

<b>AQC GLOBAL LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Environment Audit Report</b>	

Name of the Organization	Maynaguri College	
Address	NH31, Bagzan, Maynaguri, Jalpaiguri, West Bengal 735224	
Site Address (If any)		
No. of Employees	Teaching = 59, Non-teaching = 25, House-keeping =2, Security =3, Electrician=1, <b>Total = 90</b>	
E mail id	<a href="mailto:collegemaynaguri@gmail.com">collegemaynaguri@gmail.com</a> ,	
Contact Person	DR. DEBKUMAR MUKHERJEE	
Telephone/Fax	+91-3561-234298	
Scope	Teaching, Learning and Evaluation processes relating to awarding of B.A. and B.SC Hons. Course along with B.A. and B.SC General Course, Diploma/Certificate courses like Hospitality Management, Tourism, Retail Management, etc. UG and PG courses of different subjects considering Environment friendly and Energy efficient manner in 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	19.06.2023	
End Date of Audit	19.06.2023	
Brief about the organization	<p>Nestling in the midst of open green fields in the western fringe of Jalpaiguri District, Maynaguri College has taken an important role in the educational scenario of the northern part of West Bengal. This seat of education lies 4 K.M. North of Maynaguri town en route to Siliguri via Sevoke. The College was established on 18th November 1999. It is an Undergraduate Degree college affiliated to the University of North Bengal. In 2007-2008, Maynaguri College was accredited by NAAC with “B” grade and in 2016, the same was reaccredited by NAAC with a “B+” Grade.</p> <p>The College rests on an idyllic and rural environment with a demographic dominance of SC/ST population. There is about 70 percent of the total population that belongs to the Scheduled Caste/Tribe community. Lack of infrastructural facilities and prevalence of backwardness are the hindrances to the growth of education system in the region. In such circumstances, the establishment of this College was very important to spread the light of education among the host of the population of the region. One salient feature of the College is that most of the students are first generation learners. Since for a long time the region was deprived of higher education and it is because of this, the young generation of the area flock to this College with full enthusiasm. Thus, in spite of its infancy and relatively young academic run, the College has been able to acquire remarkable progress in the field of disseminating higher education in the region.</p>	

<b>AQC GLOBAL LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Environment Audit Report</b>	

	In 2002, among the first batch of this College, the percentage of students who passed the Graduate level examination in all disciplines was 75 percent, while in 2003 it reached 77 percent. In 2004, this rate jumped to a remarkable 88 percent in respect of the total number of students enrolled. In 2012, this figure of total enrolment of students was about four thousand with a pass percentage of 94 percent and 72 percent in the Honours and General levels of Graduation, respectively. These figures reflect as to how this relatively new institution grew day by day over the years since its inception, both in terms of its quality and quantity as well.
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.

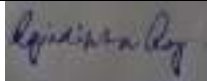

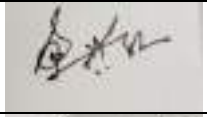
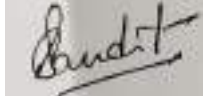
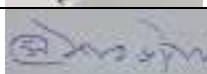
**CHANGE DETAIL**

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

**ATTENDENCE SHEET:**

NAME OF PERSON	DESIGNATION
<i>Anandakrishnan K. Manoj</i>	Lead auditor

<b>AQC GLOBAL LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Environment Audit Report</b>	

	Coordinator, IQAC, Maynaguri College.
	Member, IQAC, Maynaguri College.
	Member, IQAC, Maynaguri College.
	Bursar, Maynaguri College.
	Member, Eco Club, Maynaguri College

### **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

<p>Non Conformities Raised</p> <p>0 Minor/Major Non-conformance identified in the Stage 1 audit, details of Non Conformance in F50</p> <p><i>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</i></p>
---

<b>Team Leader Declaration (Tick or cross Each Column as per applicability)</b>	
√	Auditing is based on a sampling process of the available information

<b>AQC GLOBAL LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Environment Audit Report</b>	

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

Sign Off : Date 19.06.2023	
AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kumar Mandal Signature: <i>Amalesh Kumar Mandal</i>	Name: Dr. Debkumar Mukherjee    <b>Principal Maynaguri College Jalpaiguri</b>  Sign Designation: Principal, Maynaguri College

<b>AQC GLOBAL LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Environment Audit Report</b>	

