

<b>Assurance Quality Certification LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Environment Audit Report</b>	

Name of the Organization	<b>SOVARANI MEMORIAL COLLEGE</b>	
Address	Jagatballavpur, Howrah – 711408	
Site Address (If any)		
No. of Employees	Teaching = 61, Non-teaching = 9, House-keeping =2, Care Taker =1, Security =2, <b>Total = 76</b>	
E mail id	<a href="mailto:srmcollege.edu@gmail.com">srmcollege.edu@gmail.com</a>	
Contact Person	DR. MAHADEB PAUL	
Telephone/Fax	<b>03214 255038</b>	
Scope	<b>“Teaching, Learning and Evaluation processes relating to awarding of Arts, Science and Commerce as well as general learning considering Environment friendly and Energy efficiency manner in College Green Campus”.</b>	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusions	None	
Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert:	Audit duration Man day(s):
Start date of Audit	21.06.2023	
End Date of Audit	21.06.2023	
Brief about the organization	<p>Sovarani Memorial College, this institution of higher learning was founded by Late Satyanarayan Khan in 1971 in memory of Sovarani Debi, his beloved better half. 1st December is the College-Foundation -Day. Presently, eleven Honours subjects and sixteen General Course subjects are being taught in the CBCS( Choice Based Credit System).. We do have an NCC-unit, an NSS-unit which are being run smoothly under the active guidance of an ANO and a Program- Officer respectively. Also we have a gymnasium which needs to be used on regular basis. Our central library is well equipped with a huge collection of books, journals and modern facilities. There are departmental libraries and the laboratories are well equipped.</p> <p>But the most striking point which needs to be mentioned is that owing to lock down imposed by the State Govt. in compliance with the directives of the Central Govt. to prevent spread of Novel Corona Virus(COVID-19), the Teaching -Learning process has been tremendously hampered. This lock</p>	

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	<p>down will definitely cause deferment of everything namely the University Examinations( Even-semesters, Part-III), Admission of students in Semester-I classes for the session: 2020-2021,Publication of various results etc. Though online classes are being held as much as possible but this can, in no way, replace the system of normal classes where the students can interact directly with the teachers.</p> <p>It's a matter of satisfaction that the grant received under Component 9,RUSA(2.0) is being utilised in causing infrastructural development of the college. This development includes construction of buildings, e-procurement of equipments which will make the laboratories more and more equipped. It is expected that there would be further development because 2nd installment of grant under RUSA(2.0) is going to be received by the college. In these development- programs, wholehearted cooperation of the teaching faculties, non-teaching staff, other stakeholders and the local people is indispensable. So, we hope for the best in the days to come.</p>
Audit Objective	To evaluate the client's documented system, location & site-specific conditions and gather other details through discussions with the client's personnel to determine the organization's readiness for the Stage 2 Audit for Certification.

### **CHANGE DETAIL**

Audit Duration for Stage 1	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

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**ATTENDENCE SHEET:**

NAME OF PERSON		DESIGNATION
Amalesh Kr. Mandal	<i>Amalesh Kr. Mandal</i>	<b>Lead Auditor</b>
Dr. Mousumi Pal	<i>Mousumi Pal</i>	IQAC coordinator
Dr. Malay Saha	<i>Malay Saha</i>	IQAC member
Paromita Sarkar	<i>Paromita Sarkar</i>	IQAC member
Dr. Nikhilesh Metiya	<i>Nikhilesh Metiya</i>	IQAC member
Koushik Tarafdar	<i>Koushik Tarafdar</i>	IQAC member
Dr. Chaitali Pal	<i>Chaitali Pal</i>	IQAC member
Suresh Mandal (Invitee)	<i>Suresh Mandal</i>	Assistant Professor in Zoology
Tamal Das (Invitee)	<i>Tamal Das</i>	SACT-I in Zoology

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## **SUMMARY OF AUDIT**

AREA OF IMPROVEMNET (Areas Of Improvement Which May Be Identified As Non Conformities During Stage 2 Audit)	
1	Communication/Display of policy
2	Communication/Display of Objectives


### **Non Conformities Raised**

0 Minor/Major Non-conformance identified in the Stage 1 audit, details of Non Conformance in F50

*Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor*

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<b>Team Leader Declaration (Tick or cross Each Column as per applicability)</b>	
√	Auditing is based on a sampling process of the available information
√	Audit is combined, joint or integrated;
√	The effectiveness of corrective actions taken regarding previously identified
√	nonconformities has verified
√	outcomes are effective and complying.
√	The internal audit and management review process are effective and complying with the requirements.
√	The scope of certification is appropriate.
√	The capability of the management system to meet applicable requirements and expected
√	The audit objectives has been fulfilled and achieved.
<b>RECOMMENDATION</b>	
√	Recommended Proceeding With Stage 2 (within 60 days from this audit date)
×	Recommend not proceeding to stage 2 until audit evidence has been submitted to AQC showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed.
×	Recommend not proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team

