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| Assurance Quality Certification LLC | F16 Issue 01 |
| ISO 14001:2015 | Rev 05 |
| Stage 2 Environment Audit Report | |

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| Name of the Organization | BRAHMANANDA KESHAB CHANDRA COLLEGE | |
| Address | 111, 2, Barrackpore Trunk Rd, Dunlop, P.O. Bonhooghly, Baranagar, West Bengal 700108 | |
| Site Address (If any) | | |
| No. of Employees | Teaching = 66, Librarian = 1, Non-teaching = 16, Lady attendant =1, Sweeper = 1, Security =1, Pump and Generator Operator = 1 Electrician=1, Total = 88 | |
| NO. of Shift | 1 | |
| E mail id | bkccollegebonhooghly@gmail.com | |
| Contact Person | Dr. PAPIA CHAKRABORTI | |
| Telephone/Fax | 033 2577 5878 | |
| Scope | “Teaching, Learning and Evaluation processes related to awarding of UG (B.A., B.Sc.) and PG (M.Sc.), CBCS/NEP degree courses for both Hons/Major and General/Minor courses are Environment friendly and Energy efficient in the College Green Campus” | |
| 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 Man days: 1 |
| Starting Date of Audit | 19.06.2023 | |
| End Date of Audit | 19.06.2023 | |
| Brief about the organization | <p>In 1954, Professor J. C. Ghosh, the then Vice-Chancellor of Calcutta University, surveyed the available higher educational facilities in North 24 Parganas. The survey revealed that facilities were inadequate for the huge influx of refugees in the area. Professor Ghosh stressed the immediate necessity of setting up at least six colleges for male and female students in the suburbs of Kolkata in order to cope with the growing demand for college education in both humanities and sciences. He further suggested that these six colleges should be established and financed by the Central Relief and Rehabilitation Ministry, Government of India. Soon after, Dr. B. C. Roy, the then Chief Minister of West Bengal, took up the proposal with the Government of India, which was accepted by the Central Relief and Rehabilitation Ministry. The Ministry agreed to set up six colleges in and around Kolkata and bear the financial commitments as well.</p> <p>The College was thus established in Bon-Hooghly in the year 1956 as one of the colleges under this scheme with the aim of providing higher education,</p> | |

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| | and was named after Brahmanandra Kesab Chandra Sen, the great socio-religious reformer of the country, during Renaissance. Initially the college was housed at Sagar Dutta Free High School, Kamarhati and later moved to its own present premises in 1957. This college, a UGC registered college (under 2f and 12B) is one of the premier institutes in North 24 parganas. Initially affiliated to the University of Calcutta, the college has now been affiliated to West Bengal State University, Barasat from the session 2008-2009. |
| 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 |

ATTENDANCE SHEET:

ATTENDANCE SHEET:

| NAME OF PERSON | DESIGNATION |
|--------------------------|--|
| <i>Smalish K. Mandal</i> | Lead Auditor |
| Papia Chakrabarti | Principal, BKCC |
| Manan Bam | IQAC member, B.K.C.C |
| Saswati Chowdhury | SAP, Sanitization & Hygiene sub-committee. |
| Swarnabanna Manna | IQAC member, BKCC. |
| Biswarupa Ghosh | SAP, GREENARY TEAM |
| Archana Maudal | SAP (Green Audit Team) |
| Md. Mainul Islam | IQAC Member BKCC |
| Soumya Mukherjee | SAP, Waste management sub-committee. |
| Swatishree Poddar | SAP, Green Team |
| Sampat Bhowmik | SAP, Sanitization & Hygiene |
| Madhumita Roy | SAP, Coordinator. |
| Sandipan Gupta | SAP, Green Team member |
| Nayna Guda Majumdar | SAP, Sanitization & Hygiene. |
| Anirban Barman | NCS, Program officer |
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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 |
| √ | 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. |

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Recommendation:

