	Train them as an internal auditor. Prepare List of Trained Internal Auditors.	ISO Coordinator	Certificate, List of Internal Auditors
B	AUDIT PLANNING		
01	Prepare an audit plan for the year considering frequency of at least once in six months.	ISO Coordinator	Annual Audit Plan
02	According to importance of the functions to be audited, prepare and release Department wise " Audit Schedule ", describing the Date, Department to be audited, Auditee, applicable Clauses / Processes, Timings and Auditors. The audit schedule shall cover all Clauses and all departments each time. Release the audit schedule at least 07 days prior to audit.	ISO Coordinator	Audit Schedule
03	While scheduling, ensure that auditor should not have the direct responsibility of the area to be audited.	ISO Coordinator	--
04	Provide " Audit Schedule " and Blank copies of " Audit Report " and " Non Conformity Report " to auditor.	ISO Coordinator	Audit Report
C	EXECUTION AND REPORTING OF AUDIT		
01	Audit the Function w. r. t. to documented Processes and applicable ISO 9001:2015 clauses.	Auditor	--
02	Record the conformities as well as nonconformities on " Audit Report ". Identify conformities (Compliance to the requirements of standard and Operation Procedures) with " C " and nonconformities (Non-Compliance to the requirements of standard and Operation Procedures) with " NC ". Any suggestions for improvements shall be identified as " OPI " i.e. opportunities for improvements.	Auditor	Audit Report
03	Record nonconformities separately on Nonconformity Report. Give the filled Report to Auditee.	Auditor	Nonconformity Report
04	After the audit, verify the observation reports to conform that all clauses and functions as per the schedule has been audited.	Auditor	--
05	Fill up the proposed disposition and corrective action along with responsibility and target date, on Nonconformity Report.	Auditee	Nonconformity Report

MASTER COPY

AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER

QMS-D-01

LIST OF INTERNAL AUDITORS

Rev - 00 Date - 15/06/2017

Sr. No.	Name of Auditor	Department
1.	PAIKRAO RAHUL LAXMANRAO	COMP.
2.	DR.N.R.TELRANDHE	MBA
3.	PROF.PATIL SATISH NAMDEORAO	PROD.
4.	KANDEKAR S.B.	CIVIL
5.	SACHIN D,KHARDE	MBA
6.	BHOSALE RAJKUMAR SHANKARRAO	IT
7.	MS.SWATI BABASAHEB BHONDE	COMP.
8.	MRBIN SHONKAT TAMBOLI	COMP.
9.	MR.MUNESHWAR RAJESH N.	IT
10.	SATAV VISHAL VASANTRAO	MBA
11.	VARPE NITIN JALINDAR	PROD.
12.	PAWASE RAMESH SAHADU	ETC
13.	RAHANE SANDIP B.	ELEX
14.	SHINDE VILAS BABURAO	PROD.
15.	TAJANE RAVINDRA SOMNATH	PROD.
16.	VILAS SHESHRAO UBALE	ELEX
17.	GAGARE SUNIL R.	ETC
18.	DR.MS.REKHA PUNJAJI LABADE	ETC
19.	WAGH MAHESH H.	MBA
20.	BARANGE KAILAS PYARELAL	APP.SCI.
21.	DEEPAK M. NIBE	MECH.
22.	KAVITA U. RAHANE	COMP.
23.	VAIDYA MILINDKUMAR B	COMP.
24.	ER.KHAIRNAR NILESH KISAN	CIVIL
25.	SAURABH MADHAORAO INGALE	ELECT.
26.	AKSHAY ASHOK PATHARE	ELECT.
27.	DR.V.D.WAKCHAURE	MECH.
28.	KALHAPURE MILIND GITARAM	APPL.SCI.
29.	VINAYAK BHAUSAHEB SHINDE	TPO
30.	BORKAR BHARAT SAMPATRAO	IT
31.	DR. GURAV JYOTIBA B.	CIVIL
32.	KALOKHE D.N.	APP.SCI.
33.	PRAKASH NARAYAN KHAIRNAR	APP.SCI.
34.	RAHANE VIKAS RAMDASRAO	CIVIL
35.	KANAWADE MANJUSHA.T.	ELEX
36.	MORANKAR KAMALAKAR PRABHAKAR	MECH
37.	MR.T.R. BHANEGAONKAR	ELECT.
38.	MR. A.S.PANDE	ELECT.
39.	DR.B.L.GUNJAL	IT
40.	AHER VISHNU S.	MECH
41.	GUNDAL SHEETAL SURYAKANT	ELEX


