



MS Certification Services Pvt. Ltd.

AUDIT REPORT

Type of Audit: Stage 1 <input checked="" type="checkbox"/> Stage 2 <input type="checkbox"/> Surveillance <input type="checkbox"/> Re-Certification <input type="checkbox"/> Special / Extension <input type="checkbox"/>			
Client ID Number: INQ-1462 INE-00136	Management Scheme: QMS EMS	Reference Standard: ISO 9001:2015 ISO 14001:2015	Date of Audit: 28.01.2020
Name of Organisation: Dr. Kanailal Bhattacharyya College.		Team Leader:	S.K.Bhattacharya
Main Address: 15, Kona Road, Santragachi, Howrah-711104		Team Member:	1) Anup Roy 2) ----- 3)-----
		Technical Expert:	-----
		Observer:	S.Dutta
Location			
Site I: As Above			
Names of Key Personnel Interacted		Designation	
Dr. Kaustubh Lahiri		Principal	
Dr. Mantu Biswas		IQAC- Co-ordinator	
Dr. Sudipta Bhowmick		Asth. Professor (Deptt. Of Zoology)	
Dr. Mriganka Mandal		Asth. Professor (Deptt. Of Botany)	
Audit Objectives: To assess the compliance to ISO 9001:2015 & ISO 14001:2015 Standards for Quality & Environmental Management System and the preparedness for Stage II Audit.			
Audit Scope: Providing Educational services to students preparing for UG and PG degree courses under Science, Humanities streams.			
Audit Criteria: Procedures, Documents for various processes of the Organisation and ISO 9001:2015 & ISO 14001:2015 Standards for Quality & Environmental Management Systems respectively.			
Company Profile (Including the organization and its context) Dr. Kanailal Bhattacharyya Collage was established in the year 1985 prepare students for Under graduate and Post graduate courses under Science and Humanities streams under University of Calcutta. The Institution follows the guide line set by the University. The planning to resolve the Issues related that are relevant to the <u>purpose</u> of the Institution have not been determined. The <u>planning to achieve</u> the Needs and Expectations of the Interested parties of the Institution are to be determined. The stated Scope has been defined but <u>without defining the boundaries</u>. Sequence and Interactions of the Processes have been verified vide documented flow chart. In case of failure of the students, appearing for Examination for the respective Semesters <u>has not been considered in the Flow Chart.</u>			
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): <u>Leadership:</u> Dr. Kaustubh Lahiri, the Principal is aware that the Top management is accountable for the implementation of the ISO 9001:2015 Quality Management System and ISO 14001:2015 standards for Environmental Management System and the risks to the teaching and allied services which are identified from the Students' Feedback are to be mitigated in a planned manner. <u>The Quality and Environment Policy of the Institution needs to be reviewed as the continual improvement has not been included.</u>			
<u>Planning (Risk and actions to address risks and opportunities)</u>			

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Following Planning are not documented;

1. To resolve the Issues (as mentioned above)
2. For achieving the Identified Needs and Expectations of the Interested Parties.
3. Planning to mitigate the Risks to the services rendered to students.

Quality Objectives: Three Quality Objectives have been set.

The Quality and Environment Objectives may be reviewed by the Top Management to include those objectives which are for the improvement of the Institution and are in line with the Quality Policy.

Aspect/Impact analysis and its acceptable and insignificant impacts have been determined and documented. There are no Significant Impacts for any Aspects.

Support:

The Institution has adequate infrastructure for existing courses.

The awareness programme has been conducted. The effectiveness is to be evaluated by March 2020.

Carrier Advancement Scheme is in use to evaluate the competence of the persons as required by the University.

Operation:

The admission process is as per the guidelines of the University.

The Examination process is as per the guidelines of the University.

The Classes are conducted as per a plan which is displayed for communicating to the students.

The storing of the chemicals in the Laboratories needs to be kept more systematically in Botany Laboratory.

Other Laboratories are maintaining their keeping of chemicals satisfactorily.

No MSDS for the chemicals are in display.

No required Procedures are followed for disposing the waste chemicals.

Performance Evaluation:

The Semester Examinations and the Final Examinations are the methods for evaluating the students. The holdings of Examinations are as per the guidelines set by the University of Calcutta.

The results are communicating d as per the dates set by the University.

Improvement:

The improvement of the implemented systems shall be evaluated at the Stage II audit.

Overall Effectiveness of the management system:

Overall Effectiveness of the implemented Management Systems shall be evaluated at the Stage II audit.