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| √ | <p>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</p> |
| × | <p>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.</p> <p>If all non-conformances are not closed within 60 days, a full reassessment may be required.</p> |
| × | <p>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.</p> <p>Once all non-conformances are closed, the recommendation for Issuance of certification may recommended.</p> <p>If all non-conformances are not closed within 60 days, a full reassessment may be required.</p> |
| × | <p>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. .</p> |
| <i>Proposed Audit Date for 1st Surveillance Audit 18.06.2024 (mm/dd/yy)</i> | |
| Sign Off : (Date) 19.06.2023 | |
| AQC Report Submission | Client Acceptance for Report |
| <p>Name of Team Leader: Amallesh Kr. Mandal</p> <p style="text-align: center;"><i>Amallesh Kr. Mandal</i></p> <p>Signature:</p> <p>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.</p> | <p>Name: Prof. (Dr.) Papia Chakraborti</p> <p>Sign: <i>Papia Chakraborti</i></p> <p style="text-align: center;">Principal Brahmananda Keshab Chandra College 111/2, B.T.Road, Bon Hooghly Kolkata - 700108</p> <p>Designation: Principal</p>  |

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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 | <p>Identified and included in Manual (Doc. Ref. No. EMS/001, Dtd. 02.04.2022)</p> <p>*To capture those issues Staff and student feedback process was initiated and documented for review.</p> |
| 4.2 Understanding the needs and expectations of interested parties (Determination, Monitor & Review of the Interested Parties) | C | <p>Identified and included in Manual (Doc. Ref. No. EMS/001, Dtd. 02.04.2022)</p> <p>*To capture those issues Staff and student feedback process was initiated and documented for review.</p> |
| 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 | <p>Scope established and included in Manual (Doc. Ref. No. EMS/001, Dtd. 02.04.2022), Section No. - EMS/11 Page. No. 12</p> <p>Scope defined in Manual and found as per course delivery. Verified against their affiliation.</p> |

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| <p>4.4 Environmental management system and its processes (Established, Implement and maintained, process and Interaction of Process)</p> | C | <p>Process Flow/Process description found established as guided by accreditation norms.</p> <p>Swatchta Action Plan (SAP) Committee registered under MHRD MGNCRE on 8th August, 2020. The committee functions through the five Sub-Committee (Energy, Sanitation, Water, Green, Waste Mgt.) composed of teaching, non-teaching and student members.</p> <p>Ref: MGNCRE-DHE-MoE-GoI/Institutional SAP Committees & Online Sap Workshop dated 19.08.2020.</p> <p>Ref: 068/INST.SAP COM/BKCC 2020 date 28.08.2020</p> |
| <p>5.1 Leadership & Commitment (Statement of ensures)</p> | 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> <p>Establishment of Medicinal Plant Garden in the college campus (Ref: BKCC/SAP- Annual Report/Pg 4-5/2022-23)</p> <p>Janaki Ammal Sacred grove policy for Biodiversity Conservation in the college campus (Ref: BKCC/GB-Agg 2/ /Green Policy/2017 dated 08.09.2017)</p> <p>Ref: BKCC/ENRM/Policy dated 02.07.2021</p> <p>Rain Water Harvesting unit installed in the college campus (Ref: eNITNo. WBSWID/EE/(A-1) SWI-III/03 of NIT 2023-24)</p> <p>World Environment Day Celebration conducted every year through plantation drive, poster competition, cultural function, quiz and essay competition (Ref: BKCC/SAP-AR/Pg 7/2021-2022)</p> |

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| <p>5.2 Environmental policy (Documented Information, Establish, Implement, Maintain, communicated and understood)</p> | C | <p>Environmental Policy established (Section No. - EMS/15, Page no 16).</p> <p>The policy on maintaining the environment through green committee for water/waste including e-waste/paper recycle /green campus/ air quality was established. The policy has been displayed through notice and on the college website by the college authority.</p> <p>Ref: BKCC/GB-Agg 2/ /Green Policy/2017 dated 08.09.2017.</p> <p>Ref: BKCC/ /GB-Agenda 11/2018/ dated 31/5/2018.</p> |
| <p>5.3 Organizational roles, responsibilities and authorities</p> | C | <p>Defined in Manual and available in the College office.</p> <p>A Swachhta Pledge has been formulated by the SAP Committee and displayed on the college website.</p> <p>Ref: BKCC-SAP-PLEDGE/2021 dated 23.09.2021</p> <p>MHRD Swachh Campus Manual (Ref-BKCC-SAP-MHRD-SCM/2020)</p> |
| <p>6.0 Planning</p> | | |
| <p>6.1.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)</p> | 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> |
| <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</p> | C | <p>Aspect/Impact Register found maintained. (DOC. NO: BKCC/ASPECT/01).</p> <p>Initially they have identified 3 nos environment aspects to impact analysis with a proper action plan.</p> |

