

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

Name of the Organization	HERAMBA CHANDRA COLLEGE	
Address	23 / 49, Gariahat Road, Kolkata - 700 029, West Bengal, India.	
Site Address (If any)		
No. of Employees	Teaching = 65, Librarian- 1, Non-teaching = 15, Electrician=1, Total = 81	
E mail id	teachershcc@gmail.com ,	
Contact Person	DR. NABANITA CHAKRABARTI	
Telephone/Fax	(033) 2461 - 1236/2689/0131	
Scope	“Teaching, learning and evaluation processes relating to awarding of the B.A., B.Sc., B.Com. degree courses in an environment-friendly and energy-efficient manner within a green college 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	23.05.2023	
End Date of Audit	23.05.2023	
Brief about the organization	<p>Heramba Chandra College, a premier co-educational institution popularly known as South City Day College, is situated in Golpark, the cultural hub of South Kolkata. With a long and glorious history, the college is surrounded by a lush green lawn adorned with colourful flowers and plants, creating an eco-friendly atmosphere conducive to mental growth and openness of mind.</p> <p>In the history of our nation, City College is remembered not only for its pioneering efforts in the field of education but also as an embodiment of the liberal spirit that enriched the nineteenth-century Renaissance in India. A genuine humanistic approach to education is practised here, fostering a warm and friendly relationship between teachers and students. This age-old tradition of a nurturing student-teacher relationship is a rich legacy handed down by the founders of this group of colleges. The college celebrated its golden jubilee with great fervour in 2006.</p> <p>City College began modestly as City School, founded on January 6, 1879, by the Sadharan Brahmo Samaj. The initial expenses were borne by Late Ananda Mohan Bose, the then President of the Samaj, along with contributions from</p>	

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	<p>Late Sivanath Sastri and other prominent members. In 1881, just two years after its establishment, the City School was elevated to a college with the introduction of F.A. classes. The college quickly advanced, opening a B.A. course in 1884, and within five years, it became a first-grade college. In January 1905, City College was placed under the control of "The City College Institution," a society registered under Act XXI of 1860, known as the Brahma Samaj Education Society.</p> <p>Currently, the college is government-aided, having been taken over from the Brahmo Samaj. The Commerce Department of City College was started in 1939 to address the practical and vital needs of the time, training personnel for leadership in industry and commerce. Due to the prevailing disturbances, it was decided to provide education in a safe zone for students of South Calcutta, leading to the establishment of an institution in November 1946 at Lansdowne Road. In July 1952, the institution moved to 50 Mahim Halder Street, Kalighat. Late Horendra Coomer Mukherjee, the then Governor of West Bengal, laid the foundation stone of the present South Calcutta Building on January 6, 1954, with the opening ceremony held on January 6, 1955. On June 1, 1961, the South City College Branch of City College branched off into three separate colleges: Sivanath Sastri College (Morning), Heramba Chandra College (Day), and Prafulla Chandra College (Evening). Thus, Heramba Chandra College was born.</p> <p>The college continues to excel in academics as well as in sports, earning a B+ rating from the NAAC Peer Team in the second cycle of accreditation in 2016. It offers 4-year Honours/ Honours with Research courses in Commerce, Bangla, Economics, Education, English, Geography, History, Political Science, and a Multidisciplinary Course in Commerce. Students can also take Statistics and Mathematics as Minor and Interdisciplinary subjects. For over 60 years, the college has earned a reputation as one of the leading colleges in South Kolkata. Committed to the all-round development of students, the college organises regular departmental excursions and excels in sports, with students winning several trophies both individually and in groups. Social upliftment programmes are also a significant focus, with initiatives like the St. John Ambulance, Campus Harmony and Social Service Unit, and <i>Ramdhanu</i> (an initiative for underprivileged children of the locality) providing humanitarian support.</p> <p>Heramba Chandra College not only prepares students academically but also instils confidence to face the world. The college offers benefits such as placement arrangements, job market training, and various add-on and certificate courses. Many companies visit the institution for recruitment, much to the students' satisfaction.</p> <p>The Principal and all staff members warmly welcome all students to Heramba Chandra College and wish them every success in life.</p>
Audit Objective	To evaluate the client's documented system, location & site-specific conditions and gather other details through discussions with the client's

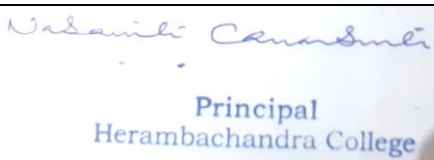
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	personnel to determine the organization's readiness for the Stage 2 Audit for Certification.
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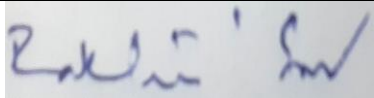
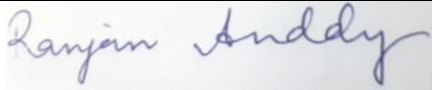