Internal Audit:

The Internal Audit was conducted on 11.12.2019. Two Non conformities were detected and they are yet to be closed out. They are expected to be closed out by middle of march 2020.

Management Review:

The Management Review held on 12.12.2019 and was chaired by the Principal.

All the points which was to be addressed as per the requirement of ISO 9001:2015 and ISO 14001:2015 has not been addressed.

Applicable Statutory & Regulatory Requirements of the Organisation Documented in the QMS/ EMS
(Comments on the status of compliance of identified /applicable regulatory and statutory requirements.
Recognised Under section 2(f)12-B of UGC Act, 1956

Any unresolved issues, if identified:

No unresolved issues identified

Any deviation from the audit plan and their reasons:

No deviation from the audit plan.

Any significant issues impacted on the audit programme:

No significant issues impacted on the audit programme.

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

No other sites in existence other than the one mentioned above.

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For EMS Audit only. (If applicable)	
Observation exclusively for EMS: Environment aspect and impact, which are not stated in the Environment Management System (issues needed to be concerned): The present disposal system of the waste Re-agents has not been included in the Aspect/Impact analysis Environment aspect and impact of the Company which are stated in the EMS Management System but not defined and controlled: Environment aspect and impact of the Company which are stated in the EMS Management System are defined and controlled Comments about the EMS applications :(EMS Policy, planning, implementation and operation, checking): EMS policy needs review. The planning, implementation and Operation and Checking are carried out satisfactorily	
Issues which have priority in the Next/Surveillance Audit: All the Observations made (as per attached list) to be resolved	
Opportunity for Improvements as concluded from Audit Findings: To be evaluated during Stage II audit Confirmation of the information provided to MSCS during application: The information provided is being confirmed.	
-----For Stage 1 -----	
a) Comments on compliance of documents: Satisfactory b) Comments on significant functions/ issues identified to consider for effective planning for stage 2. Issues to the context of the Organisation and the plans to resolve them are yet to be determined c) Comments on insignificant functions/ issues identified in stage 1 audit (if any): All the Issues have been identified d) Client documentation, legal requirements, site specific conditions and discussion on temporary sites: Satisfactory e) Other Comments (if any). Nothing in particular.	
Recommendation	
Scope Recommended: (To be confirmed after Stage 2 audit/ Surveillance Audit/ Special Audit - a conclusion on the appropriateness of the certification scope :) Providing Educational services to students preparing for UG and PG degree courses under Science, Humanities streams.	
Confirmation on fulfilment of the audit objectives: The Audit objectives have been fulfilled.	
NCs Details	
Major:-----	Minor: Observations detected as per attached list.
Corrective Action Due Date: Before the Stage II Audit	
Conclusion: Recommended for Stage II audit for certification to	
Signed S.K.BHATTACHARYA Lead Auditor Date30.01 2020.....	

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.



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AUDIT REPORT

Type of Audit: Stage 1 <input type="checkbox"/> Stage 2 <input checked="" type="checkbox"/> Surveillance <input type="checkbox"/> Re-Certification <input type="checkbox"/> Special / Extension <input type="checkbox"/>			
Client ID Number: INQ-1462 INE-00136	Management Scheme: Quality Management System Environmental Management System	Reference Standard: ISO 9001:2015 ISO 14001:2015	Date of Audit: 4 th , December, 2020
Name of Organisation: Dr. Kanailal Bhattacharyya College		Team Leader:	S.K. Bhattacharya
Main Address: 15, Kona Road, Santragachi, Horah-711104		Team Member:	1) Anup Roy 2) Sanmitra Dutta 3) _____
		Technical Expert:	_____
		Observer:	_____
Location			
Site 1: As above			
Names of Key Personnel Interacted		Designation	
Dr. Kaustubh Lahiri		Principal	
Dr. Mantu Biswas		IQAC Co-ordinator	
Dr. Sudipta Bhowmick		Asst. Professor(Department Of Zoology)	
Dr. Mringaka Mandal		Asst. Professor(Department Of Botany)	
Audit Objectives: To assess the preparedness for Stage II Audit and compliance to ISO 9001:2015 and ISO 14001:2015 Standards for Quality Management System & Environmental Management System respectively.			
Audit Scope: Providing effective Educational Services to students pursuing UG and PG degree courses in the stream of Science, Humanities and Commerce.			
Audit Criteria: ISO 9001:2015 & ISO 14001:2015 Standard, for Quality Management System & Environmental Management System respectively.			
Company Profile (Including the organization and its context) Dr. Kanailal Bhattacharyya College was established in the year 1985 prepare students for Under graduate and Post graduate courses under Science and Humanities streams under University of Calcutta. The Institution follows the guide line set by the University. The Institution has determined their Issues as a) Requirement of Land and b) Availability of Fund for its budgeted expenditures. <i>However to resolve the issues has not planned. (Observation)</i> Needs and Expectations of the Students, Employees and the Management (the determined Interested Parties) have been identified and plans to achieve them is in place. The Scope as described above has included the activities and its boundaries adequately. The sequence and the interaction and the various processes have been determined and documented for determining the requirements of the Quality Management and Environmental management Systems satisfactorily.			
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): <u>Leadership:</u> The Leadership of the Principal and the members of the Teaching staff have demonstrated their complete involvement in implementing the Quality Management and Environmental Management Systems satisfactorily. The requirements of both the ISO 9001:2015 & ISO 14001:2015 Standard for Quality Management System & Environmental Management System respectively have been understood and all the Observations detected during Stage I audit were closed out effectively. The Quality and Environmental Policies have been framed adequately. The policies have been communicated to the			

