



SHREEYASH PRATISHTHAN'S
Shreeyash Technical Campus

**SHREEYASH COLLEGE OF ENGINEERING & TECHNOLOGY,
SHREEYASH POLYTECHNIC,
SHREEYASH INSTITUTE OF PHARMACY,
SHREEYASH INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH**



Internal Audit Schedule

Date: 30/07/2021 rev 01

| SR. NO | ACTIVITY | DATE | TIME | NAME OF AUDITEE | NAME OF AUDITOR | REMARK |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------|------------|-----------|-----------------------|-------------------------------------------|-----------|
| Institute: Shreeyash College of Engineering & Technology – Engineering Courses | | | | | | |
| 1 | Administrative Office for Engineering and Polytechnic | 03.08.2021 | Morning | Mr. N.S. Saraf | Himmat Nirve (HN) | 21-22/001 |
| 2 | SYCET Library | 03.08.2021 | Morning | Dr. S. K. Pratapure | D.S. Nimburge (DSN) | 21-22/002 |
| 1 | Mechanical Department | 04/08/2021 | Afternoon | Prof. K T Patil | D.S. Nimburge (DSN) and Himmat Nirve (HN) | 21-22/003 |
| 2 | Civil Department | 04/08/2021 | Afternoon | Prof. S. A. Behare | D.S. Nimburge (DSN) | 21-22/004 |
| 3 | Computer Department | 04/08/2021 | Afternoon | Prof. E. R. Chirchi | Himmat Nirve (HN) | 21-22/005 |
| 5 | Electrical Department | 05/08/2021 | Afternoon | Prof. J.S. Shastri | D.S. Nimburge (DSN) | 21-22/006 |
| 6 | Engineering Science Department | 05/08/2021 | Afternoon | Prof. S. H. Joshi | Himmat Nirve (HN) | 21-22/007 |
| 7 | Electronics Department | 06/08/2021 | Afternoon | Prof. S. P. Kharde | D.S. Nimburge (DSN) | 21-22/008 |
| 10 | Master of Business Administration | 06/08/2020 | Afternoon | Mr. P.G. Shastri | Himmat Nirve (HN) | 21-22/009 |
| Institute: Shreeyash College of Engineering & Technology – Diploma Courses | | | | | | |
| 1 | Electrical Department | 04/08/2021 | Morning | Prof. S H Patale | Himmat Nirve (HN) | 21-22/010 |
| 2 | Computer Department | 04/08/2021 | Morning | Prof. V. J. Gite | D.S. Nimburge (DSN) | 21-22/011 |
| 3 | Electronics Department | 05/08/2021 | Morning | Prof. S.W. Puranik | Himmat Nirve (HN) | 21-22/012 |
| 4 | Applied Sci. Department | 05/08/2021 | Morning | Prof. S.S. Khandagale | D.S. Nimburge (DSN) | 21-22/013 |
| 5 | Mechanical Department | 06/08/2021 | Morning | Prof. H P Kale | Himmat Nirve (HN) | 21-22/014 |
| 6 | Civil Department | 06/08/2021 | Morning | Prof. S R Shirale | D.S. Nimburge (DSN) | 21-22/015 |
| Institute: Shreeyash Institute of Pharmaceutical Education & Research | | | | | | |



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|----------------------------------------------------------|--------------------------------|------------|-----------|------------------------------|-------------------------------------------|-----------|
| 1 | SYIP Library | 02/08/2021 | Morning | Mrs. Vaishali Tupe | D.S. Nimburge (DSN) & Himmat Nirve (HN) | 21-22/016 |
| 2 | SYIPER Library | 02/08/2021 | Morning | Mr. Vinod Sable | D.S. Nimburge (DSN) & Himmat Nirve (HN) | 21-22/017 |
| 3 | Administrative Office Pharmacy | 02/08/2021 | Afternoon | Mr. G.B. Mhaske | D.S. Nimburge (DSN) & Himmat Nirve (HN) | 21-22/018 |
| Institute: Shreeyash Institute of Pharmacy | | | | | | |
| 1 | D. Pharmacy Dept. | 03/08/2021 | Afternoon | Mr. M.B. Gadekar | D.S. Nimburge (DSN) & Himmat Nirve (HN) | 21-22/019 |
| 2 | B. Pharmacy Dept. | 04/08/2021 | Morning | Mr. Milind Kamble | Himmat Nirve (HN) | 21-22/020 |
| Institute: Common for SYCET and SYP, SYIP, SYIPER | | | | | | |
| 1 | Hostel | 02/08/2021 | Afternoon | Hostel Rectors | D.S. Nimburge (DSN) | 21-22/021 |
| 2 | Purchase & Store Dept. | 02/08/2021 | Afternoon | Mr. S.S. Sontakke | Himmat Nirve (HN) | 21-22/022 |
| 3 | QA & TOP Management | 10/08/2021 | Afternoon | Director, Principal, QA Head | D.S. Nimburge (DSN) and Himmat Nirve (HN) | 21-22/023 |

- All the safety precaution related to Covid -19 shall be taken by Auditor and Auditee both during the conduct of Audit
- Methods to be used for internal audit are
 - 1) Verifying documents and records
 - 2) Interviews and discussions with persons
 - 3) Observations
- The scope of audit for each function is as per ISO 9001:2015, Institute Documentation, Statutory & Regulatory requirements.
- The audit is conducted to verify the effectiveness of QMS in the organization.
- The audit criterion is confirmation of compliance with the documented Quality System as specified in Quality manual and Quality System Procedure.

QA Head