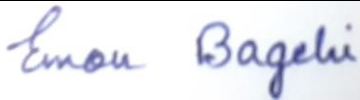

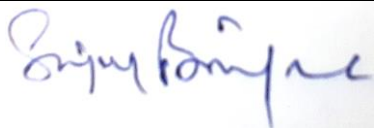

CHANGE DETAIL

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>Amalash K.R. Mandel</i>	Lead Auditor
	Principal

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	Associate Professor
	Assistant Professor
	Assistant Professor
	Assistant Professor
	Assistant Professor
	Accountant
	Library Clerk

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

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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.
√	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	
√	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 23.05.2023	
AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kumar Mandal	Name: Nabanita Chakrabarti
Signature: 	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.	
	Designation: Principal, Heramba Chandra College

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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. Other conference and training details found available.	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?	HERAMBA CHANDRA COLLEGE AFFILIATED TO THE UNIVERSITY OF CALCUTTA ACCRIDATED BY NAAC 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. Last conducted month of January, 2023	C

END OF REPORT

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Address	23 / 49, Gariahat Road, Kolkata - 700 029, West Bengal, India.	
Site Address (If any)		
No. of Employees	Teaching = 65, Librarian- 1, Non-teaching = 15, Electrician=1, Total = 81	
NO. of Shift	1	
E mail id	teachershcc@gmail.com ,	
Contact Person	DR. NABANITA CHAKRABARTI	
Telephone/Fax	(033) 2461 - 1236/2689/0131	
Scope	“Teaching, learning and evaluation processes relating to awarding of the B.A., B.Sc., B.Com. degree courses in an environment-friendly and energy-efficient manner within a green college 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 Mandays : 1
Starting Date of Audit	21.06.2023	
End Date of Audit	21.06.2023	
Brief about the organization	<p>Heramba Chandra College, a premier co-educational institution popularly known as South City Day College, is situated in Golpark, the cultural hub of South Kolkata. With a long and glorious history, the college is surrounded by a lush green lawn adorned with colourful flowers and plants, creating an eco-friendly atmosphere conducive to mental growth and openness of mind.</p> <p>In the history of our nation, City College is remembered not only for its pioneering efforts in the field of education but also as an embodiment of the liberal spirit that enriched the nineteenth-century Renaissance in India. A genuine humanistic approach to education is practised here, fostering a warm and friendly relationship between teachers and students. This age-old tradition of a nurturing student-teacher relationship is a rich legacy handed down by the founders of this group of colleges. The college celebrated its golden jubilee with great fervour in 2006.</p> <p>City College began modestly as City School, founded on January 6, 1879, by the Sadharan Brahmo Samaj. The initial expenses were borne by Late Ananda Mohan Bose, the then President of the Samaj, along with contributions from Late Sivanath Sastri and other prominent members. In 1881, just two years after its establishment, the City School</p>	

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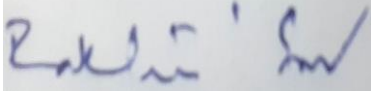
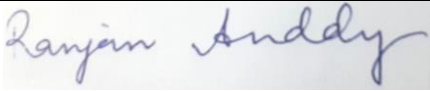
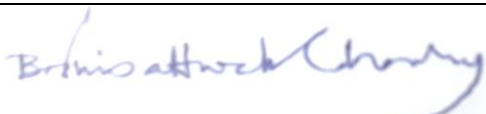


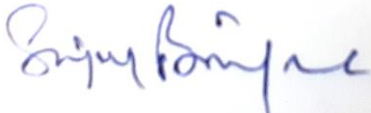
	<p>was elevated to a college with the introduction of F.A. classes. The college quickly advanced, opening a B.A. course in 1884, and within five years, it became a first-grade college. In January 1905, City College was placed under the control of "The City College Institution," a society registered under Act XXI of 1860, known as the Brahma Samaj Education Society.</p> <p>Currently, the college is government-aided, having been taken over from the Brahmo Samaj. The Commerce Department of City College was started in 1939 to address the practical and vital needs of the time, training personnel for leadership in industry and commerce. Due to the prevailing disturbances, it was decided to provide education in a safe zone for students of South Calcutta, leading to the establishment of an institution in November 1946 at Lansdowne Road. In July 1952, the institution moved to 50 Mahim Halder Street, Kalighat. Late Horendra Coomer Mukherjee, the then Governor of West Bengal, laid the foundation stone of the present South Calcutta Building on January 6, 1954, with the opening ceremony held on January 6, 1955. On June 1, 1961, the South City College Branch of City College branched off into three separate colleges: Sivanath Sastri College (Morning), Heramba Chandra College (Day), and Prafulla Chandra College (Evening). Thus, Heramba Chandra College was born.</p> <p>The college continues to excel in academics as well as in sports, earning a B+ rating from the NAAC Peer Team in the second cycle of accreditation in 2016. It offers 4-year Honours/ Honours with Research courses in Commerce, Bangla, Economics, Education, English, Geography, History, Political Science, and a Multidisciplinary Course in Commerce. Students can also take Statistics and Mathematics as Minor and Interdisciplinary subjects. For over 60 years, the college has earned a reputation as one of the leading colleges in South Kolkata. Committed to the all-round development of students, the college organises regular departmental excursions and excels in sports, with students winning several trophies both individually and in groups. Social upliftment programmes are also a significant focus, with initiatives like the St. John Ambulance, Campus Harmony and Social Service Unit, and <i>Ramdhanu</i> (an initiative for underprivileged children of the locality) providing humanitarian support.</p> <p>Heramba Chandra College not only prepares students academically but also instils confidence to face the world. The college offers benefits such as placement arrangements, job market training, and various add-on and certificate courses. Many companies visit the institution for recruitment, much to the students' satisfaction.</p> <p>The Principal and all staff members warmly welcome all students to Heramba Chandra College and wish them every success in life.</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.