Sign Off : Date 21.06.2023	
<b>AQC Report Submission</b>	<b>Client Acceptance for Report</b>
Name of Auditor: Amalesh Kumar Mandal	Name: Dr. Mousumi Pal
Signature: <i>Amalesh K. Mandal</i>	Sign <i>Mousumi Pal</i>
<b>Authorization: Empanelled Auditor from IAF accredited Certification Body, Environment Management Certification from National Safety Council, Lead Auditor on ISO 14001:2015, Waste Management Certification from QCI and United Nations Institute for Training and Research.</b>	Designation: IQAC Coordinator
	

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### **AUDIT CHECKLIST**

<b>REQUIREMENTS</b>	<b>COMMENTS</b>	<b>Status C/NC/ O</b>
Is the Information documented as required as per the ISO 14001:2015?	Manual (EMS/001 dtd. 02.04.2022) and other documented information available.	C
Has the discussion been held with personnel of the Client company for readiness for stage-2?	Yes. Within next month the Stage-2 needs to be completed, discussed and finalized as per discussion with the Principal and IQAC coordinator.	C
Are Process and support processes identified and determined?	Environment Manual found established. Respective Green, Environmental projects also established.	C
Has the Client site specific conditions been evaluated?	Established and implemented. They are maintaining their Green monitoring report year to year wise to evaluate the environment performance.	C
Has the company identified key performance, Process? Objectives, Impact and Aspect analysis and operation of Management System?	Yes. Environment related objectives and programs are found set and Environmental aspect/impact analysis found established.  *3 nos aspects they have identified primarily and related impacts also been evaluated.	C
Is the client having understanding with the ISO 14001:2015 Standard requirement and other requirement site specific?	Yes. They have hired an external consultant for that too. Awareness done.  1. Training on Standard given by External body "Management System Consultancy"	C
Is the scope having boundaries and specific to client organization?	Scope defined in Manual and found as per course delivery.	C
If a client has Multisite then level of control is established.	Not applicable	C

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Is the process and Equipment used adequate?	Ok as per current condition. Requirements discussed in committee meeting.	C
Has the client identified Legal and Statutory Requirements applicable to Product and Organization?	SOVARANI MEMORIAL COLLEGE is affiliated the University of Calcutta and offers three year degree courses in Arts, Commerce And Science streams (both Honours and General). NAAC ACCREDITED A-GRADE INSTITUTION.	C
Is the resource being adequate for stage 2 audit?	Yes, documented information found established as per standard requirement and organization requirements. So proposed for stage-2 audit. The implementation and monitoring system will be checked in stage-2 audit.	C
Is Internal Audit planned and performed and effective?	Yes, Internal Audit Report w.r.t Year to year Green monitoring checks found conducted and maintained properly against all possible parameters.	C
Is MRM planned and performed and Effective?	Yes, their committee meeting outcome was maintained. Last conducted month of January, 2023	C

**END OF REPORT**

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Name of the Organization	<b>SOVARANI MEMORIAL COLLEGE</b>	
Address	Jagatballavpur, Howrah – 711408	
Site Address (If any)		
No. of Employees	Teaching = 61, Non-teaching = 9, House-keeping =2, Care Taker =1, Security =2, <b>Total = 76</b>	
NO. of Shift	1	
E mail id	<a href="mailto:srmcollege.edu@gmail.com">srmcollege.edu@gmail.com</a>	
Contact Person	DR. MAHADEB PAUL	
Telephone/Fax	<b>03214 255038</b>	
Scope	<b>“Teaching, Learning and Evaluation processes relating to awarding of Arts, Science and Commerce as well as general learning considering Environment friendly and Energy efficiency manner in College Green Campus”.</b>	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusion	None	
Audit Team	Lead Auditor: Amalesh Kumar Mandal Auditor: Technical Expert:	No of Mandays : 1
Starting Date of Audit	12.07.2023	
End Date of Audit	12.07.2023	
Brief about the organization	<p>Sovarani Memorial College, this institution of higher learning was founded by Late Satyanarayan Khan in 1971 in memory of Sovarani Debi, his beloved better half. 1st December is the College-Foundation - Day. Presently, eleven Honours subjects and sixteen General Course subjects are being taught in the CBCS( Choice Based Credit System).. We do have an NCC-unit, an NSS-unit which are being run smoothly under the active guidance of an ANO and a Program- Officer respectively. Also we have a gymnasium which needs to be used on regular basis. Our central library is well equipped with a huge collection of books, journals and modern facilities. There are departmental libraries and the laboratories are well equipped.</p> <p>But the most striking point which needs to be mentioned is that owing to lock down imposed by the State Govt. in compliance with the directives of the Central Govt. to prevent spread of Novel Corona Virus(COVID-19), the Teaching -Learning process has been tremendously hampered. This lock down will definitely cause deferment of everything namely the University Examinations( Even-semesters, Part-III), Admission of students in Semester-I classes for the session: 2020-2021, Publication of various results etc. Though online classes are being held as much as possible but this can, in no way, replace the system of normal classes</p>	



