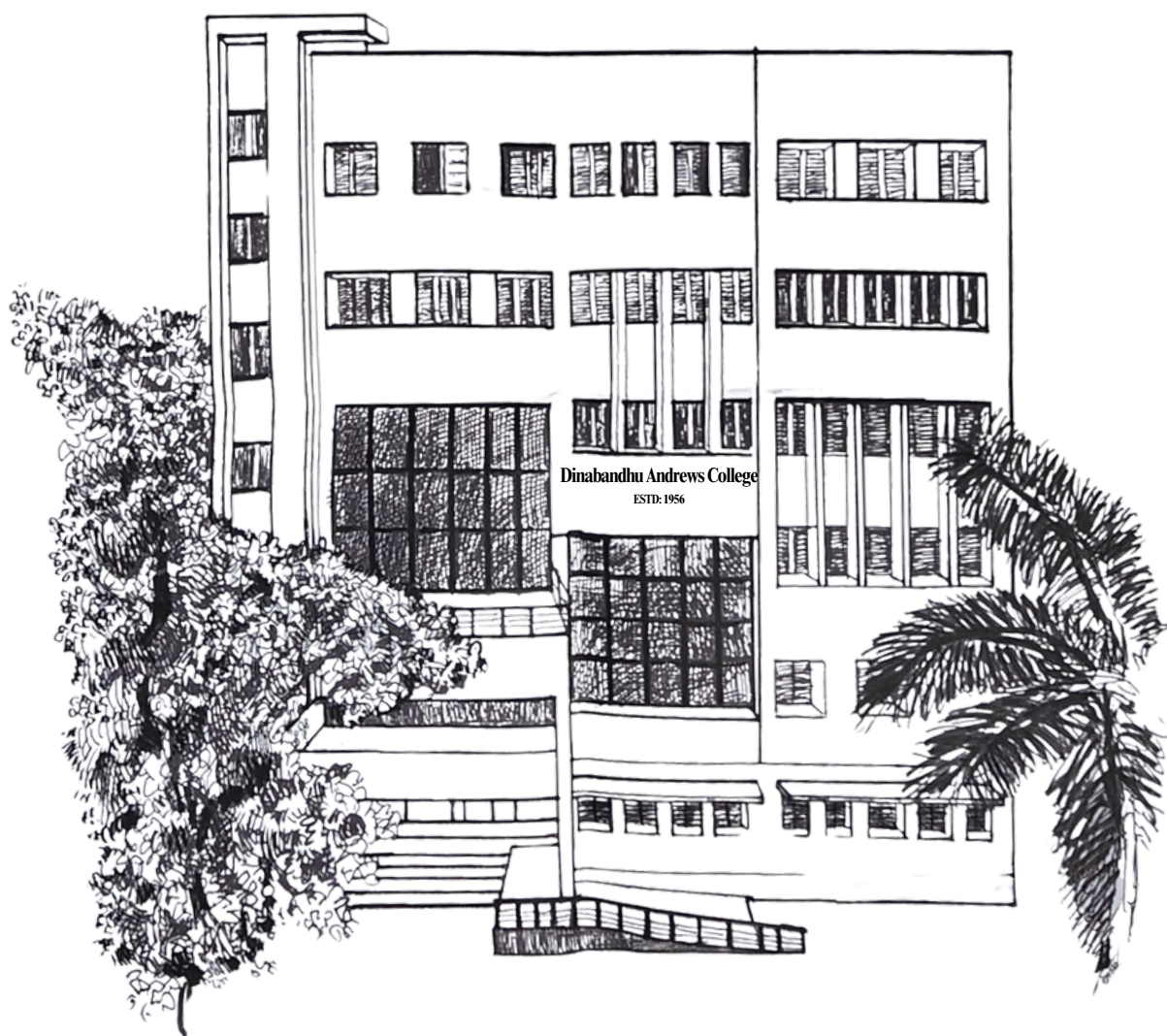# Dinabandhu Andrews College

AISHE CODE: C11955

CERTIFICATE

This is to Certify that the Management System of

DINABANDHU ANDREWS COLLEGE
(AISHE Code: C-11955)

