



MS Certification Services Pvt. Ltd.

AUDIT REPORT

Type of Audit:	Stage 1 <input type="checkbox"/>	Stage 2 <input checked="" type="checkbox"/>	Surveillance I / II <input type="checkbox"/>	Re-Certification <input type="checkbox"/>	Special / Extension <input type="checkbox"/>
Client ID Number:	Management Scheme: (mention specifically if it is an integrated audit)	Reference Standard:	Date of Audit:		
INQ-1537 INEnMS/00034	Quality Management System Energy Management System	ISO 9001:2015 ISO 50001:2018	10.11.2023		
Name of Organisation: Tarakeswar Degree College Main Address: Padmapukur, Tarakeswar, Hooghly - 712410	Team Leader:	Chandranath Banerjee			
	Team Member:	1) Sanmitra Dutta			
	Technical Expert:	2) Sankar Mitra			
	Observer:				
Location					
Site 1:					
Names of Key Personnel Interacted			Designation		
Dr. Amal Kanta Hati			Principal		
Dr. Arundhati Moulik Ray			IQAC convenor		
Dibakar Manna			Member, IQAC		
Dr. Manik Mondal			Member, IQAC		
Dr. Arpan Manna			Member, IQAC		
Audit Objectives:					
To assess & verify the compliances of the implemented Quality and Energy Management System against the Standard ISO 9001:2015 and ISO 50001:2018 in organizational processes against defined scope of activity.					
Audit Scope:					
Providing Quality education to undergraduate students					
Audit Criteria:					
Documented Procedures, Manual, Work Instruction, Legal requirements and other Organization related documents as per requirements of the Environmental Management System as per Standard ISO 14001:2015					
Company Profile:					
Since its inception in 1986, Tarakeswar Degree college houses 2 academic buildings upon 3.5 acres. The college is offering courses on Bengali, history, economics, philosophy, political science, sociology, physical education, sociology, physical education, Sanskrit, geography, education, music, computer science, mathematics, physics, chemistry, botany and zoology, commerce, BBA.					
Findings					
Statement on the conformity and the effectiveness of the management system together with a summary of the evidence relating to:(the capability of the management system to meet applicable requirements and expected outcomes):					
Organisation has maintained documentation like Documented Procedures, Policy (TDC/IMS/6.2/01), Emergency Preparedness Plan (TDC/IMS/6.2/01), Documented Information, Integrated Management System Objectives, Display of posters to save energy, save environment, less use of plastics, main Organization related documents, legal & other					



regulatory documents as been found adequate. The list of Documented Information's checked and verified. Top Management has declared its quality policy binding, energy policy and implemented. The integrated management system policy is appropriate and provides a framework for the respective quality and energy objectives. It commits all employees to pursue continual system improvement.

Organization and its context:

Tarakeswar Degree College is situated in Hooghly district with its inception since 1986 in the vicinity of a railway station .The College is affiliated to the Burdwan University and aided by the University Grants Commission, New Delhi. The college houses two buildings – main building and honours building. Emergency areas are Identified based on fire, electrical hazards and waste disposal including sewerage.

Context adequately identified. The needs and expectation of interested parties, issues and their respective mitigation plans are identified as per doc no TDC/IMS/4.2.

Leadership:

Leadership defined as Principal and IQAC team is responsible for the Quality and Energy Management System . Roles & Responsibility Matrix identified for the following Designation like committee for Environmental management System. Integrated Management Policy found as per TDC/IMS/5.2 addressing the requirements of the standard.

Planning (Risk and actions to address risks and opportunities):

4 objectives identified for energy related to use of solar panels, awareness on energy use as per doc no. TDC/IMS/6.2. The energy risk assessment format found with significant and insignificant energy users identified for sources such as lighting, air conditioner, DG set, solar panels and their mitigation plans. The risk is understood and communicated to the IQAC team.

The Energy Review is carried in the document Energy Bill dated on 12.08.23.

The EnPI selected as per the college is the Energy consumption per User (includes staff and students).

The Baseline for EnPI is selected as 11.43 kWh/ user in 2020. The Current EnPI is 7.11 kWh/ user in 2023.

Energy Consumption for Solar Panels as tracked. The energy costs are also monitored.

Overall 35.5 % decrease is observed from the baseline selected in 2020.

Future energy use prediction done for the next year but not detailed with considerations of fixed and variable inputs.

The planning for QMS related risks for the students, teachers, infrastructure and resources have been done.