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	<p>where the students can interact directly with the teachers.</p> <p>It's a matter of satisfaction that the grant received under Component 9,RUSA(2.0) is being utilised in causing infrastructural development of the college. This development includes construction of buildings, e-procurement of equipments which will make the laboratories more and more equipped. It is expected that there would be further development because 2nd installment of grant under RUSA(2.0) is going to be received by the college. In these development- programs, wholehearted cooperation of the teaching faculties, non-teaching staff, other stakeholders and the local people is indispensable. So, we hope for the best in the days to come.</p>
Purpose of Audit	To verify the implementation of the Environmental Management System as per the Standards Requirement, verification of records for the conformity of the implementation.

#### **CHANGE DETAIL:**

Audit Duration for Stage 2	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

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# **ATTENDENCE SHEET:**

NAME OF PERSON		DESIGNATION
Amalesh Kr. Mandal	<i>Amalesh kr. mandal.</i>	<b>Lead Auditor</b>
Dr. Mousumi Pal	<i>Mousumi Pal</i>	IQAC coordinator
Dr. Malay Saha	<i>Malay Saha</i>	IQAC member
Paromita Sarkar	<i>Paromita Sarkar</i>	IQAC member
Dr. Nikhilesh Metiya	<i>[Signature]</i>	IQAC member
Koushik Tarafdar	<i>[Signature]</i>	IQAC member
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Suresh Mandal (Invitee)	<i>[Signature]</i>	Assistant Professor in Zoology
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### SUMMARY OF AUDIT

AREA OF IMPROVEMENTS	
1	No such improvement points identified in current period.

#### **Non Conformities Raised**

**0** Minor/Major Non-conformance identified in the Stage 2 audit, details of Non Conformance in F50

*Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor*




Team Leader Declaration (Tick or cross Each Column as per applicability)	
√	Auditing is based on a sampling process of the available information
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√	nonconformities has verified
√	outcomes are effective and complying.
√	The internal audit and management review process are effective and complying with the requirements.
√	The scope of certification is appropriate.
√	The capability of the management system to meet applicable requirements and expected
√	The audit objectives has been fulfilled and achieved.

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### Recommendation:

√	<b>The EMS complies with the requirements of the reference standard:</b> Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for Issuance of Certificate. The organization can use the AQC Mark
×	<b>The EMS complies with the requirements of the reference standard with exception of minor NC:</b> Congratulations, Team Leader is pleased to put forward a recommendation for Issuance of the certificate of Organization upon off-site verification of closure of all minor NC within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to AQC and must include supporting evidence of closure to allow for off-site verification. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system.  If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	<b>Evidence of major non conformities:</b> Organization is not recommended for Issuance of Certificate and at this time. Follow-up audit will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2.  Once all non-conformances are closed, the recommendation for Issuance of certification may be recommended.  If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	<b>Not Recommended:</b> Organization is not recommended for Issuance of certificate at this time. Full Stage 2 audit is required as the organisation has not implemented the system and process at pace. .
	<b><i>Proposed Audit Date for 1<sup>st</sup> Surveillance Audit 11.07.2024 (mm/dd/yy)</i></b>

Sign Off : (Date) 12.07.2023

AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amallesh Kr. Mandal	Name: Dr. Mousumi Pal
Signature: 	Sign 
<b>Authorization: Empanelled Auditor from IAF accredited Certification Body, Environment Management Certification from National Safety Council, Lead Auditor on ISO 14001:2015, Waste Management Certification from QCI and United Nations Institute for Training and Research.</b>	Designation: IQAC Coordinator 

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### **AUDIT CHECKLIST**

#### VERIFICATION OF DOCUMENTED INFORMATION & RECORDS AS PER STD REQUIREMENT

(C- Conformity, NC-Non-Conformity, O-Observation)

Clause Number	C/NC/O	Document Verification detail with statement of Conformity
4.1 Understanding the organization and its context (Determination of external and Internal Issues)	C	Identified and included in Manual (Doc. Ref. No. EMS/001, Dtd. 02.04.2022)  *To capture those issues Staff and student feedback process was initiated and documented for review.
4.2 Understanding the needs and expectations of interested parties (Determination, Monitor & Review of the Interested Parties)	C	Identified and included in Manual (Doc. Ref. No. EMS/001, Dtd. 02.04.2022)  *To capture those issues Staff and student feedback process was initiated and documented for review.
4.3 Determine and maintained Documented Information the scope of the Environmental management system (Boundaries and Type of Product and Services and any requirement not applicable)	C	Scope established and included in Manual (Doc. Ref. No. EMS/001, Dtd. 02.04.2022), Section No. - EMS/11  Page. No. 12  Scope defined in Manual and found as per course delivery. Verified against their affiliation.
4.4 Environmental management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	Process Flow/Process description found established as guided by accreditation norms.  Reference: Use of Green Chimney in Chemistry Laboratory