PREPARED BY- ISO
 Coordinator


APPROVED BY
 PRINCIPAL

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AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER

QMS-D-01

LIST OF INTERNAL AUDITORS

Rev - 00 Date - 15/06/2017

Sr. No.	Name of Auditor	Department
42.	KATARIYA SHRADDHA SURESHKUMAR	ELEX
43.	PROF. ASHOK KUMAR MISHRA	MECH.
44.	SHRINIVAS KISHANRAO SONKAR	COMP.


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Coordinator


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AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER

QMS-R-02

ANNUAL AUDIT PLAN

Rev.: 00 Date: 15-06-2017

Annual Audit Plan for the Year 2019 – 2020

Month Week	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
First			<u>ms</u> #									
Second					#		#	<u>ms</u>			#	
Third									#		<u>ms</u>	
Fourth	<u>ms</u> #											

Legend:

Audit Planned: #

After execution of Audit. ISO Coordinator should put signature in the respective cell.

Prepared By: ISO Co-coordinator

ms
Reviewed and Approved By ISO Coordinator

Amrutvahini College of Engineering, Sangamner 422 608

NOTICE

Date: 23/08/2019

All the HOD's, the staff members and all other Departmental Heads are hereby informed to keep each and every record as per the ISO process manual up to date.

The **internal audit** is scheduled during **30/08/2019 to 07/09/2019**. The Audit Schedule and Audit Report format is sent by email. All the faculties are hereby informed to be compulsorily present and cooperate with the internal auditors. All the observations, opportunities for improvement, and non-conformities if any, must be documented properly in the audit report. All the NC's must be closed within 15 days from the day of audit.




Dr. S.B. Rahane
ISO Coordinator













Dr. M.A. Venkatesh
Principal

Copy to:

 Vice Principal / Dean Academic / Registrar

HODs

 Electrical / Mech / Civil / Prod. / E & TC / Comp / Elex / IT / MBA / APS / 

 FE Coordinator /  WS /  TRO /  Library /  Store /  Purchase /  Hostel /  Security

AMRUTVAHINI COLLEGE OF ENGINEERING

Date of schedule of release: 23/08/2019		AUDIT SCHEDULE			Page	01/03
Date of Audit	Department	Auditee	Auditor	Timings	Processes	
30/08/2019 TO 07/09/2019	Top Management	Principal	Dr. S.B. Rahane Mr. M.B. Vaidya	09.00am to 05.00pm	Resource provision, Training, Management Review, Improvement	
30/08/2019 TO 07/09/2019	ISO Coordinator	Dr. S.B. Rahane Mr. M.B. Vaidya	Mr. Vilas B. Shinde	09.00am to 05.00pm	Document control, record control, internal audit, management reviews, improvements	
✓ 30/08/2019 TO 07/09/2019	Mechanical Engineering	Dr. V.D. Wakchaure & Departmental Staff	Mr. R.L. Paikrao Mr. M.S. Tamboli Mrs. K.U. Rahane	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
✓ 30/08/2019 TO 07/09/2019	Information Technology	Dr. B.L. Gunjal & Departmental staff	Dr. R.P. Labade Dr. R.S. Pawase Mr. S.R. Gagare	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
✓ 30/08/2019 TO 07/09/2019	Training & Placement office	Dr. N.R. Telrandhe	Dr. N.U. Mate Mr. S.B. Kandekar	09.00am to 05.00pm	Placement Activity	
✓ 30/08/2019 TO 07/09/2019	Civil Engineering	Dr. J. B. Gurav & Departmental staff	Mrs. S.S.Gundal Mr. V.S. Ubale Mrs.M.T. Kanawade	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
30/08/2019 TO 07/09/2019	Administration	Mr. V.P. Waghe & Departmental staff	Mr. R.S. Tajane Mr. N.J. Varpe	09.00am to 05.00pm	Admission, Examination, Preparation and conduct of examination, student communication, control of student certificates and other documents	
✓ 30/08/2019 TO 07/09/2019	Electronics & Telecommunication Engineering	Dr. R.P. Labade & Departmental staff	Dr. V.D. Wakchaure Mr. V.S. Aher Mr. D.M. Nibhe	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	

