

Indian Register Quality Systems

(A Division of IRCLASS Systems and Solutions Pvt. Ltd.)

52A, Adi Shankaracharya Marg, Opp. Powai Lake. Powai, Mumbai - 400 072. Phone No.: +91 22 71199800 Fax: +91 22 71199826
Kochi Office: 40/483-S, 6th Floor, Puthuran Plaza, KPCJ Junction, MG Road, Ernakulam - 682011, Kerala, India.
Tel.: +91 484 2354988/89/90 Fax: +91 484 2354991, email: kochi@irclass.org

IRQS/CHN/UC/2023

27th September, 2023

Union Christian College
Aluva, Ernakulam Dist. 683102,
Kerala, India
Ph: 9496106863

Kind Attn : Dr. Manju M George, IQAC Coordinator

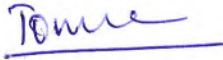
Sub: ISO 14001:2015 Environment Management System Certification Audit Reports

Dear Sir,


Enclosed herewith are copy of Stage1 and Stage2 audit reports of your institution.

Thanking you,

For IRCLASS Systems and Solutions P Ltd.



Tomcee Thomas
Dy. General Manager

 © INDIAN REGISTER OF SHIPPING 1993	Indian Register Quality Systems (A Division of IRCLASS Systems and Solutions Pvt. Ltd.)	IV IRQS:FORM:93:13	
	Stage I Audit Report for QMS/EMS / OHS / IMS Scheme(s)	Eff. Date	: 10-02-2023
		Developed by	: NR
		Approved by	: HEAD-IRQS

01)	Name of the Client	Union Christian College, Aluva				
02)	Address of HO & Site(s)	P.O Box #5 UCC Post Aluva 683102 Kerala India				
03)	File Number	U/8084/E				
04)	Name of Organization Representative coordinating with CB	Dr. Manju M George, IQAC Coordinator				
05)	Date of Audit	26-Jul-23 – 27-Jul-23				
06)	Type of Audit (strike out the standard not under audit)	Stage I Joint/ Combined / Integrated / Remote				
07)	Audit Objective (Stage –I)	<ul style="list-style-type: none"> Review the client's management system documented information's Evaluate the client's site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for Stage 2 Review the clients status and understanding regarding requirements of the standard wrt identification of key performance or significant aspects, processes, objectives and operation of the management system Obtain necessary information regarding the scope of the management system :- The client's site(s), Processes and equipment used, levels of controls established (Particularly in case of multisite clients) Applicable statutory and regulatory requirements Review the allocation of resources for Stage 2 and agree the details of Stage 2 with client Provide a focus for planning Stage 2 by gaining sufficient understanding of the client's management systems, Site operation in the context of management system standard or other normative documents Evaluate if the internal audits and management reviews are being planned and performed and that the level of implementation of the management system substantiates the client is ready for Stage 2. 				
08)	Audit Criteria: (strike out the standard not under audit)	QMS (ISO 9001)	QMS-MD (ISO 13485)	QMS-EQMS (ISO 21001)	EMS (ISO 14001)	OHS (ISO 45001)
		<ul style="list-style-type: none"> Applicable legal & other requirement. Organization's procedures & documented information in line with the respective standards. 				
09)	Scope of Certification: (If Multi-site audit, then scope as applicable at each site should be highlighted)					
➔	General Scope as required on the final "Certificate of Approval"	Activities Related to : <ul style="list-style-type: none"> Providing Under Graduate Degree Courses in Arts, Science and Commerce. Post Graduate Degree Courses in Arts, Science, Computer Application and Management. Providing Education in Arts and Science Leading to Doctoral Degree 				
	Scope of Head Office	NA				
	Scope of Site	NA				
	Scope Support Office(s) / Location(s), if any	NA				
10)	Non-Applicability of Clauses & Justification					
➔	Nil					
11)	Audit Team Details (Team Leader, Team Member, Provisional Auditor, Provisional Team Leader, Evaluator, Industry Expert Any accompanying persons; e.g. Guides, Observers, Translator, Facilitator etc)	Name	Role			
		Tomcee Thomas	Team Leader			