BAISHNABGHATA, P.O – GARIA, KOLKATA – 700084, INDIA

has been found to conform to the Environmental Management System standard:

ISO 14001:2015

This certificate is valid for the following scope of operations:

PROVIDING HIGHER EDUCATION SERVICES TO UNDERGRADUATE & POSTGRADUATE STUDENTS

Certificate No.:   **IN56457B**

Date of initial registration	*Date of this Certificate*	*Surv. audit on or before / Certificate expiry*	*Recertification Due*
08 February 2024	*07 February 2025*	*07 February 2026*	*07 February 2027*

This Certificate remains valid subject to satisfactory surveillance audits.

Director

EGAC Accredited
MSCB
CAB # 011804

SMS/FM/001/REV07

CERTIFICATION AUDIT REPORT

SURVEILLANCE - 1

Audited company: Dinabandhu Andrews College

	Name and surname	Date	Signature
Report prepared by: Lead auditor	S.P Mitra	05/02/2025	*S. P. Mitra*

OPENING MEETING

TOPICS FOR DISCUSSION	√
Introduction of SMS staff/ Audit Team and their Roles	Yes
Introduction of company staff	Yes
Confirm statement of confidentiality, Information security and agreement of all participants to the Audit Plan.	Yes
Confirm the assessment standard, Audit Objectives & Criteria	Yes
Confirm number of sites, employees, working hours (e.g. shift patterns, early finishes, holiday shutdowns etc. Details of major changes within the company (staff, new processes, business, premises, **confirmation of relevant work safety, emergency and security procedures for the audit team;**)	Yes
The Audit plan and other relevant arrangements with the auditee such as the date and time for the closing meeting, any interim meetings between the audit team and the auditee's management, and any change(s) needed.	Yes
Confirm scope of registration. (please record scope): PROVIDING HIGHER EDUCATION SERVICES TO UNDERGRADUATE & POSTGRADUATE STUDENTS	Yes
Confirmation of the status of findings of the previous certification, review or audit and their status(if applicable).	N/A
confirmation that, during the audit, the client will be kept informed of audit progress and any concerns;	Yes
Explain how assessment will be undertaken • Refer to assessment programme, **methods and procedures to be used to conduct the audit based on sampling** • **Formal communication channels between the audit team and auditee.** • Describe method of non-compliance reporting, grading & **conditions under which the audit may be prematurely terminated;** • **The method of reporting audit Findings including criteria for grading if any and how to deal with possible findings during the Audit.** • **Language of audit and reporting; English** • Major non-compliance early warning • Assessors need to question individuals not just guides • Closing meeting and who should be present	Yes
Confirm status of company's management system.	Yes
Confirm guides are available.	Yes
Confirm office facilities are available.	Yes
Confirm lunch arrangements.	Yes
Review H & S and Trade Union arrangements.	Yes
Invite questions.	Yes
Final preparation for team (10 minutes)	Yes