Auth-

 (Dr. Kanailal Bhattacharyya)
 Principal

Dr. Kanailal Bhattacharyya College



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Observation exclusively for EMS:

Environment aspect and impact, which are not stated in the Environment Management System (issues needed to be concerned):

All aspects and impacts identified

Environment aspect and impact of the Company which are stated in the EMS Management System but not defined and controlled:

Are stated in EMS

Comments about the EMS applications: (EMS Policy, planning, implementation and operation, checking):
Planning is satisfactory

Issues which have priority in the Next/Surveillance Audit:

None

Opportunity for Improvements as concluded from Audit Findings:

As per observations reported

Confirmation of the information provided to MSCS during application:

Confirmed

For Surveillance and recertification Audit (If applicable)

Comparison with Previous Audit: (significant changes, if any, that affect the management system of the client since the last audit took place):

The System is maturing but actions to be taken to close out the observation made in this report.

Closure of Previous Non-conformities: (verification of effectiveness of taken corrective actions regarding previously identified nonconformities, if applicable.)

No NC reported

Any change in scope, address, products, ownership, staff, etc as identified in Surveillance Audit

YES ☐

If YES define

NO ☒

Is the registration/certification mark being used correctly

YES ☒

If NO give details

NO ☐

Are complaints and non-conformances being recorded and investigated and analysed effectively

YES ☒

NO ☐

any unresolved issues, if identified: Not 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 effective educational services to students pursuing UG and PG degree courses in the stream of science, humanities and commerce.

Confirmation on fulfilment of the audit objectives: Confirmed

NCs Details

Major: Nil

Minor: Nil

Corrective Action Due Date: NA

Conclusion: and

Recommended for continuation of Certification to ISO 9001:2015/ISO 14001:2015 Standards for Quality Management System and Environmental Management System respectively.

Signed S. Sanyal

Lead Auditor

Date 19.11.21

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TALLY and GST courses (6 months) in association with TALLY INSTITUTE OF LEARNING from April - 2019.

Introduced Self- Defense classes for female students.

Introduced the ICC (Internal Complaints Committee) as per VISHAKHA GUIDELINES against sexual harassment of women and RTI Committee to empower all and promote transparency and accountability in every aspect of the College.

Emergency preparedness plan is documented in IMS/DKBC/8.2-01

Emergency contact nos and Assembly point not displayed as per plan----- Observation.

Performance Evaluation:

Student satisfaction survey is done online(www.ugc.ac.in) and student feedback in place.

Pass percentage of students:-

1. B Com-89%, 2. B Com(H)- 95.24% , BA(Hons)-100% found satisfactory.

Pollution level Survey assistance sent to WBPCB dated 09/11/21 as per KBC/Govt WBPCB/Institutional pollution Survey/NAAC wrt Air Ambience- Pollutant,Gases and Dust Particles,Sound Pollution,effluent and flue gases.

List of external service providers with performance evaluation-doc no IMS/DKBC/8.4/01

Improvement: Constructed Virtual classroom with ICT facilities under the financial assistance of West Bengal government. 4 smart class rooms have also been constructed, funded by RUSA to cater to students need. He has been instrumental in setting up of fully equipped GIS enabled Geography Laboratory. Introduced general course in two new subjects namely Journalism and Mass Communication and Food and Nutrition from 2019-20 academic session. UGC approved B.Voc (3 years Degree Programme) in Beauty Therapy and Aesthetics have been introduced to adapt students for professional training and placement. Under his effective guidance the library is now on a digital platform with cloud based KOHA software facilities to facilitate faculties and students to access the library from any place.