### AUDIT CHECKLIST

<b>REQUIREMENTS</b>	<b>COMMENTS</b>	<b>Status C/NC/O</b>
Is the Information is 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 held with personnel of the Client company for readiness for stage-2?	Yes. Within this month the Stage-2 need to be completed.	C
Are Process and support processes identified and determined?	Yes	C
Has the Client site specific conditions are evaluated?	Established and implemented	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.	C
Has the client having understanding with the ISO 14001:2015 Standard requirement?	Yes. They have hired external consultant for that too. Awareness done.	C
Is the scope is having boundaries and specific to client organization?	Yes	C
Is client having Multisite then level of control is established.	Not applicable	C
Is process and Equipment used are adequate?	Yes	C
Has client identified Legal and Statutory Requirements applicable to Product and Organization?	Yes as per UGC guidelines.	C

<b>AQC GLOBAL LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Environment Audit Report</b>	

Is the resource are adequate for stage 2 audit?	Yes	C
Is Internal Audit planned and performed and effective?	Last done on 11.03.2023 covering ISO 14001:2015 standards.	C
Is MRM planned and performed and Effective?	Yes last done on 23.03.2023, minutes are available.	C

**END OF REPORT**

<b>AQC GLOBAL LLC</b>	F16 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 2 Environment Audit Report</b>	

Name of the Organization	<b>Maynaguri College</b>	
Address	<b>NH31, Bagzan, Maynaguri, Jalpaiguri, West Bengal 735224</b>	
Site Address (If any)		
No. of Employees	Teaching = 59, Non-teaching = 25, House-keeping =2, Security =3, Electrician=1, <b>Total = 90</b>	
NO. of Shift	1	
E mail id	<a href="mailto:collegemaynaguri@gmail.com">collegemaynaguri@gmail.com</a> ,	
Contact Person	DR. DEBKUMAR MUKHERJEE	
Telephone/Fax	+91-3561-234298	
Scope	Teaching, Learning and Evaluation processes relating to awarding of B.A. and B.SC Hons. Course along with B.A. and B.SC General Course, Diploma/Certificate courses like Hospitality Management, Tourism, Retail Management, etc. UG and PG courses of different subjects considering Environment friendly and Energy efficient manner in 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 Mandays : 1
Starting Date of Audit	10.07.2023	
End Date of Audit	10.07.2023	
Brief about the organization	<p>Nestling in the midst of open green fields in the western fringe of Jalpaiguri District, Maynaguri College has taken an important role in the educational scenario of the northern part of West Bengal. This seat of education lies 4 K.M. North of Maynaguri town en route to Siliguri via Sevoke. The College was established on 18th November 1999. It is an Undergraduate Degree college affiliated to the University of North Bengal. In 2007-2008, Maynaguri College was accredited by NAAC with “B” grade and in 2016, the same was reaccredited by NAAC with a “B+” Grade. The College rests on an idyllic and rural environment with a demographic dominance of SC/ST population. There is about 70 percent of the total population that belongs to the Scheduled Caste/Tribe community. Lack of infrastructural facilities and prevalence of backwardness are the hindrances to the growth of education system in the region. In such circumstances, the establishment of this College was very important to spread the light of education among the host of the population of the region. One salient feature of the College is that most of the students are first generation learners. Since for a long time the region was deprived of higher education and it is because of this, the young generation of the area flock to this College with full enthusiasm. Thus, in spite of its infancy and relatively young academic run, the College has been able to acquire remarkable progress in the field of disseminating higher education in the region.</p> <p>In 2002, among the first batch of this College, the percentage of students who passed the Graduate level examination in all disciplines was 75 percent, while in 2003 it reached 77 percent.</p>	

<b>AQC GLOBAL LLC</b>	F16 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 2 Environment Audit Report</b>	

	In 2004, this rate jumped to a remarkable 88 percent in respect of the total number of students enrolled. In 2012, this figure of total enrolment of students was about four thousand with a pass percentage of 94 percent and 72 percent in the Honours and General levels of Graduation, respectively. These figures reflect as to how this relatively new institution grew day by day over the years since its inception, both in terms of its quality and quantity as well.
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.

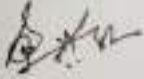
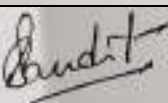

**CHANGE DETAIL:**

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:**

NAME OF PERSON	DESIGNATION
<i>Ananta Kumar Mandal</i>	
<i>[Signature]</i>	Coordinator, IQAC, Maynaguri College.
<i>[Signature]</i>	Member, IQAC, Maynaguri College.