12)	Audit conducted at [Physical location(s),as applicable]	Address	Date of Audit	Functions/ Process(es) /Activities audited at the Location/Site
	Head office	P.O Box #5 UCC Post Aluva 683102 Kerala India	26-Jul-23 -27-Jul-23	Principal, MR & Legal, Office, Purchase & HR, Works Dept (Generator, Campus Housekeeping, Incinerator, Security, Bldg Maintenance), Mens Hostal & Kitchen, Ladies Hostel & Kitchen, Main Canteen, MBA MCA Canteen, Ladies Hostel Campus, Arts (UG, PG, PhD), Science (UG, PG, PhD), Commerce (UG), Computer Application (PG), MBA (PG), Bio Science (UG, PG), Electronics & Computer Maintenance (UG)
	Permanent site(s)			
	Temporary site(s)			
13)	Auditor to comment : 1. Any deviation from audit plan and their reasons :- 2. Upon any adverse conditions faced during the audit (e.g.; power outage, Fire, Flood, specifically related to the condition of the sites affecting the auditing activities):-			
➔	Nil			
14)	Verification of the Questionnaire Information:			
	Particulars	Information provided in Questionnaire	Verification of provided information	
	Number of sites	One	One	
	Number of employees	144	144	
	Language of audit	Malayalam, English	Malayalam, English	
	Current certification & its validity	NA	NA	
	Working in shifts – Shift pattern	No	No	
	Products and Services	Education	Education	
	Design & development	Not Applicable	Not Applicable	
	Scope	Activities Related to : • Providing Under Graduate Degree Courses in Arts, Science and Commerce. • Post Graduate Degree Courses in Arts, Science, Computer Application and Management. • Providing Education in Arts and Science Leading to Doctoral Degree	Activities Related to : • Providing Under Graduate Degree Courses in Arts, Science and Commerce. • Post Graduate Degree Courses in Arts, Science, Computer Application and Management. • Providing Education in Arts and Science Leading to Doctoral Degree	
	Externally provided processes, products and services (Outsourced)	Maintenance of equipments, Construction, Demolition, Security, Housekeeping are outsourced activities	Maintenance of equipments, Construction, Demolition, Security, Housekeeping are outsourced activities	

Audit Findings	
SEC A : Comments on the effectiveness for the action taken for the areas of concern:(In case of repeat Stage I audit).	
Findings	Comments on the effectiveness for the closure

