सत्यमेव जयते

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

7, Mayurbhanj Road, Kolkata – 700023
Telephone No.: 033-2448-1160, 033-2448-1171
E-mail: gggdc.coll@gmail.com
Website: www.govtgirlsekbalpur.com

Ref. No.: .....

Date: .....

Criterion 7: Institutional Values and Best Practices

7.1.3 Quality Audits on Environment and Energy regularly undertaken by the Institution. The Institutional Environment and Energy initiatives are confirmed through the following -

1. Green Audit / Environment Audit.
2. Energy Audit.
3. Clean and Green campus initiatives.
4. Beyond the campus Environmental promotion activities.

Documents: Green audit / Environmental audit report from recognized bodies.

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Kolkata

7.1.3 Green Audit/Environmental Audit report from recognized bodies
Certificates of Energy, Environment and Green Audit for 2018-19

Management System Consultancy

MANAGEMENT SYSTEM CONSULTANCY

Service Provided: Legal, Safety, Fire, Environment, Energy Audit and ISO, Information Security, Automotive, NABL, NABH, CSR, Food, Medical Certification and Training services

Energy Audit Certificate

This Certificate is awarded to

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

Aspart of the Institution's Initiatives for a Healthy & Sustainable College the audit was conducted.

We appreciate the immense efforts taken by Staff and Students towards the Energy Management and Conservation.

Issued on April, 2018 valid till March, 2019

Amalesh Kr. Mandal

Kol- 130

MANAGEMENT SYSTEM CONSULTANCY

Authorization:

- **ISO 14001:2015 (Environment) (CQI-IRCA Delegate ID: 173839, Certificate No. 46957)Lead Auditor Certificate**
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Best regards,

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Date: 01.04.2018

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- Certified PG Diploma in Fire and Safety Management from Jawaharlal Nehru Technological University Hyderabad (Cert. No. 15359120506)
- ISO 17020:2012 Competency certified from QCI (Certificate No. EQUEST/QCI/031023/06-001)

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Green Audit Certificate

This Certificate is awarded to

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

As part of the Institution's Initiatives for a Healthy & Sustainable College the audit was conducted.

We appreciate the immense efforts taken by Staff and Students towards the Efficient Management of Premise.

Issued on April, 2022 valid till March, 2023

Amalesh Kr. Mandal

Kol- 130

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Authorization:

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Letter of Appreciation

For

Implementing the recommendations suggested during the

Green, Energy and Environment Audit Process

Awarded to

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE

With reference to the above cited subject we appreciate the efforts of the College in implementing the activity of printing and putting up awareness posters related to Cleanliness, Energy, Waste, Water, Save Environment. The College has printed these and put them at appropriate locations in the premise. We hope the College continues similar efforts in the future as well. We have attached some of the photographic evidences in this letter.

Best regards,

Amalesh Kr. Mandal

MANAGEMENT SYSTEM CONSULTANCY
Date: 01.04.2022

Authorization:

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Reports Of Internal Energy, Environment and Green Audit 2022-23

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Green Audit Report (2022-23)

of

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE



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1. Introduction:

Government Girls' General Degree College is the fourth government college for girls in West Bengal. Due to its proximity to National Library, Calcutta University Alipur Campus, and other major locations of southern Kolkata, the college is favourably accessible to a large section of students interested in higher education. The establishment of this college marks a positive and progressive initiative towards facilitating higher education for women in West Bengal. Incidentally, the college was established after a decade long pressing demand for a Women's college in the locality. The college was inaugurated on the 28th January, 2016 by Honourable Chief Minister Smt. Mamata Banerjee. The College has been affiliated to the University of Calcutta. The inauguration inevitably marked the beginning of a journey towards achieving academic excellence for women. Presently, the college offers Honours Courses in Arts, Science and Commerce streams. Faculties of all fifteen departments (Honours) put untiring efforts to provide quality academic guidance to all students and work towards their overall developments.

The college began its academic journey on 28th January 2016 with thirteen departments. The academic session started with one hundred and fifteen students in both Arts and Science streams. To create awareness, conviction and commitment among the students towards social and moral values, the college arranges for compulsory Value Education classes where lectures are delivered by eminent personalities from various fields. The college provides scope to its students to put forward their views, positive and negative, through Grievance Redressal Cell and Anti-Ragging cell. The Psychological Counselling Cell looks into the problems faced by the students. Being a girl's college a Sexual Harassment Cell has also been set up within the campus.

1.1. Green Audit Working Team (2022-23):

The results and conclusions and suggestions from a thorough green audit carried out at **GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE** are presented in the report that continues. The audit's goals were to evaluate the College's environmental impact and spot areas where sustainability may be improved. The audit addressed topics like journeys, disposal of trash, water use, electricity consumption, and general environmental awareness.

Sl No	Name of the Members	Designation
1	Dr. SyedaShariqatul Moula Alquadri	Principal
2	Dr. Debaprasad Bannerjee	IQAC Coordinator
3	Dr. Shabnam Parveen	Head & Asst. Professor
4	Dr. Shahid Jamil	Head & Asst. Professor
5	Dr. Senjuti Gupta	Asst. Professor
6	Mr. Abdul Matin	Asst. Professor

Table 1. List of the members of Internal Audit team

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2. Need for Green Audit:

Green audits, also known as environmental audits or sustainability audits, are becoming more and more necessary in today's society for several reasons:

a) **Environmental Impact:** Green audits assist in evaluating and reducing an organization's negative environmental impact. They assess variables like energy use, waste production, water use, and emissions, identifying areas that might be improved to lessen environmental harm.

b) **Regulatory Compliance:** Businesses must abide by the environmental laws and standards that have been set in many nations. Green audits assist businesses in complying with regulations and avoiding fines or other legal repercussions for non-compliance.

c) **Cost Reduction:** Green audits can reveal inefficiencies and wasteful behaviours within a company, opening up chances for cost savings. Businesses can apply methods to save operational costs and boost overall efficiency by analyzing energy usage, resource consumption, and waste management.

d) **Reputation and Stakeholder Expectations:** Consumers and other stakeholders now demand more environmentally conscious company practices. Green audits offer organization transparency and prove its dedication to sustainability, strengthening its reputation and fostering trust among clients, staff, investors, and communities.

e) **Risk Management:** Environmental hazards can have serious financial and reputational ramifications for firms, including pollution events, regulatory non-compliance, and supply chain interruptions. By evaluating environmental management systems, ensuring sufficient controls are in place, and putting preventative measures in place to deal with possible problems, green audits assist in identifying and mitigating these risks.

f) **Continuous Improvement:** Green audits encourage a continuing commitment to sustainability rather than being one-time events. Organizations can see trends, set goals, and implement improvement initiatives by routinely evaluating and tracking environmental performance. This iterative process promotes a culture of sustainability and propels long-lasting transformation.

g) **Sustainable Development Goals (SDGs):** An international framework for solving urgent environmental and social issues is provided by the Sustainable Development Goals. Organizations can better align their operations with these objectives with the aid of green audits, paving the way for a more just and sustainable future. To evaluate, enhance, and confirm environmental performance, green audits are essential. They allow companies to control risks, comply with rules, cut costs, improve reputations, and support sustainable development.

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3. Methodology for Green Audit:

Audits of an organization's environmental performance and practices are known as "green," "environmental," or "sustainability" audits. They entail assessing the company's influence on the environment, resource usage, waste management, and adherence to environmental legislation. Here is a procedure for carrying out a green audit:

- Planning
- Identify audit team and resources
- Develop an audit plan: Create a detailed plan outlining audit activities, timelines, responsibilities, and communication channels.
- Data Collection
- Gather information
- Conduct site visits and interviews
- Review documentation
- Evaluation and Analysis
- Assess environmental impacts
- Evaluate compliance
- Identify strengths and weaknesses
- Quantify results
- Reporting
- Prepare an audit report
- Communicate results
- Follow-up and Improvement
- Develop an action plan
- Monitor progress
- Continuous improvement

The methodology adopted to conduct the Green Audit of the Institution had the following components.

3.1. On-siteVisit :

The Green Audit Team carried out the five-day field trip. The tour's main goal was to evaluate the Institution's waste management procedures, energy conservation tactics, and other aspects of its green cover. The protocols for sample collection, preservation, and analysis were followed scientifically.

3.2. Focus Group Discussion :

The nature club, staff, and management members participated in focus group discussions on various facets of the green audit. Identification of attitudes and awareness towards environmental issues at the institutional and local levels was the main topic of discussion.

3.3. Energy and waste management Survey:

The audit team evaluated the College's waste generation, disposal, and treatment facilities as well as its energy usage pattern with the assistance of teachers and students. A comprehensive questionnaire survey method was used to carry out the monitoring.

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4. Target Areas of Green Auditing:

A process for resource management includes a green audit. The actual usefulness of green audits lies in the fact that they are conducted at predetermined intervals and that the results might show improvement or change over time, even though they are individual events. The concept of an eco-campus primarily emphasizes the effective use of energy and water, the reduction of waste output or pollution, and economic efficiency.
These indications are evaluated during the "Green Auditing of this Educational Institute" procedure. In order to reduce emissions, obtain a reliable and affordable energy supply, promote personal responsibility, encourage and improve energy conservation, reduce the institute's energy and water use, reduce waste going to landfills, and incorporate environmental considerations into all contracts and services deemed to have significant environmental impacts, Eco-campus focuses on these goals. Water, energy, trash, and green campus are the focus topics for this green audit.

5. About Energy Audit

Energy audit is the most efficient way to identify the strength and weakness of energy management practices and to find a way to identify and solve the problems. It is one kind of professional approach towards a responsible way to utilise economic, financial, social and natural resources.

5.1. Objectives of Energy Auditing

The energy audit provides the vital information based on overall energy conservation program which cover essential energy utilisation analysis and evaluation of energy conservation measures. It includes:

- To identify the quality and cost of different energy inputs.
- To assess the present pattern of energy consumption in different energy inputs.
- To highlight electric wastage in major areas.
- Implementation of energy saving potential targets for individual cost centres.

5.2. Energy Consumption scenario:

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE Kolkata uses energy in the form of electricity purchased from CESC. The college has a High-Tension electric connection having agreemental load of 250 KVA with an average load factor 2.33% having consumer number 01075005016 and category of consumer being Domestic (Rate R). The Power Raychem RPG **Power-Management-Room of** 6000 Volts (Unit Panel, 50/5+5A, 600A, 1R×3C×300 50nMM XPLE) is used.
Total consumption of energy units in the year 2022-2023 (From April 2022 to March 2023) was 48804 and the annual total cost of the units charged was Rs.**10,10407.0**

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Figure 1. Power Management System of this Institution

Energy audit has analysed last 12 months electricity bills of college. Details of Unit consumption, annual payable amount and annual per unit charges are determined as follows: Monthly electrical energy consumption (Year 2022-23). The monthly electrical consumption for the college is given in the table 2 and Figure 2.

Sl No.	Month And Year	Total Consumed Unit (Kvah)	Monthly Demand In Kva	Amount (Rs)
1	APRIL, 2022	5508	48	41033
2	MAY, 2022	3614	30.4	45152
3	JUNE, 2022	4830	44	89376
4	JULY, 2022	4954	39.2	91307
5	AUGUST, 2022	5090	42.4	90481
6	SEPTEMBER, 2022	5230	47.2	108420
7	OCTOBER, 2022	2346	19.2	87801
8	NOVEMBER, 2022	3682	26.4	89266
9	DECEMBER, 2022	3122	17.6	89497
10	JANUARY, 2023	2964	15.2	95652
11	FEBRUARY, 2023	3086	24	89441
12	MARCH, 2023	4378	31.2	92981
TOTAL		48804		10,10407.00

Table 2: Energy consumption and billing amount (Year 2022-23)

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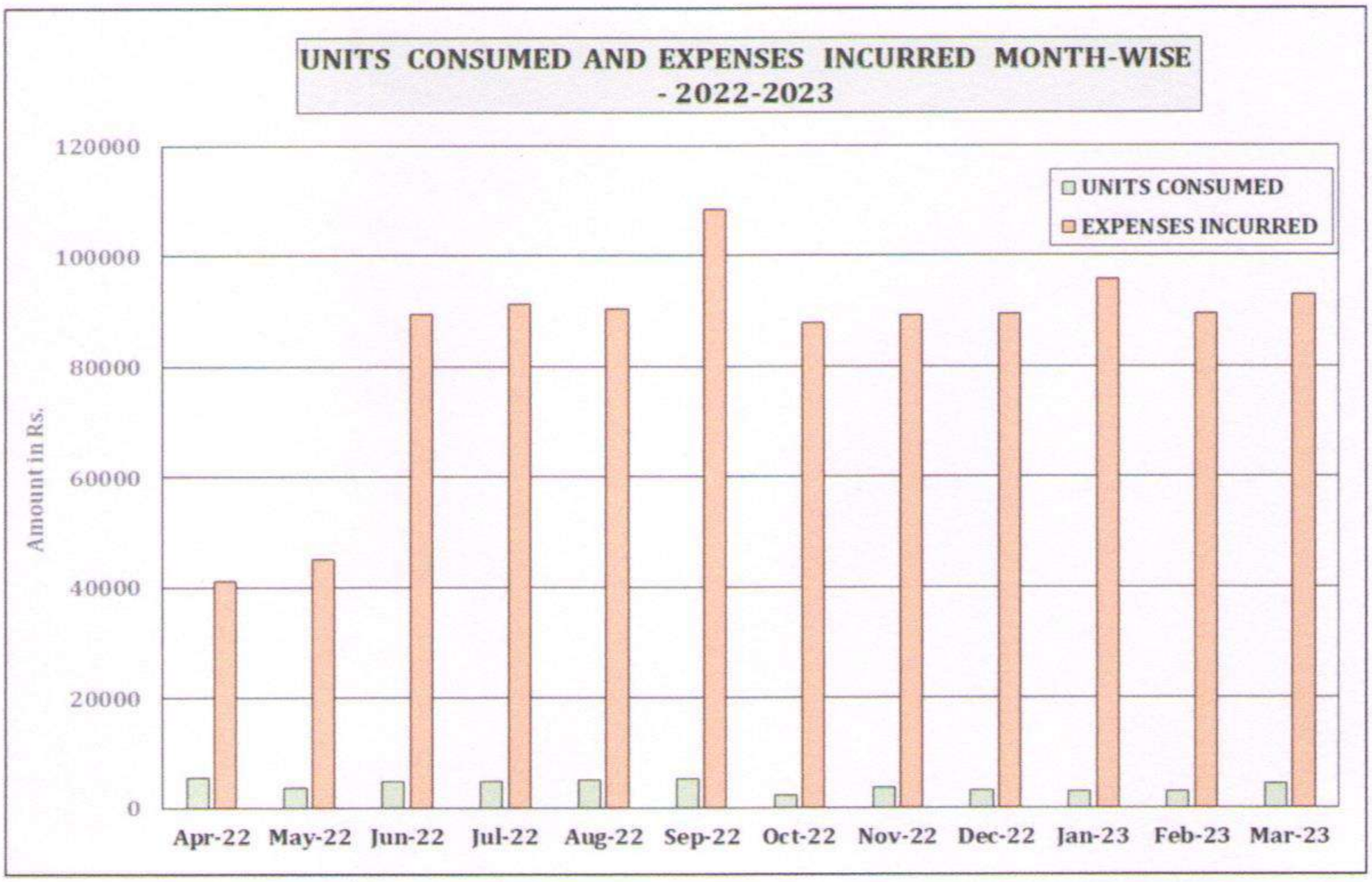


Figure 2. Graphical presentation of units consumed with expenses incurred monthwise for the F.Y. Year of 2022-23

Sl No.	Month And Year	Per Unit Charges (Rs/Kvah)
1	APRIL, 2022	7.42
2	MAY, 2022	7.42
3	JUNE, 2022	7.42
4	JULY, 2022	7.39
5	AUGUST, 2022	7.39
6	SEPTEMBER, 2022	7.39
7	OCTOBER, 2022	7.39
8	NOVEMBER, 2022	7.36
9	DECEMBER, 2022	7.36
10	JANUARY, 2023	7.36
11	FEBRUARY, 2023	7.36
12	MARCH, 2023	7.42
AVERAGE		**7.39**

Table 3: Overall unit charges year 2022-23

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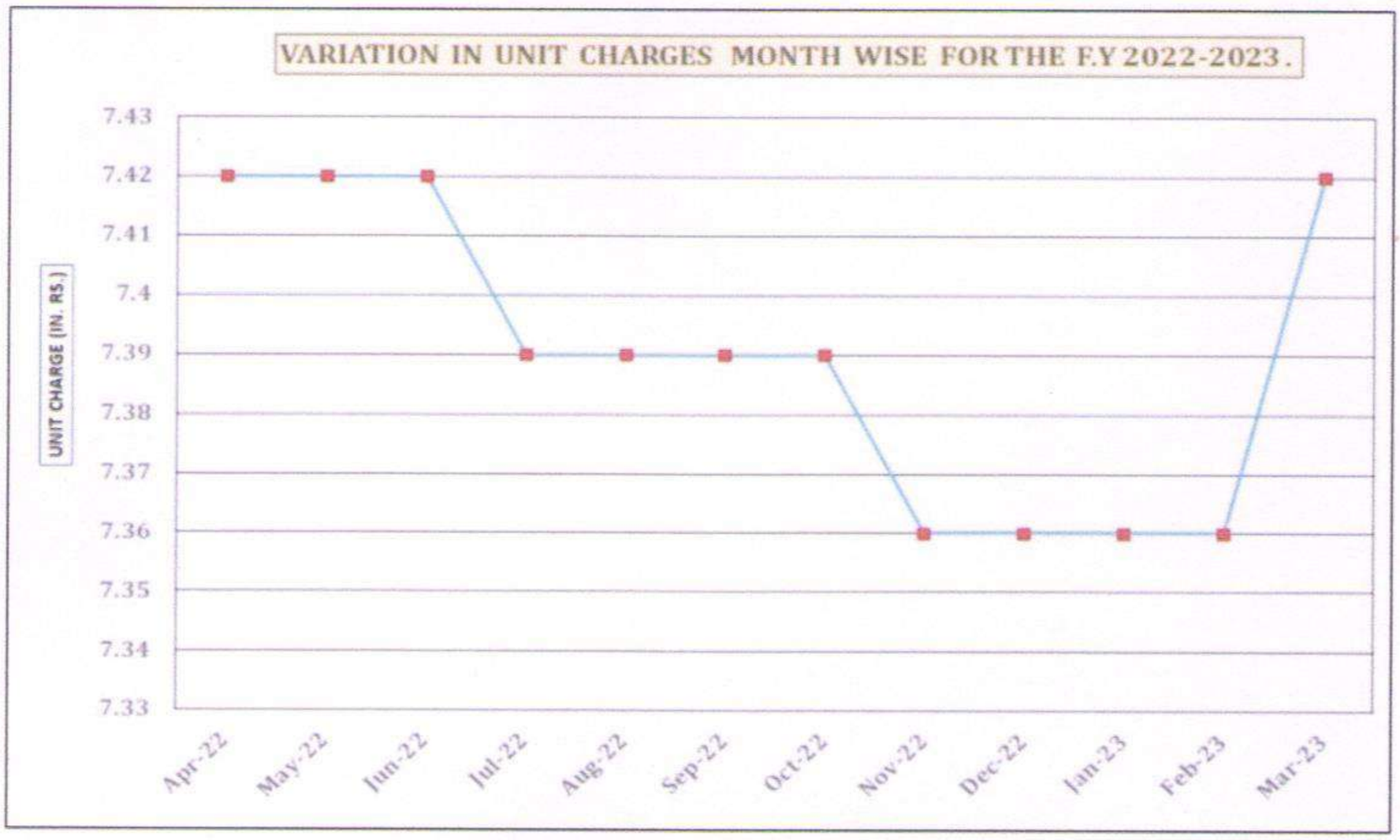


Figure 3. Graphical presentation of variation of per unit charges monhwise for the F. Y. Year of 2022-23

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Energy Audit 2022-23

Table 4. of Major Instruments in day to day use consuming significant amount of electricity

SL NO.	ITEMS	WATT	NO. OF ITEMS	USAGE TIME		Annual Energy Consumption
				WORKING HRS/DAY	NO OF ACTIVE DAYS IN A YEAR	
1	TUBE LIGHT	36	521	7	198	25995.82
2	STAND FAN	60	8	7	100	336
3	SIDE WALL MOUNTED FAN	60	25	7	120	1260
4	FAN	60	206	7	180	15573.6
5	EXHAUST FAN	60	28	4	120	806.4
6	LIGHT TRACE TABLE WITH 100 WATT BULB	100	10	2	40	80
7	AIR CONDITIONER	1750	26	7	140	44590
8	WATER VENDING MACHINE	60	3	7	198	249.48
9	CCTV CAMERA	10.00	23	24	198	1092.96
10	INTERCOM	0	28	7	198	0
11	COMPUTER (DESKTOP)	300	79	6	198	28155.6
12	LAPTOP	70	5	4	198	277.2
13	PRINTER	50	14	1	198	138.6
14	OVEN	2500	2	1.00	50	250
15	SPECTROPHOTOMETER	1440	1	2	20	57.6
16	FAX MACHINE	100	1	1	100	10
17	DIGITAL WEIGHT BALANCE	40	2	2	100	16
18	REFRIGERATOR	100	1	24	198	475.2
19	LOOP TRACER	200	1	2	56	22.4
20	HEATER	1000	1	0.5	60	30
21	WALL MOUNTED PROJECTOR	500	2	5	160	800
22	HALL EFFECT SETUP	1000	1	5	60	300
23	LANDLINE	0	1	24	198	0