Name of the Organization	DINABANDHU ANDREWS COLLEGE
Address	Baishnavghata, P.O. Garia, Kolkata 700084
Site Address (If any)	NA
No. of Employees	128
E mail id	dacprincipal@gmail.com dacddo@gmail.com
Name of Management representative	Dr. Joy Sarkar
Telephone/Fax	033 24071828
Scope	PROVIDING HIGHER EDUCATION SERVICES TO UNDERGRADUATE AND POST GRADUATE STUDENTS.
Audit Team	S.P Mitra (Lead Auditor)
Date of Audit	05.02.2025
Brief about the organization (Legal Entity, Characteristics of business areas, Quality assets and Technology used)	Named after Rev. Charles Freer Andrews (1871-1940), the renowned Christianmissionary, educationist, and philanthropist, Dinabandhu Andrews College,which has now become a premier institution of higher learning situated on thesouthern fringes of Kolkata, was founded in 1956 by an order of the Governmentof India with the object of facilitating the access to higher education for thechildren of the uprooted families from erstwhile East Pakistan (presentlyBangladesh) who had settled, among other places, at Garia and its vicinity in theaftermath of the Partition of 1947.
Audit Objective	a) Ensure that the client's management system documentation meets the requirements of the standard/specification. b) To conform that the client organization adheres to its own policies, Objectives and procedure and all the requirement of the QMS, EMS and EnMS standard and other normative documents. c) To collect Quality for planning of stage II audit and determine the client's readiness for stage II audit including interval between stage I and Stage II audits.

Audit Result:

Management system implementation has been verified by means of random sampling. This applies to the compliance of workflows with standard requirements and the descriptions in management system documentation. This has been done by means of a sampling approach, by conducting interviews and reviewing the appropriate documentation. Audit findings and recommendations regarding opportunities for improvement have been set below.

The current audit revealed no non conformity for the standard of ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018

The Institution has established and maintained an effective system to ensure compliance with its policy and objectives. The audit confirms in line with the audit target that Institution's management system complies with, adequately maintains and implements the requirements of the standard.

Institution has been recommended for the award of the new certificate on ISO 9001:2015, 14001:2015 and 50001:2018 standards for the following scope: **PROVIDING HIGHER EDUCATION SERVICES TO UNDERGRADUATE & POSTGRADUATE STUDENTS**

The audit findings related to the audited standard are listed in the below annexure to this report. In view of the sampling approach applied to the audit, weaknesses and nonconformities may still exist which have not been identified during the audit.

Positive Findings:

1. Good support from the top management in implementation of QMS, EMS and EnMS.
2. Good initiative for conducting yearly fire drill in the institution.
3. Initiatives taken for Reduction of paper usage by promoting use of technology in library management, accounting system management, HRMS implementation and teaching learning system.
4. Well-developed infrastructure like good library, Smart classroom, laboratory etc.

Recommendations and Opportunities for improvement:

1. Climate change-related risks, such as reduced student attendance during the rainy season, should be addressed.
2. Significant energy users (equipment) should be identified.
3. An energy measurement plan and record for EnMS should include graphical representation for better understanding.
4. Water consumption data should be collected and documented.

ISO 9001-2015 (QMS), ISO 14001-2015 (EMS), ISO 50001-2018 (EnMS) Requirements	Comments	C/O/NCR
4.1 Understanding the organization and its context - QMS + EMS + EnMS	Issues determined have been reviewed. No new issue developed	**C**
4.2 Understanding the needs and expectations of interested parties - QMS + EMS + EnMS	Needs and expectations of interested parties have been reviewed and incorporated in policy making.	**C**
4.3 Determining the scope of the quality management system - QMS **4.3 Determining the scope of the environmental management system - EMS** **4.3 Determining the scope of the energy management system - EnMS**	Providing Higher Education services to Undergraduate and Postgraduate students. Providing Higher Education services to Undergraduate and Postgraduate students. Providing Higher Education services to Undergraduate and Postgraduate students.	**C**
4.4 Quality management system and its processes - QMS **4.4 Environmental management system - EMS** **4.4 Energy management system - EnMS**	All related processes have been identified and interactions established. All related processes have been identified and interactions established. All related processes have been identified and interactions established.	**C**
5.1 Leadership and commitment - QMS + EMS + EnMS **5.1.1 General - QMS** **5.1.2 Customer focus - QMS**	Leadership provided by the Principal and Departmental heads found motivating and inspiring. Strong committment towards academic excellence obsedved. Good focus on students and learning of subjects by teachers observed.	**C**
5.2 Policy - QMS **5.2.1 Developing the quality policy - QMS** **5.2.2 Communicating the quality policy – QMS** **5.2 Environmental policy - EMS** **5.2 Energy policy - EnMS**	Quality policy drafted well. Committment to serve students and society in general through academic excellence has been specified. Committment made to comply with statute made. Environmental policy drafted well. Commitment made to protect environment and follow statute made. Similarly, energy policy prepared with commitment to conserve energy. All policies communicated through display.	**C**
5.3 Organizational roles, responsibilities and authorities - QMS + EMS + EnMS	Organization structure of the institute has been prepared and roles of teachers and administrator have been decided and documented.	**C**