No. of Areas of Concerns raised during the stage 1 audit:	1																
SEC B : Comment on the management system(s) effectiveness for the following based on objective evidence																	
a)	Review the client’s management system documented information’s. (Attach Review of Documented Information/Review–Doc: IV IRQS:FORM:101 for ISO 9001:2015/ISO 14001:2015/ ISO 45001:2018 and IV IRQS:FORM:57 for ISO 45001)																
➔	Document review is conducted to verify documented quality system is compliant to the standard. Relevant clauses of the standards are addressed, system procedures and records required by the standard and organization is included. Document review report IV IRQS:FORM:101:03																
b)	Regarding the scope of the management system:- The client’s Boundary of management, Site(s), Processes – Sequence & interactions, support functions to sites & scope of support function equipment used, levels of controls established, (Single and particularly in case of multisite clients)																
➔	<p>Union Christian College , Aluva was established in 1921 as an ecumenical, Indian Christian initiative in the field of higher education in Kerala. The college was founded by four young visionaries – Shri. K.C. Chacko, Shri. A.M. Varki, Shri. C.P. Mathew and Shri. V.M. Ittyerah, who were alumni of Madras Christian College. Provisionally inspired by their Christian faith and commitment, they envisaged the institution as a center based on the values of integrity and social commitment, promoting learning and culture. Union Christian College is managed by an association of members drawn from the Malankara Orthodox Syrian Church, the Jacobite Syrian Orthodox Church, the Malankara Mar Thoma Syrian Church and the Church of South India, and the Inter Church Fellowship (ICF) of the college.</p> <p>The college is honoured to inherit the proud heritage of accolades and endorsements from the various eminent leaders of the nation who visited the institution in the past. Mahatma Gandhi visited the college on the 18th of March 1925 and recorded in the visitors’ diary his appreciation for the ideal conditions here. “delighted with the ideal situation” – Mahatma Gandhi. The sapling planted by him on the occasion, now a mango tree, is preserved in front of the administrative block as a testimony to the Mahatma’s ideals. The college was honoured by the visit of Gurudev Rabindranath Tagore in 1922, who acknowledged in his address to the community his joy at witnessing here the quintessential spirit of his Shantiniketan. In the same year the college was visited by Lord Irvin, the Viceroy of India then. Kacheri Malika building which is older than 300 years is under Archiology department, maintenance is done by them.</p> <p>The college has been rated as an ‘A’ Grade institution by the National Assessment and Accreditation Council (NAAC) in the fourth cycle with 3.45 points. The college is located on the banks of river Periyar, about 12 kilometers away from the Cochin International Airport, campus is about 32 acres of land 18.92 acres are is free land owned Govt. which has no land tax payable. Balance 13.8 acres are owned by college management. Affiliated to Mahatma Gandhi University, Kottayam. The college has 18 academic departments, with around 1900 students and above 100 faculty members. Ladies hostel campus is in opposite side of Road owned by College.</p> <p>Boundary of scope of environment management system is all activities related to providing education to students from the college campus consisting of Five hostels and their kitchen for canteen, Canteen, office and academic blocks.</p> <p>Most significant processes affecting environment management system in the process of providing education at UC College are Resource utilization including Electricity, Water, Stationery etc..-Handling of Chemicals used in laboratory-disposal of chemicals after conduction of practical experiments at laboratory-control of vehicle movement in campus-control of waste generated and handled by canteen and stationery vendors operated inside campus, handling of waste generated at hostel and its canteen, incineration of ladies hostel waste, handling of e-waste handling and waste generated out of construction and demolition activities inside campus.</p> <p>Controls are exercised by each department for monitoring of energy consumption, utilization of resources, laboratory waste disposal and materials handling, with support of IQAC.</p> <p>Presently organization do not have ETP to treat the laboratory waste before discharge, drainage pits are used. However organization has identified the need to have ETP and proposal is put forth to the management for construction of ETP</p> <table border="1" data-bbox="204 1792 1468 1883"> <thead> <tr> <th>Name</th> <th>Gender</th> <th>Enrolled</th> <th>Admn No.</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>Vinayak K J</td> <td>Male</td> <td>26-08-21</td> <td>H0577</td> <td>Fifth Semester-BA Economics Model I</td> </tr> <tr> <td>Adith K V</td> <td>Male</td> <td>22-09-21</td> <td>H0939</td> <td>Fifth Semester-BA English Model I</td> </tr> </tbody> </table>		Name	Gender	Enrolled	Admn No.	Class	Vinayak K J	Male	26-08-21	H0577	Fifth Semester-BA Economics Model I	Adith K V	Male	22-09-21	H0939	Fifth Semester-BA English Model I
Name	Gender	Enrolled	Admn No.	Class													
Vinayak K J	Male	26-08-21	H0577	Fifth Semester-BA Economics Model I													
Adith K V	Male	22-09-21	H0939	Fifth Semester-BA English Model I													

Sowparnika I S	Female	09-09-21	H0796	Fifth Semester-BA History Model I
Abhirami V K	Female	30-08-22	H1914	Third Semester-BSc Physics
Achsan Rian SAJI	Male	20-08-22	H1638	Third Semester-BSc Psychology Model I
Adnan U N	Male	30-08-22	H1946	Third Semester-BSc Zoology Model I
Afnitha C A	Female	30-06-23	H2535	First Semester-MA Malayalam
Sreeshma R K	Female	29-08-22	11684	Third Semester-MSc Bio-Informatics
Abhirami K G	Female	10-10-22	11804	Third Semester-MSc Bio-Technology
Srijina C H	Female	22-08-22	H1675	Third Semester-MSc Botany
Anzil P A	Male	16-06-23	11821	First Semester-BCom Finance & Taxation Model I

c) The clients status and understanding regarding requirements of the standard wrt identification of key performance or significant aspects, processes, objectives and operation of the management system: (e.g. Context of organization, Interested parties, Risks and opportunities, Setting of objectives, Procedures for Aspect – Impact / Hazard Identification Risk assessment , Life cycle assessment, Management program, KPI's, etc.,)

EMS-UCC-Annexure02 interested parties and their requirements

Interested party	Needs and expectations
Government	Academic excellence, patents, and awards
Political Parties	Campus activism
Management, Senet	Achievements in terms of academic outputs, awards of excellence, and governance
Suppliers/Vendors/Contractors	Provision to supply goods and services
Outsourced process owners	MOU for waste management.
Neighbors	Existence of an academic institution, provision for higher education, job opportunity,

Internal and external issues based on context and scope of of the organization documented.