Overall Effectiveness of the management system: Satisfactory

Internal Audit:

Internal audit calendar and schedule done as per Doc No IMS/DKBC/9.2/01 planned on Oct 2021 date 25.10.21
1 no NC found on environmental performance monitoring not done in FY 20-21 and found closed on 16.11.21.

Management Review:

Doc no IMS/DKBC/9.3/02/ conducted and relevant points like internal audit, regulatory compliances, environmental awareness etc discussed and action plan for improvements are considered.

Applicable Statutory & Regulatory Requirements of the Organisation Documented in the QMS/FSMS/OHSAS/EMS/EnMS:

(Comments on the status of compliance of identified /applicable regulatory and statutory requirements.
(Compliance of FSSAI schedule 4 (Part 2 and other relevant parts))

Recognised under 2(F)/12b of UGC Act 1956

Any unresolved issues, if identified: Nil

Any deviation from the audit plan and their reasons:

No deviation

Any significant issues impacted on the audit programme:

No impact

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

Not applicable

For EMS Audit only. (If applicable)

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(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College



AUDIT REPORT

Planning (Risk and actions to address risks and opportunities)

The planning of mitigation of risks has been determined. E procurement management system in planning to reduce use of paper to be introduced by next 3 months and requisition slips are implemented in the online system through Google forms and responsibilities assigned.

Risk and opportunity mitigation plan Doc no IMS/DKBC/6.1.1/01 is determined considering issues like quality of education, information security, proper environment etc.

Aspect Impact Analysis Dtd 16.11.21 - 5 aspects with activity description and level of impact found as per IMS/DKBC/6.1.2-01. All found insignificant except for canteen waste which is categorised as acceptable.

Doc no IMS/DKBC/6.2.1-01, Quality Objectives and achievement planning-4 nos objectives are documented.

E-waste disposal is planned through WEBEL & Hulladek Recycling assigned for collection and channelization of e-waste materials.

Support:

Fire training and drill found on 12.12.20 by Howrah Maidan fire station.

Training on Covid imparted on 15.11.21 for students as per guideline from Govt of WB Dept of higher education .

No calibration is required for instruments as they are used only for demonstration.

MSDS for Sulfuric acid, Bromine found available .

Detailed building plan along with electrical network is under process to resolve the issue of only one staircase in each of the building of the college which will be difficult for evacuation of people during fire incident.

Procurement of fire fighting equipments-

Purchased ABC type, Co2, Foam type, DCP type fire extinguishers from Alpna Fire System vide invoice no 72/20-21.

Refilling of fire fighting equipments -3 DCP fire extinguishers of 5 Kg from Fire shield Engg. Equipments Pvt Ltd .

List of fire Extinguishers not maintained for status monitoring-- Observations

Operation:

The students are being admitted on line as per the guideline from University of Calcutta and monitored by the Dept of Higher education ,Govt of WB vide G.O. no 804 Edn (CS)/10M 95/14 dt 13.05.19.

The teaching classes are planned for each semester , study materials are uploaded in Google class room, use of smart classrooms and continuous evaluation is carried out throughout the the year by tutorial and internal examination, projects, debates, seminars etc.

Career Counselling and Placement Cell which has been instrumental in creating job opportunities to students after completion of their studies. Under his effective guidance following initiatives have been undertaken namely:

Industry visit for students, setting up of modern laboratory equipment in collaboration with TCG Life Sciences, Salt Lake, Kolkata.

Diploma in Computer Application for students at minimal cost in association with WEBEL TECHNOLOGY LTD, Govt. of West-Bengal Undertaking.

TALLY and GST courses (6 months) in association with TALLY INSTITUTE OF LEARNING from April - 2019.

Introduced Self- Defense classes for female students.