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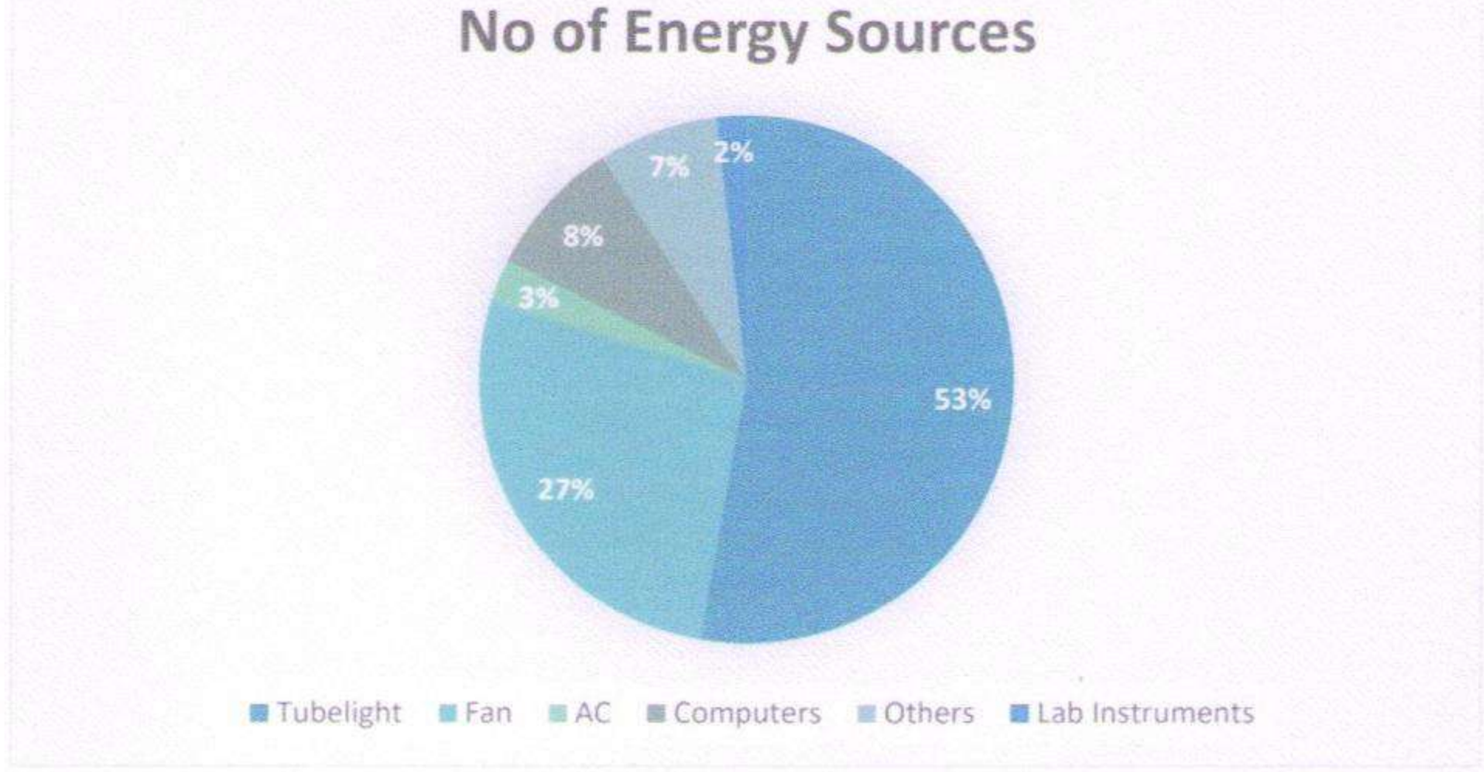


Figure 4: Pi Chart of load distribution across different fixture

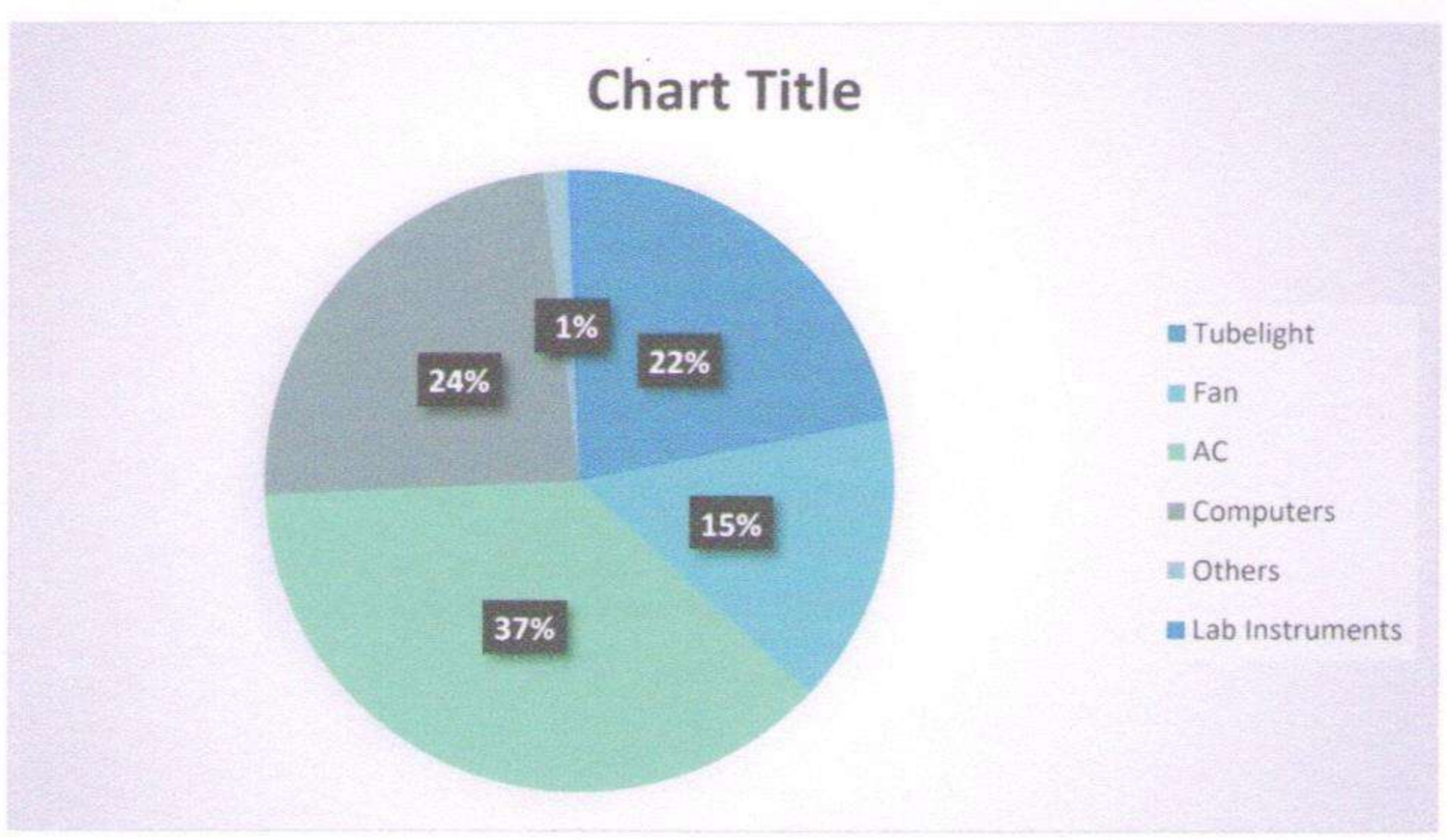


Figure 5: Pi Chart for % of energy consumption of each type of energy sources

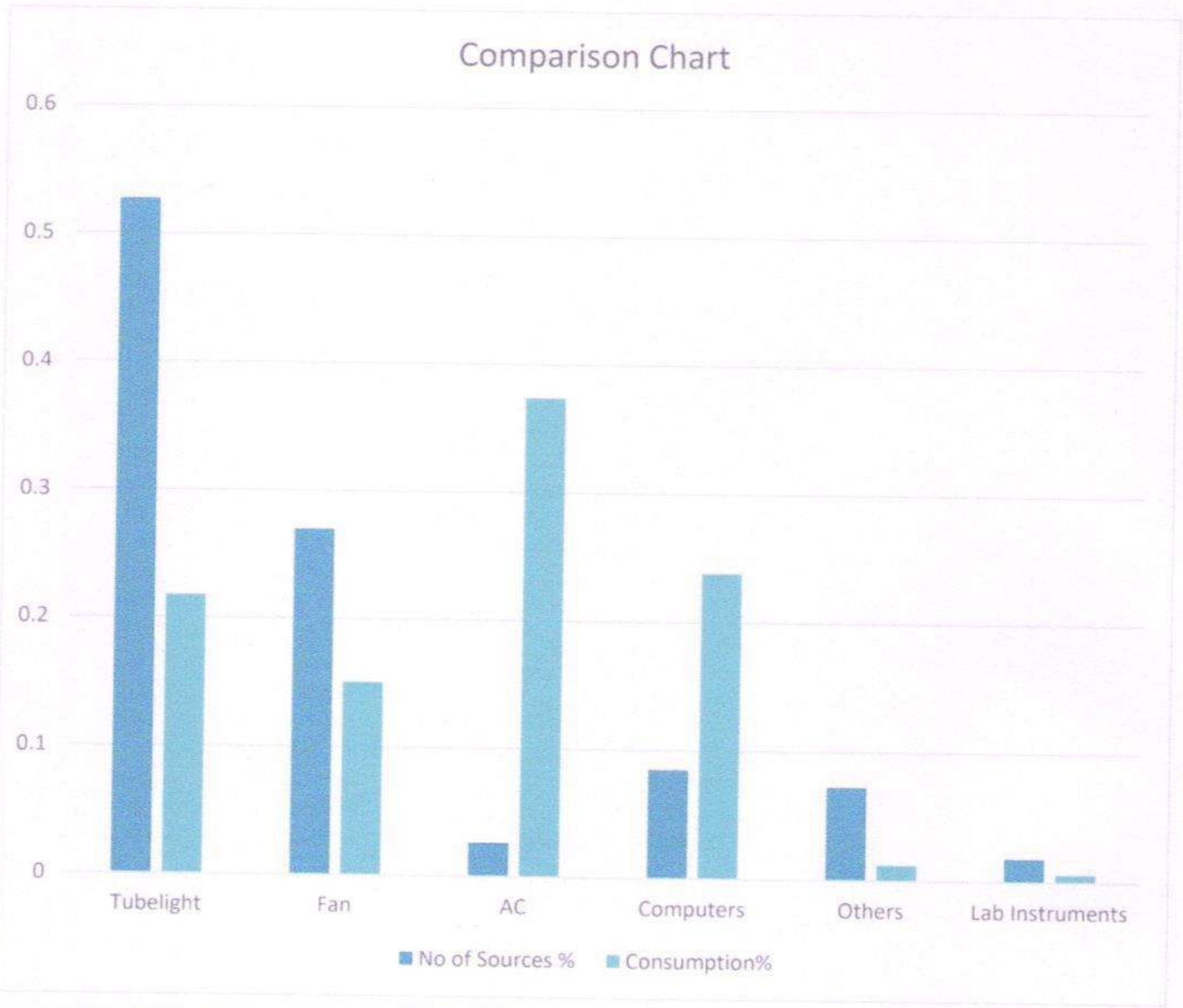
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Total number of major energy consuming sources found in the college premises are 988. Majority of sources used are tube lights (521) and different types of fans (267). The other notable categories of sources are Air conditioners (26), Computers (84), Laboratory instruments (18) and Others (72).

The annual energy consumption of each type of energy sources have been estimated by multiplying corresponding wattage with daily active hours and number of active days in a year. The result shows that highest amount of energy is consumed by A.C.s(37%) followed by computers (24%), tube lights (22%) and fans (15%). Laboratory instruments and other devices contributes insignificantly in the total annual consumption. It can be seen from the comparison chart that A.C.s and Computers have higher consumption compared to their counts. On the other hand, tube lights, fans and other devices turns out to be more energy efficient.



Actual Annual Energy Consumption	Estimated Annual Energy Consumption
48804 units	**120517** units

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In the end, this audit compares the estimated annual energy consumption from gathered data with the actual energy consumption of last year as reflected from the electricity bill**. It is evident from the comparison that the actual energy consumption is 59.5% less than the estimated value which is very much appreciable.** There are two major reasons that have contributed to this difference between estimated and actual value.

1. It clearly indicates the actual duration of active hours are less than given estimated values, which may be interpreted as the users of the energy sources i.e. the students, teachers, and office stuffs have adapted good practices like 'switch off drill' to minimize the energy consumption.

2. The 10KW on-grid solar panel on the roof of the institution produces a significant amount of energy and reduces the net consumption from the grid which is reflected in the electricity bill. From the previous data, the estimated annual production by the solar panel should be around 1500 units.

5.3. Recommendation by the audit team

5.3.1. Lighting: The audit showed that many of the College's lighting fixtures were ineffective and outdated. It is advised to use natural light whenever possible, add occupancy sensors, and swap out conventional light bulbs for energy-efficient LED ones.

5.3.2. Heating, Ventilation, and Air Conditioning (HVAC): The HVAC systems were discovered to be working less efficiently than necessary. Energy usage can be considerably decreased by switching to energy-efficient HVAC equipment, using programmable thermostats, and performing routine maintenance.

5.3.3. Energy Awareness: The College should promote energy conservation practices among employees and students. Campaigns, educational activities, and financial incentives for energy-saving projects can all help achieve this.

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6. Action taken report

- Energy efficiency utilization project taken by installing solar photo voltaic cells at the rooftop.
- Conventional light bulbs will be replaced time to time with energy-efficient LED ones. Thirty-nine (39) LED lights of 22 Watt already installed in the campus for energy sustainability.
- Campaign/display project taken to aware other stakeholders thorough postering of slogans in the campus by NSS Unit I volunteers.

6.1. Solar panel of this Institution

Use of Renewable Energy:

keeping in mind the benefits of solar energy to minimize the consumption of electricity which is produced by converting the Suns radiation – Government Girls' General Degree College authority has initiated to implement it by writing a letter to the Chairman, West Bengal Pollution Control Board. After Material Inspection for design and engineering on 18.02.2021 for the work order given (Work order no. 2821-6K/WPB/274/2018 dated 16.12.2019) a solar panel project was installed (Project Name:50 nos. 10kWp Roof Top Grid Connected SPV Power Plant). The project was completed and is operating successfully on and from 25.02.2021. The above mentioned work was implemented by West Bengal Pollution Control Board, Department of Environment, Govt. of West Bengal and executed by M/s Sunshine Power Products Pvt. Ltd. Project executor, M/s Sunshine Power Products Pvt. Ltd. (Address 130/9, Bakrahat Road, Hanspukur Green Park, Joka, Kolkata-700104) has supplied and installed the above said power plant successfully and will carry out the preventive and routine maintenance support of the system for 5 years as per the ender agreement No. M/WBPB/24/2019-2020 dated 31.12.2019 and LoA vide memo No. 2821/6k/WBPCB/274/2018 dated 16.12.2019.

An agreement was signed on 08.12.2023 between CESC Limited with Government Girls' General Degree College (As "Eligible Consumer") for the Connection of Net Billing. Now the above Solar Plant of the College is interconnected with the electrical installation/network of CESC and will run in parallel with CESC's Distribution System so that the College is benefitted for the entire electrical energy generated from the above solar Plant into CESC's network at approved generic tariff of Rs. 3.17 /kWh, determined by the West Bengal Electricity Regulatory Commission as per the Order I Case No. SM-28/21-22 dated 25 October 2021. The College has paid the Service Charge Bill (Rs. 37760.00, Transaction Date 30.11.2023) for Net Metering through Net banking to CESC.

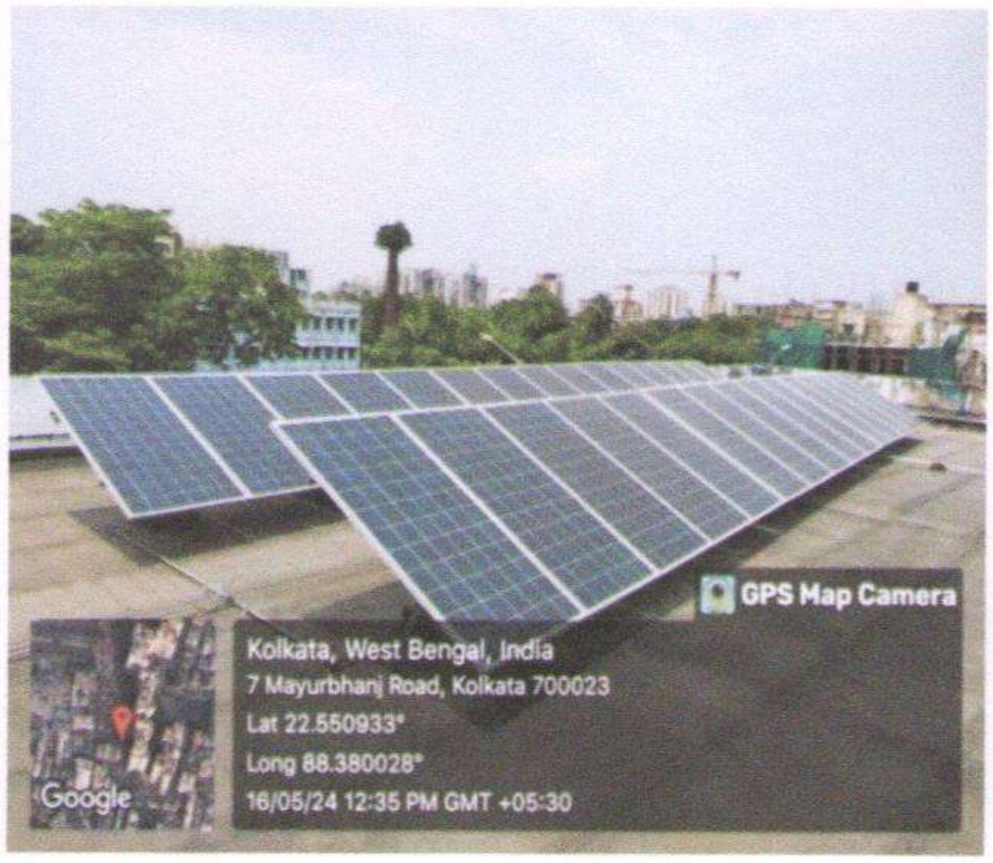
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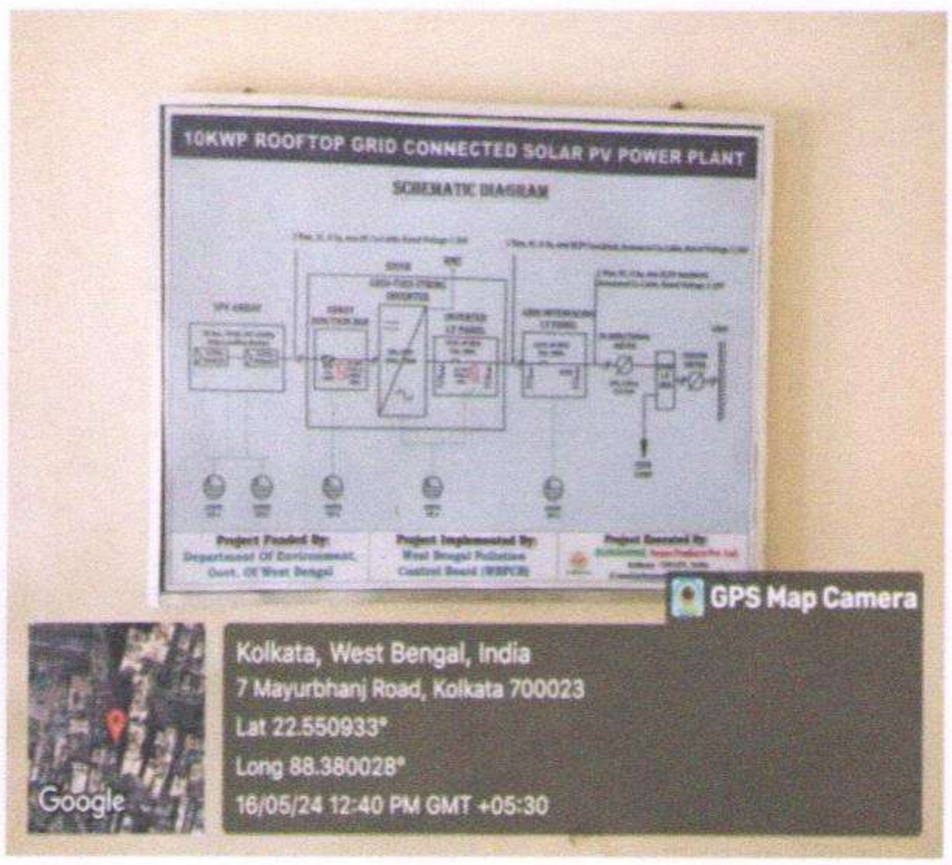


