GMR Institute of Technology

GMRIT/MR/F-08
REV : 00

INTERNAL AUDIT SCHEDULE

AUDIT NO.36 DATE: 24-12-2019

SI.NO	Department to be Audited	Relevant Processes & Procedures	ISO 9001 clauses Applicable	Auditor(s)	Date of Audit
01.	Top Management-Principal	PR – 17, 19, 20, 21	4.1, 4.2, 4.3, 4.4,5, 6,7.1, 7.4,7.5, 9.1.2/3	Dr. R.L Naidu –MR (BS&H)	22–01-2020
02.	MR	PR – 15,16,18	7.5,9.2,9.3,10	Dr. VSSR Gupta (BS&H) Mr K. Krishna Kishore (ECE)	23–01-2020
03.	Administration	PR – 01,11,12	8.2,8.5,9.1.2	Dr. Yogesh Mishra (ECE)	22–01-2020
04.	Engg. Depts	PR- 02, 03, 4, 5, 6,14, 22	8.1,8.5,9.1,9.1.2,8.6,9.1.3,7.1.4,8.4	As given in the enclosure	23–01-2020
05.	Exam Cell	PR – 07, 8, 9, 22	8.6,8.7,9.1.3	Dr.K.Gouru Naidu (BS&H)	22–01-2020
06.	KRC	PR -10,14, 22	7.1.3,7.1.4,9.1.2,8.7,8.5.4	Mr. NVA Ravi Kumar (PE)	23–01-2020
07.	CDC	PR - 13	7.1.3,9.1.2,9.1,9.1.3	Dr. G. Chandra Sekhar (EEE)	22–01-2020

New Standard classes: 4.1, 4.2, 6.1, 7.1.6
Note: Common Clauses to be audited at all departments given at the enclosure

CC to : 1. All Auditees and Auditor
2. All Heads of Sections

K. Lakshmi [signature]
MR-ISO

[signature]
Vice Principal

GMR Institute of Technology
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GMRIT/MR/F-08
REV : 00

INTERNAL AUDIT SCHEDULE

AUDIT NO. 36 **DATE: 24-12-2019**

Common Clauses and Procedures to be audited at all depts..:

ISO 9001 Clause	Procedure No.	Applicability
4.2.3	PR – 15	Control of documents
4.2.4	PR – 16	Control of records
5.3	-	Quality policy understanding
5.4	-	Quality Objectives Understanding and contribution
5.5.1	-	Responsibility and authority
8.2.2	PR – 18	Internal Audit NCRs Status
8.2.3 & 8.4	-	Data on process measures and analysis
8.5.2	-	Taking corrective action
8.5.3	-	Taking preventive action

Audit dates for Engg. Depts.:

Depts.	Auditors	Date of Audit
CHE	Mr.KSB.Prasad (CE) Mr.P.Murali Krishna (KRC)	23–01-2020
CE	Dr.T.Geetamma (ECE) Dr. G.Chandra Sekhar (EEE)	22–01-2020
CSE	Dr.KVS Prasad (EEE) Mr.K.Rajendra Babu (CE)	23–01-2020
ECE	Dr.M.Jyothi (IT) Mr.S.Chiranjeevi Rao (MECH)	22–01-2020
EEE	Dr. M.P.Srinivasa Rao (BS&H) Dr. M.Vykunta Rao (MECH)	23–01-2020
IT	Dr.A.Vijaya Kumar (CE) Dr.V.Prasad (CSE)	22–01-2020
ME	Mr. M.Satish (IT) Ms.K.Srividya(CSE)	23–01-2020
PE	Dr.Yogesh Mishra (ECE) Dr.T.Venkata Rao (KRC)	22–01-2020

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GMRIT/MR/F-10
Rev.: 00

A No: 36 INTERNAL AUDIT NCR SUMMARY MATRIX

ISO 9001 CLAUSE	SECTION													No. of NCs (Clause wise)
	Top Man	MR	ADM	CE	EEE	ME	ECE	CHE	PE	IT	EXA	KRC	CDE	
9.2	----	----	----	----	----	----	----	----	----	----	----	----	----	NIL
No. of NCs (Section wise) :	NIL													

Total No. of NCs : NIL
Comments, if any : ___

R. Latha
MR

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INTERNAL AUDIT OBSERVATIONS SHEET

Department : KRC

Responsibility: Librarian

Audit No. : 37th

Date of Audit : 14/10/2020

S. No	ISO Clause / Procedure	Reference Documents	Observations
1	ISO 7.1.3 7.1.4 9.1.2 8.7 8.5.4,	GMRIT/KRC/F-01 F-02 F-03 F04 F-05 F08	1) ~~Some of~~ periodicals register is verified, and most of the periodicals ~~to~~ have not delivered due to Corona & lock down period 2) Accession Register, Book Indent, penalty report, purchase order files are verified. 3) Stock verification done on Nov, 2018 is verified. Current stock verification is under process.