Positive Factors	Negative Factors
Resource availability in terms of water, land, biodiversity, 110 Acres of Land availability Extensive natural vegetation Minimal pollution and waste generation	Floating population Areal extent for management Increasing infrastructural requirements
Provide education thus empowering people and the nation.	Application in real life could vary General empathy and awareness at various levels Lack of information education and communication at the grassroots level

Aspect impact analysis conducted covering all aspects and documented

Activity	Aspect	Impact
Application process	Increased floating population	Noise Pollution
	Potential Risk of Accident	Personnel Safety
Traffic movement inside campus	Potential Risk of Accident	Personnel Safety
Waste Generation -Paper	Scrap given for reuse	Positive
Usage of Printers, Xerox Machines	Consumption of Power	Resource Depletion
	Printer Ribbon taken back by supplier	Positive Impact
Usage of Water	Consumption of water for drinking , sanitary facilities	Resource depletion
Snitary waste	Sanitary waste is routed to incinirator	Positive impact
Class room learing & teaching	Generation of Noise	Noise Pollution
Usage of Power	Consumption of Power	Resource Depletion

Usage of AC	Potential Leakage of Freon Gas	Ozone Depletion
	Generation of Noise	Noise Pollution
	Generation of chemical waste water and effluent	soil pollution
Research activities/analysis	Potential Risk of Accident	Personnel Safety
Use of chemicals/ instruments	Potential Risk of Accident	Personnel Safety
Discarded Plastic Bags, Containers	Sold to Vendor	Positive Impact
Food waste generation	collected and taken for composting	Positive Impact
Waste Generation -Paper/ tissue/ cotton	Scrap given for reuse	Positive
Waste Generation	Food Waste-collected and disposed to vendor	Positive Impacts
Cooking in Gas & with wooden logs	Potential risk of accident	Personnel safety
House keeping activity	Consumption of soap water	Resource depletion
	Waste water generated is disposed to drain	Positive Impact
civil activities	Waste Generation	Land Contamination
Diesel Generator	Emission to Air	Air Pollution
	Generation of Noise	Noise Pollution
	Generation of Dust	Air Pollution
Student flocking	Potential Risk of Accident	Personnel Safety
Discarded Plastic Bags, Containers	Sold to Vendor	Positive Impact
Usage of Printers, Xerox Machines	Consumption of Power	Resource Depletion
	Printer Ribbon taken back by supplier	Positive Impact
	Consumption of water for drinking , sanitary facilities	Resource depletion
Usage of Water	Sanitary waste is routed to septic tank	Positive impact
	Consumption of paper, vinyl papers	Resource depletion
Documentation Activities	Intranet facilities used	Positive impact
	Potential risk of fire due to presence of combustible materials	Air pollution
	Waste disposed to scrap yard	Positive impact
	Segregation of waste at source	Positive Impact
d)	Applicable statutory and regulatory requirements. (QMS – Product related, EMS – Environmental Legal & other requirements, OHS - OH&S Legal and other requirements)	
➔	Legal register maintained to track requirements, some of the identified requirements are : MG University affiliation 76451/AC A1-1/2023/GENERAL TA. issue DATE:05-07-23. Sanitation Certificate Cert No-316/23 Period-2023-24. FSSAI license 30230817114180845,Date of issue :17-08-2023 for 2 Year	
e)	The internal audits and management reviews are being planned and performed and that the level of implementation of the management system substantiates the client is ready for Stage 2. (At least one round of IA & MR)	
➔	Internal audit procedure EMS-P-14 Revision 00 available, internal audit frequency designed is once in a year. Trained internal auditor not available Internal audit conducted by external consultant Mr. Cijo Chacko on 12-06-2023, Internal audit schedule and reports available for the internal audit conducted, non conformances observed nil, observations 7 nos, all are addressed. Found discussed during management review meeting. All departments covered during previous internal audit, Internal audit found effective. Management review meeting procedure EMS-P-15 Revision 00 available, management review meeting frequency designed is	