Figure 6: Photograph of Rooftop Solar Panel



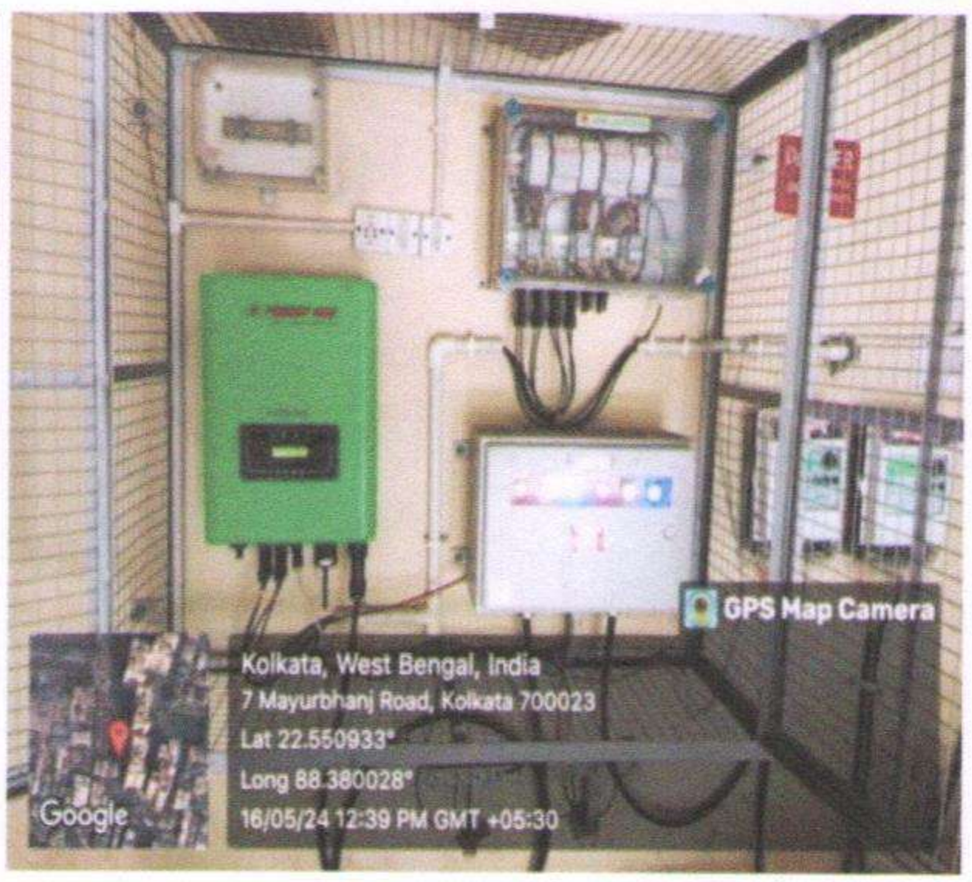


Figure 7: Photographs of Solar meter

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6.2. LED lighting in the Campus and Energy saving instructions

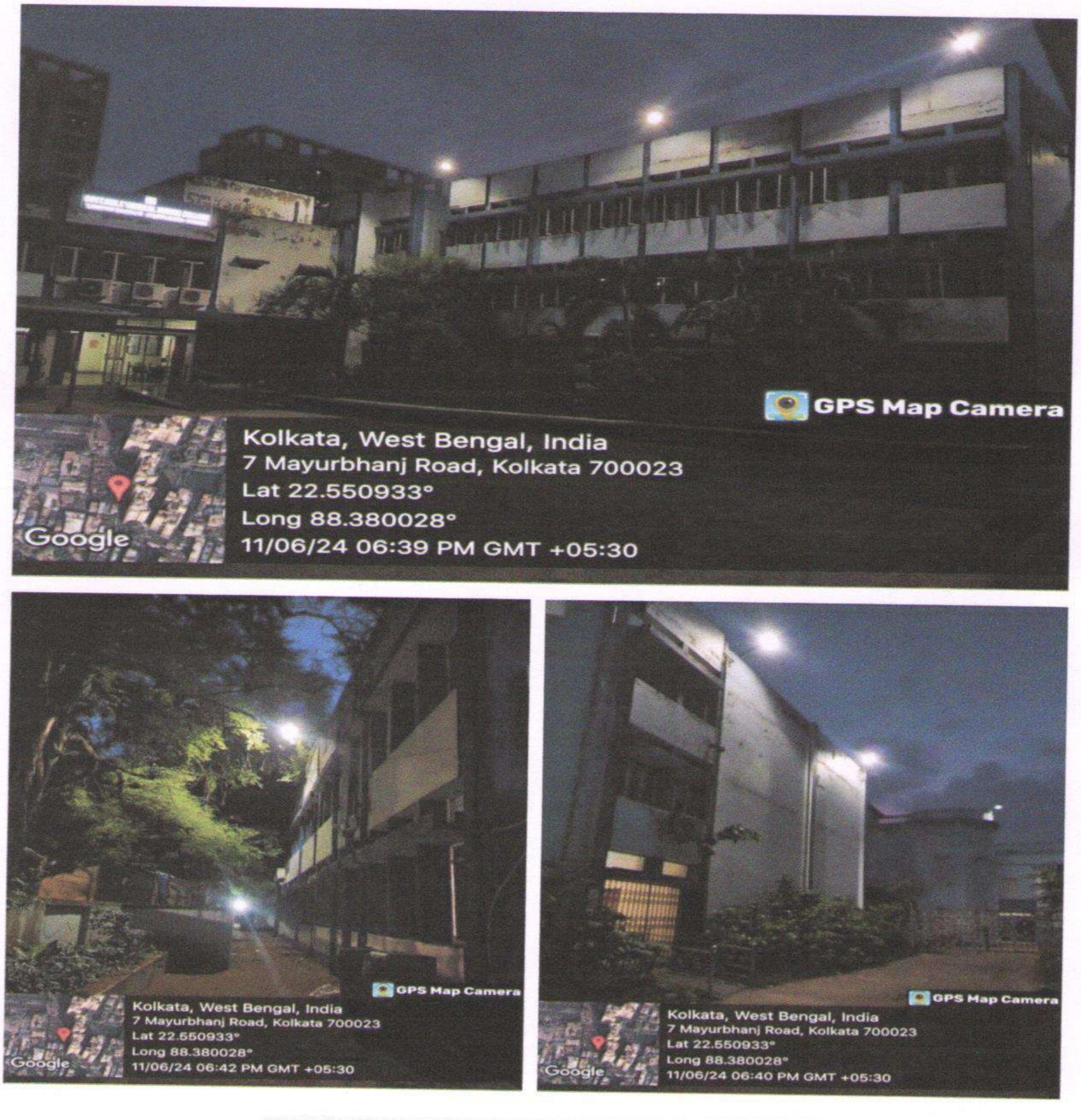


Figure 8: Photographs of LED lighting across the campus

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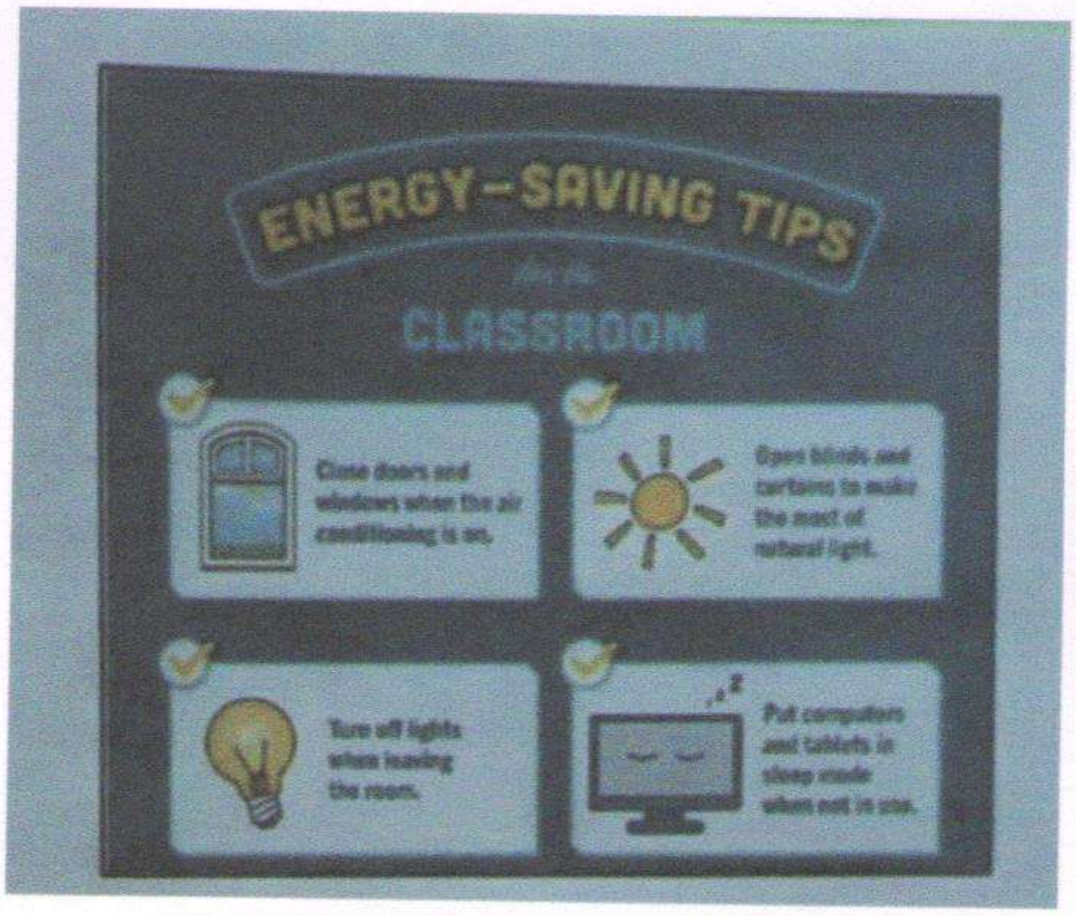


Figure 9: Instructions for energy-saving rules

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Green / Environmental Audit

7. Introduction

Green Audit or Environmental audit is a type of evaluation intended to identify the institutional environmental compliance and management of actions along with related corrective measures. It aims to analyze environmental practices within and outside the college campus.

We are living in the era of global warming induced climate change; the use of natural resources over the period of time has led to excess use and abuse of the resources like energy, minerals, forests, water etc. which has a deep rooted impact on environment.

8. Goals And Objectives

The Green Audit of an institution has gained immense importance in recent years especially for the self assessment of the institution.The newly formed college has been putting its efforts to keep its enviorment green and clean amidst its location in a metro city like Kolkata.
The major goals of the Green Audit are-

- Identification and documentation of green practices followed by the college.
- Identification of the strength and weaknesses of the green and clean practices.
- Analyze and suggest solutions for the problems which are identified.
- Increase environmental awareness throughout campus among all the stakeholders.
- Environmental education.
- Development of personal and social responsibility for the college campus.

The main objectives of carrying out Green Audit are:

- To document the floral and faunal diversity of the college.
- To document environmental parameters like air, noise etc.
- To document waste disposal system.
- To implement recycle and reuse protocol.
- To report the green initiatives taken during the last five years.

9. Green Campus:

The total area of Goernment Girls' General Degree College campus comprising of 1.203 Acre with a vacant space of 0.645 Acre in the lush green area amidst the metro city of Kolkata. Fifteen Departments are spread over a considerably large premises comprising of two three storied and one two storied buildings. The three storied buildings are under the academic wing and the two storied building is under theadministrative wing. Five Science departments present are Physics, Chemistry, Mathematics, Economics and Geography. Among the Social Sciences there are Sociology, Political Science, History and Education. In the language group, there are the Departments of Bengali, English, Urdu, Persian and Arabic. There is also a separate Commerce Department offering Core Courses. The premises is divided into three distinct blocks. The Administrative Block consists of the Principal's office, the admission enclave, student's section, main Staff-room, and Seminar Hall. The Principal of the College is the administrative Head of the Institution. The working hours of the office are from 10:00 A.M. to 05:30 P.M. Visiting hour at the Principal's office is from 11:00 A.M. to 12:00 noon on any working day. The office remains open

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during summer and Puja vacations except on designated holidays, Saturdays and Sundays. The college offers 24 Hrs. security services hiring two security guards at the entry gate with intercom facilities. There is a log book to record the entry and exit of the visitors in the college. The college has fire extinguishers installed at different points as safety measures. It also provides the facilities of CCTV surveillance at different major points of the campus for continuous monitoring.



Location of the College at Mayurbhanj Road, Kolkata

College location at Momimpore area—close to Kiddepore Dock, Alipore Zoo Garden , National Meusuem House of Poet Michael Madhusudan Dutta , Shahi Imambara ,Jagannath Temple

Figure 10: GPS Location Map of the College

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10. Floral Diversity:

Recommendation by the Audit team

The following are some actions to take into account when setting up a plantation programme at College:

- Organise a group of academics, employees, and students who are interested in managing the plantation programme. Assign roles and duties to make the execution go smoothly.
- Consult with local forestry professionals or environmental groups to discover native or adapted tree species that are well-suited to the climate, soil, and goal of the plantation programme. Research and choose suitable tree species.
- To obtain the necessary approvals or permits for planting trees on campus or in the neighborhood, check with the college administration or other appropriate authorities.
- Look into possible funding options, including grants, sponsorships, or collaborations with nearby companies or environmental organizations. This will aid in defraying the price of buying trees, equipment, and other required supplies.
- Establish the plantation event's date, time, and venue. Plan the delivery of the trees, tools, and equipment to the planting location. Make sure that safety precautions are in place, including appropriate instruction on planting methods and equipment use.
- Promote the planting programme within the campus community by using various communication channels, such as posters, social media, emails, and word-of-mouth, in order to raise awareness and find volunteers. Encourage everyone to volunteer, including alumni, faculty, staff, and students.
- Volunteers should be gathered at the planting site on the appointed planting day. Give them the equipment, instructions, and direction they need to plant trees correctly. Foster a sense of accomplishment and community pride while fostering teamwork.
- Stress the significance of taking care of the freshly planted trees. This could entail routine weeding, mulching, watering, and pest or disease inspection. To guarantee the long-term well-being and survival of the trees, think about setting up a system for volunteers or staff members.
- After the plantation programme, evaluate the impact and accomplishment of the effort. Keep an eye on the trees' growth and survival rate. To determine areas for improvement and to organize upcoming plantation programmes, collect participant and stakeholder input.

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11. Action taken Report

Systematic execution of green environment initiatives has implemented as far as possible for a new government college for girls established in 2016, by maintaining of biodiversity and pollution free environment within the campus. The green cover of the campus is maintained in a well-documented way by Maintenance, Beautification and Gardening Committee under IQAC and also by NSS UNIT 1.

The cleanliness of the campus is maintained by college staff (Karma bondhu), monitored by Maintenance, Beautification and Gardening Committee under IQAC and also by NSS UNIT 1. Campus cleanliness drive organized by NSS Unit 1 is undertaken diligently by students.

Environmental and Energy Audit Committee will prepare an annual report on the progress and outcomes of the environmental and energy initiatives taken by the Government Girls' General Degree College authority for each and every year.

Efforts for Carbon neutrality: The greenery in the College campus effectively neutralizes the harmful carbon dioxide. Utmost care is taken to maintain the lush green environment. Tree Plantation Programme is observed twice in every year especially on the Independence Day.

Some of actions taken are depicted here:

A) In the year 2018-19, activities of NSS includes Swachh Bharat Abhiyan (SBA), Swachh Bharat Mission (SBM), Cleaning- Up Streets and Awareness programmes for open defecation.

B) In the session 2019-20, activities of NSS

1) The College received one hundred saplings under the Sukanya Scheme of Government of West Bengal through Kolkata Police on July, 2019. Those saplings were chiefly of tree types like Kadam, Blackberry, Sweet neem etc. All the teachers and staff members were delighted to receive these. The Kolkata Police ritually planted few sample saplings in the college premises on the same day.
2) A "Campus Cleaning and Tree Plantation Programme" was conducted by NSS Unit-I in collaboration with Maintenance sub-committee of the college on 16.09.2019 in the college campus. Faculty members and students of different departments participated in the programme actively.
3) BRIKSHAROPAN UTSAB on 10.08.2019
4) Campus Cleaning and Dengue Awareness program on 11.03.2020.

C) Inter-College One-Day Seminar on "Way to a Green World: The Seminar committee (Science) in collaboration with the Chemistry, Geography, and Physics departments of Government Girls' General Degree College and IQAC, Ekbalpur organized a one-day inter-college seminar on our environment titled "Way to Greener World" on 20-09-2019. The invited speakers were Dr. Shantanu Chakraborty, Principal, Singur College; Dr. Ajanta Mukherjee, Assistant Professor, Department of Chemistry, Maulana Azad College; Dr.Dipan Adhikari, Assistant Professor, Department of Botany, Hooghly Mohsin College and Prof. Sangeeta Yonzon, Assistant Professor, Department of Economics, Government Girls' General Degree College, Ekbalpur. There was also a poster presentation competition among the students. Students from all the above four colleges participated in the competition.

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D) NSS Activities 2021-2022 Observed -

1) Students' Week in January 1-7, 2022. That includes drawing competition on National Integrity, Environment conservation, gender discrimination.
2) Salma Khatun from department of B. Com, Jainab Jawed from department of Geography, Vanshika Gupta from department of Chemistry of our college has received recognition certificate from University of Calcutta NSS unit 1 as NSS Volunteer. They have also attended NSS Special Camp held under the Slum in Naptani Bagan, Mominpur, Kolkata.

E) NSS Activities in 2022-2023, includes Campus Cleaning Program (04.08.2022) and Tree Plantation Program (07.08.2022).

F) World Environment Day is commemorated by generating awareness among students through seminars / webinars, poster competitions, campus cleaning.

G) Dignitaries gracing college functions are felicitated with saplings in small pots.

H) Students submit project on different aspects of environment as a part of UG Semester II, AECC curriculum.

I) Effective digital communication through college website leading to minimal consumption of papers.

J) Demarcating 'Minimum usage of plastic' and strict abidance to the same. Students, teaching and non-teaching staff members are advised to use recyclable materials for storing their food, water etc., to reduce the single-use plastic wastes.

K) Slogans and instructions are there to reduce carbon footprint.

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NSS Activities 2022-2023

REPORT ON

7-DAY SPECIAL CAMP

"HOLD OUR HANDS"

DATE: 01.08.2022 TO 07.08.2022

ORGANISED BY NSS UNIT – I

GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE EKBALPUR

7, MAYUR BHANJ ROAD, KOLKATA – 23

SCHEDULE:

Day 1 (01.08.2022): Adoption of a Slum and Distribution of Mask

Day 2 (02.08.2022): Health Check-up Camp

Day 3 (03.08.2022): Campus Cleaning Programme

Day 4 (04.08.2022): Arrangement of Basic Education, Distribution of Books and Presentation of Movies for Children

Day 5 (05.08.2022): Survey on the Adopted Slum

Day 6 (06.08.2022): Acting Workshop for the Volunteers followed by Cultural Programme

Day 7 (07.08.2022): Tree Plantation Programme

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12. Floral Diversity of the Campus

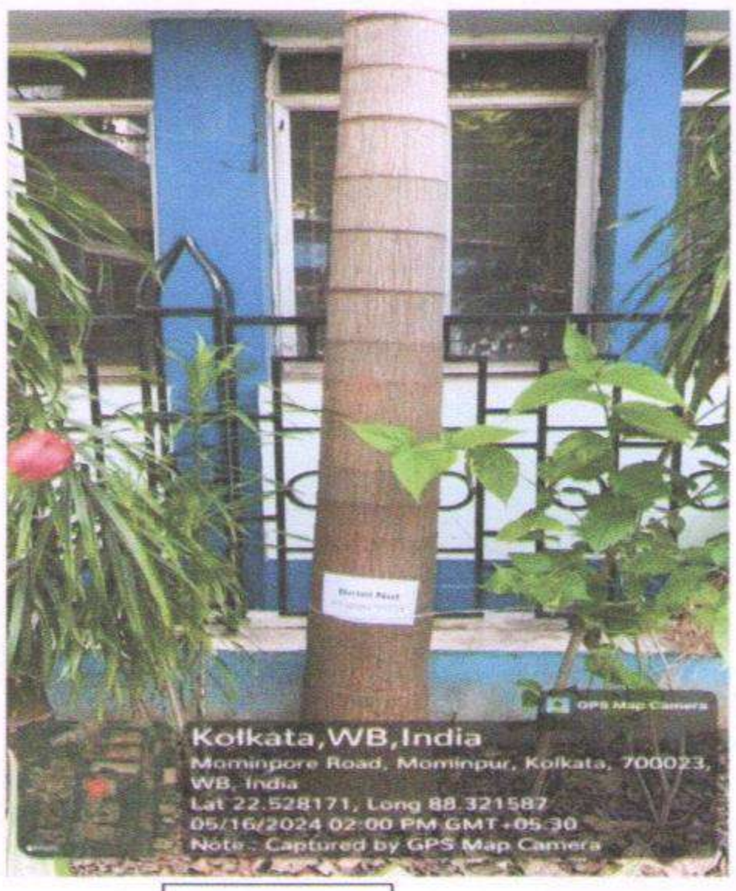
Sl. No.	Common Name	Scientific Name
1	Beetel nut	*Areca catechu*
2	Tamarind	*Tamarindusindica*
3	Banana tree	*Musa paradisiaca*
4	Castor tree	*Ricinus communis*
5	Fig tree	*Ficuscarica*
6	Curry leave	*Murrayakoenigii*
7	Ashok Tree	*Saracaasoca*
8	Blackberry	*Rubusfruticosus*
9	Rose tree	*Rosa rubiginosa*
10	Night jasmine	*Cestrum nocturnum*
11	Jabakusum	*Hibiscus rosa-sinensis*
12	Croton	*Codiaeumvariegatum*
13	Umbrella plum	*Cyperusalternifolius*
14	Mogra	*Jasmine sambac*
15	Bougainvillea	*Bougainvillea spectabilisWilld.*
16	Blue ivy	*Hedera helix*
17	Arjun tree	*Terminalia arjuna*
18	Tropical snow	*Dieffenbachia amoena*
19	Basil tree	*Ocimumbasilicum*
20	Ianthan hibiscus	*Hibiscus schizopetalus*
21	Mauritious Hemp	*Furcraeafoetida*
22	Jungle Geranium	*Ixora coccinea*
23	Lemon	*Citrouslimon*