	Member, IQAC, Maynaguri College.
	Bursar, Maynaguri College.
	Member, Eco Club, Maynaguri College

**SUMMARY OF AUDIT**

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

<b>AQC GLOBAL LLC</b>	F16 Issue 01
<b>ISO 14001:2015</b>	Rev 05
<b>Stage 2 Environment Audit Report</b>	

**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.

**Recommendation:**

√	<b>The EMS complies with the requirements of the reference standard:</b> Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for Issuance of Certificate. The organization can use the AQC Mark
×	<b>The EMS complies with the requirements of the reference standard with exception of minor NC:</b> Congratulations, Team Leader is pleased to put forward a recommendation for Issuance of the certificate of Organization upon off-site verification of closure of all minor NC within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to AQC and must include supporting evidence of closure to allow for off-site verification. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system.  If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	<b>Evidence of major non conformities:</b> Organization is not recommended for Issuance of Certificate and at this time. Follow-up audit will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2.  Once all non-conformances are closed, the recommendation for Issuance of certification may recommended.  If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	<b>Not Recommended:</b> Organization is not recommended for Issuance of certificate at this time. Full Stage 2 audit is required as the organisation has not implemented the system and process at pace. .
	<b><i>Proposed Audit Date for 1<sup>st</sup> Surveillance Audit 09.07.2024 (mm/dd/yy)</i></b>

<b>AQC GLOBAL LLC</b>	F16 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 2 Environment Audit Report</b>	

Sign Off : (Date) 10.07.2023	
AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amallesh Kr. Mandal Signature: <i>Amallesh Kumar Mandal</i>	Name: Dr. Debkumar Mukherjee   <b>Principal Maynaguri College Jalpaiguri</b>  Sign Designation: Principal, Maynaguri College

### **AUDIT CHECKLIST**

<b>VERIFICATION OF DOCUMENTED INFORMATION &amp; RECORDS AS PER STD REQUIREMENT (C- Conformity, NC-Non Conformity, O-Observation)</b>
--

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)
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)
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
4.4 Environmental management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	Process Flow found established. College operation predefined as per government norms.
5.1 Leadership & Commitment (Statement of ensurity)	C	Interviewed with Top Management (Principal) regarding Environment management system. Several Project has initiated and monitored as per plan.

<b>AQC GLOBAL LLC</b>	F16 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 2 Environment Audit Report</b>	

5.2 Environmental policy (Documented Information, Establish, Implement, Maintain, communicated and understood)	C	Environmental Policy established (Section No. - EMS/15, Page no 16)
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual as per Governmental norms.
<b>6.0 Planning</b>		
6.1.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found maintain and accordingly project taken.  4 nos environment risks has identified and proper action plan has initiated.
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 maintain. (DOC. NO:MGC/ASPECT/01)  3 nos environment activity wise aspect/impact has identified and proper action plan has initiated.
6.1.3 Determination of the Compliances Obligation and maintained documented information how to comply.	C	Compliance register found available and complied as per UGC and others norms.
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
7.1 Resources (Resource needed for Continual Improvement )	C	Found available
7.2 Competence (Employee records & Competence skill matrix)	C	Related training records found available
7.3 Awareness (Environmental Policy, Objectives & Effectiveness of EMS)	C	Done through training
7.4 Communication (what, who, when, whom, how with retained documented information)	C	Done
7.5 Documented information (External Origin, Creation, Updation, Distribution, Preservation, version control, Retention and disposition)	C	Document control done
8.1 Operational planning and control (Plan, Implement and control of process, documented information for process carried our as planned and Conformity of product or services )	C	Operational procedures established supported with work instructions and related records.
8.2 Emergency Prepared and Responses (Mitigation of Adverse Environmental Impact, Respond to Emergency situation, Periodically	C	EPRP document and mock drill training given. There are no such exposure of emergency as per their work nature and campus conditions.

<b>AQC GLOBAL LLC</b>	F16 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 2 Environment Audit Report</b>	

review and Training of the Emergency )		
9.1.1 Monitoring, Measurement analysis and evaluation	C	Environment monitoring: Their Own monitoring data report in the form of “Green Audit” 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
9.2 Internal Audit ( Frequency and Documented Information for Implementation of Audit Program and the audit result)	C	Yearly frequency and Internal Audit plan/records found available. Last done (11.03.2023)
9.3 Management Review (Frequency, Input, Output, Documented Information for MRM Results)	C	MRM agenda and minutes found available. Last done 23.03.2023.
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**