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| <p>6.1.3 Determination of the Compliances Obligation and maintained documented information on how to comply.</p> | C | <p>BRAHMANANDA KESHAB CHANDRA COLLEGE Affiliated with the West Bengal State University Affiliated By NAAC</p> |
| <p>6.1.4 Planning action for Environmental aspect, Compliance Obligation and Risk and Opportunities.</p> | C | <p>Planning records found available (In the form of projects)</p> |
| <p>6.2 Environmental objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)</p> | C | <p>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.</p> |
| <p>7.1 Resources (Resource needed for Continual Improvement)</p> | C | <p>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.</p> |
| <p>7.2 Competence (Employee records & Competence skill matrix)</p> | C | <p>Related training records found available. 1. Training on Standard given by External body "Management System Consultancy"</p> |
| <p>7.3 Awareness (Environmental Policy, Objectives & Effectiveness of EMS)</p> | C | <p>Done through training and display. 1. Training on Standard given by External body "Management System Consultancy"</p> |

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| <p>7.4 Communication</p> <p>(what, who, when, whom, how with retained documented information)</p> | C | <p>Done through display, mail, meeting minutes.</p> <p>There are signages for save water, save energy, plastic free zone, no smoking throughout the campus.</p> <p>Policy on Environment is displayed on the college website.</p> |
| <p>7.5 Documented information</p> <p>(External Origin, Creation, Updating, Distribution, Preservation, version control, Retention and disposition)</p> | C | <p>Control of documented information procedure established.</p> <p>Compulsory Ability Enhancement Course (AEC) and Value-Added Course (VAC) on Environmental Studies is carried out for all Sem I students and course outcome are assessed by the West Bengal State University.</p> <p>Ref: BKCC/ ENVS-CBCS-PO/2018-2022</p> <p>Ref: BKCC/ VAC/ NEP-PO/2023</p> |
| <p>8.1 Operational planning and control</p> <p>(Plan, Implement and control of process, documented information for process carried out as planned and Conformity of product or services)</p> | C | <p>Operational procedures established supported with work instructions and related records.</p> <p>Project review checked</p> |
| <p>8.2 Emergency Prepared and Responses</p> <p>(Mitigation of Adverse Environmental Impact, Respond to Emergency situation, periodically review and Training of the Emergency)</p> | C | <p>EPRP document and mock drill training given. There are no such exposure of emergency as per their work nature and campus conditions.</p> <p>*Training conducted by National Safety Council Certified Person from “Management System Consultancy”</p> |
| <p>9.1.1 Monitoring, Measurement analysis and evaluation</p> | C | <p>Environment monitoring:</p> <p>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.</p> |

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| 9.1.2 Evaluation of Compliances Documented (Frequency and Action on Evaluation) | C | Compliance register found available. BGC 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. |
| 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