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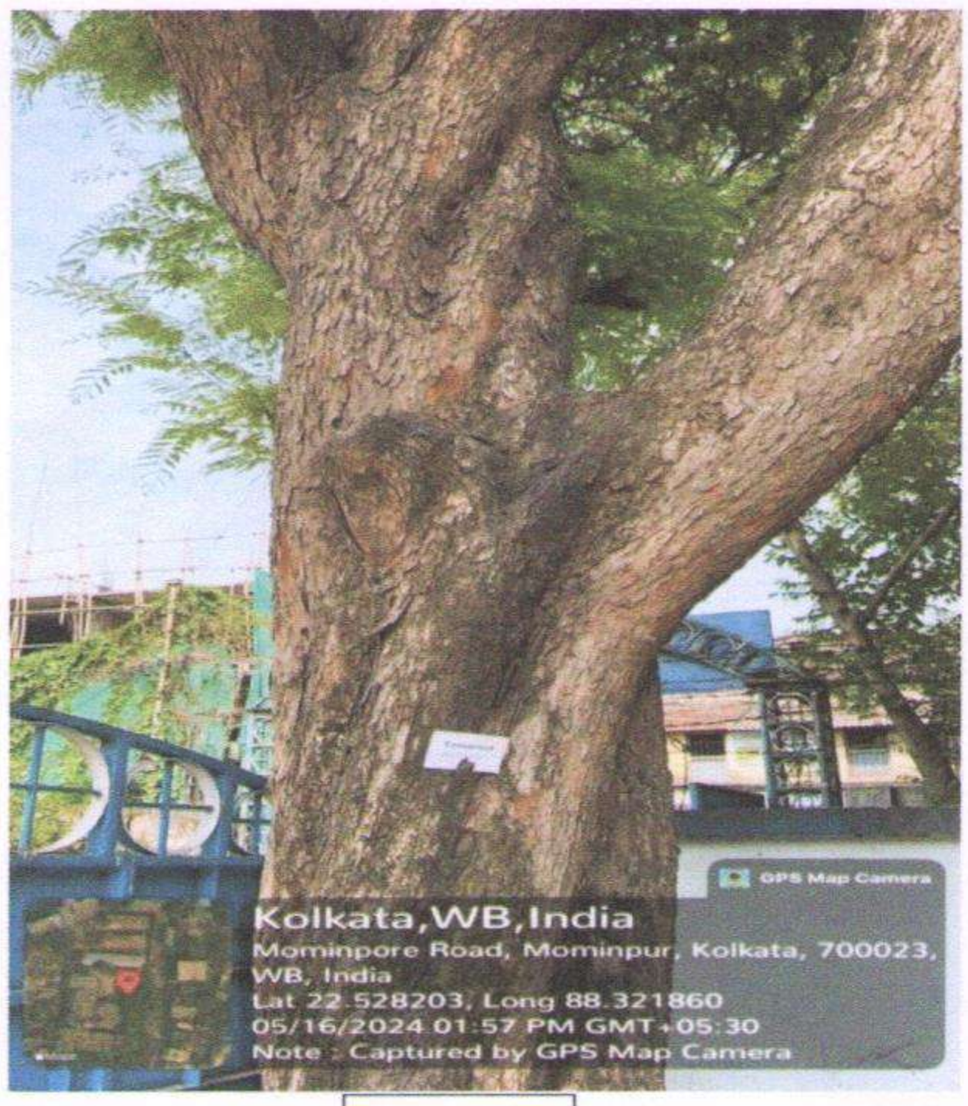
13. Geo-tagged photographs of Floral Diversity of the Campus



Betel Nut



Banana Tree



Tamarind

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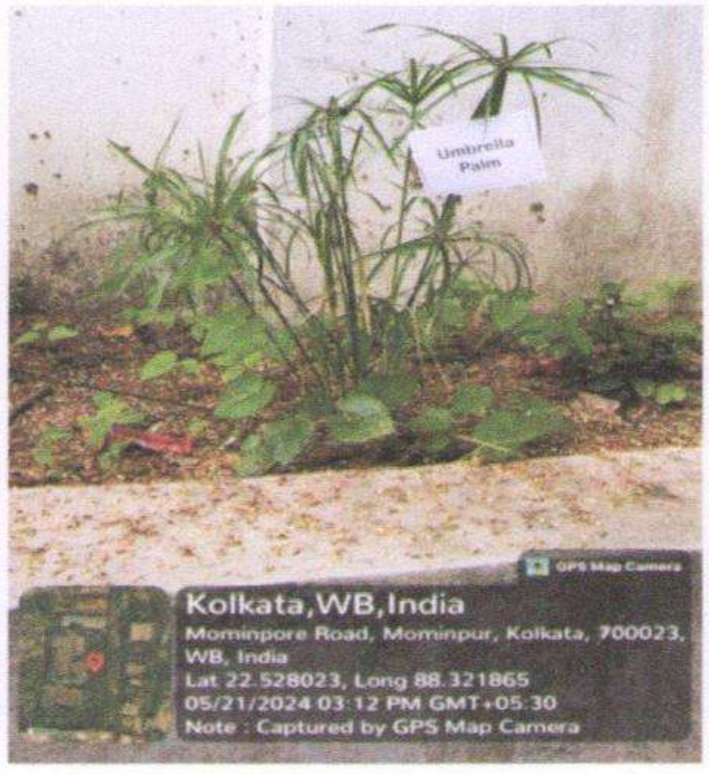
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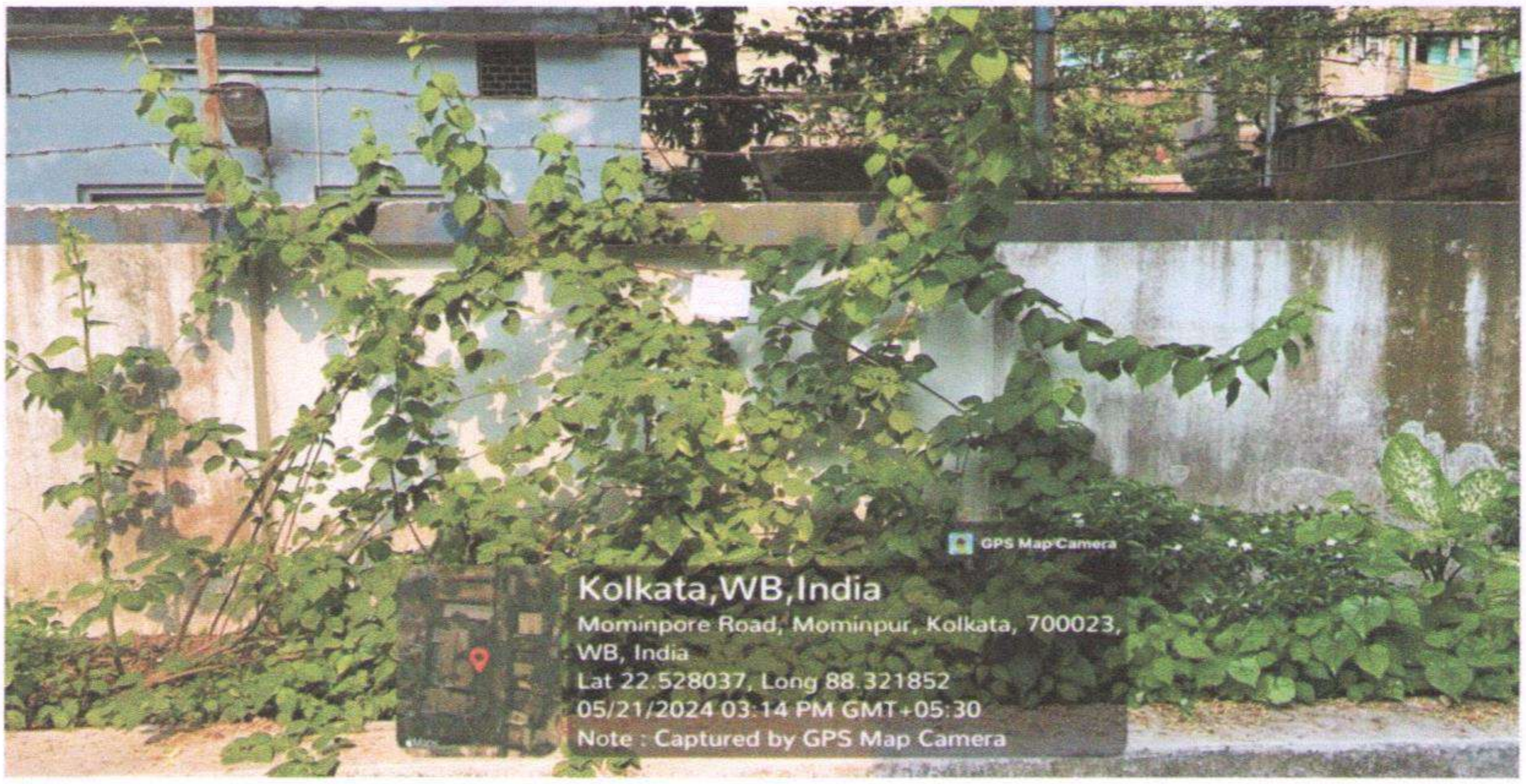
Croton



Umbrella Palm



Morga



Bougainvillea

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Blue Ivy



Arjun Tree

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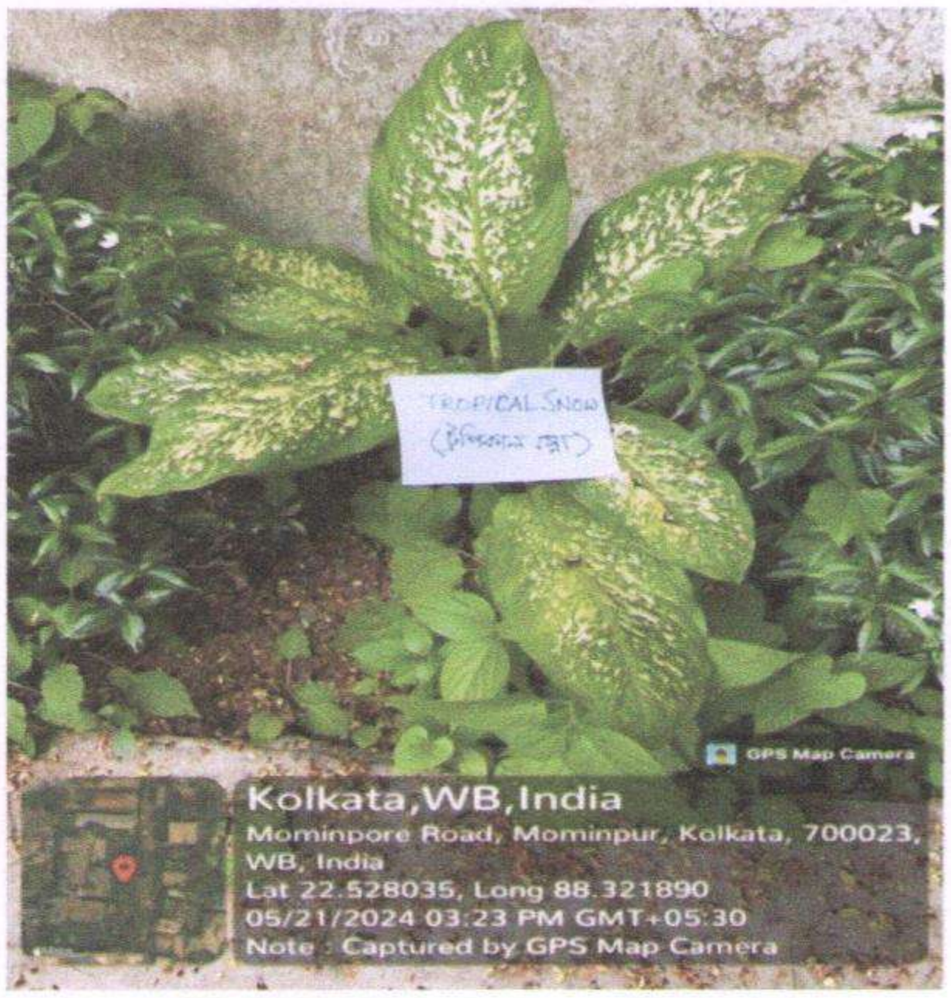
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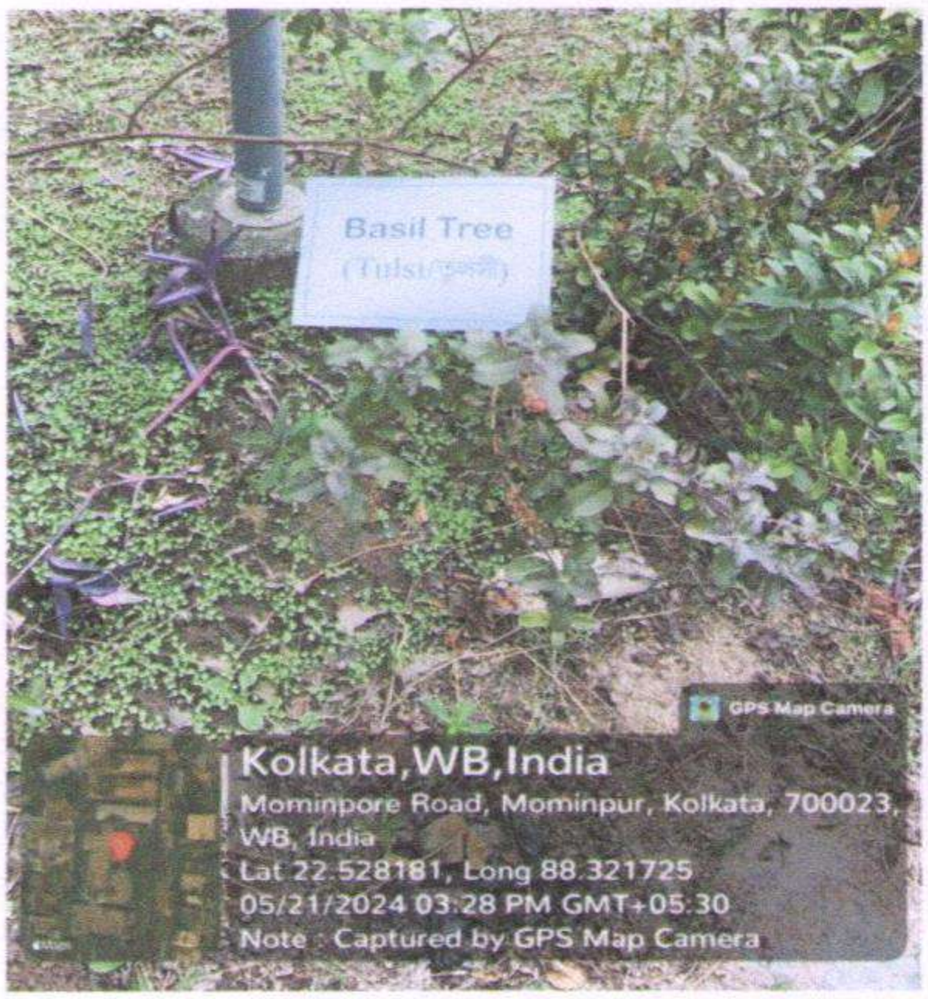
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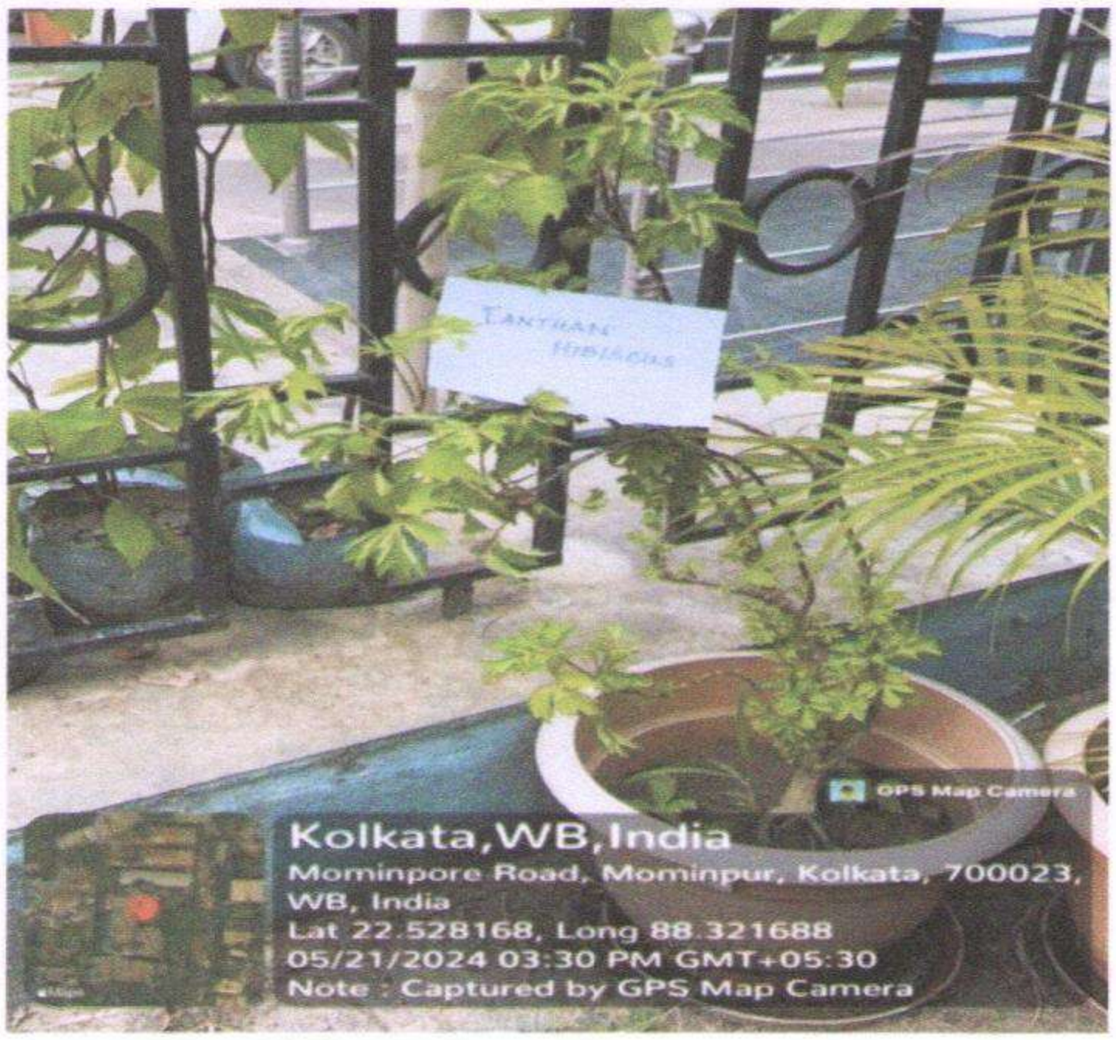
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Tropical Snow