Introduced the ICC (Internal Complaints Committee) as per VISHAKHA GUIDELINES against sexual harassment of women and RTI Committee to empower all and promote transparency and accountability in every aspect of the College. He has encouraged 'Students and Faculty Exchange Programme' with our neighbouring Colleges namely Bijoy Krishna Girls' College, Howrah and Prabhu Jagatbandhu College, Andul, Howrah in subjects like Political Science, Education, Philosophy and Geography. The College has also applied for the introduction of M.A in Geography and Bengali affiliated to University Of Calcutta. At present the College is preparing for the impending 4th cycle of NAAC Re-Accreditation under his effective guidance and leadership.

the Career Counselling and Placement Cell which has been instrumental in creating job opportunities to students after completion of their studies. Under his effective guidance following initiatives have been undertaken namely:

Industry visit for students, setting up of modern laboratory equipment in collaboration with TCG Life Sciences, Salt Lake, Kolkata.

Diploma in Computer Application for students at minimal cost in association with WEBEL TECHNOLOGY LTD, Govt. of West-Bengal Undertaking.



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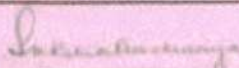
Type of Audit: Stage 1 <input type="checkbox"/> Stage 2 <input type="checkbox"/> Surveillance <input checked="" type="checkbox"/> Re-Certification <input type="checkbox"/> Special / Extension <input type="checkbox"/>			
Client ID Number:	Management Scheme: (mention specifically if it is an integrated audit)	Reference Standard:	Date of Audit:
INQ-1462 INE-00136	QMS EMS	ISO 9001:2015 ISO 14001:2015	18.11.2021
Name of Organisation: Dr. Kanilal Bhattacharya College		Team Leader:	S Sengupta
Main Address: Ramrajatala PO, Santragachi, Howrah, WB 711104		Team Member:	1) S Dutta
			2)
			3)
		Technical Expert:	
		Observer:	
Location			
Site 1: Ramrajatala			
Names of Key Personnel Interacted		Designation	
Dr Kaustubh Lahiri		Principal	
Dr. Mantu Mantu		IQAC Coordinator	
Prof Karabi Das		Asst Prof Dept of Geology	
Dr. Sudipta Bhowmick		Convenor ISO Committee	
Prof Sekh Saddam Hossain		Asst. Prof. Dept of Pol Sc	
Bhaskar Ghosh		Accountant	
Audit Objectives: To assess the compliance to ISO 9001:2015, ISO 14001:2015 Standards for Quality Management System, Environmental Management System			
Audit Scope: Providing effective educational services to students pursuing UG and PG degree courses in the stream of science, humanities and commerce.			
Audit Criteria: The Organisational Procedures and ISO 9001:2015, ISO 14001:2015 Standards for Quality Management System, Environmental Management System.			
Company Profile (Including the organization and its context)			
Dr. Kanilal Bhattacharya College was established in the year 1985 prepares students for under graduate courses under in Science and Humanities streams is a NAAC Accredited (Thrice) College affiliated to University of Calcutta. The institute follows the guideline set by the university.			
The institute has determined their issues as Requirement of land and to resolve the issue proper steps has already been take.			
Needs and expectations of the interested parties like students, employees are identified.			
The sequence and interactions of the various processes has been determined and documented.			
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):			
Step taken against all the observation raised in the stage II audit and were closed out effectively			
Leadership:			
The top management is interested to understand the requirements of all the implemented Standards and encouraging and extending necessary resources to the persons involved in implementing the Standards.			
The Roles and Responsibilities are communicated to the respective persons.			
Quality and environmental Policy have been framed adequately in Doc no IMS/DKBC/5.2-01 approved on 02/12/20			
The Quality & Environmental Policies are communicated to all the employees of the Institution.			
As per memo no 1058 Edn (CS) IOM-32/2021 Covid 19 policy is displayed at the entrance and website.			
The roles and responsibilities and authorities for relevant roles are assigned and communicated.			

