

ROHS CERTIFICATION PRIVATE LIMITED	F15
ISO 14001:2015	Rev 00
Stage 1 Environment Audit Report	Issue 02

Name of the Organization	SUNDARBAN HAZI DESARAT COLLEGE	
Address	Pathankhali, Gosaba, West Bengal 743611	
Site Address (If any)		
No. of Employees	Teaching = 49, Non-teaching = 12, Total = 61 (2022-23) Teaching = 49, Non-teaching = 15, Total = 64 (2021-22) Teaching = 49, Non-teaching = 18, Total = 67 (2020-21) Teaching = 50, Non-teaching = 18, Total = 68 (2019-20) Teaching = 21, Non-teaching = 18, Total = 39 (2018-19)	
E mail id	shdcollege1961@gmail.com	
Contact Person	Dr. Tarun Mandal	
Telephone/Fax	8670414797	
Scope	“Teaching, Learning and Evaluation processes relating to awarding of B.A, B.SC and B.COM as well as general learning considering Environment friendly and Energy efficiency manner in College Green Campus”. As per the CBCS and newly implemented NEP System there is a compulsory Environmental studies course in the curriculum.	
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	The college is dedicated to setting up a suitable academic and physical environment that supports learning. A matrix of co-curricular and extracurricular activities has been interwoven with teaching-learning in order to grow and create a population of students who will be equipped with the knowledge and skills to succeed through innovation and entrepreneurial capabilities and attain sustainable employment and economic opportunities aiding growth of their communities. The college was established in 1961 and is presently affiliated to the University of Calcutta. There are three broad UG disciplines in the College (Arts,	
* • Total no of		

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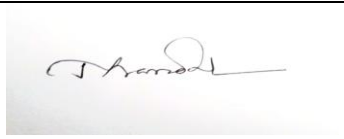
students: 1522(2022-23) • Total no of students: 1721(2021-22) • Total no of students: 1482(2020-21) • Total no of students: 1449(2019-20) • Total no of students: 1505(2018-19)	Science and Commerce) in which a over* 2500 students now pursuing their bachelor degree. There are a total of 17 departments of which 8 are in Science, 8 are in Arts and 1 Commerce Department. A committed group of teachers – 26 Full Time (including Principal) 23 SACTs and Librarian are engaged in the daily dissemination of academic knowledge using a wide variety of teaching learning techniques and technologies. The dedicated group of 12 Non-Teaching Staff provide administrative and functional aids to ensure smooth running of the College and all its official operations. The leadership of the institute on an everyday level is provided by the Principal who synchronizes academic and administrative aspects of the institution. The College is set up on a campus of area of 11.2 acres/ 45324.79 sq. meters. There are three primary buildings in the College, the Arts Building and Administrative wing, the Science Block, and the New Classroom Building. Apart from this the college houses six Hostels (3 for girls and 3 for boys) within the campus. The college has 3 Classrooms equipped with Smart Boards, 6 Laboratories, 1 Medicinal Garden, 1 Seminar Hall with 180+ seating capacity and equipped with Laptop, 8 ICT enabled classroom along with LCD projectors, internet connection etc. The entire campus is Wifi enabled. The College had been accredited B+ in NAAC assessment (1st cycle) in 2016 and is due for the 2nd cycle assessment. The College is enlisted under 2F and 12B certification of the UGC. The College provides professional and other add-on courses to foster employability quotient of the students. Achievements and Accolades Secured B+ in NAAC Assessment (1st Cycle)-2016, Secured Rs. 2 Lakh grant from P.C. Chandra Group, ICSSR-ERO, Kolkata, gave financial assistance to the tune of Rs. 1, 50,000/- for an International Conference in 2019-20, Got financial assistance from Ministry of Youth and Sports, Govt of India, for organizing Swachhata Rally by NSS in 2021 – 22, Secured RUSA Grant, 2018.
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.

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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

ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
<i>Amalish K. Mandal</i>	Lead auditor
Tarun Mandal Principal Sundarban Hazi Desarat College Pathankhali, South 24 Parganas	Chairperson
	Convenor, Green cell
<i>Bappaditya Naskar</i>	Member, Green cell
	Member, Green cell

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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

Team Leader Declaration (Tick or cross Each Column as per applicability)	
√	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.

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√	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.

RECOMMENDATION

√	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	
ROHS Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kumar Mandal Signature:  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.	Name: Dr. Tarun Mandal Signature:  Principal Sundarban Hazi Desarat College Pathankhali, South 24 Parganas Designation: principal

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AUDIT CHECKLIST

REQUIREMENTS	COMMENTS	Status C/NC/ O
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" 2. Any other training reference-NIL	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?	SUNDARBAN HAZI DESARAT COLLEGE, ESTD.-1961. A GENERAL DEGREE COLLEGE UNDER UNIVERSITY OF CALCUTTA ACCREDITED BY NAAC WITH GRADE 'B+'	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. Review conducted as per agenda points and records maintained.	C