Basil Tree



IANTHAN HIBISCUS

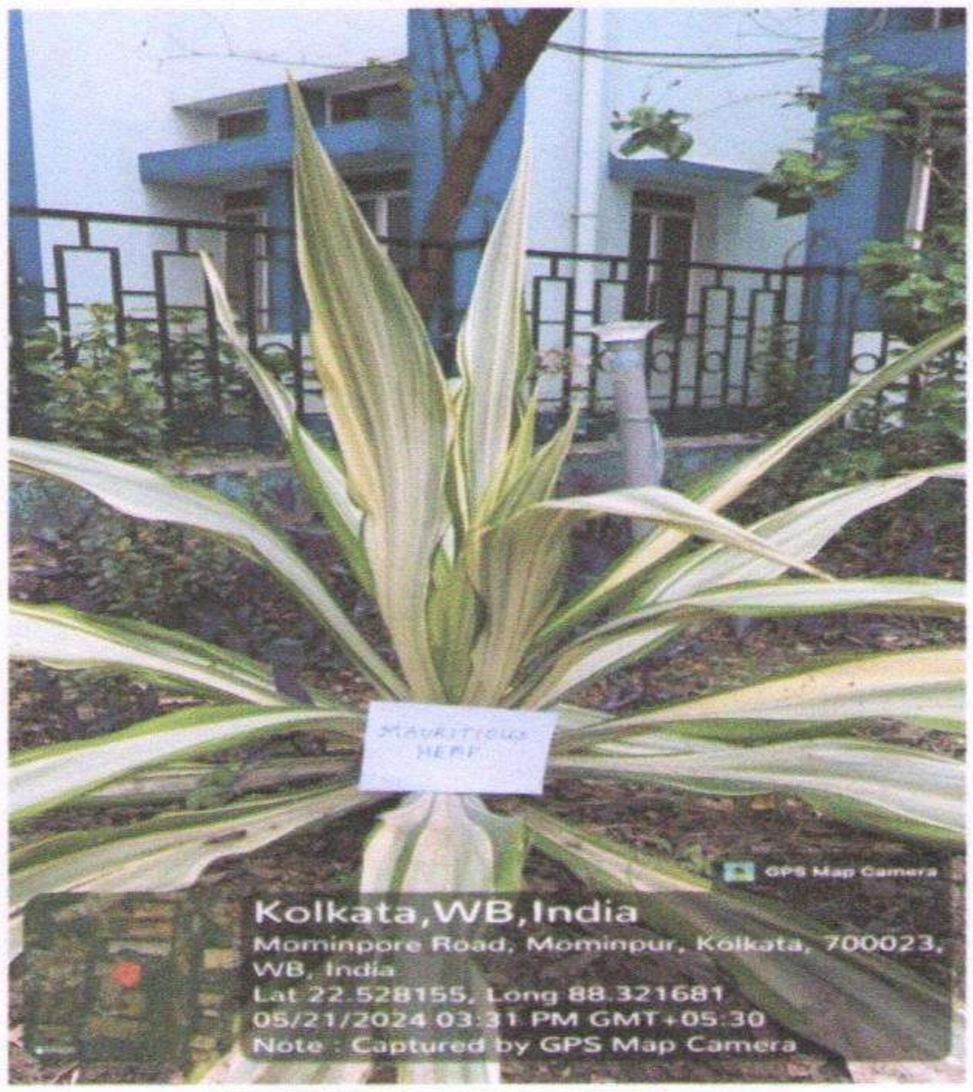
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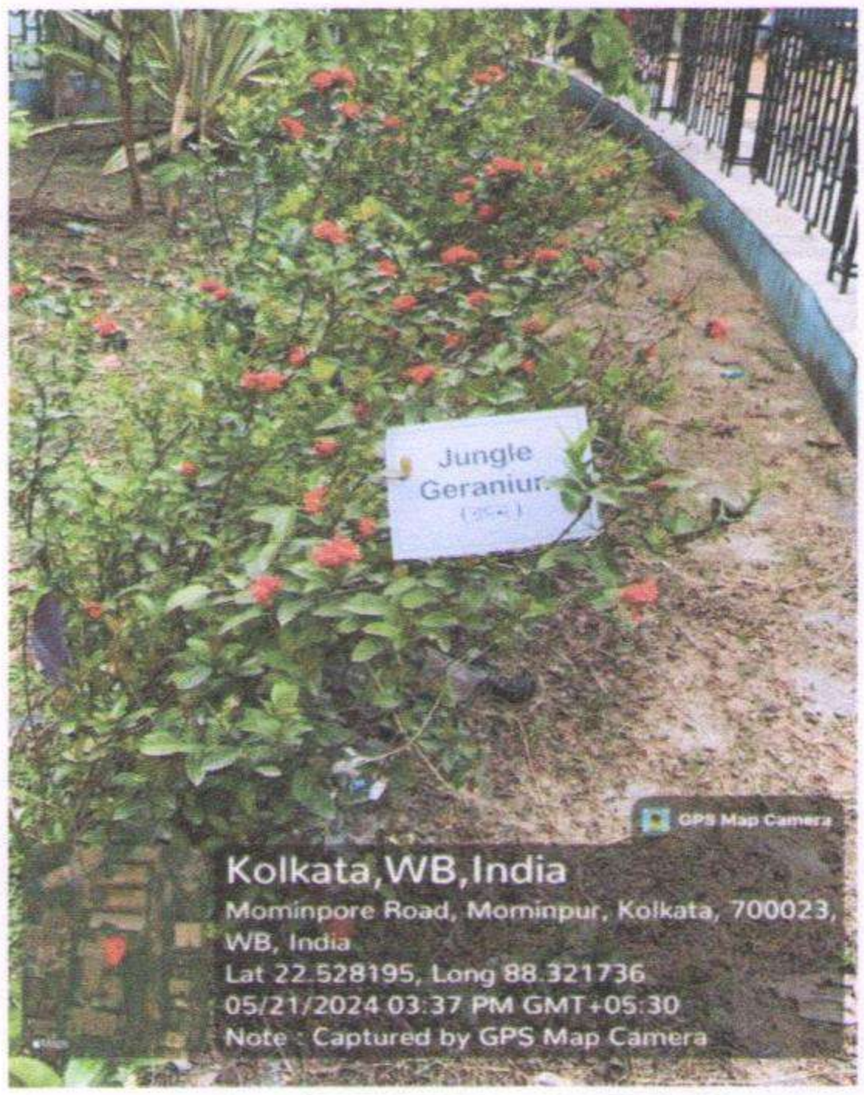
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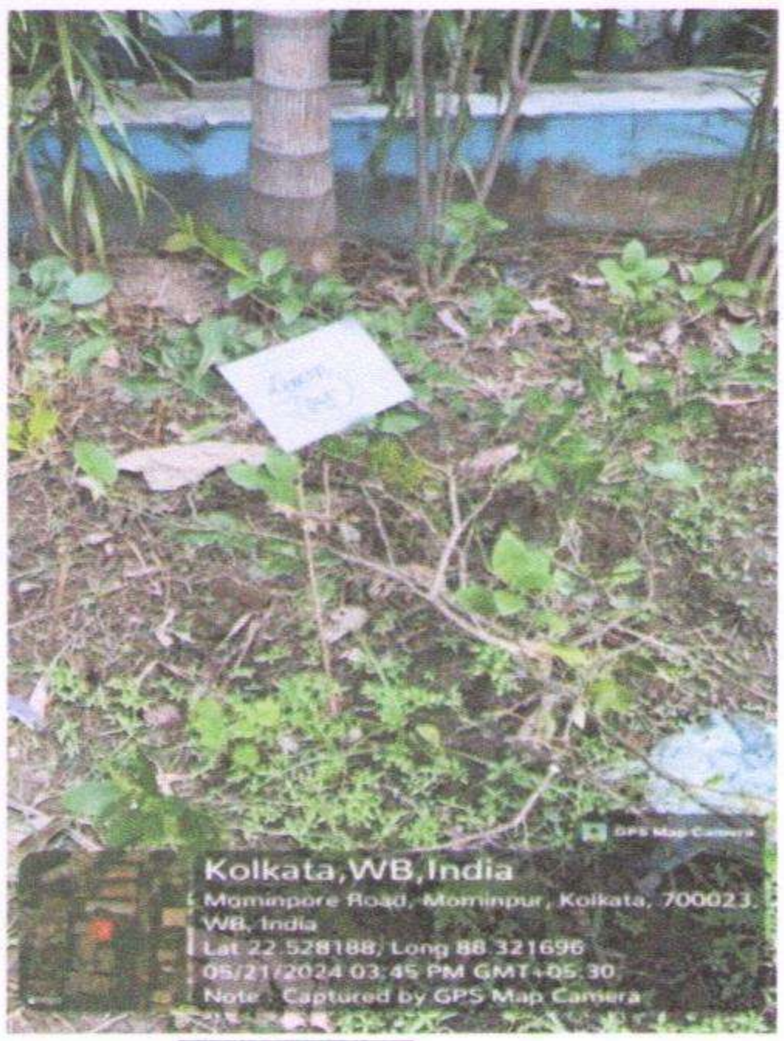
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Mauritious Hemp



Jungle Geranium



Lemon

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14. Faunal Diversity:

Studying faunal diversity can increase awareness about environmental challenges and conservation's significance. College that are home to a wide variety of animal species may be more likely to adopt environmentally friendly policies and methods of operation to safeguard the campus environment and the people who live there.

14.1. Mammalian Diversity:

Sl No.	Common Name	Bengali Name	Scientific Name
1	Free-ranging dog	Kukur	*Canis families (L.)*
2	Free-ranging cat	Biral	*FelisDomesticus (L.)*
3	House Mouse	NengtiIndur	*Mus musculus (L.)*
4	Rat	DhereIndur	*Rattus norvegicus*
5	Mongoose	Beji	*Herpestessp*
6	Asian Palm Civet	Bham	*Paradoxurus hermaphrodites*
7	Northern Plam Squirrel	Kath Birali	*Funambuluspennatii*
8	Mole	Chuncho	*Talpaeuropea*

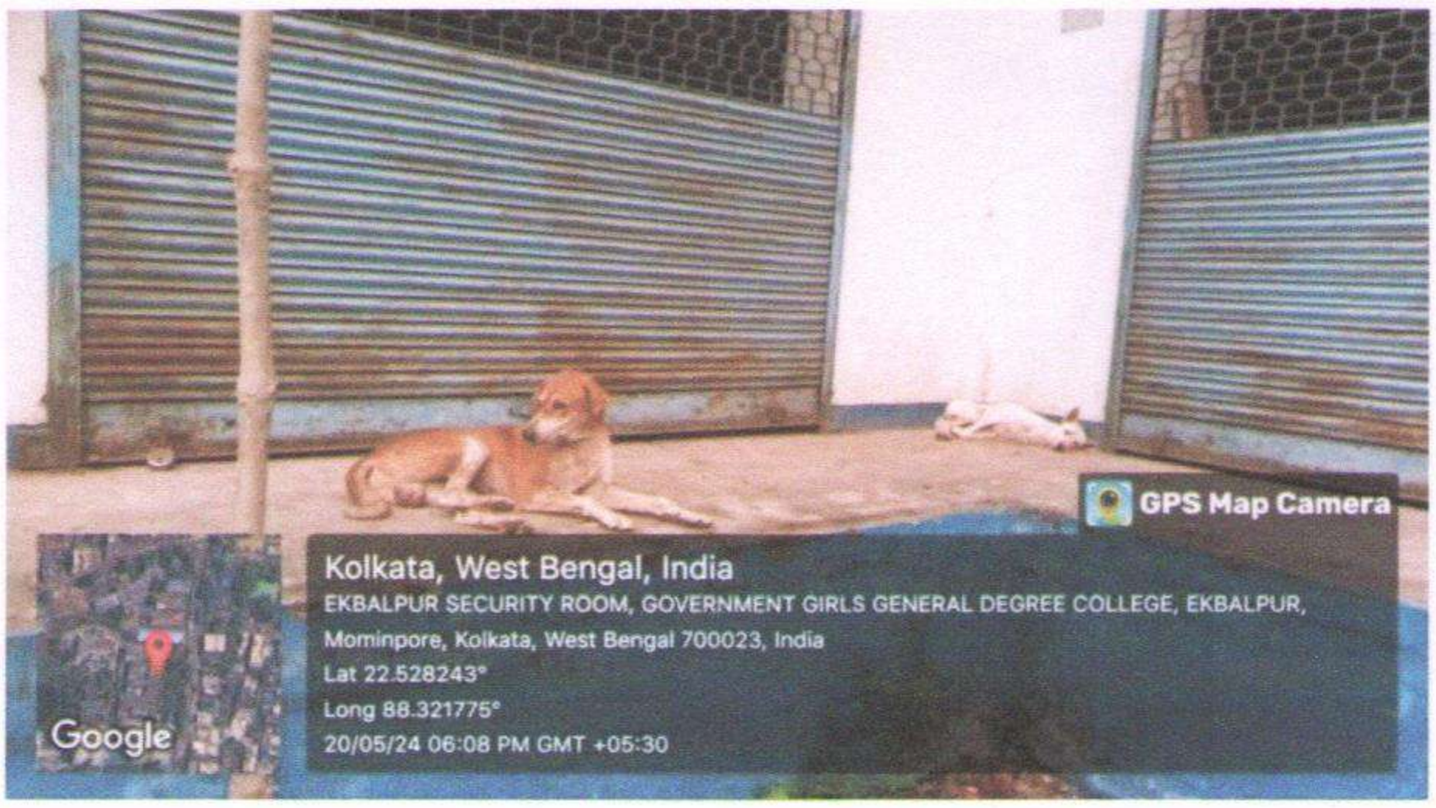


Figure 11: Photograph of a free-ranging dog the Campus

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14.2. Birds Diversity:

A population of birds that is rich in variety is indicative of an ecosystem that is robust and thriving. Seed dispersal, the control of insect populations, and pollination are just a few of the many important functions that different species of birds perform to help maintain ecological equilibrium. They provide a contribution to the campus's general diversity of flora and fauna. Moreover, a wounded Kite was rescued by stuents and handed over to the West Bengal Forest Department.

Sl. No.	Commonname	Bengaliname	Scientific Name
1	RedVentedBulbul	Bulbul	***Pycnonotuscafer***
2	RedWhiskeredBulbul	SipahiBulbul	***Pycnonotusjocosus***
3	Rockpigeon	Payra	***Columbalivia***
4	OrientalMagpieRobin	Doyel	***Copsychussaularis***
5	SpottedDove	Ghughu	***Streptopeliachinensis***
6	CommonMyna	Salik	***Acridotherestristis***
7	Whitebreasted waterhen	Dahuk	***Amaurornisphoenicurus***
8	JungleBabbler	Chhatare	***Turdoidesstriatus***
9	Roseringedparakit	Tiya	***Psittaculakrameri***
10	AsianKoel	Kokil	***Eudynamysscolopaecea***
11	Housecrow	PatiKak	***Corvussplendens***
12	Asianpiedstarling	Guyesalik	***Gracupicacontra***
13	Commontailorbird	Tuntuni	***Orthotomussutorius***
14	Housesparrow	Chorui	***Passerdomesticus***
15	Kite	Cheel	***Milvus migrans***
16	White owl	Pencha	***Bubo scandiacus***

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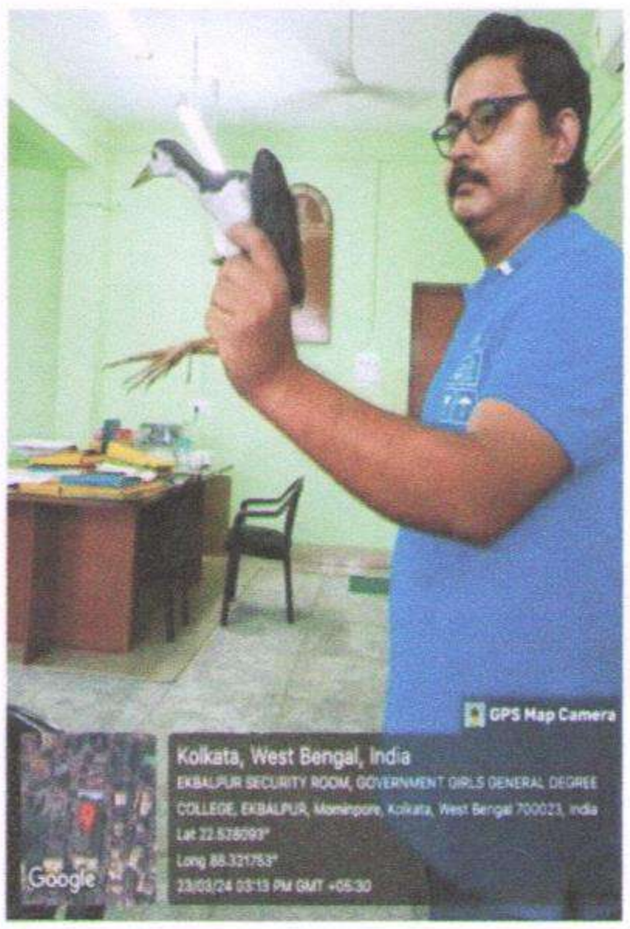
14.3. Geo-tagged photographs of different birds in the campus



Crow And Kite



Dove



Rescued Dahuk



Oriental Magpie Robin



Owl Bird

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Wounded Kite rescued by students at college campus



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Wounded Kite handed over to the West Bengal Forest Department

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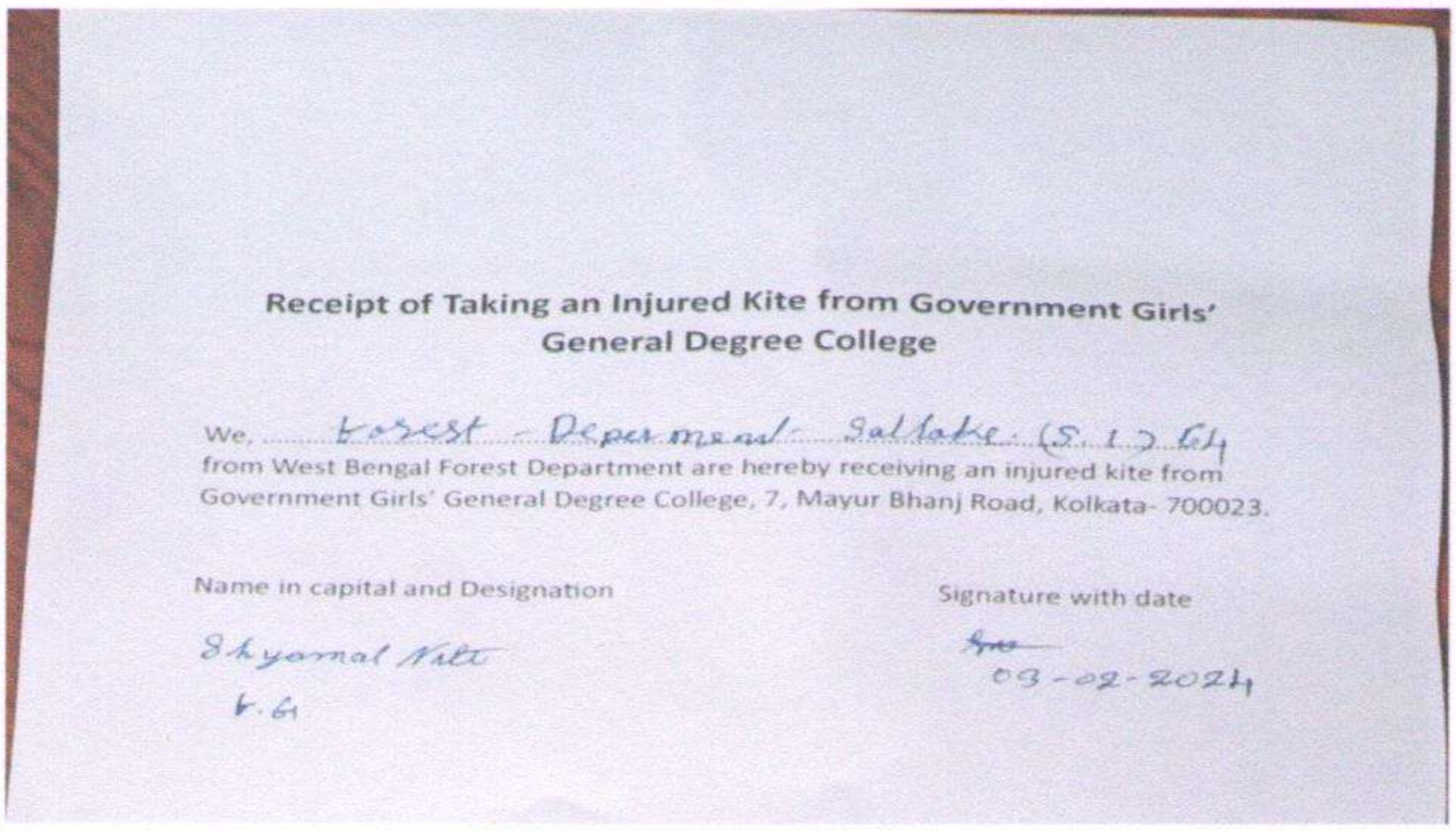
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West Bengal Forest Department taken away the kite



Receipt of Taking an Injured Kite from Government Girls' General Degree College

We, Forest - Department - Saltlake. (S.L.) Gr from West Bengal Forest Department are hereby receiving an injured kite from Government Girls' General Degree College, 7, Mayur Bhanj Road, Kolkata- 700023.

Name in capital and Designation

Shyamal Nath
F.G

Signature with date

03-02-2024

Handover Letter

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14.3. Amphibian-Herpetofaunal Diversity:

Sl. No.	CLASS	COMMONNAME	SCIENTIFICNAME
1	Amphibia	CommonIndianToad	*Duttaphrynusmelanostictus*
2	Reptilia	NorthernHouseGecko	*Hemidactylusfluviviridis*
3		CommonGardenlizard	*Calotesversicolor*

Activities



Figure 12. Plantation Programmes by NSS 1

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Figure 13. Plantation Programmes by NSS 1

15. Student Engagement:

A culture of sustainability can be promoted among students by supporting student-led projects, creating environmental groups, and holding awareness events and workshops.



Figure 14: Photographs of Brikshyaropan Utsab

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16. Water Usage:

16.1. Water Fixtures:

Numerous locations within the college had outdated and ineffective water fixtures, which caused excessive water use. Water resources can be saved by swapping these fixtures for low-flow models and encouraging staff and students to practice water-saving habits.

Water Management Tasks	Frequency	Responsible Party
Awareness of water conservation	Half-yearly	Green Audit Working Team & various department
Infrastructure for water distribution that needs upkeep and repair	As needed	Authority
Reporting and analysis of water use	Annually	Green Audit Working Team &Authority
Learn what causes excessive water consumption.	As needed	

Table 5. Table for water management:

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Table 6. Tabular data detailing the subject at hand:

Sl No	Parameters	Response
1	Source of water	Municipality
2	Source of Drinking Water	Municipality water
3	Any treatment for drinking water	Nil **Note:** Water purifiers have been installed in one number on each floor.
4	What is the total number of motors that are used?	01 numbers
5	What is the total number of water tanks? Capacity of tank	12 numbers@ 1000 liters each
6	Tap water	220 numbers
7	Quantity of water pumped every day	18000 liters/per day
8	Do you waste water, and if so, why?	No
9	How much water is required for gardening purposes?	300 liters / per week
10	How many water coolers are there in total?	04
11	Do you have access to rainwater harvesting?	No. But initiative has taken to implement it
12	The number of units harvested and the total volume of water	NA
13	Any leaky taps	None
14	Daily amount of water that is lost.	Not applicable
15	Is there any kind of plan for the management of water?	Raise public awareness regarding the importance of water conservation, the prevention of pollution, and the implementation of sustainable water management practices. Unambiguous water rights and equitable water allocation regulations established to ensure that water is distributed fairly among the many different users.
16	Have any methods for conserving water been implemented?	Rainwater Harvesting will be implemented soon. The excreted water from Air Conditioner's outlets has been used in the cleaning and gardening purpose.

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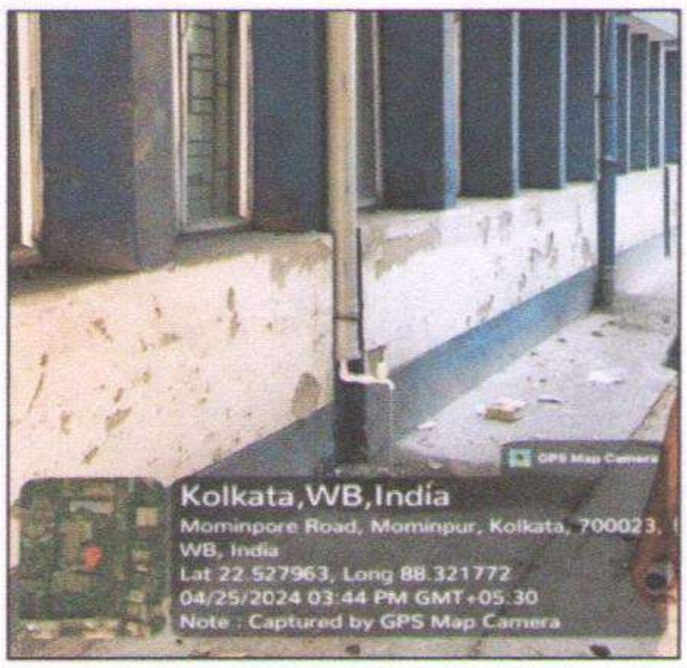
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16.2. Action taken Report

1) Waste water recycling: The excreted water from Air Conditioner's outlets has been used in the cleaning and gardening purpose.