Observations in stage I were addressed and documented but adequacy is not enough. (NC)

Support:

Roles & Responsibility Matrix along with Energy cum Environment team coordinators found available for Dr. Amal Kanti Hati, Dr. Arundhati Moulik Ray, Dr. Dibakar Manna, Dr. Manik Mondal, Dr. Arpan Manna

- List of Manpower along with Competency Matrix found available.
- Process Flow Chart found evident.

Training found implemented for awareness on ISO 9001:2015 and ISO 50001:2018 for attendees Dr. Amal Kanti Hati, Dr. Arundhati Moulik Ray, Dr. Dibakar Manna, Dr. Manik Mondal, Dr. Arpan Manna.

Operation:

Geography Department taken as a sample.

Faculty profile with nature of post, designation and experience found documented.

Intake capacity of 37 students for honors stream and 50 students for general stream for each year.

Register and Format for list of amenities found. 13 type of amenities listed down with their respective quantities in the register.

Register for stock register found. List of instruments for 60 items found documented with their respective quantity.

Frequency of validation of instruments is 2 years and currently in progress.



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Academic Calendar for January -June 2023 is found. Session routine found for Remote Sensing/ GIS coursework certificate being conducted.

Syllabus Distribution for 6 teachers for CC3, CC4, CC8, CC9, CC13, CC14 for general and honors stream found evident. Internal assessment record for December 2022 for 24 roll numbers found.

Format for Mentor- mentee list found and currently in operation with marking of students to mentor faculty found evident. Orientation programs for first year students found recorded.

Student outcome through the program recorded. Program specific objectives found recorded in TDC, department of geography.

Annual Maintenance records for servicing found from Vendor Rajib Roy for theodolite as per invoice no. R/R-0162 dated on 14.06.2023 as per order no. TDC/30/R.ROY/2023 for theodolite, dumpy level fuel body, surveying barometer.

Physical Education department

Attendance record format found for gym and currently in use.

Register for fitness center admission for students is found and currently in use.

Stock register for purchase with month, date, serial number, particular, receipt quantity, rate, amount and remarks found.

Equipment stock register found with month, date, particulars, numbers, opening stock, receipt, issued, balance in stock, remarks. Lost and damaged amounts of stock also being recorded for e.g. cricket ball.

Items of high value in stock are approved for use by Dr. Shantanu Halder, HOD, P.E.

Sports Performance for Academic Year 2022-23 monitored using summary sheet with event, total participation, prize/position. Data for athletic men, athletic women in Burdwan University Intercollege, non-government inter college district, east zone all india, non govt state level. Notable achievements in Khelo India by Student Karna Bag.

Class routine for Department of Physical Education found.

Student enrollment report for 2021-2022 with details found for admitted, registered students.

Academic Performance statement of B.A general found.

Notice for student feedback for month of January 2023 with tag teaching learning evaluated found dated on 02.01.2023.

Zoom class on 27.10.2021 for orientation notice issued for SEM -1 with Basic college level academic expectation, meaning of freetime, how to build career, short term courses, maintain your fitness during lockdown.

Remedial class notice for 02.05.2023 with student name, problem discussed and signature of teacher in charge also found.

Summary report for ICT classes on 30.05.2023.

Academic Plan for 2020-21 with department profile, 1st semester, 2nd semester found noted (course code, title type, LTP, credit marks found highlighted). Paperwise syllabus, books recommended for semester 1, semester 2, semester 3 found documented.

Course allocation for Dr. Shantanu Halder, Rita Santra and Palash Kumar Das with test Schedule (Internal and Practical) found noted.

Student Mentoring Sheet format found with problem discussed, guidance and found in use dated on 30.05.2023. Identification of strong and weak students based on marks from class 12 for remedial class requirement. Plan for teachers for dealing with action taken for weak students.

Meetings with notice, agenda and resolution for 18.11.2022.

Internal evaluation dated on 15.04.2022 with notice and MCQ exam.

Departmental Profile – full time teachers – 01

State aided College Teachers – 02

Contractual -01

Lab attendant -01

Academic activities reflected in the annual report.

Teaching methods; like oral, chalk and board, demonstration through powerpoint in use. Learning resources, student assessment (internal, college, attendance and Question and answer). Test Schedule and question bank in use. Counselling for career with identification of their interests being recorded.

Library - Person Interviewed -Dr. Aparna Pal

No Staff -05 (03 - Permanent, 02 - Contractual)

Procedure

Library Card Issue process established and verified.

Library Card Rima Boni Online ID roll AP-20-1024



Return Policy within 15 days found noted on the backside of the cond
Last verification of stock done on 6th March 2020
Issue register of library for teachers verified for C.P. Roy issued on 24.06.2022, returned on 18.11.2022 found evident.