ISO 9001-2015 (QMS), ISO 14001-2015 (EMS), ISO 50001-2018 (EnMS) Requirements	Comments	C/O/NCR
6.1.2 Actions to address risks and opportunities – QMS + EnMS IMS	All risks related to quality, environmental and energy management system have been reviewed. Opportunities wherever arises have been discussed for action.	**C**
6.1 Actions to address risks and opportunities – General, Environmental aspects, Compliance obligations, Planning action - EMS	Mitigating actions against these risks have been identified and adopted as control measures.	
6.2 Quality objectives and planning to achieve them – QMS ***6.2 Environmental objectives and planning to achieve them - EMS*** ***6.2 Objectives, energy targets and planning to achieve them - EnMS***	To increase student attendance through counselling to 75%. Action plan prepared. To reduce water consumption (natural resources) by 5%. Action plan prepared. To reduce energy consumption by 10%. Action plan to reduce energy consumption prepared.	**C**
6.3 Planning of changes – QMS ***6.3 Energy review - EnMS***	As per standard procedure. Energy review done and documented.	**C**
6.4 Energy performance indicators - EnMS	Energy performance indicator calculation documented.	**C**
6.5 Energy baseline - EnMS	Energy baseline calculated and documented. Baseline data used for EnMS.	**C**
6.6 Planning for collection of energy data - EnMS	Energy measurement plan prepared and monthly actual consumption data prepared.	**C**
7.1 Resources – General, People, Infrastructure, Environment for the operation of processes, Monitoring and measuring resources - Measurement traceability, Organizational knowledge – QMS ***7.1 Resource – EMS + EnMS***	All necessary resources for carrying out the processes have been provided. Buildings, class rooms, laboratory facilities, library etc. have been provided and maintained. Facilities for sports and other recreation have been provided. Details of infrastructure/ physical facilities have been provided in SSR (self-study report)/ NAAC documented. Floor wise classroom/ Laboratory room details provided. Students' emergency room is provided. Research tools used has been listed. Zoology department visited and checked adequacy of all resources.	**C**
7.2 Competence – QMS+ EMS + EnMS	Competence Mapping for 94 teaching staff done.	**C**
7.3 Awareness – QMS+ EMS + EnMS IMS	Teaching and non-teaching staff participated in faculty development programme, management development programme and administrative development programme. Year wise details for participants etc. documented in page 74 of self-study report dated 02.09.2024	**C**