2) Slogans and instructions are there for proper usage of tap water.



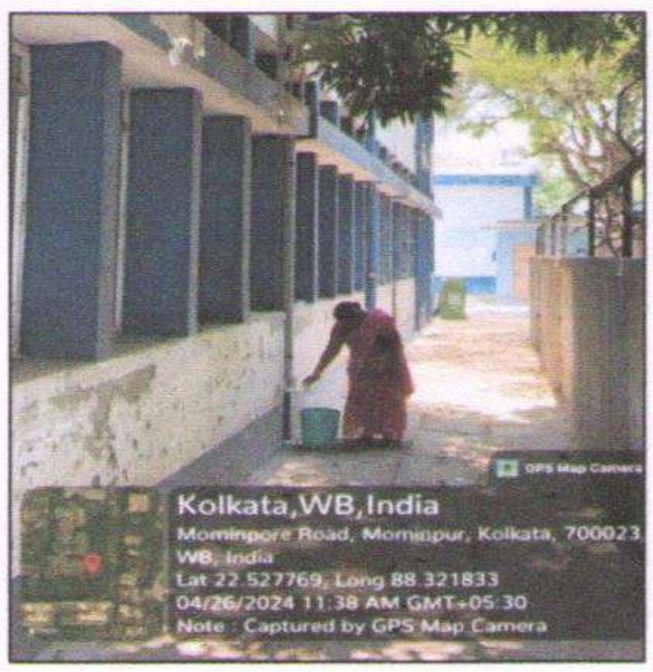




Figure 15. Geo-tagged photograph of AC water reuse

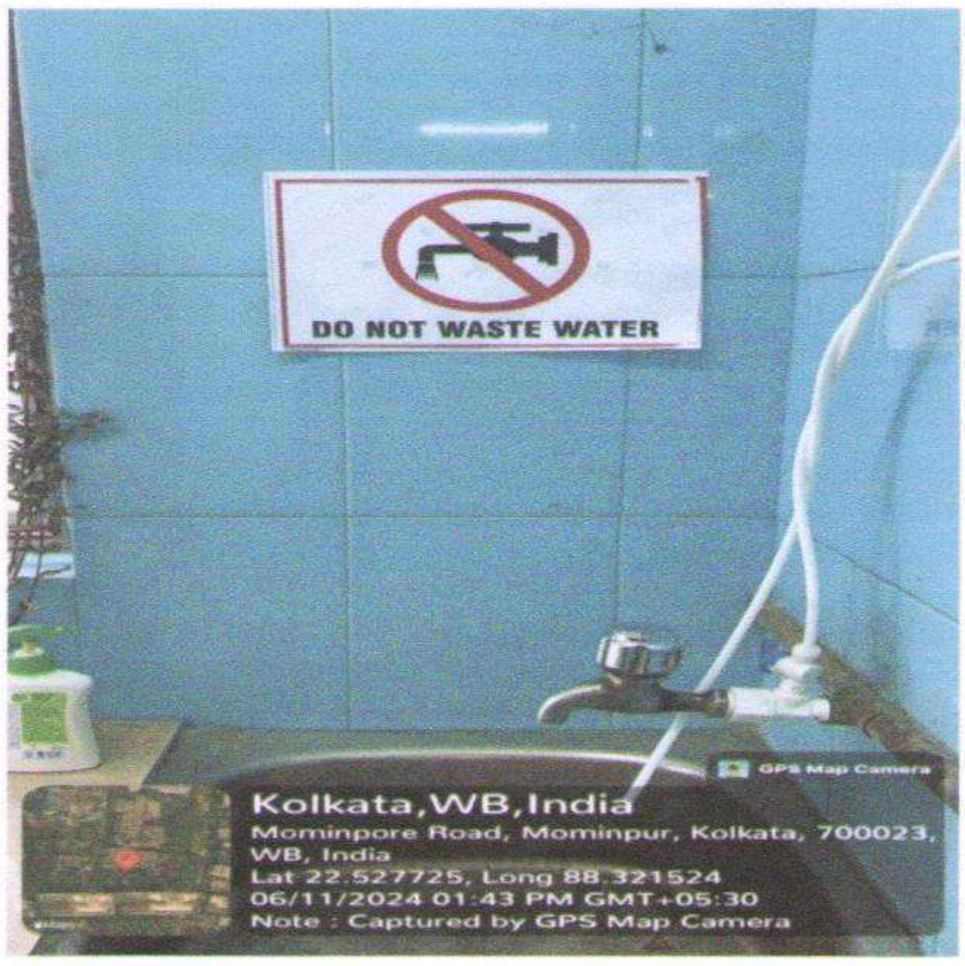


Figure 16. Slogan for water conservation

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17. Overall Environmental Awareness:

17.1. Curriculum Integration:

The institution can integrate environmental awareness and sustainability into its curriculum across various subject areas. This strategy will guarantee that students receive instruction and training in environmental stewardship, encouraging sustainable thinking.

Environmental awareness across different subjects	Parameters	Program time
Language Arts	Discuss texts from literature that are in some way connected to topics concerning the environment, such as conservation or environmental advocacy. Compose poetry or essays that argue for the protection of the environment and use persuasion. Conduct research on a variety of environmental topics, then present your findings. Through various awareness programs, they understand the environmental laws and regulations that apply on the local, national, and international levels. Discuss the roles that governments, NGOs, and people play in the effort to solve environmental problems. Investigate the environmental concerns from both a historical and cultural point of view.	Whole year
Arts	Investigate the causes of climate change and possible solutions to the problem.Analyse the impact that human activities have had on different landscapes as well as the distribution of natural resources. Studies should be done on urbanization, logging, and industry's impact on the natural environment. Investigate geographical approaches to resolving environmental issues, such as environmentally responsible land management planning.	Whole year
Pure Science	Conduct studies on environmental issues, such as assessing water quality, soil analysis, power consumption or recycling.To better comprehend environmental patterns and forecasts, consider using mathematical models. Investigate the repercussions of environmental actions on the economy, such as doing cost-benefit analyses for environmentally friendly projects.	Half-yearly/ each program
NSS	To enhance the amount of green cover and fight deforestation, organizing tree-planting events in local communities and educational institutions is important. To combat littering and to encourage a clean environment, it is important to organize routine clean-up efforts in public places like parks and beaches.To educate both students and members of the general public about environmental issues such as climate change, waste management, renewable energy, and conservation, workshops and seminars should be organized. It should be a priority to create opportunities for individuals to engage with the natural world and develop a sense of ownership over its preservation through participating in hikes and other outdoor activities. To raise awareness about environmental issues and motivate people to take action, you might use social media, posters, and booklets.	Whole year

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18. Sound Pollution Monitoring

Sound pollution is another important parameter that is taken into account for green auditing of the College Campus. Six different sites are chosen for the monitoring purpose namely College gate, accounts section, college office, Principal's room, teachers' room and library. Sound is quantified by the Sound Level Meter (Lutron SL-4030).

Average Values of 2022-23

	Sound Level (dB)
College Gate (CG)	79.0 ± 5.2
Accounts (A)	68.2 ± 5.8
Office (O)	71.7 ± 4.1
Principal's Room (PR)	60.4 ± 6.1
Teachers' Room (TR)	63.6 ± 7.8
Library (L)	49.7 ± 3.1

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19. ABOUT:

Carbon Footprint is a measure of total quantity of green house gases being emitted by an individual or an Institution as a result of its daily activities. Carbon Footprint tells the impact on the environment due to various activities inside the campus and quantifies the same in the form of total greenhouse gases being emitted. The most common greenhouse gases are carbon dioxide, water vapor, methane, nitrous oxide and ozone. Of all the greenhouse gases, carbon dioxide is the most prominent greenhouse gas, comprising 402 ppm of the Earth's atmosphere. There lease of carbon dioxide gas into the Earth's atmosphere through human activities is commonly known as carbon emissions. The question is what should be done to reduce carbon emissions. Many colleges want to reduce their carbon dioxide (CO_2) emissions but it is a difficult task, given a range of factors determine carbon emissions, including mobility, waste, and energy consumption. So, gaining insight into CO_2 emissions is extremely important. An important aspect of doing a carbon foot print audit is to account the carbon foot print of the campus by determining the net amount of greenhouse gas emitted from various activities in the campus so that they can adopt better ways to reduce its carbon foot print. One aspect is to consider the numbe of stakeholders travelled and mode of travel used to commute between home for students and staffs. So the carbon foot print auditing determine the total carbon foot print of the campus and analyzes whether the campus is eco- friendly and follows environmentally sustainable practices. It is therefore essential that any environmentally responsive Institution shall examine its carbon footprint.

19.1. Key Methodologies adopted for Carbon Footprint Audit

1. A walk through survey was conducted in the entire campus to observe various greenhouse gas emission points.
2. Walk through survey and base line data collection was done between 2022-23 secssion.
3. Based on the data collected, the Green House Gas Emission as CO_2 from the various sources was calculated.
4. Observation was done to see whether if the authorities have implementedany Carbon Footprint Reduction Strategy.

19.2. Carbon Footprint Auditing-Key Findings

Feasible emission inventories were selected to analyze the carbon footprint of the campus. The inventory survey was done for one academic year. The selected inventories are Human Factor, Transportation, Electricity, Solid Waste, Production and Consumption of Food, LPG & Natural Gas.

Data keepers are identified and the primary details were collected. Parameter wise and zone wisedetails were also collected. The received data were assembled and the missing gaps were recognized.

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19.3. Human factor

Carbon dioxide emitted by a person per day is not negligible. It is equivalent to the mission of a car in a 5 km stretch. Humans emit 26 giga tons of carbon dioxide per year while CO2 in the atmosphere is rising by only 15 gigatones per year. Just for breathing, humans emit per person each day 1140 grams of CO2, assuming that they eat normally and follow a mean diet of 2800 kcal.The population details of each zone include the total number of teaching faculty; non-teaching staff and students were collected. The carbon dioxide emissions will be larger in the Zone having highest population. As the College Campus is concerned its limit is upto mark.

19.3. Transportation

Fossil fuels are used for transportation. The carbon dioxide emitted by different fuels is in different amounts. The engine of the vehicle burns fuel and creates a certain amount of CO2, depending upon its fuel type, fuel consumption and the driving distances. One liter of petrol and diesel emits 2.3 kg and 2.7 kg of carbon dioxide, respectively. Travelling by car for 1000 km can produce about 200-230 kg of carbon dioxide in to the atmosphere. If a person travels by a bus for 1000 km, it can add 1075 kg of CO2 to his/her Carbon foot print. Worldwide, the fossil fuels used for transportation contribute over 13% of GHG emissions.

The approximate transportation details for the Institution campus like the type of vehicle, No. of vehicles and the fuel used were collected. The carbon dioxide emitted from petrol is less compared to that of diesel. The Carbon footprint by the emission inventory transportation will be quite high.

It was noted that the there was no direct transportation under the control of institution but institution encourage Staffs and others to use Electronic Vehicle.

19.4. Electricity

Electricity is one emission inventory which contributes much to the Carbon footprint of the Institution. On an average, electricity sources emit 1.297 lbs CO2 per kwh i.e. 0.0005883 metric tons of CO2 perk Wh. The emission factor given by GRID 2010 version 1.1 for hydro electricity is 6.8956x 10-4 metrictons CO2/k Wh. 50 grams of CO2 is emitted from 1unit of solar power.

The details of the consumption of electricity were surveyed. If the number of classrooms and labs are more in a zone, consumption of electricity in that zone is more.

It was noted that the Institution uses a lot of Renewable power especially Solar Panel and LED lights as a supplement to convenational power there by reducing emission of GHG to the atmosphere also contributing to the INDC `commitment pledged by Government of India.

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19.5. Solid waste

Generally,1kg of solid waste is generated per capita per day. For high income countries, the solid waste generation is 1.1 – 5 kg per capita per day. For middle income countries, it is 0.52-1 kg and for low income countries the value is 0.45-0.89 kg/ capita/ day. One kilogram of solid waste can emit about 0.125 kg of carbon. The details regarding the solid waste generated in each zone is collected including the waste produced in canteen and hostels.

The solid waste generated in the canteen and hostel which is taken out of the campus comes under other indirect emissions. Solid Waste emits less amount of carbon dioxide compared to other emission inventories considered. Their Solid waste disposal process found ok, so exposure is less.

19.6. LPG And Natural Gas

The consumption of 1L of LPG can release 1.5kg of CO_2 to the atmosphere. Also, burning of wood (250kg) can add 33 kg of CO_2 to the Carbon footprint. The consumption details of LPG and Natural Gas in canteen and hostels were surveyed. It was noted that the Institution uses normal limit of LPG as required.

19.7. Carbon Footprint Analysis

Carbon footprint analysis can be done by suitably combining data collected with respective emission factor of the selected emission inventories. Table represents emission factors of the selected inventories.

20. Air Quality Assessment

Air quality of the College campus is monitored by AIRVEDA multi-parameter measuring system.

Months	PM 2.5 (ppm)	PM 10 (ppm)	CO_2 (ppm)	Humidity (%)
July 2022	15.78	23.78	827.78	69.78
August 2022	29.55	41.05	902.20	68.70
September 2022	25.90	38.09	919.90	69.47
October 2022	38.8	53.8	894.20	69.60
November 2022	71.77	100.22	950.63	65.72
December 2022	129.54	170.45	953.86	63.13
January 2023	142.33	214.19	868.19	67.61
February 2023	92.68	126.36	899.52	69.10
March 2023	54.29	72.54	888.75	63.12
April 2023	40.00	57.78	890.14	60.00
May 2023	33.68	45.57	867.47	63.21
June 2023	30.43	41.37	848.25	67.56

Table7. Air Quality Analysis Report of the collge campus for the F.Y. of 2022-23

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21. Best Practices Observed in the Institution–Carbon Footprint Reduction

- Restriction of personal vehicle inside the campus enhancing reduction of carbon footprints.
- Use of Solar Power System the Instutution thereby reducing dependence on Conventional power.
- Use of LED Lamps to light the Walk ways and Glowsign.
- Use of limited LPG to Run the Kitchen and laboratories.
- Use of Walk ways to commute short distances
- All over the Campus the Green Area is more then the Working area.

22. Suggestions and Recommendations

- The primary power electricity used by the Institution also they have installed Secondary power Solar panel, in this context, solar energy also used as alternative energy source in the College campuses to reduce the dependency and Carbon emission
- The use of plastic products should be banned in the College campuses.
- The College campuses are no doudt biodiversed but more plantations specially medicial planntations are required in the campuses. Plantation of fruit plants will attract more birds.
- There is urgent need to form a Green Monitoring Team. The priority of this body is to maintain the greenary of the College campuses.
- The Green Monitoring Team sould consist of members from teaching staffs, non-teaching staffs, students and if possible, try to include some local interested people.
- Vermicompost facility may be practiced, the product of which can be used as manure or fertilizer for plantation purpose.
- Sustainable use of resources and ecological balance of the College campuses must be maintained throughout the year.
- Increse the use of Electrical vehicle to reduce the pollution.
- Encourage to reduce dairy and meat in take - No Meat Mondays! Animal products makeup 18% of greenhouse gas emissions. By replacing one or two of weekly meat and dairy meals to a vegetarian option, can help reduce emissions
- Encourage use of Bicycles.
- Improve garden: To grow healthy plants, you also need healthy soil. Improving soil quality is an ongoing process for a gardener. Good, rich in nutrients, and friable soil will offer the plants everything all on its own. Thus, you would need lesser fertilizers and pesticides.
- Improve Water Harvesting:Various passive strategies have been accordingly developed in attempt to improve the water harvesting capability, which can be roughly categorized into three types: (i) engineering new surfaces or materials for condensers to benefit dew generation and removal; (ii) cooling the condensing substrates to facilitate the dewing occurrence; and (iii) concentrating the moisture from air by sorbent-assisted systems to inhibit the environmental influences and raise the water yield.
- Promote awarness build up programme on Environmental Issues time to time.

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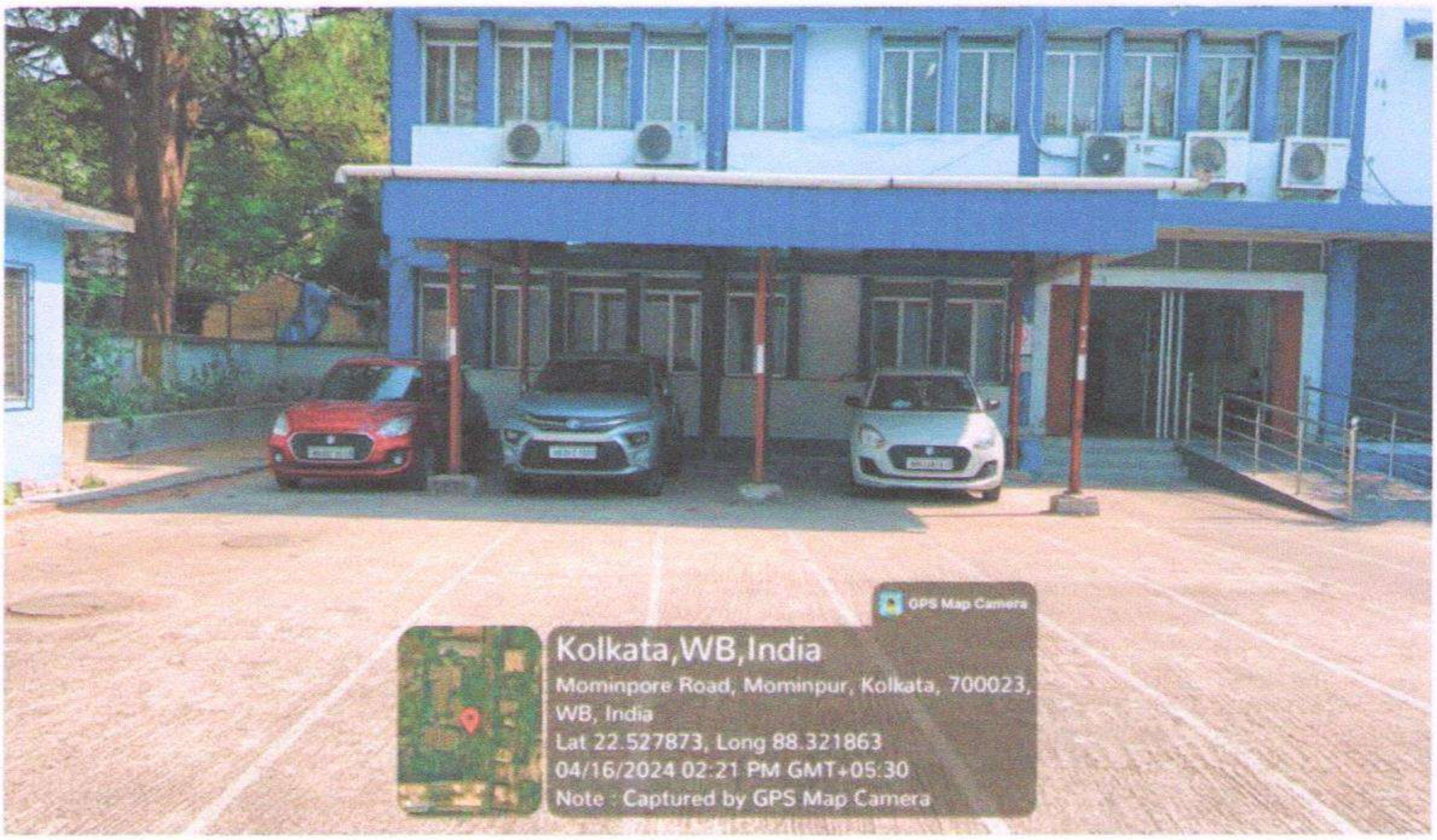
UMA Apartment, Rishi Arobindo Road, Madhyamgram, Kolkata-700130
Email ID: managementsystemconsultancy@gmail.com
Website: www.msystemcon.com

MANAGEMENT SYSTEM CONSULTANCY
Service Provided: Legal, Safety, Fire, Environment, Energy Audit and ISO, Information Security, Automotive, NABL, NABH, CSR, Food, Medical Certification and Training services
Govt.Reg.No.200252020048281, MSME Reg.No.UDYAM-WB-14-0014572, GST No. 19FHPM3803A1ZH

23. ACTION TAKEN REPORT OF THE COLLGE

23.1. Transportation:

23.1.1. Public Transport: The College's carbon footprint can be significantly reduced by encouraging employees and students to use public transport. Sustainable transport solutions can be promoted by encouraging carpooling and sharing of private vehicles.