	once in a year previous management review meeting conducted on 29-06-2023. Discussion all agenda points in management review meeting found as per management review meeting report available. Management review meeting found reliable.
f)	Based on the evaluation of the client's site-specific conditions, maturity / level of integration (in case of integrated management system) and discussion with client personnel to determine the preparedness for Stage 2.
→	Stage2 audit may be conducted upon action taken report of area of concerns raised
g)	Provide a focus for planning Stage 2 based on sufficient understanding of the client's management systems, Site operation in the context of management system standard or other normative documents. (Prepare a rough audit plan for Stage – 2).
→	Stage 2 audit may be planned upon closure of area of concern, single site, no specific time requirements for assessing departments of the organization.
h)	The allocation of resources for Stage 2 and agree the details of Stage 2 with client. (as applicable e.g. Logistic arrangement – Travel time (To and between the location, sites, various departments / functions), Requirement of Industry expert – Needed not needed, Identify the process owner for the department / functions being audited, to avoid repeated visit to the same process /person, Mondays, Competence of the Audit Team required to conduct stage 2, etc.)
→	No specific requirements, stage 2 audit may be planned on site or remote.
i)	Comments on the process of Organization's Management of Change
→	As informed by the organization there has not been any change in business processes, organizational structure goals, processes or technologies, human resource function ensure that change of personnel does not affect organizations ability to provide services.

SEC C : Current Areas of Concern.

a)	AOC No.	Clause No.	Statement(s)
	1	6.1.3	Determination of all applicable legal requirements related to significant aspects not evidenced
b)	No. of AOCs raised	1	

SEC D : Any Unresolved Issues

→	Nil
---	-----

SEC E: Audit Program [To be filled for one cycle, upto Renewal]

Any Significant issues impacting audit program to be recorded

Type of Audit	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Date Of Audit	July 23	26, 27 July	Aug 23		Aug 24		Aug 25		Jul 26	
No. of Mandays	2	2	3		1.5		1.5		3	

*Site(s) [covering Temporary /Permanent] / Department/ Functions / Processes (Please mark [✓]Tick Mark)	Stage 1		Stage 2		Surveillance # 1		Surveillance # 2		Renewal	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Principal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MR & Legal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office, Purchase & HR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works Dept (Generator, Campus Housekeeping, Incirinator, Security, Bldg Maintenance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mens Hostel & Kitchen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladies Hostel & Kitchen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Main Canteen, MBA MCA Canteen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladies Hostel Campus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arts (UG, PG, PhD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science (UG, PG, PhD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commerce (UG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Application (PG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MBA (PG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bio Science (UG, PG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electronics & Computer Maintenance (UG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processes to be audited in each shift as applicable during Stage 2	No Shift Operations									

[*Sub-Division in the Department, Processes, Sub-Processes, Activities involved & audited under One Heading to be specified in the "Site(s) [covering Temporary /Permanent]/ Department/ Functions"]

Note:

- a) Stage 1 Audit Programme to be addressed the Number of Shifts & audit is planned for at least one of the shifts inside and one outside of regular office hours
- b) Stage 2 / Renewal / Surveillance Audit : as per the Stage 1 Audit Programme, audit is conducted for at least one of the shifts inside and one outside of regular office hours
- c) In case of Migration to ISO 45001:2018 : Audit outside of regular office hours, all shifts audits to be conducted during all audits during the cycle. In case of migration during surveillance, then during all subsequent for cycle to be covered. If migration done during:-
 - 1) Surveillance #1 – Then Surveillance #2, Renewal and Surveillance #1 after renewal.
 - Surveillance # 2 – Then during Renewal , Surveillance #1 and Surveillance #2.