Auditors: (Name, Signature & Date)

1. Name : Dr. G. Chandrasekhar
   Signature with date: [signature] 14/10/2020
2. Name :
   Signature with date:

Auditee

Name : Dr. T. VENKATA RAO
Signature with date: T. Venkata Rao 14/10/2020

Note: Please attach NC report, if any

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INTERNAL AUDIT SCHEDULE

AUDIT NO.37 DATE: 05-10-2020

SI.NO	Department to be Audited	Relevant Processes & Procedures	ISO 9001 clauses Applicable	Auditor(s)	Date of Audit
01.	Top Management-Principal	PR – 17, 19, 20, 21	4.1, 4.2, 4.3, 4.4, 5, 6 , 7.1,7.4,7.5,9.1.2/3	Dr.R.L.Naidu-MR (BS&H)	14-10-2020
02.	MR	PR – 15,16,18	7.5, 9.2, 9.3, 10	Dr VSSR Gupta (BS&H) Mr K.Krishna Kishore (ECE)	15-10-2020
03.	Administration	PR – 01,11,12	8.2, 8.5, 9.12	Dr. Yogesh Mishra (ECE)	14-10-2020
04.	Engg. Depts	PR- 02,03,4, 5,6,14, 22	8.1, 8.5, 9.1, 9.1.2, 8.6, 9.1.3, 7.1.4, 8.4	As given in the Enclosure	15-10-2020
05.	Exam Cell	PR – 07, 8, 9, 22	8.6, 8.7, 9.1.3	Dr M.P.Srinivasa Rao (BS&H)	14-10-2020
06.	KRC	PR -10,14,22	7.1.3, 7.1.4, 9.1.2, 8.7, 8.5.4	Dr G Chandra Sekhar (EEE)	14-10-2020
07	CDC	PR - 13	7.1.3,9.1.2,9.1,9.1.3	Mr NVA Ravi Kumar (PE)	15-10-2020

New Standard classes: 4.1, 4.2, 6.1, 7.1.6
Note: Common Clauses to be audited at all departments given at the enclosure

CC to : 1. All Auditees and Auditor
2. All Heads of Sections

R. Laxmi...

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REV: 00

INTERNAL AUDIT SCHEDULE

AUDIT NO.37 DATE: 05-10-2020

Common Clauses and Procedures to be audited at all depts..:

ISO 9001 Clause	Procedure No.	Applicability
4.2.3	PR – 15	Control of documents
4.2.4	PR – 16	Control of records
5.3	-	Quality policy understanding
5.4	-	Quality Objectives Understanding and contribution
5.5.1	-	Responsibility and authority
8.2.2	PR – 18	Internal Audit NCRs Status
8.2.3 & 8.4	-	Data on process measures and analysis
8.5.2	-	Taking corrective action
8.5.3	-	Taking preventive action

Audit dates for Engg. Depts.:

Depts.	Auditors	Date of Audit
CHE	Mr KSB Prasad (CE) Mr P.Murali Krishna (KRC)	14-10-2020
CE	Dr T.Geetamma (ECE) Dr G.Chandra Sekhar (EEE)	15-10-2020
CSE	Dr KVS Prasad (EEE) Dr A.Vijaya Kumar (CE)	14-10-2020
ECE	Mr M.Satish (IT) Dr M.Vykunta Rao (MECH)	15-10-2020
EEE	Dr M.Balajee (CSE) Mr S. Chiranjeevi Rao (MECH)	14-10-2020
IT	Dr A.Vijaya Kumar (CE) Mrs K.Srividya (CSE)	15-10-2020
ME	Mr M.Satish (IT) Dr V.Prasad (CSE)	14-10-2020
PE	Dr K.Krishna Kishore (ECE) Dr T.Venkata Rao (KRC)	15-10-2020

R. Lakshman

MR-ISO

05/10/2020.

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INTERNAL AUDIT OBSERVATIONS SHEET

Department : Information Techoley Responsibility: HOD IT

Audit No. : 36th Date of Audit : 22 · 01 · 2020 ·

S. No	ISO Clause / Procedure	Reference Documents	Observations
	PR-02, 03, 04, 05, 06, 14, 22	8.1, 8.5, 9.1, 8.6, 9.1.3, 7.1.4, 8.4	All the files are found updated as per formats and noms.

Auditors: (Name, Signature & Date)

1. Name : Dr. A. Vijayakumar.
   Signature with date:
2. Name : Dr. V. Prasad.
   Signature with date: 22.01.2020.

Auditee

Name : Dr. Ajit Ku Raut
Signature with date: 22/01/2020

Note: Please attach NC report, if any

Observation

22.01.2020

Dr. A. Vijay Kumar, CIVIL
Dr. V. Prasad, CSE

FACULTY:

→ FAC/R-02 FILE is not updated and not as per ISO formats

Y. Surya prakash.
V. S. K. Chaitanya.
T C S Reddy
V Archana
Abhishekh Setty
P. Akhila
V. Vasudha Rani

All the profiles to be updated as per template.

→ STUDENT FILE

STU/F-10 : Placement file is not maintained in a proper format

Suggested to maintain
- Placed students list
- circular
- appreciation letter
- appointment/LOI letter

→ Please different by Tags.

→ Please maintain uniform format in ~~the~~ FAC profiles/publications/internships,

→ Change the files, if possible* (PADS)

22.01.2020

22/01/2020

22/01/2020

A. V. Ramana