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23.2. Waste Management:

Types of waste	Particulars	Disposal method
E-Waste	Computers, electrical and electronic parts	Stored these in a separate room. As a new government college we will sent a letter to Higher Education Department seeking permission to collaborate with the right authority for proper disposal of e-waste.
Plastic waste	Pen, Refill, Plastic water bottles and other plastic containers, wrappers etc	Items made of plastic that are only intended to be used once, such as bottles, jars, and bags. Encourage people to use water bottles and other containers that may be reused. Establish distinct recycling containers for plastic garbage, and after getting permission from Higher Education Department to collaborate with right authority for proper disposal of plastic waste.
Solid wastes	Paper waste, Damaged furniture, paper plates, food wastes	Reuse after maintenance energy conversion. Installing composting systems in the college campus will allow for the conversion of discarded food into nutrient-dense compost that may be used in the campus landscaping or in community gardens..
Chemical wastes	Laboratory waste	Water should be used to neutralise. When dealing with hazardous garbage, adhere strictly to all safety regulations.
Wastewater	Washing, urinals, bathrooms	Sewage system of munucipality
Glass waste	Broken glass wares from the labs	Glass debris kept separated from other recyclable materials and disposed of in containers that are specifically intended for glass recycling.
Sanitary Napkin	-	Napkin Incinerators

Table 8: Different types of waste generated in the College and their disposal

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23.3. Waste Management Activities:

1) Dustbins are placed at each floor and all are directed towards proper use. Maintaining proper protocol for the disposal of all different categories of solid wastes such as biodegradable (Turquoise), Dry and non-biodegradable (red), non-biodegradable (Blue), Paper-wastes (yellow) are done. Care is taken to ensure that hazardous waste of Chemistry Department do not mix with the general waste of the college.

2) Preparation of organic manures and vermicomposting of organic domestic and canteen wastes is done by NSS Unit 1. These fertilizers are regularly used for the soil enrichment.

3) Junk disposal particularly non-functional instruments and e-waste identified and kept in the store room. This ensures campus cleanliness.

4) Broken and unusable furniture are kept separately in a room.

5) The College have facilities of Sanitary Napkins Vending Machines with inclinator for green disposal of used napkins at the campus.

6) Properly planned sanitization and sewage measures are there in the building while designing the plan of the building by the KMDA, Govt. of West Bengal.

23.4. Geo-tagged photographs of different types waste management:



Figure 17. Sample Photograph of Management of the Non - bio degradable waste

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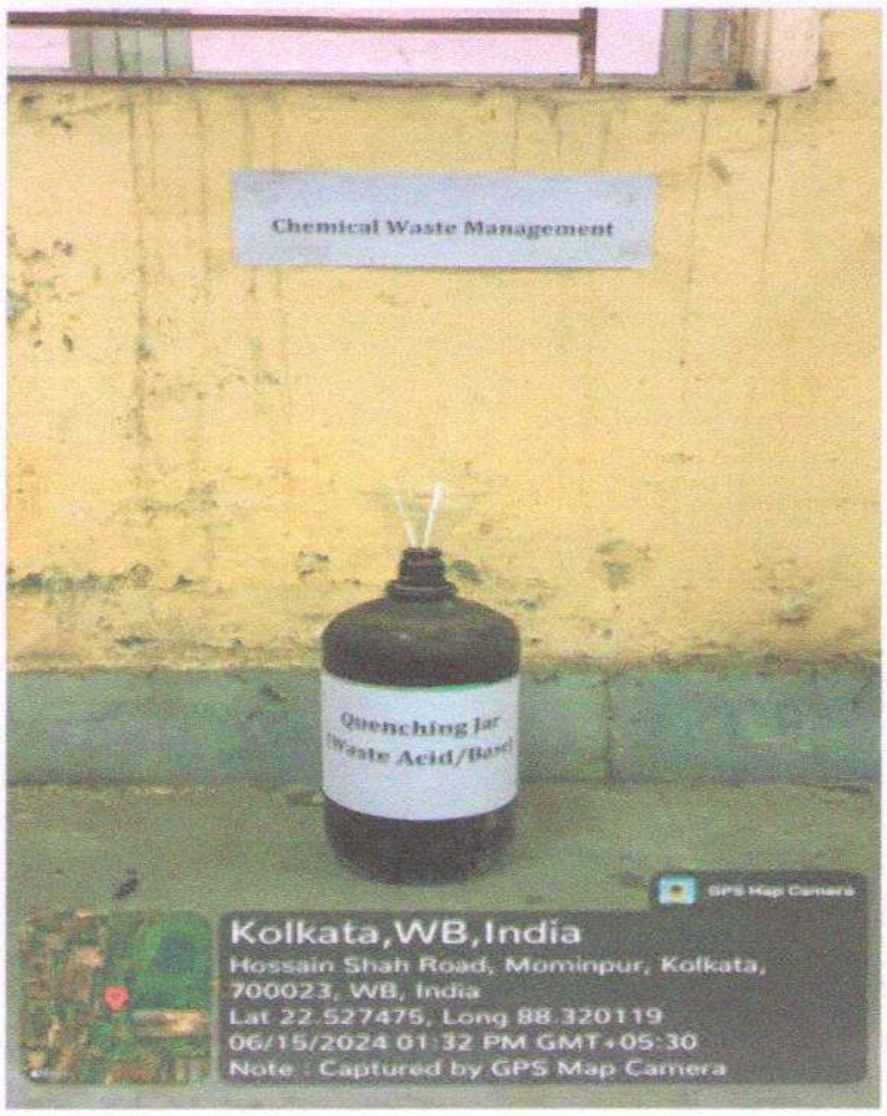


Figure 18. Sample Photograph of Management of the Chemical Waste



Figure 19. Sample Photograph of Management of the e- waste

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23.5. Recycling:

Although there were recycling containers all across the campus, the audit showed that there was a lack of effective separation and information about recyclable products. Increased recycling rates can be achieved by upgrading signage, giving clear instructions and implementing a comprehensive recycling education programme.



Figure 20. Slogan for reuse and recycle of waste materials

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23.6. Composting:

The institution can set up a composting system to handle the organic waste produced by Hostel members (Girls Hostel). Composting can help drastically reduce the quantity of garbage dumped in landfills while also producing beneficial compost for campus landscaping and gardening.



Figure 21. Composing Pit made by NSS Unit 1

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Govt.Reg.No.200252020048281, MSME Reg.No.UDYAM-WB-14-0014572, GST No. 19FHPM3803A1ZH

Conclusion:

Focus on Environmental is applicable. The GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE have proper plans for Future Development on Environmental aspect.

We have also suggest them how to improve the Environmental aspect in a better way.

Audit conducted by "**Management System Consultancy**"

Auditor

Amalesh Kr. Mandal

Kol- 130

Amalesh Kumar Mandal

(IRCA Accredited Lead Auditor on Quality, Environment, Energy Management System, Empanelled Auditor from IAF accredited Certification Body, Energy Management System Auditor from National Productivity Council, Environment Management System personnel from National Safety Council, ISO 17020:2012 Competance Certified for Quality Council of India and Carbon Frootprint Calculator Certified from BSI)

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Name of the Organization	**GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE**	
Address	7, Mayurbhanj Road, Ekbalpur, Kolkata - 700 023	
Site Address (If any)		
No. of Employees	Principal -01, Teaching -26, Chief Librarian -01, Non-teaching = 14, Security -03 **Total = 45**	
No. Of Shift	1	
E mail id	gggdc.coll@gmail.com	
Contact Person	**Dr. Syeda Shariqatul Moula Alquadri**	
Telephone/Fax	033 2448 1160, 033 2448 1171	
Scope	**"Teaching, Learning and Evaluation processes relating to awarding of B.A., B.Sc. and B.Com as well as Education learning considering Environment friendly and Energy efficiency manner in College Green Campus".**	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert	Audit duration Man day(s): Technical Expert
Starting date of Audit	21.06.2023	
End Date of Audit	21.06.2023	
Brief about the organization	Government Girls' General Degree College is the fourth Government college for girls in West Bengal. Due to its proximity to National Library, Calcutta University Alipur Campus, and other major locations of southern Kolkata, the college is favourably accessible to a large section of students interested in higher education. The establishment of this college marks a positive and progressive initiative towards facilitating higher education for women in West Bengal. Incidentally, the college was established after a decade long pressing demand for a Women's college in the locality. The college was inaugurated on the 28th January, 2016 by Honourable Chief Minister Smt. Mamata Banerjee. The College has been affiliated to the University of Calcutta. The inauguration	

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	inevitably marked the beginning of a journey towards achieving academic excellence for women. Presently, the college offers Honours Courses in Arts, Science and Commerce streams. Faculties of all fourteen departments (Honours) put untiring efforts to provide quality academic guidance to all students and work towards their overall developments. The college began its academic journey on 28th January 2016 with thirteen departments. The academic session started with one hundred and fifteen students in both Arts and Science streams. To create awareness, conviction and commitment among the students towards social and moral values, the college arranges for compulsory Value Education classes where lectures are delivered by eminent personalities from various fields. The college provides scope to its students to put forward their views, positive and negative, through Grievance Redressal Cell and Anti-Ragging cell. The Psychological Counselling Cell looks into the problems faced by the students. Being a girl's college a Sexual Harassment Cell has also been set up within the campus.
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

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ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Amalesh Kr. Mandal	**Lead Auditor**
	Dr. Syeda Shariqatul Moula Alquadri -Principal
	Dr. Debaprasad Bannerjee IQAC Coordinator
	Dr. Shabnam Parveen Head and Assistant Professor, Dept. of Urdu
Md. Shahid Jamil	Dr. Shahid Jamil , Head and Assistant Professor, Dept. of Persian
Abdul Matin	Mr. Abdul Matin Assistant Professor, Dept. of Arabic
Senjuti Gupta	Dr. Senjuti Gupta , Assistant Professor, Dept. of Economics

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SUMMARY OF AUDIT

AREA OF IMPROVEMET (Areas of Improvement Which May be Identified as Non Conformities During Stage 2 Audit)	
1	Communication/Display of policy
2	Communication/Display of Objectives

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 21.06.2023	
AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kr. Mandal Signature: Amalesh Kumar Mandal **Authorization: Empanelled Auditor from IAF accredited Certification Body, Energy Auditor from National Productivity Council, IRCA Accredited Lead Auditor on ISO 50001:2018**	Name: Dr. Syeda Shariqatul Moula Alquadri Sign Designation: Principal Principal Government Girls' General Degree College Kolkata

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Degree College
Kolkata

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AUDIT CHECKLIST

REQUIREMENTS	COMMENTS	Status C/NC/O
Is the Information documented as required as per the ISO 50001:2018?	Manual and other documented information available. (Doc. Ref. No. ENMS/L1, 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
Has the Client site specific conditions been evaluated?	Established, implemented and the Scope has been set as per Site specific. (Under clause 4.3 of ENMS/L1 Manual). They are maintaining their Green monitoring report year to year wise to evaluate the environment performance.	C
Has the company identified energy performance indicators, Energy baseline, Energy objectives, energy targets and energy management action plans?	Respective Energy project found taken by Authority. Like "Efficient use of Energy Resources" *Energy source and power consumption captured in Green monitoring report. Data available.	C
Is the client having understanding with the ISO 50001:2018 Standard requirement and other requirement site specific?	Yes. Awareness training has been conducted by an external consultant. 1. Training on Standard given by External body "Management System Consultancy"	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 organization analyze energy used and consumption based on measurement and other data: (Identify current energy sources/evaluate past and present energy use and consumption?	Measurement done on Bill monitoring, list of energy sources are available, significant energy sources identified and included in Green monitoring report for review.	C
Based on the analysis of energy used and consumption, is the organization identifying the areas of significant energy use.(identify the facilities, equipment, systems, processes and personnel working for, or on behalf of, the organization that significantly affect energy use and consumption?	List of energy sources are available, significant energy sources identified. Energy program found. Total consumption of energy units in the year 2022-2023 (From April 2022 to March 2023) was 48804 and the annual total cost of the units charged was Rs. Rs. 10,10407.00	C
Has the organisation identified EnPIs (energy performance indicators) appropriate for monitoring and measuring your energy performance?	Energy baseline declared as last year consumption. EnPI is set in the form of Energy Projects. *Energy efficiency utilization project taken by installing solar photo voltaic cells at the rooftop . *Secondary power utilization project taken in planning CFC bulbs and tubes *Campaign/display project taken to aware other stakeholders thorough postering of slogans in the campus by NSS Unit I volunteers	C
Has the organisation identified, implemented and have access to the applicable legal requirements and other requirements to which organization subscribes related to energy use, consumption and efficiency?	GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE is aided and temporarily affiliated to University of Calcutta, Kolkata. The college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head 'Government Colleges teaching upto Bachelor's Degree' as per letter no. F. No. 8-22/2018(CPP-I/C) dated 6th February, 2018	C

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Are the resources 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

Principal
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Kolkata

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Name of the Organization	**GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE**	
Address	7, Mayurbhanj Road, Ekbalpur, Kolkata - 700 023	
Site Address (If any)		
No. of Employees	Principal -01, Teaching = 26, Chief Librarian -01, Non-teaching = 14, Security =03, **Total = 45**	
No. of Shift	1	
E mail id	gggdc.coll@gmail.com	
Contact Person	**Dr. Syeda Shariqatul Moula Alquadri**	
Telephone/Fax	033 2448 1160, 033 2448 1171	
Scope	**"Teaching, Learning and Evaluation processes relating to awarding of B.A., B.Sc. and B.Com as well as Education learning considering Environment friendly and Energy efficiency manner in College Green Campus".**	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility.	
Audit Team	Lead Auditor: Amalesh Kumar Mandal Auditor: Technical Expert	No of Mandays: 1
Starting date of Audit	12.07.2023	
End date of Audit	12.07.2023	
Brief about the organization	Government Girls' General Degree College is the fourth Government college for girls in West Bengal. Due to its proximity to National Library, Calcutta University Alipur Campus, and other major locations of southern Kolkata, the college is favourably accessible to a large section of students interested in higher education. The establishment of this college marks a positive and progressive initiative towards facilitating higher education for women in West Bengal. Incidentally, the college was established after a decade long pressing demand for a Women's college in the locality. The college was inaugurated on the 28th January, 2016 by Honourable Chief Minister Smt. Mamata Banerjee. The College has been affiliated to the University of Calcutta. The inauguration inevitably marked the beginning of a journey towards achieving academic excellence for women. Presently, the college offers Honours Courses in Arts, Science and Commerce streams. Faculties of all fourteen departments (Honours) put untiring efforts to provide quality academic guidance to all students and work towards their overall developments. The college began its academic journey on 28th January 2016 with thirteen departments. The academic session started with one hundred and fifteen	

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	students in both Arts and Science streams. To create awareness, conviction and commitment among the students towards social and moral values, the college arranges for compulsory Value Education classes where lectures are delivered by eminent personalities from various fields. The college provides scope to its students to put forward their views, positive and negative, through Grievance Redressal Cell and Anti-Ragging cell. The Psychological Counselling Cell looks into the problems faced by the students. Being a girl's college a Sexual Harassment Cell has also been set up within the campus.
Purpose of Audit	To verify the implementation of the Energy Management System as per the ISO 50001:2018 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

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ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Amalesh Kr. Mandal	
	Dr. Syeda Shariqatul Moula Alquadri - Principal
	Dr. Debaprasad Bannerjee IQAC Coordinator
	Dr. Shabnam Parveen Head and Assistant Professor, Dept. of Urdu
Md. Shahid Jamil	Dr. Shahid Jamil , Head and Assistant Professor, Dept. of Persian
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SUMMARY OF AUDIT

	AREA OF IMPROVEMENTS
1	No such significant area identified as critical w.r.t energy consumption

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
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Recommendation:

√	**The quality system 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 quality system 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.
	Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)

Sign Off : (Date) 12.07.2023

AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amalesh Kr. Mandal Signature: *Amalesh Kumar Mandal* **Authorization: Empanelled Auditor from IAF accredited Certification Body, Energy Auditor from National Productivity Council, IRCA Accredited Lead Auditor on ISO 50001:2018**	Name: Dr. Syeda Shariqatul Moula Alquadri Sign Designation: Principal Principal Government Girls' General Degree College Kolkata

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	Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)

Sign Off : (Date) 12.07.2023

AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amalesh Kr. Mandal Signature: *Amalesh Kumar Mandal* **Authorization: Empanelled Auditor from IAF accredited Certification Body, Energy Auditor from National Productivity Council, IRCA Accredited Lead Auditor on ISO 50001:2018**	Name: Dr. Syeda Shariqatul Moula Alquadri Sign Designation: Principal Principal Government Girls' General Degree College Kolkata

Principal
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Degree College
Kolkata

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Recommendation:

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	Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)

Sign Off : (Date) 12.07.2023

AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amalesh Kr. Mandal Signature: *Amalesh Kumar Mandal* **Authorization: Empanelled Auditor from IAF accredited Certification Body, Energy Auditor from National Productivity Council, IRCA Accredited Lead Auditor on ISO 50001:2018**	Name: Dr. Syeda Shariqatul Moula Alquadri Sign Designation: Principal Principal Government Girls' General Degree College Kolkata

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6.3 Energy review (Current type of energy use, past and current consumption, documented and updated)	C	Energy review has been done based on Meter reading study and kept as documented information. Current list of Energy sources found available including Significant energy sources in their Green monitoring report for review. Current list of energy source here:

STAND FAN	8
SIDE WALL MOUNTED FAN	25
TUBES	521
FAN	206
EXHAUST FAN	28
LIGHT TRACE TABLE WITH 100 WATT BULB	10
AIR CONDITIONER	26
WATER VENDING MACHINE	3
CCTV CAMERA	23
INTERCOM	28
COMPUTER (Desktop)	79
COMPUTER (Laptop)	05
PRINTER	14
OVEN	2
SPECTOPHOTOMETER	1
FAX MACHINE	1
DIGITAL WEIGHT BALANCE	2
REFRIGERATOR	1
LOOP TRACER	1
HEATER	1
WALL MOUNTED PROJECTOR	2
HALL EFFCT SETUP	1
LANDLINE	2

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6.4 Energy performance indicators (Documented and updated)	C	Documented in the form of Energy projects. List of projects: 1. Energy Efficiency 2. Secondary power
6.5 Energy baseline (Documented and review periodically and retention)	C	Energy baseline declared as last year Power consumption, accordingly projects taken to review and reduce the Power.
6.6 Planning for collection of energy data (Accuracy and repeatable, documented and retention)	C	Electrical Energy bill statements kept available for further review. In 2022-2023 (From April 2022 to March 2023) the total annual power consumption in units was 48804 and the total annual cost for the chargeable units was Rs. **10,10407.00**
7 Support		
7.1 Resources (Determination of resource required)	C	Resource requirements discussed in committee meetings. Outcome of meeting available. Ref: Meeting minutes found available.
7.2 Competence (determine, documented and retain the competence)	C	Training planning and related training records found available. Awareness training conducted by External consultant. 1. Training on Standard given by External body "Management System Consultancy"
7.3 Awareness (Objective, Policy, Non-Conformance of EnMS)	C	Done through training and display. 1. Training on Standard given by External body "Management System Consultancy"
7.4 Communication (What, When, With Whom, How & Who)	C	Done through display, mail, meeting minutes. Display is done for awareness by NSS UNIT I volunteers.

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7.5 Documented information (Creation, Updating, Control, Retention, External Origin, Storage & Preservation)	C	Control of documented information procedure established. Control of documented information procedure established. 1. ENVS (CBCS) Syllabus taught designed by University of Calcutta curriculum.
8 Operation		
8.1 Operational planning and control (Documneted, Plan, Implement, Control the process related to SEU and communication)	C	Operational procedures established supported with work instructions and related records. Project review checked
8.2 Design (Documented, Specification, design consideration)	C	Design part not included
8.3 Procurement (Establish & Implement criteria for evaluating energy performance)	C	Effectively implemented, tendering system applicable in procurement. Comparative statement found available against any purchase.
9 Performance evaluation		
9.1.1 General (Monitoring, measurement, analysis and evaluation of energy performance and the EnMS)	C	Criteria set against each Project mapping, to monitor the performance and effectiveness of the Energy performance. Current Status: 1. Project mapping Vs. monitoring
9.1.2 Evaluation of compliance with legal requirements and other requirements	C	GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE is aided and temporarily affiliated to University of Calcutta, Kolkata. The college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head 'Government Colleges teaching upto Bachelor's Degree' as per letter no. F. No. 8-22/2018(CPP-I/C) dated 6th February, 2018
9.2 Internal audit (Frequency and Effectiveness)	C	Yes, Internal Audit Report w.r.t Year to year Green monitoring checks found conducted and maintained properly against all possible parameters.

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9.3 Management review (Frequency and input/output)	C	Yes, their committee meeting outcome was maintained. Last conducted month of January, 2023
10 Improvement		
10.1 Nonconformity and corrective action	C	Procedure established and monitored through project planning.
10.2 Continual improvement	C	Objective and monitoring data found available.