SEC F : Effectiveness of audit objectives achievement: : [Please mark 'Tick - ✓' as applicable for Onsite audit and Remote Audit]

On-site and Remote Audit	Effectiveness		
	Achieved	Not achieved	Remarks on what is not achieved or raised it as NC
Demonstration of Leadership commitment	✓		
Determination of External & Internal issues	✓		
Needs and expectation of Interested parties	✓		
Access to Legal & other requirements and their compliance	✓		
Process of Setting of objectives and achievements.	✓		
For Operational control	✓		
Process of Performance monitoring and continual improvement.	✓		
Effective conduct of Internal audit and Management review.	✓		
Process of addressing any changes, Management of change.	✓		

REMOTE AUDIT (USING ICT)

The Below Ticked ICT has been used in carrying out audit/assessment and the effectiveness of ICT in achieving the audit/assessment objectives are as noted below:

Based on the Input received in IV IRQS:REC:52 A the following ICT were used: (Tick ✓ which were used), any other means if used please include the same for comments on its effectiveness for achieving the objectives).	Used to gather objective evidences.	Effectiveness	
		Achieved for	Not achieved or Not fully achieved: for
Micro Soft Team Meeting ZOOM Go-To Meetings Video conferencing WhatsApp Video call	Virtual site visit – Based on respective scheme requirements.	Not Applicable	
	Operational activities (EG; Process parameters, Operational control etc.).	Not Applicable	
	Sharing of Documents, Documented information, Records on Screen	Not Applicable	
	Interview with personnel	Not Applicable	
	Uninterrupted connectivity	Not Applicable	

Skype. Use of Drone	throughout audit duration.		
	Overall Audio / Video clarity.	Not Applicable	
	Sharing of photos	Not Applicable	
	Documents through mails in time.	Not Applicable	
	Maintain Integrity of the audit / assessment process.	Not Applicable	
	Usage of Drone	Not Applicable	
	Objectives of Current Type of audit as noted above under Section 9 of this report.	Not Applicable	
	Any other additional information from FORM 52 A / observations.	Not Applicable	
Based on the above:			
Additional Manday required to cover the processes for which objectives not fully achieved		YES (Please mention the audit duration that would be required)	NO ✓
Audit Programme amended.		YES (Please amend the audit program accordingly with appropriate justification)	NO ✓

SEC G : Maturity Of The Management System

(i) Level of Integration in case of Integrated Management System:			
a)	Integrated Documentation (Manual, policy and objectives, procedures, work instruction etc.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b)	An Integrated approach to Roles & Responsibilities	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c)	Conduct of Integrated / approach to Internal Audit	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d)	Conduct of Integrated Management Reviews considering the overall business strategy and plan	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
e)	An Integrated approach to systems processes	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
f)	An Integrated approach to continual Improvement mechanisms	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
g)	Organization's personnel to respond to questions more than one management system standards.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
ii)	Comment on the maturity of the management system i.e. about the management system is fully established in the organization and the level of support that it has from senior and top management.	Environment Management system established is implemented by the organization with the support from top management.	

SEC H :

Based on the above, it is confirmed that the effectiveness of the management system has the capability to meet applicable requirements and expected outcomes for the scope of certification scope. The audit objectives of Stage – I have been verified through off-site audit/ on-site audit /remote audit. The audit team conclude and recommend for :		
01)	Can proceed for Stage-2 Audit	
02)	Can Proceed for Stage-2 Audit subject to the acceptance of actions taken for the noted "Areas of Concern(s)"	YES
sed on the above, it is confirmed that the effectiveness of the management system does not have the capability to meet applicable requirements and expected outcomes for the scope of certification scope. The audit objectives of Stage – I have been verified through off-site audit/ on-site audit /remote audit. The audit team conclude and recommend for :		
Stage – 1 Audit to be repeated		

To dispute an audit finding:

The Dispute and Appeals Process is to be used by clients who wish to dispute a certification decision. It also applies in the case of clients who are not satisfied with the results of the dispute process and wish to appeal the decision.

Disclaimer:

Audit methodology was sample based. Random Samples were chosen from the areas covered in the scope. This is to assess suitability and effectiveness of Management System. Any sampling carries certain amount of uncertainty in auditing. Whenever the ICT facility used for gathering audit evidences the risk associated with poor connectivity of audio / video are taken into the account for uncertainty in auditing. Audit recommendations are subject to an independent review prior to a decision concerning the awarding, renewal of certification or follow-up / re-audit.

Confidentiality:

We assure that the information obtained during the audit will be maintained with utmost confidentiality.