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| Name of the Organization | BRAHMANANDA KESHAB CHANDRA COLLEGE | |
| Address | 111, 2, Barrackpore Trunk Rd, Dunlop, P.O. Bonhooghly, Baranagar, West Bengal 700108 | |
| Site Address (If any) | | |
| No. of Employees | Teaching = 66, Librarian = 1, Non-teaching = 16, Lady attendant =1, Sweeper = 1, Security =1, Pump and Generator Operator = 1 Electrician=1, Total = 88 | |
| E mail id | bkccollegebonhooghly@gmail.com | |
| Contact Person | Dr. PAPIA CHAKRABORTI | |
| Telephone/Fax | 033 2577 5878 | |
| Scope | “Teaching, Learning and Evaluation processes related to awarding of UG (B.A., B.Sc.) and PG (M.Sc.), CBCS/NEP degree courses for both Hons/Major and General/Minor courses are Environment friendly and Energy efficient in the College Green Campus” | |
| 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 | 02.06.2023 | |
| End Date of Audit | 02.06.2023 | |
| Brief about the organization | In 1954, Professor J. C. Ghosh, the then Vice-Chancellor of Calcutta University, surveyed the available higher educational facilities in North 24 Parganas. The survey revealed that facilities were inadequate for the huge influx of refugees in the area. Professor Ghosh stressed the immediate necessity of setting up at least six colleges for male and female students in the suburbs of Kolkata in order to cope with the growing demand for college education in both humanities and sciences. He further suggested that these six colleges should be established and financed by the Central Relief and Rehabilitation Ministry, Government of India. Soon after, Dr. B. C. Roy, the then Chief Minister of West Bengal, took up the proposal with the Government of India, which was accepted by the Central Relief and Rehabilitation Ministry. The | |

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| | <p>Ministry agreed to set up six colleges in and around Kolkata and bear the financial commitments as well.</p> <p>The College was thus established in Bon-Hooghly in the year 1956 as one of the colleges under this scheme with the aim of providing higher education, and was named after Brahmanandra Kesab Chandra Sen, the great socio-religious reformer of the country, during Renaissance. Initially the college was housed at Sagar Dutta Free High School, Kamarhati and later moved to its own present premises in 1957. This college, a UGC registered college (under 2f and 12B) is one of the premier institutes in North 24 parganas. Initially affiliated to the University of Calcutta, the college has now been affiliated to West Bengal State University, Barasat from the session 2008-2009.</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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ATTENDANCE SHEET:

ATTENDANCE SHEET:

| NAME OF PERSON | DESIGNATION |
|-----------------------------|---|
| <i>Anil Kumar Mandal</i> | Lead Auditor |
| <i>Tapia Chakraborti</i> | Principal, BKCC |
| <i>Madhumita Roy</i> | SAP, Coordinator. |
| <i>Arekans Mandal</i> | SAP (Green Audit team) |
| <i>Swarup Manna.</i> | IBAC member, BKCC. |
| <i>Saswati Chowdhury</i> | SAP, Sanitization & Hygiene sub. comm. |
| <i>Manani Basu</i> | IBAC member, B.K.C.C |
| <i>Biswarupa Ghosh</i> | SAP, Greenary Team. |
| <i>Ms. Mainul Islam</i> | IBAC, Member, B.K.C.C |
| <i>Soumya Mukherjee</i> | SAP, waste management subcommittee |
| <i>Swati Kumar Poddar</i> | SAP, Sanitization & Hygiene ^{Green Team} |
| <i>Sanyas Biswas</i> | SAP, Sanitization & Hygiene |
| <i>Sandipan Gupta</i> | SAP, Green team members |
| <i>Nayna Gaha Mazumder.</i> | SAP, Sanitization & Hygiene. |
| <i>Anirban Basman</i> | NSS, Program Officer |
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SUMMARY OF AUDIT

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|---|-------------------------------------|
| 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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| 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. |
| √ | 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 |

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| Sign Off : Date 02.06.2023 | |
| AQC Report Submission | Client Acceptance for Report |
| Name of Auditor: Amalesh Kumar Mandal | Name: Prof. (Dr.) Papia Chakroborti |
| Signature: <i>Amalesh Kumar Mandal</i> | Sign: <i>Papia Chakroborti</i> |
| 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. | <p style="text-align: center;">Principal Brahmananda Keshub Chandra College 111/2, B.T.Road, Bon Hooghly Kolkata - 700108</p>  |
| | 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" | C |
| Is the scope having boundaries and specific to client organization? | Scope defined in Manual and found as per course delivery. | C |

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| If a client has Multisite then level of control is established. | Not applicable | C |
| 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? | BRAHMANANDA KESHAB CHANDRA COLLEGE Affiliated with the West Bengal State University. | 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