Physical Education

Physically verified with unique ID 3128 found evident.

Book Damage

Amount Rs 200 received fro Account no 11165 BM -18-15 Statistics theory Methods and Application

MD Sahanaz December 2022 amount received due to not returning of book to library

Commerce Department

Head of Department - Pingala Roy Chowdhury (2.5 years)

No. of faculty - 04

Total student around 380 (Including both honours and pass)

Faculty Roster found.

Resume verified for Pingala Roy Chowdhury

Attendance roster found effective from 01.09.2022 for faculties (PRC-18, ASR-12, SN-12, SP-12) found evident.

Attendance verified for Anupriya Santra dated 17.05.2023 semester (6th 2022-23) found evident.

Students feedback form found - Debashis Halder Academic (2022-23)

Computer Science

Head of Department - Sandip Tigga

Faculty ->06

Full time -> 01

Software lab capacity -21

Server -01

Hardware lab

Course - Burdwan University

CBCS Policy

2017-2018

Routine of teachers

Academic calendar verified for year 2022-23

Students attendance verified (OSH -1st sem / 2nd sem /3 rd sem/ 4th sem)

List of all agreement AMC and contractual service verified for resource sharing skill development and outcome-based trainings

MOU done with Rani Rashmoni Green University for e-waste. AMC done with Modern Computers Ramkrishna Pally ref contract no. 33AA289824 for CCTV Camera and LAN connection of the college valid from 01.06.2023 to 31.05.2024 found evident.

Performance Evaluation:

Feedback form done by Mr Rishav Chakraborty (format found with details of date, parents' signature, date mentioned)



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Feedback form found with details of 10 parameters and rating of A, B, C, D for teacher performance and overall rating of the program with 10 items and their respective gradings. The format found without date of feedback. Analysis of feedback forms of total quantity 100 done for all aspects and action taken also found for feedback form.

Improvement:

Further improvement plan for NAAC requirements evidenced along with building repair.

Overall Effectiveness of the management system: Overall effectiveness checked and verified.

Internal Audit:

Internal Audit Calendar found as per doc no. IMS/TDC/9.2/01 with schedule for 29.09.2023 with segregation into 5 departments (system management, human resources, operation, quality, Infrastructure etc.)

Internal Audit Schedule found as per doc no. TDC/IMS/9.2/02 with schedule for 29.09.2023 with segregation into 5 departments (system management, human resources, operation, quality, Infrastructure etc.) and scope and responsibility highlighted.

1 NC found as per doc no. TDC/IMS /9.2/02 for Clause 9.1 on external supplier evaluation dated on 29.09.2023. Follow up audit conducted on 29.09.2023. The effectiveness of the system and test reports verified to assess the closure of NCs.

Management Review:

Management review Meeting Notice as per doc no. IMS/TDC/9.3/01 dated 06.10.2023 with 11 agendas as per standard. Management Review meeting (EMS) found dated 06.10.2023 In presence of Dr. Amal Kanti Hati, Dr. Arundhati Moulik Ray, Dr.Dibakar Manna, Dr. Manik Mondal, Dr. Arpan Manna with discussion of topic on QMS and Energy policy, financial requirements, QMS & EnMS objectives and their realization, Complaint and Feedback , Review of resources requirement Including training and needs , results of internal audit, improvement In the EnMS & QMS, review of context fo organisation, needs and expectation of Interested parties, QMS, EnMS and non-conformity activities.

Applicable Statutory & Regulatory Requirements of the Organisation Documented in the

QMS/EMS/FSMS/ISMS/ABMS/OHSMS/EnMS:

(Comments on the status of compliance of identified /applicable regulatory and statutory requirements.) (Compliance as per Country Specific Food Law)

1. UGC Guideline under section 2(f) and 12 (B) of UGC act 1956.
2. Guidelines set by the University of Burdwan affiliation
3. The West Bengal Fire Services Act, 1950

Any unresolved issues, if identified: Not Any

Level of integration in case of IMS audit: The level of integration found satisfactory. The manual, procedure, objectives are 100% aligned.

Any deviation from the audit plan and their reasons: None

Any significant issues impacted on the audit programme: None

Details of the sites visited (if any) along with the processes verified (also consider temporary sites if any):

Site visited - Padmapukur, Tarakeswar , Hooghly -712410

Process Verified – Teaching, Management and Planning of Lesson curriculum, Resource planning etc.