Appeal: Our system has a provision of appeal with regards to audit process, difference of opinion and audit report. The client has every opportunity to appeal, dispute or complain against the decision of the auditors.

Should you wish to Contact IRQS in relation to any queries

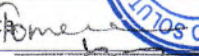
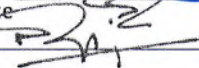
Indian Register Quality Systems

Head Office: 2nd Floor, New Building, 52 A, Adi Shankaracharya Marg,

Opp. Powai Lake, Powai, Mumbai - 400 072.

Tel. No.:+91 22 30519800/ 71199800 Fax No.: + 91 22 2570 3611



Team Leader Name	Tomcee Thomas	Signature & Date  27-Jul-23
Auditee Representative Name	Dr. Manju M George	Signature & Date  27-Jul-23



© INDIAN REGISTER OF SHIPPING 1993

Indian Register Quality Systems

**Audit Plan / Schedule for
QMS / EMS / OHS / IMS Scheme(s)**

Page 1 of 3

IV IRQS:FORM:18:08	
Eff. Date	: 09-02-2022
Developed by	: NR
Approved by	: HEAD-IRQS

Name of the Client:		Union Christian College, Aluva			File No.: U/8084/E	
Address:	HO	P.O Box #5 UCC Post Aluva Kerala 683102 India			Date:	05-Sep-23
	Site					
Kind Attn.:		Dr. Manju M George			Contact No.: 4842609194	
Designation:		IQAC Coordinator			E-mail: iqac@uccollege.edu.in	
Audit Criteria(s) [Standard(s)] <small>(strike out the standard not under audit)</small>	QMS (ISO 9001)	QMS-MD (ISO 13485)	QMS-EOMS (ISO 21001)	EMS (ISO 14001)	OHS (ISO 45001)	
	<ul style="list-style-type: none"> ▪ <u>Applicable legal & other requirement.</u> Organization's procedures & documented information in line with the respective standards. 					
Type of Audit: (Delete whichever is not applicable)	Stage II			Date of Audit	From 18-Sep-23 - 20-Sep-23	
	Joint/ Combined / Integrated / Remote					
Scope:	Activities Related to : <ul style="list-style-type: none"> • Providing Under Graduate Degree Programs in Arts, Science and Commerce. • Post Graduate Degree Programs in Arts, Science, Computer Application and Management. • Providing Education in Arts and Science Leading to Doctoral Degree 					
Audit Objectives to verify: [Delete whichever Type of Audit is not applicable]						
Stage 2 / Renewal / Surveillance						
<ul style="list-style-type: none"> ▪ Information and evidence about conformity to all requirements of the applicable management system standard or other normative document ▪ Performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document) ▪ The Organization's management system and performance as regards legal compliance ▪ Operational control of the Organization's processes ▪ Internal auditing and management review ▪ management responsibility for the Organization's policies ▪ Links between the normative requirements, policy, performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document), any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions. ▪ Enquiries from the IRQS to the Organization on aspects of certification ▪ Review of actions taken on nonconformities identified during the previous audit, ▪ Handling of complaints, ▪ the effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification; ▪ To evaluate the suitability and effectiveness of the Management System in meeting the organization's objectives and demonstration of Continual Improvement ▪ To identify areas for potential improvement of the Management System 						
Audit Scope:: To evaluate the Organization's implemented Management System(s) for the Scope of Certification against the above identified Criteria(s).						
Audit Purpose: To arrive at appropriate conclusion(s) based on the Audit Findings & Evidence(s) as noted during the Audit.						
Auditing Methodology:						
<ul style="list-style-type: none"> ▪ For the current audit, the audit team is responsible for executing the plan and the processes involved for the audit. ▪ Audit is conducted on sampling basis, focusing on verification for compliances against the audit criteria's based on the evidences gathered. ▪ Verification of the status of the previous audit findings. ▪ Due diligence for selection (i.e. number, type) of samples based on criticality of processes, competency, non conformities 						

etc shall be taken into consideration due to the adoption of sampling methodology, since sampling methodology has its own element of uncertainty, advantages and disadvantages.