END OF REPORT

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Name of the Organization	GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE	
Address	7, Mayurbhanj Road, Ekbalpur, Kolkata - 700 023	
Site Address (If any)		
No. of Employees	Principal -01 , Teaching = 26, Chief Librarian -01, Non-teaching = 14, , Security =03, , **Total = 45**	
E mail id	gggdc.coll@gmail.com	
Contact Person	**Dr. Syeda Shariqatul Moula Alquadri**	
Telephone/Fax	033 2448 1160, 033 2448 1171	
Scope	**"Teaching, Learning and Evaluation processes relating to awarding of B.A., B.Sc. and B.Com as well as Education learning considering Environment friendly and Energy efficiency 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	21.06.2023	
End Date of Audit	21.06.2023	
Brief about the organization	Government Girls' General Degree College is the fourth Government college for girls in West Bengal. Due to its proximity to National Library, Calcutta University Alipur Campus, and other major locations of southern Kolkata, the college is favourably accessible to a large section of students interested in higher education. The establishment of this college marks a positive and progressive initiative towards facilitating higher education for women in West Bengal. Incidentally, the college was established after a decade long pressing demand for a Women's college in the locality. The college was inaugurated on the 28th January, 2016 by Honourable Chief Minister Smt. Mamata Banerjee. The College has been affiliated to the University of Calcutta. The inauguration inevitably marked the beginning of a journey	

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	towards achieving academic excellence for women. Presently, the college offers Honours Courses in Arts, Science and Commerce streams. Faculties of all fourteen departments (Honours) put untiring efforts to provide quality academic guidance to all students and work towards their overall developments. The college began its academic journey on 28th January 2016 with thirteen departments. The academic session started with one hundred and fifteen students in both Arts and Science streams. To create awareness, conviction and commitment among the students towards social and moral values, the college arranges for compulsory Value Education classes where lectures are delivered by eminent personalities from various fields. The college provides scope to its students to put forward their views, positive and negative, through Grievance Redressal Cell and Anti-Ragging cell. The Psychological Counselling Cell looks into the problems faced by the students. Being a girl's college a Sexual Harassment Cell has also been set up within the campus.
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

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ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
	Lead auditor
	Dr. Syeda Shariqatul Moula Alquadri -Principal
	Dr. Debaprasad Bannerjee IQAC Coordinator
	Dr. Shabnam Parveen Head and Assistant Professor, Dept. of Urdu
	Dr. Shahid Jamil , Head and Assistant Professor, Dept. of Persian
	Mr. Abdul Matin Assistant Professor, Dept. of Arabic
	Dr. Senjuti Gupta , Assistant Professor, Dept. of Economics

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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

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

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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	
√	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 21.06.2023	
AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kumar Mandal Signature: Amalesh Kumar Mandal **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: Dr. Syeda Shariqatul Moula Alquadri Signature: Designation: Principal Principal Government Girls' General Degree College Kolkata

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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"	C
Is the scope having boundaries and specific to client organization?	Scope defined in Manual and found as per course delivery.	C

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Name of the Organization	**GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE**	
Address	7, Mayurbhanj Road, Ekbalpur, Kolkata - 700 023	
Site Address (If any)		
No. of Employees	Principal -01, Teaching = 26, Chief Librarian-01, Non-teaching = 14, Security -03, **Total =45**	
NO. of Shift	1	
E mail id	gggdc.coll@gmail.com	
Contact Person	**Dr. Syeda Shariqatul Moula Alquadri**	
Telephone/Fax	033 2448 1160, 033 2448 1171	
Scope	**"Teaching, Learning and Evaluation processes relating to awarding of B.A., B.Sc. and B.Com as well as Education learning considering Environment friendly and Energy efficiency 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	12.07.2023	
End Date of Audit	12.07.2023	
Brief about the organization	Government Girls' General Degree College is the fourth Government college for girls in West Bengal. Due to its proximity to National Library, Calcutta University Alipur Campus, and other major locations of southern Kolkata, the college is favourably accessible to a large section of students interested in higher education. The establishment of this college marks a positive and progressive initiative towards facilitating higher education for women in West Bengal. Incidentally, the college was established after a decade long pressing demand for a Women's college in the locality. The college was inaugurated on the 28th January, 2016 by Honourable Chief Minister Smt. Mamata Banerjee. The College has been affiliated to the University of Calcutta. The inauguration inevitably marked the beginning of a journey towards achieving academic excellence for women. Presently, the college offers Honours Courses in Arts, Science and Commerce streams. Faculties of all fourteen departments (Honours) put untiring efforts to provide quality academic guidance to all students and work towards their	

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	overall developments. The college began its academic journey on 28th January 2016 with thirteen departments. The academic session started with one hundred and fifteen students in both Arts and Science streams. To create awareness, conviction and commitment among the students towards social and moral values, the college arranges for compulsory Value Education classes where lectures are delivered by eminent personalities from various fields. The college provides scope to its students to put forward their views, positive and negative, through Grievance Redressal Cell and Anti-Ragging cell. The Psychological Counselling Cell looks into the problems faced by the students. Being a girl's college a Sexual Harassment Cell has also been set up within the campus.
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

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ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Amalesh Kr Mandal	
	Dr. Syeda Shariqatul Moula Alquadri - Principal
	Dr. Debaprasad Bannerjee IQAC Coordinator
	Dr. Shabnam Parveen Head and Assistant Professor, Dept. of Urdu
Md. Shahid Jamil	Dr. Shahid Jamil , Head and Assistant Professor, Dept. of Persian
Abdul Matin	Mr. Abdul Matin Assistant Professor, Dept. of Arabic
Senjuti Gupta	Dr. Senjuti Gupta , Assistant Professor, Dept. of Economics

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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)	
√	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:

√	**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. .
	Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)

Sign Off : (Date) 12.07.2023

AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amalesh Kr. Mandal Signature: Amalesh Kumar Mandal **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: Dr. Syeda Shariqatul Moula Alquadri Sign Designation: Principal Principal Government Girls' General Degree College Kolkata

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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.
4.4 Environmental management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	Process Flow/Process description found established as guided by accreditation norms. Reference: Students are made aware regarding the environmental management on the basis of course curriculum designed by CU under CBCS Syllabus

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5.1 Leadership & Commitment (Statement of ensures)	C	Interviewed with Top Management (Principal) regarding the Environment management system. Several projects have been initiated and monitored as per plan. Project/Campaign List: 1. Greenery development 2. Rain water harvesting 3. Campaigning done by NSS Unit I volunteers of the college by slogans and posters
5.2 Environmental policy (Documented Information, Establish, Implement, Maintain, communicated and understood)	C	Environmental Policy established (Section No. - EMS/15, Page no 16). and found displayed on the college campus signed by the Principal.
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual and available in the College office. Ref. available in the college manual
6.0 Planning		
6.1.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found, maintained and accordingly project taken. Initially they have identified 4 nos environment risk related to different environmental issues. Action plan established.
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 maintained. (DOC. NO: GGGDC/ASPECT/01). Initially they have identified 3 nos environment aspects to impact analysis with a proper action plan.
6.1.3 Determination of the Compliances Obligation and maintained documented information on how to comply.	C	GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE is aided and temporarily affiliated to University of Calcutta, Kolkata. The college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head 'Government Colleges teaching upto Bachelor's Degree' as per letter no. F. No. 8-22/2018(CPP-I/C) dated 6th February, 2018

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5.1 Leadership & Commitment (Statement of ensures)	C	Interviewed with Top Management (Principal) regarding the Environment management system. Several projects have been initiated and monitored as per plan. Project/Campaign List: 1. Greenery development 2. Rain water harvesting 3. Campaigning done by NSS Unit I volunteers of the college by slogans and posters
5.2 Environmental policy (Documented Information, Establish, Implement, Maintain, communicated and understood)	C	Environmental Policy established (Section No. - EMS/15, Page no 16). and found displayed on the college campus signed by the Principal.
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual and available in the College office. Ref. available in the college manual
6.0 Planning		
6.1.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found, maintained and accordingly project taken. Initially they have identified 4 nos environment risk related to different environmental issues. Action plan established.
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 maintained. (DOC. NO: GGGDC/ASPECT/01). Initially they have identified 3 nos environment aspects to impact analysis with a proper action plan.
6.1.3 Determination of the Compliances Obligation and maintained documented information on how to comply.	C	GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE is aided and temporarily affiliated to University of Calcutta, Kolkata. The college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head 'Government Colleges teaching upto Bachelor's Degree' as per letter no. F. No. 8-22/2018(CPP-I/C) dated 6th February, 2018

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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. Project review checked
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. BGC is affiliated to the
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. Last conducted month of January, 2023
10.1 Improvement – General	C	Done and included in MRM

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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.

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8.4.2 Type and extent of control (Control Verification)	C	Evaluation records found available. Generally before payment the related function Head consent against the external provider.
8.4.3 Information for external providers (Competence and qualification of external provider)	C	Available with user departments
8.5.1 Control of production and service provision (Records verified work instructions for the processing including delivery and post-delivery activities, characteristic of product, equipment's use and availability for monitoring and measurement)	C	Work instructions/Specifications found available followed by relevant records. 1. Working as per the directives of the Higher ducation Department , GoWB and University of Calcutta
8.5.2 Identification and Traceability (Records verified for identification batch no or serial no in process as well as final result)	C	Traceability maintained through online/offline both. Class delivery, performance management and others maintained.
8.5.3 Property belonging to customers or external providers (Documented Information of Lost or damaged property)	C	Not applicable
8.5.4 Preservation of output (objective evidence for meeting the defined storage conditions for handling, packaging, storage and protection)	C	Maintained in Laboratory materials
8.5.5 Post-delivery activities (Result outcome)	C	Maintained in database against each function wise.
8.5.6 Control of changes (Documented Information change review result, person who is authorized to changes	C	Change control file found available. Means old/dormant documents kept separate.
8.6 Release of final outcome services (Planned Arrangement documented information for acceptance criteria and authorized person traceability)	C	Maintained through online/offline both. Result delivered by Authorised person only.
8.7 Control of nonconforming outputs (Documented Information for Non-conformity, action taken, concession, authority deciding action)	C	Methods/Action plan found available

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8.2.2 Determining of Requirements for products and services (Objective evidence for record of contract review and approval, Record verification of Statutory & Regulatory shall be referred here, record for communication of changes, legal requirements need to be re-verified if any concerns identified in Stage 1 audit or any new product added)	C	GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE is aided and temporarily affiliated to University of Calcutta, Kolkata. The college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head 'Government Colleges teaching upto Bachelor's Degree' as per letter no. F. No. 8-22/2018(CPP-I/C) dated 6th February, 2018
8.2.3 Review of the requirements for products and services (Documented Information for Result of review and any new requirements for product or services)	C	Review methodology available. Reference: As per CU directives
8.2.4 Changes to requirements for products and services (the changed documents is aware and approved by relevant person)	C	Maintained and followed as per guideline from accreditation norms.
8.3 Design and Development (D&D)	C	Not Applicable
8.3.1 General Establish, Maintain and Implement the D&D Process	C	Not Applicable
8.3.2 D&D Planning (Record reference) 7.3.3 D&D Inputs (Record reference for the inputs) 8.3.4 D&D Controls (Record reference & Approval) 8.3.5 D&D Outputs (Record reference for outputs) 8.3.6 D&D Changes (Record reference for changes, approved, validated & verified before implementation & actions as necessary)	C	Not Applicable
8.4.1 Control of externally provided processes, products and services (documented Information for criteria for the evaluation, selection, monitoring of performance and re-evaluation	C	Tendering process, Vendor enrolment and evaluation records found available. Comparative statement found available against any purchase.

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Assurance Quality Certification LLC	F14 Issue 01 Rev 01 (15.02.2021)
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6.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found maintained. (GGGDC/QMS/FRM/03). Initially they have identified 3 nos Quality related risk and probable action plan has taken. Review status will be checked in the next Surveillance Audit.
6.2 Quality objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)	C	Quality Objectives found established and planned to achieve action (MAP)- Doc. Ref. no. GGGDC/QMS/FRM/001
6.3 Planning of changes (As per 4.4) and Purpose, resource availability and allocation	C	Found available, as per committee decision and minutes. Ref. Meeting: No changes
7.1 Resources (Need of External resources, People, Infrastructure, Environment, Calibration records, Organizational Knowledge)	C	Green monitoring: Their Own monitoring data report in the form of "Green Audit" is maintained in every assessment year wise. Monitoring done against respective parameters.
7.2 Competence (Employee records & Competence skill matrix)	C	Related training records found available. 1. Training on Standard given by External body "Management System Consultancy"
7.3 Awareness (Quality Policy, Objectives & Effectiveness of QMS)	C	Done through training and display. 1. Training on Standard given by External body "Management System Consultancy"
7.4 Communication (what, who, when, whom, how)	C	Done through display, mail, meeting minutes. Available in college manual
7.5 Documented information (External Origin, Creation, Updation, Distribution, Preservation, version control, Retention and disposition)	C	Control of documented information procedure established. 1. CBCS , CU Syllabus
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	Operational procedures established supported with work instructions and related records. 1. Last month data checked w.r.t course/class delivery details.
8.2.1 Customer communication (Enquiries, Contract, order, feedback, complaints)	C	Feedback and complaint system available w.r.t internal (Staff) and external (Student)

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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. (GGGDC/QMS/XXX/QMM/001) *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. (GGGDC/QMS/XXX/QMM/001) *To capture those issues Staff and student feedback process was initiated and documented for review.
4.3 Determining the scope of the quality management system (Boundaries and Type of Product and Services and any requirement not applicable)	C	Scope established and included in Manual. (Under 4.3, Page. No.13). Scope defined in Manual and found as per course delivery. Verified against their affiliation.
4.4 Quality management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	Process Flow/Process description found established as guided by accreditation norms.
5.1.1 Leadership & Commitment (Statement of ensures)	C	Interviewed with Top Management (Here with Principal). Respective project files found available to achieve quality delivery in Green, Energy and Environment issues.
5.1.2 Customer focus (statement of conformity)	C	Interviewed with Top Management. Their course delivery as per plan and guideline. Students feedback has been conducted year-wise for the same
5.2 Quality policy (Establish, Implement, Maintain, communicated and understood)	C	Quality Policy established (Under clause no. 5.2.1 in Quality manual, page no. 15) and found displayed on the college campus signed by the Principal.
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual and available in the College office. Ref. Yes
6.0 Planning	C	

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Name of the Organization	**GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE**	
Address	7, Mayurbhanj Road, Ekbalpur, Kolkata - 700 023	
Site Address (If any)		
No. of Employees	Principal – 01, Teaching = 26, Chief Librarian -01; Non-teaching = 14, , Security =3, , **Total = 45**	
No. Of Shift	1	
E mail id	gggdc.coll@gmail.com	
Contact Person	**Dr. Syeda Shariqatul Moula Alquadri**	
Telephone/Fax	033 2448 1160, 033 2448 1171	
Scope	**"Teaching, Learning and Evaluation processes relating to awarding of B.A., B.Sc. and B.Com as well as Education learning considering Environment friendly and Energy efficiency manner in College Green Campus".**	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusions	Design and development	
Audit Team	Lead Auditor: Amalesh Kumar Mandal Auditor: Technical Expert	Audit duration Man day(s): Technical Expert
Starting date of Audit	21.06.2023	
End Date of Audit	21.06.2023	
Brief about the organization	Government Girls' General Degree College is the fourth Government college for girls in West Bengal. Due to its proximity to National Library, Calcutta University Alipur Campus, and other major locations of southern Kolkata, the college is favourably accessible to a large section of students interested in higher education. The establishment of this college marks a positive and progressive initiative towards facilitating higher education for women in West Bengal. Incidentally, the college was established after a decade long pressing demand for a Women's college in the locality. The college was inaugurated on the 28th January, 2016 by Honourable Chief Minister Smt. Mamata Banerjee. The College has been affiliated to the University of Calcutta. The inauguration inevitably marked the beginning of a journey towards achieving academic excellence for women.	

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AUDIT CHECKLIST

REQUIREMENTS	COMMENTS	Status C/NC/O
Is the Information documented as required as per the ISO 9001:2015? Any other functional Specific Requirements?	Manual and other documented information available.	C
Has the discussion been held with personnel of the Client company for readiness for stage-2?	Yes, discussed and finalized as per discussion with the Principal and IQAC coordinator.	C
Has the Client site specific conditions been evaluated?	Admission process to course delivery functions evaluated against standard operating process, found compiled.	C
Has the company identified key performance, Process, Objectives and operation of Management System?	Established and implemented through Quality risk assessment and Quality objectives also been established.	C
Has the client had understanding with the ISO 9001:2015 Standard requirement and other site specific requirements.	Yes, done through training and awareness. 1. Training on Standard given by External body "Management System Consultancy"	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
Is the process and Equipment used adequate?	Yes, as per standard requirements and accreditation norms.	C

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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	
√	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 21.06.2023	
AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kumar Mandal Signature: Amalesh Kumar Mandal **Authorization: Empanelled Auditor from IAF accredited Certification Body, IRCA and NABET Accredited QMS Auditor, and QCI Certified Certification on ISO 17020:2012.**	Name: Dr. Syeda Shariqatul Moula Alquadri Sign Principal Government Girls' General Degree College Kolkata Designation: Principal

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SUMMARY OF AUDIT

AREA OF IMPROVEMET (Areas of Improvement Which May be Identified as Non Conformities During Stage 2 Audit)	
1	Communication/Display of policy
2	Communication/Display of Objectives

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

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ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Amalesh Kr. Mandal	**Lead Auditor**
	Dr. Syeda Shariqatul Moula Alquadri - Principal
	Dr. Debaprasad Bannerjee IQAC Coordinator
	Dr. Shabnam Parveen Head and Assistant Professor, Dept. of Urdu
Md. Shahid Jamil	Dr. Shahid Jamil , Head and Assistant Professor, Dept. of Persian
Abdul Matin	Mr. Abdul Matin Assistant Professor, Dept. of Arabic
Senjuti Gupta	Dr. Senjuti Gupta , Assistant Professor, Dept. of Economics

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	Presently, the college offers Honours Courses in Arts, Science and Commerce streams. Faculties of all fourteen departments (Honours) put untiring efforts to provide quality academic guidance to all students and work towards their overall developments. The college began its academic journey on 28th January 2016 with thirteen departments. The academic session started with one hundred and fifteen students in both Arts and Science streams. To create awareness, conviction and commitment among the students towards social and moral values, the college arranges for compulsory Value Education classes where lectures are delivered by eminent personalities from various fields. The college provides scope to its students to put forward their views, positive and negative, through Grievance Redressal Cell and Anti-Ragging cell. The Psychological Counselling Cell looks into the problems faced by the students. Being a girl's college a Sexual Harassment Cell has also been set up within the campus.
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

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Recommendation:

√	**The quality system 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 quality system 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. .
	Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)

Sign Off : (Date) 12.07.2023	
AQC Report Submission	Client Acceptance for Report
Name of Team Leader: Amalesh Kr. Mandal Signature: **Authorization: Empanelled Auditor from IAF accredited Certification Body, IRCA and NABET Accredited QMS Auditor, and QCI Certified Certification on ISO 17020:2012.**	Name: Dr. Syeda Shariqatul Moula Alquadri Sign Designation: PRINCIPAL Principal Government Girls' General Degree College Kolkata

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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.

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	Dr. Shabnam Parveen Head and Assistant Professor, Dept. of Urdu
	Dr. Shahid Jamil , Head and Assistant Professor, Dept. of Persian
	Mr. Abdul Matin Assistant Professor, Dept. of Arabic
	Dr. Senjuti Gupta , Assistant Professor, Dept. of Economics

SUMMARY OF AUDIT

	AREA OF IMPROVEMENTS
1	No such improvement points identified in current period.
2	Actual data control system observed

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	towards their overall developments. The college began its academic journey on 28th January 2016 with thirteen departments. The academic session started with one hundred and fifteen students in both Arts and Science streams. To create awareness, conviction and commitment among the students towards social and moral values, the college arranges for compulsory Value Education classes where lectures are delivered by eminent personalities from various fields. The college provides scope to its students to put forward their views, positive and negative, through Grievance Redressal Cell and Anti-Ragging cell. The Psychological Counselling Cell looks into the problems faced by the students. Being a girl's college a Sexual Harassment Cell has also been set up within the campus.
Purpose of Audit	To verify the implementation of the Quality Management System as per the ISO 9001:2015 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

ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Jinalesh Kr. Mandal	**Lead Auditor**
	Dr. Syeda Shariqatul Moula Alquadri - Principal
	Dr. Debaprasad Bannerjee IQAC Coordinator

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Name of the Organization	**GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE**	
Address	7, Mayurbhanj Road, Ekbalpur, Kolkata - 700 023	
Site Address (If any)		
No. of Employees	Principal -01, Teaching = 26, Chief Librarian-01, Non-teaching = 14, , Security =3, , **Total = 45**	
No. of Shift	1	
E mail id	gggdc.coll@gmail.com	
Contact Person	**Dr. Syeda Shariqatul Moula Alquadri**	
Telephone/Fax	033 2448 1160, 033 2448 1171	
Scope	**"Teaching, Learning and Evaluation processes relating to awarding of B.A., B.Sc. and B.Com as well as Education learning considering Environment friendly and Energy efficiency manner in College Green Campus".**	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert	No of Mandays: 1
Starting date of Audit	12.07.2023	
End date of Audit	12.07.2023	
Brief about the organization	Government Girls' General Degree College is the fourth Government college for girls in West Bengal. Due to its proximity to National Library, Calcutta University Alipur Campus, and other major locations of southern Kolkata, the college is favourably accessible to a large section of students interested in higher education. The establishment of this college marks a positive and progressive initiative towards facilitating higher education for women in West Bengal. Incidentally, the college was established after a decade long pressing demand for a Women's college in the locality. The college was inaugurated on the 28th January, 2016 by Honourable Chief Minister Smt. Mamata Banerjee. The College has been affiliated to the University of Calcutta. The inauguration inevitably marked the beginning of a journey towards achieving academic excellence for women. Presently, the college offers Honours Courses in Arts, Science and Commerce streams. Faculties of all fourteen departments (Honours) put untiring efforts to provide quality academic guidance to all students and work	

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Has the client identified Legal and Statutory Requirements applicable to Product and Organization?	GOVERNMENT GIRLS' GENERAL DEGREE COLLEGE is aided and temporarily affiliated to University of Calcutta, Kolkata. The college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head 'Government Colleges teaching upto Bachelor's Degree' as per letter no. F. No. 8-22/2018(CPP-I/C) dated 6th February, 2018	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	C
Is MRM planned and performed and Effective?	Yes	C
Are Internal audits conducted as planned? Date of Last Internal Audit?	Yes, Internal Audit Report w.r.t Year to year Green monitoring checks found conducted and maintained properly against all possible parameters.	C
Are Management reviews conducted as planned? Date of Last MRM?	Yes, their committee meeting outcome was maintained. Last conducted month of January, 2023	C

END OF REPORT

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9.1.1 Monitoring, Measurement analysis and evaluation	C	Monitoring done against set criteria. Meeting minutes available as outcome of process.
9.1.2 Customer Satisfaction (Analysis of Customer Satisfaction)	C	Customer satisfaction analysis process found available. Feedback taken from Staff as well as from Student both to know the Quality delivery status.
9.1.3 Analysis and Evaluation	C	Done
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. Last conducted month of January, 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 against respective Projects/KPI.

END OF REPORT

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