For OHS&MS Audit only. (Based on ISO 45001:2018 Standard)

Observation exclusively for OH&SMS:

Reference of Hazard Identification and assessment of Risks:



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~~OH & S risks of the Company which are not stated in the Occupational Health and Safety Management System (issues needed to be concerned):~~
~~OH & S risks of the Company which are stated in the OH & S Management System but not defined and controlled in any document:~~
~~Summary of the most important observations, positive as well as negative, regarding the implementation and effectiveness of the OHS management system;~~
~~Comments about the OH & S applications: (OHS Policy & objectives, planning, implementation and operation, checking):~~
~~Organization's conformity with the requirements of an OH&SMS standard, relate to legal compliance:~~
~~(Overall Consistency in organization's conformity with the requirements of an OH&SMS standard, relate to legal compliance over the period of its certification cycle:)~~
~~Status of the compliance of the OH&S management system in respect of the closed facilities and work areas:~~
~~Demonstration on compliance with the legal OH&S requirements that are applicable to it through its own evaluation of compliance:~~
~~Statement about compliance of implementation plan to achieve full compliance within a declared date, where the organization is not in legal compliance:~~
~~Confirmation from the audit team on the interviewed personnel having the legal responsibility for OH and S and those who are responsible for monitoring of employees' health and that these personnel attended the closing meeting: Yes/No~~

For EMS Audit only. (If applicable)

~~Observation exclusively for EMS:~~
~~Reference of Environmental Aspect/ Impact Analysis:~~
~~Environment aspect and impact, which are not stated in the Environment Management System (issues needed to be concerned):~~
~~Environment aspect and impact of the Company which are stated in the EMS Management System but not defined and controlled:~~
~~Demonstration on compliance with the legal EMS requirements that are applicable to it through its own evaluation of compliance:~~
~~Comments about the EMS applications:(EMS Policy, planning, implementation and operation, checking):~~

For EnMS Audit only. (If applicable)

Observation exclusively for EnMS:
EnMS principles and their application, Comments on EnMS and tools including, but not limited to baseline determination, energy reviews and the measurement of energy performance (issues needed to be concerned):
The Baseline for EnPI is selected as 11.43 kWh/ user in 2020. The Kwh for the year 2020 is selected as the Baseline and determined as the data collection.
Comments on relevant energy issues, including the management of the major energy consuming processes:
Energy consuming processes such as air conditioning, lights, fans, deep freezers.
Comments on methods for reducing energy consumption within the sector
Overall 35.5 % decrease is observed from the baseline selected in 2020. Plan of solar plant to reduce cost of electricity and go greener.
Application of EnMS: (EnMS Policy, planning, implementation and operation, checking):
The Energy Review is carried in the document Energy Bill dated on 12.08.23.
The EnPI selected as per the college is the Energy consumption per User (includes staff and students).
The Current EnPI is 7.11 kWh/ user in 2023.
Energy Consumption for Solar Panels as tracked. The energy costs are also monitored.
Demonstration on implementation of actions for energy performance improvement:
Use of energy efficient DG set, solar plant is being used and monitored.

Observation (Applicable for Stage I/ Stage II/ Surveillance/ Recertification)



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Issues which have priority in the Next/Surveillance Audit:

Trend analysis of energy intensive devices especially air conditioners is not found adequate as per specification and efficiency.

Opportunity for Improvements as concluded from Audit Findings:

Trend analysis of energy intensive devices especially air conditioners is not found adequate as per specification and efficiency.

Confirmation of the information provided to MSCS during application: Yes; found conforming.

Other Comments (if any).

Recommendation

Scope Recommended: (To be confirmed after Stage 2 audit/~~Surveillance Audit/Special Audit~~ - a conclusion on the appropriateness of the certification scope:)

Providing Quality education to undergraduate students

Confirmation on fulfilment of the audit objectives: Found Conforming.

NCs Details

Major: Nil

Minor: 01

Corrective Action Due Date:

Conclusion:

The organization is maintaining its Processes and Activities as per the requirements of the Standard ISO 9001 :2015 and ISO 50001:2018. The manpower found competent. The management System found established. The Documents & Records evidence checked and verified. The raised observation needs to be taken care off. Based on all such evidence, the organization is recommended for the Certification as per the requirement of the Standard ISO 50001:2018.

Signed *Chandrnath Banerjee*.....

Lead Auditor

Date10.11.2023.....

Disclaimer statement: This audit is done on a sampling process of the available information; Samples are randomly selected to evaluate against the audit criteria and to get the audit conclusion. There may be uncertainty in selecting samples may not be correct representative of the total set of people, documents, practices and records being assessed. As a result, audit conclusion may be different that if the auditor had examined the whole populations.