ISO 9001-2015 (QMS), ISO 14001-2015 (EMS), ISO 50001-2018 (EnMS) Requirements	Comments	C/O/NCR
7.4 Communication – QMS+ EMS + EnMS	Website, Notice Board, Whatsapp massage etc. are used for communication.	**C**
7.5 Documented information – General, Creating and updating, Control of documented information – QMS+ EMS + EnMS	All documennts are comtrolled with the help of document central procedure. List of documents prepared.	**C**
8.1 Operational planning and control – QMS+ EMS + EnMS	Cource material is provided by the University of Calcutta with which the college is affiliated.	**C**
8.2 Requirements for products and services - Customer communication, Determining the requirements related to products and services, Review of requirements related to products and services, Changes to requirements for products and services - QMS	6 monthly semester system is followed for undergraduate degree course. Based on course content routine is prepared. Lesson planning done by every faculty member in consultation with head of the department.	**C**
8.2 Emergency preparedness and response - EMS	Emergency handling Procedure prepared.	**C**
8.2 – Design – EnMS	No design work undertakes.	**C**
8.3 Design and development of products and services - General, Design and development planning, Design and development inputs, Design and development controls, Design and development outputs, Design and development changes - QMS	Not applicable as no design work is taken up.	
8.3 Procurement - EnMS		
8.4 Control of externally provided processes, products and services 8.4.1 General 8.4.2 Type and extent of control 8.4.3 Information for external providers	Suppliers list provided.	**C**
8.5 Production and service provision - QMS 8.5.1 Control of production and service provision 8.5.2 Identification and traceability 8.5.3 Property belonging to customers or external providers 8.5.4 Preservation 8.5.5 Post-delivery activities 8.5.6 Control of changes	Based on course material, semester routine is prepared. Teachers prepare lesson plan and teaching process continues based on lesson plan. Each student is provided with code no to be written on written exam sheet. Subjects are also codified. Not applicable. Not applicable As per procedure	**C**

ISO 9001-2015 (QMS), ISO 14001-2015 (EMS), ISO 50001-2018 (EnMS) Requirements	Comments	C/O/NCR
8.6 Release of products and services - QMS	Regular classtest is conducted to evaluate students perfoemance. Final examination is conducted at the end of semester foe final evaluation of learning by each student.	
8.7 Control of nonconforming outputs - QMS	Students obtaining poor marks in class test are provided with special classes for improvement in learning so that they can fare better in next exam.	**C**
9.1 Monitoring, measurement, analysis and evaluation – General, Customer satisfaction, Analysis and evaluation – QMS **9.1 Monitoring, measurement, analysis and evaluation – General, *Evaluation of compliance – EMS*** **9.1 Monitoring, measurement, analysis and evaluation of energy performance and the EnMS, General, Evaluation of compliance with legal requirements and other requirements - EnMS**		
9.2 Internal audit	Conducted on 21.11.2022. All department were audited. No NC generated	**C**
9.3 Management review – General, Management review inputs, Management review outputs – QMS *9.3 Management review* – EMS + EnMS	GB meeting was held on 11.01.2025. Overall performance was reviewed. Issues were reviewed. Targets objectives and achievements were reviewed.	**C**
10 Improvement – General, Nonconformity and corrective action, Continual improvement – QMS + EMS + EnMS	Renovation of building/ installation solar power plant etc. are going on as part of improvement schemes.	**C**

SURVEILLANCE AUDIT REPORT
ISO 9001, ISO 14001, AND ISO 50001

CLOSING MEETING

TOPICS FOR DISCUSSION	√
Thank the client for their hospitality, assistance and co-operation.	Yes
Confirm the assessment standard (e.g. ISO 9001:2015, ISO 14001:2015 & ISO 50001:2018)	Yes
Confirm any special scheme requirements e.g., HACCP	NA
Confirm scope of registration	Yes
Confirm statement of confidentiality, Information Security	Yes
Explain assessment was based on a sample.	Yes
Explain non-compliances., how the audit finding should be addressed based on the agreed process, Possible consequences of not adequately addressing the audit findings.	Yes
Invite the client to discuss the non-compliances.	N/A
Inform the client of recommendation for registration/ non-registration or continued registration, **about complaints handling process.**	Yes
Obtain client signature on reports.	Yes
Any related post Audit activities (e.g. implementation and review of corrective actions, addressing audit complaints, appeal process)	Yes
Explain and agree corrective action process.	Yes
Explain certificate issue process (initial assessment only)	Yes
Explain surveillance arrangements.	Yes
Confirm client has a copy of the current regulations.	Yes
Explain the rule for use of marks.(surveillance only)	Yes
Check use/non use of marks. (surveillance only)	Yes