Authenticated*Kaustubh Lahiri*
(Dr. Kaustubh Lahiri)
Principal

Dr. Kanilal Bhattacharya College

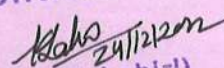
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There were no unresolved issues identified.
Any deviation from the audit plan and their reasons: There was no deviation from Audit Plan
Any significant issues impacted on the audit programme: There was no impact on the audit programme due to any Issues.
Details of the sites visited (if any) along with the processes verified: Not applicable
For EMS Audit only. (If applicable)
Observation exclusively for EMS: Environment aspect and impact, which are not stated in the Environment Management System (issues needed to be concerned): All the Environmental Aspects and Impacts have been identified and addressed. Environment aspect and impact of the Company which are stated in the EMS Management System but not defined and controlled: The identified and documented Environment aspect and impact of the Company which are stated in the EMS Management System are defined and controlled Comments about the EMS applications : (EMS Policy, planning, implementation and operation, checking): The Environmental Policy, the planning of Environmental Management System and the implementation, operation and checking of the implemented system is satisfactory.
Issues which have priority in the Next/Surveillance Audit: There is no such issue in both the System which is of any significant concern.
Opportunity for Improvements as concluded from Audit Findings: The Observations detected and reported in this report needs to be closed out for further Improvement, The Institution should plan the installation of additional staircases in buildings for evacuation of persons in case of fire.
Confirmation of the information provided to MSCS during application: Information provided by the Institution is being confirmed.
Recommendation
Scope Recommended: (To be confirmed after Stage 2 audit/ Surveillance Audit/ Special Audit - a conclusion on the appropriateness of the certification scope :) Providing effective Educational Services to students pursuing UG and PG degree courses in the stream of Science, Humanities and Commerce.
Confirmation on fulfilment of the audit objectives: The Audit Objectives have been achieved.
NCs Details
Major:----- Minor:-----
Corrective Action Due Date: Not applicable
Conclusion: Recommended for Certification to ISO 9001:2015 and ISO 14001:2015 Standards for Quality Management System & Environmental Management System respectively.
 Signed..... S.K. Bhattacharya Lead Auditor Date: 7 th December 2020

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.

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(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College

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persons in the training sessions but the Policies have not been communicated to the Interested Parties. (Observation)
The Roles, Responsibilities and Authorisation of those involved in the implementation of the Quality Management System & Environmental Management System to ISO 9001:2015 & ISO 14001:

Planning (Risk and actions to address risks and opportunities)

The Risks to the Services has been broadly determined and not considering the activities and sub-activities (Observation)

The planning of mitigating the Risks has been documented.

Three set Objectives for Quality and Environmental Management System are being monitored for its status as per the plan.

Aspects and its Impacts due to use of Energy, Resources and Waste has been assessed. Of 21 Aspects, 2 are within acceptable limits and remaining 19 are insignificant.

Due to the nature of activities in the Collage there are no Legal requirements to be met. However all the liquid waste in the Laboratories are collected in a marked and identified bottle and are tested for its Ph values and are treated to neutralize the collected waste before disposal.

Support:

Trainings have been conducted to all the persons involved with Quality and Environmental management System and the evaluation of the training imparted are carried out satisfactorily.

All the measuring equipment are for demonstration purposes and hence no calibration is required.

There are only one staircase in each of the buildings of the College which will be difficult for evacuation of people during any fire. (Observation)

Operation:

The Students are being admitted "On Line" as per the guideline from Calcutta University and monitored by Department of Higher Education, Govt. of Bengal.

The teaching classes are planned for each of the teachers considering the requirements of the guideline of the University and the Lesson Plans are monitored and reviewed by the IQAC, HODs and respective teachers. At present the Classes are held "On Line" but the schedules and examinations are being conducted as per the Plan. The Collage is providing facilities to appear for the exams to the Students who have no such facilities at their disposal.

The College has uploaded the full Study material to its Website for the Students which have benefited the students at this time of pandemic.

The College also provides Career Counselling to the Students preparing them for Campus Placement. A number of business Organisations visit the College and number of Placements are satisfactory.

The Library within the College has about 14686 books and which are coded as per DDC 23rd edition. The Issue of the books and returns are controlled and the number of books missing is very insignificant.

The students have not lodged any complaints.

Performance Evaluation:

The success rate at the university level is high.

Improvement:

Due to the pandemic situations improvement due to the implementation could not be analysed which shall be checked during next Audit.

Overall Effectiveness of the Management Systems:

The Effectiveness of implemented Quality Management System & Environmental Management System to ISO 9001:2015 & ISO 14001:2015 is satisfactory

Internal Audit:

The Internal Audit was conducted on 11.12.2019 as per the documented schedule. 2 (Two) Non Conformities were detected and have been closed out effectively.

Management Review:

The Management Review was conducted on 13.12.20 and was chaired Dr. K Lahiri, the Principal.

All the points of the required agenda were addressed and the outcome was recorded.

Applicable Statutory & Regulatory Requirements of the Organisation Documented in the QMS/ EMS:

Recognised under Section 2(f)12-B of UGC Act, 1956

Any unresolved issues, if identified:

Authenticated

K. Lahiri
(Dr. Kaustubh Lahiri)
Principal

Dr. Kaustubh Lahiri, Principal, College