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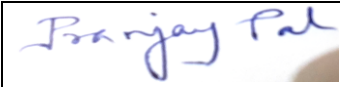
CHANGE DETAIL:

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:

NAME OF PERSON	DESIGNATION
	Lead Auditor
 Principal Herambachandra College	Principal
	Associate Professor
	Assistant Professor
	Assistant Professor
	Assistant Professor
	Assistant Professor
	Accountant

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	Library Clerk
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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)	
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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.
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√	The audit objectives has been fulfilled and achieved.

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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 20.06.2024 (mm/dd/yy)</i>
Sign Off : (Date) 21.06.2023	
AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amalash Kr. 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: Nabanita Chakrabarti Sign:   Designation: Principal, Heramba Chandra College

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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.

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4.4 Environmental management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	<p>Process Flow/Process description found established as guided by accreditation norms.</p> <p>Reference: Any affiliation/accreditation</p> <p>Maintenance of greenery, rainwater harvesting, proper waste disposal, signing of MoU on e-waste disposal dated 22.6.2023, awareness generation on reduction of electricity wastage and environmental management</p>
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"> 1. Greenery development In spite of shortage of space the college attempts to maintain a greenery within the campus. Different varieties of plants are carefully maintained with the objective of 'Save Green'. 2. Rain water harvesting The college has arranged for water conservation through the establishment of a rainwater storage system of 1000 litres capacity for meeting gardening landscaping and other needs. 3. Campaign done on Celebration of the World Environment Day by planting trees and by arranging thought provoking lectures Celebration of the World Water Day for raising awareness on wastage of water Free tree distribution in local community Campaign on plastic free campus and ban on single use plastic Clean campus initiative
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	<p>Defined in Manual and available in the College office.</p> <p>College Organogram found available with them.</p>

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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: HCC/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	<p>HERAMBA CHANDRA COLLEGE</p> <p>AFFILIATED TO THE UNIVERSITY OF CALCUTTA</p> <p>ACCRIDATED BY NAAC GRADE “B+”</p>
6.1.4 Planning action for Environmental aspect, Compliance Obligation and Risk and Opportunities.	C	<p>Planning records found available (In the form of projects)</p>
6.2 Environmental objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)	C	<p>Environmental Objectives found established and planned to achieve action (MAP)- Doc. No. ENV/OBJ.</p> <p>3 no’s environments related KPI taken and related action plan initiated with Green Projects.</p>
7.1 Resources (Resource needed for Continual Improvement)	C	<p>Green monitoring:</p> <p>Their Own monitoring data report in the form of “Green Audit” is maintained in every assessment year wise. Monitoring done against respective parameters.</p>

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7.2 Competence (Employee records & Competence skill matrix)	C	<p>Related training records found available.</p> <p>1. Training on Standard given by External body “Management System Consultancy”</p>
7.3 Awareness (Environmental Policy, Objectives & Effectiveness of EMS)	C	<p>Done through training and display.</p> <p>1. Training on Standard given by External body “Management System Consultancy”</p>
7.4 Communication (what, who, when, whom, how with retained documented information)	C	<p>Done through display, mail, meeting minutes.</p> <p>Reference any campaign details:</p> <p>Awareness notifications like ‘Do not waste electricity’, ‘Turn off light and fan’, ‘Show your concern about environment’, ‘Please keep your college clean’, ‘Use dustbin’, ‘Do not use plastic’, ‘Do not pluck flowers/leaves’ etc. have been displayed in different places of the college.</p>
7.5 Documented information (External Origin, Creation, Updating, Distribution, Preservation, version control, Retention and disposition)	C	<p>Control of documented information procedure established.</p> <p>Any Syllabus/Course details</p> <p>Topics like problems of resource depletion (water and fossil fuels), contemporary energy crisis and future scenario have been included under Resource Geography (GEO-A-DSE-A-6-04) within CBCS Syllabus for Undergraduate Courses in Geography, University of Calcutta.</p>
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	<p>Operational procedures established supported with work instructions and related records.</p> <p>Project review checked</p>

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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 Calcutta.
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. Agenda discussion points found available
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.

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10.3 Continual improvement	C	Objective and monitoring data found available.
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