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5.1 Leadership & Commitment (Statement of ensures)	C	<p>Interviewed with Top Management (Principal) regarding the Environment management system. Several projects have been initiated and monitored as per plan.</p> <p>Project/Campaign List:</p> <ol style="list-style-type: none"> <li>1. Greenery development</li> <li>2. Campaign done on “Identification of Plants”</li> <li>3. Distribution of plants and plantation</li> </ol>
5.2 Environmental policy (Documented Information, Establish, Implement, Maintain, communicated and understood)	C	<p>Environmental Policy established (Section No. - EMS/15, Page no 16).</p> <p>and found displayed on the college campus signed by the Principal.</p>
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual and available in the College office.
6.0 Planning		
6.1.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	<p>Risk Register found, maintained and accordingly project taken.</p> <p>Initially they have identified 4 nos environment risk related to different environmental issues. Action plan established.</p>
6.1.2 Determination and maintained documented information of Environmental Aspect, associated impacts Criteria Used and significant aspects and, of the activity and Environmental Impacts	C	<p>Aspect/Impact Register found maintained. (DOC. NO: SSC/ASPECT/01).</p> <p>Initially they have identified 3 nos environment aspects to impact analysis with a proper action plan.</p>
6.1.3 Determination of the Compliances Obligation and maintained documented information on how to comply.	C	SOVARANI MEMORIAL COLLEGE is affiliated the University of Calcutta and offers three year degree courses in Arts, Commerce And Science streams (both Honours and General). NAAC ACCREDITED A-GRADE INSTITUTION.

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6.1.4 Planning action for Environmental aspect, Compliance Obligation and Risk and Opportunities.	C	Planning records found available (In the form of projects)
6.2 Environmental objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)	C	Environmental Objectives found established and planned to achieve action (MAP)- Doc. No. ENV/OBJ.  3 no's environments related KPI taken and related action plan initiated with Green Projects.
7.1 Resources  (Resource needed for Continual Improvement)	C	Green monitoring:  Their Own monitoring data report in the form of "Green Audit" is maintained in every assessment year wise. Monitoring done against respective parameters.
7.2 Competence (Employee records & Competence skill matrix)	C	Related training records found available.  1. Training on Standard given by External body "Management System Consultancy" 2. Other Training reference:
7.3 Awareness  (Environmental Policy, Objectives & Effectiveness of EMS)	C	Done through training and display.  1. Training on Standard given by External body "Management System Consultancy"
7.4 Communication  (what, who, when, whom, how with retained documented information)	C	Done through display, mail, meeting minutes.  Campaign details found available.

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7.5 Documented information  (External Origin, Creation, Updating, Distribution, Preservation, version control, Retention and disposition)	C	Control of documented information procedure established.  1. ENVS course under CBCS (2018)
8.1 Operational planning and control  (Plan, Implement and control of process, documented information for process carried out as planned and Conformity of product or services)	C	Operational procedures established supported with work instructions and related records.  Project review checked
8.2 Emergency Prepared and Responses  (Mitigation of Adverse Environmental Impact, Respond to Emergency situation, periodically review and Training of the Emergency)	C	EPRP document and mock drill training given. There are no such exposure of emergency as per their work nature and campus conditions.  *Training conducted by National Safety Council Certified Person from “Management System Consultancy”
9.1.1 Monitoring, Measurement analysis and evaluation	C	Environment monitoring:  Their Own monitoring data report in the form of “Green Audit Monitoring year to year wise” found maintained in every assessment year wise. Monitoring done against respective parameters.
9.1.2 Evaluation of Compliances Documented  (Frequency and Action on Evaluation)	C	Compliance register found available. HCC is affiliated to the university of Gour Banga.
9.2 Internal Audit  (Frequency and Documented Information for Implementation of Audit Program and the audit result)	C	Yes, Internal Audit Report w.r.t Year to year Green monitoring checks found conducted and maintained properly against all possible parameters.



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9.3 Management Review  (Frequency, Input, Output, Documented Information for MRM Results)	C	Yes, their committee meeting outcome was maintained. Last conducted month of January, 2023
10.1 Improvement – General	C	Done and included in MRM
10.2 Nonconformity and corrective action  (Documented Information for nature of NC and result of action taken)	C	Procedure established.
10.3 Continual improvement	C	Objective and monitoring data found available.

**END OF REPORT**