AMRUTVAHINI COLLEGE OF ENGINEERING

Date of schedule of release: 23/08/2019		AUDIT SCHEDULE			Page	02/03
Date of Audit	Department	Auditee	Auditor	Timings	Processes	
30/08/2019 TO 07/09/2019	Computer Engineering	Mr. R.L.Paikrao Departmental staff	Dr. N.R. Telrandhe Mr. V.V. Satav Dr. M. B. Wagh	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
✓ 30/08/2019 TO 07/09/2019	Electronics Engineering	Mrs. S.S.Gundal & Departmental staff	Dr. B.L. Gunjal Mr. B.S. Borkar	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
✓ 30/08/2019 TO 07/09/2019	Production Engineering	Dr. B.R. Borkar & Departmental staff	Dr. J.B. Gurav Mr. V.R. Rahane	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
30/08/2019 TO 07/09/2019	Workshop	Mr R S Tajane & Departmental staff	Mr. P.N. Khairnar Mr. K.P. Barange Mrs. D.N. Kalokhe	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
✓ 30/08/2019 TO 07/09/2019	Electrical	Mr S S Kadlag & Departmental staff	Mr. K.P. Morankar Mr. R. S. Bhosale	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback , improvement	
✓ 30/08/2019 TO 07/09/2019	Hostel	Mr V S Ubale Mr Y.R. Gunjal- Suthgad Mr P.N. Nagare- Sajjangad Miss R.G. Gosavi- Kalbura	Mr. T.R. Banegaokar Mr S M Ingale Mrs S B Bhonde	09.00am to 05.00pm	Admission, discipline and canteen	
✓ 30/08/2019 TO 07/09/2019	Security	Mr More Departmental staff	Mr. R.N. Muneshwar	09.00am to 05.00pm	Planning of duties, maintaining duty roaster, controlling the keys, materials movements and outsourced security	

AMRUTVAHINI COLLEGE OF ENGINEERING

Date of schedule of release: 23/08/2013 AUDIT SCHEDULE Page 03/03

Date of Audit	Department	Auditee	Auditor	Timings	Processes
30/08/2019 TO 07/09/2019	MBA	Dr. N.R. Telrandhe & Departmental staff	Mr. S.N. Patil Mr. A.A. Pathare Mr. A.S. Pande	09.00am to 05.00pm	Academic planning, conduct of theory and laboratory, student performance assessment, control of nonconformity, student feedback, improvement
30/08/2019 TO 07/09/2019	Library	Mr. Borhade P.C. & Departmental staff	Mr. S.K. Sonkar	09.00am to 05.00pm	Book Procurement, Book receipt, Book issue and verification
30/08/2019 TO 07/09/2019	Stores	Mr. L.B. Ugale & Departmental staff	Mr. N.K. Khairnar	09.00am to 05.00pm	Material receipt, preservation and issue
30/08/2019 TO 07/09/2019	Purchase	Mr. L.B. Ugale Departmental staff	Mr. M.G. Kalhapure	09.00am to 05.00pm	Purchasing, Local purchase

Note: Names in Bold letters are team leaders for the internal audit

Prepared By:



Dr. S.B. Rahane
ISO Coordinator



Mr. M.B. Vaidya
ISO Co-coordinator

Reviewed & Approved By:



Dr. M.A. Venkatesh
PRINCIPAL