END OF REPORT

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Address	Pathankhali, Gosaba, West Bengal 743611	
Site Address (If any)		
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NO. of Shift	1	
E mail id	shdcollege1961@gmail.com	
Contact Person	Dr. Tarun Mandal	
Telephone/Fax	8670414797	
Scope	“Teaching, Learning and Evaluation processes relating to awarding of B.A, B.SC and B.COM as well as general learning considering Environment friendly and Energy efficiency manner in College Green Campus”. As per the CBCS and newly implemented NEP System there is a compulsory Environmental studies course in the curriculum.	
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 *	The college is dedicated to setting up a suitable academic and physical environment that supports learning. A matrix of co-curricular and extracurricular activities has been interwoven with teaching-learning in order to grow and create a population of students who will be equipped with the knowledge and skills to succeed through innovation and entrepreneurial capabilities and attain sustainable employment and economic opportunities aiding growth of their communities. The college was established in 1961 and is presently affiliated to the University of Calcutta. There are three broad UG disciplines in the College (Arts, Science and Commerce) in which a over *2500 students now pursuing their bachelor degree. There are a total of 17 departments of which 8 are in Science, 8 are in Arts and 1 Commerce Department. A committed group of teachers – 25 Full Time (including Principal) 23 SACTs and Librarian are engaged in the daily dissemination of	

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students: 1449(2019-20) Total no of students: 1505(2018-19)	academic knowledge using a wide variety of teaching learning techniques and technologies. The dedicated group of 12 Non-Teaching Staff provide administrative and functional aids to ensure smooth running of the College and all its official operations. The leadership of the institute on an everyday level is provided by the Principal who synchronizes academic and administrative aspects of the institution. The College is set up on a campus of area of 11.2 acres/ 45324.79 sq. meters. There are three primary buildings in the College, the Arts Building and Administrative wing, the Science Block, and the New Classroom Building. Apart from this the college houses six Hostels (3 for girls and 3 for boys) within the campus. The college has 6 Classrooms equipped with Smart Boards and 1 Smart Classroom, 5 Laboratories, 1 Medicinal Garden, 1 Seminar Hall with 180+ seating capacity and equipped with Laptop, LCD projectors, Smart board, internet connection etc. The entire campus is Wifi enabled. The College had been accredited B+ in NAAC assessment (1st cycle) in 2016 and is due for the 2nd cycle assessment. The College is enlisted under 2F and 12B certification of the UGC. The College provides professional and other add-on courses to foster employability quotient of the students. Achievements and Accolades Secured B+ in NAAC Assessment (1st Cycle)-2016, Secured Rs. 2 Lakh grant from P.C. Chandra Group, ICSSR-ERO, Kolkata, gave financial assistance to the tune of Rs. 1, 50,000/- for an International Conference in 2019-20, Got financial assistance from Ministry of Youth and Sports, Govt of India, for organizing Swachhata Rally by NSS in 2021 – 22, Secured RUSA Grant, 2018.
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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ATTENDANCE SHEET:

NAME OF PERSON	DESIGNATION
<i>Amalesh K. Mandel</i>	
Tam Mandel	Chairperson
<i>T. Mandel</i>	Convenor, Green cell
<i>Bappaditya Naskar</i>	Member, Green cell
<i>Sudip Das</i>	Member, Green cell

SUMMARY OF AUDIT

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

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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
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Recommendation:

√	The EMS complies with the requirements of the reference standard: 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
×	The EMS complies with the requirements of the reference standard with exception of minor NC: 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.
×	Evidence of major non conformities: 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 recommended. If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	Not Recommended: 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. .
	<i>Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)</i>
Sign Off : (Date) 12.07.2023	
ROHS Report Submission	Client Acceptance for Report
Name of Team Leader: Amalesh Kr. Mandal Signature: 	Name: Dr. Traun Mandal Sign  Principal Sundarban Hazi Desarat College Pathankhali, South 24 Parganas Designation: principal
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.	

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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: Affiliation/accreditation copies maintained as records.

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5.1 Leadership & Commitment (Statement of ensures)	C	Interviewed with Top Management (Principal) regarding the Environment management system. Several projects have been initiated and monitored as per plan. Project/Campaign List: 1. Greenery development:2 2. Rain water harvesting : Two project funded by P.C.Chandra group has been implemented. 3. Campaign done on greenery development, cleanliness maintenance and sustainable uses of the natural resources
5.2 Environmental policy (Documented Information, Establish, Implement, Maintain, communicated and understood)	C	Environmental Policy established (Section No. - EMS/15, Page no 16). And found displayed on the college campus signed by the Principal.
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual and available in the College office. Ref. College manual,2000
6.0 Planning		
6.1.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found, maintained and accordingly project taken. Initially they have identified 4 nos environment risk related to different environmental issues. Action plan established.
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	Aspect/Impact Register found maintained. (DOC. NO: GPGC/ASPECT/01). Initially they have identified 3 nos environment aspects to impact analysis with a proper action plan.
6.1.3 Determination of the Compliances Obligation and maintained documented information on how to comply.	C	SUNDARBAN HAZI DESARAT COLLEGE, ESTD.- 1961. A GENERAL DEGREE COLLEGE UNDER UNIVERSITY OF CALCUTTA ACCREDITED BY NAAC WITH GRADE 'B+'

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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: Nil
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. Reference any campaign details: Campaign done on 21.03.2021(SHDC/IQAC(1D)147/21-22) & 21.03.2023(SHDC/IQAC19A0212/22-23)

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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. Reference any Syllabus/Course details: Maintained with them.
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. GPGC is affiliated to the
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. Review conducted as per agenda points and records maintained.
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