- To verify the audit evidences utilizing the computer-assisted techniques such as MS Team, Skype, Video conferencing, webinar, information available in soft etc. would be applied as applicable.
- ICT that will be used: Microsoft Team, WhatsApp Audio & Video calls, E- mails for exchange of documented information's, photographs, Video conformance for achieving the objective.

Identified Potential risk associated with this audit using ICT based on the information provided in "IV IRQS REC 52 A":-

- Objective audit may not be achieved due to interruption in network connectivity.
- Poor Audio / Video quality.
- Competency of the personnel using ICT and involved for the audit.
- Availability of documents in Soft for sharing.
- Any area of restriction in using ICT for evidence gathering.
- (Any other Risks likely to arise from the information provided in "IV IRQS:REC:52A", also to be noted additionally")

Based on the noted potential risk the lost time shall be made by extending the audit duration.

Audit Conclusion:

- Shall be based on the achievement of audit objective.
- If the objective of audit is not achieved due to use of ICT, may result in:-
 - additional audit duration for the scope not covered / objectives not achieved.
 - follow-up audit.
 - reduction of scope of certification.

Audit Team Details:

<u>NAMES & INITIALS</u>		<u>Roles</u>	<u>Mobile No.</u>	<u>E-Mail</u>
Tomcee Thomas	<u>Team Leader</u>	PTL – Man-days as auditor is taken into account.		
		Provisional auditors (PA) in team can't perform the audit independently.		
		PA Man-days is not to be taken into account.		
	<u>Industry Expert:</u>	NOT TO ACT INDEPENDENTLY AS AUDITOR.		
	<u>Evaluator</u>			

Audit Schedule Details

Note :

- **CORE PROCESS TO BE AUDITED BY COMPETENT PERSON IN TEAM AS PER AAF / DATA BASE IN IBMS.**
- **ENSURE LEGAL RQUIREMENTS ARE COVERED BY COMPETENT PERSON FOR THE SECTOR. IN CASE, LEGAL COMPLIANCE IS DECENTRALISED, TO BE DISCUSSED WITH COMPETENT PERSON FOR ADEQUATE COVERAGE.**
- **AUDIT DRUATION SHOULD BE FOR 8 Hrs EXCLUDING BREAK & TRAVEL TIME.**
- **AVOID ALLOCATION OF MORE THAN 1 AUDITOR FOR A SINGLE PROCESS OR FUNCTION. EXCEPT IN CASE OF TOP MANAGEMENT, SHIFT AUDITS.**
- **PROVISIONAL AUDITORS SHOULD NOT BE ALLOCATED ANY PROCESS TO AUDIT INDEPENDENTLY.**

Date	18-Sep-23 - 20-Sep-23
Time	<u>Team Leader Initial</u>
18-09-23 1000-1030	Opening Meeting
1030-1130	Document Familiaraisation
1130-1300	Works Dept (Generator, Campus Housekeeping, Incinerator, Security, Bldg Maintenance) 7.1, 6.1.2, 8.1
1300-1330	Lunch
1330-1430	Mens Hostel & Kitchen 7.1, 6.1.2, 8.1
1430-1530	Ladies Hostel & Kitchen 7.1, 6.1.2, 8.1
1530-1630	Main Canteen, MBA MCA Canteen 7.1, 6.1.2, 8.1


1630-1800	Ladies Hostel Campus 7.1, 6.1.2, 8.1
1800-1830	Debriefing Session
19-09-23 1000-1130	Arts (UG, PG, PhD) 7.1, 6.1.2, 8.1
1130-1300	Science (UG, PG, PhD) 7.1, 6.1.2, 8.1
1300-1330	Lunch
1330-1500	Commerce (UG) 7.1, 6.1.2, 8.1
1500-1630	Computer Application (PG) 7.1, 6.1.2, 8.1
1630-1800	MBA (PG) 7.1, 6.1.2, 8.1
1800-1830	Debriefing Session
20-09-23 1000-1130	Electronics & Computer Maintenance (UG) 7.1, 6.1.2, 8.1
1130-1300	Bio Science (UG, PG) 7.1, 6.1.2, 8.1
1300-1330	Lunch
1330-1500	Office, Purchase & HR 7.1, 7.2, 7.3, 7.4.2, 7.4.3, 8.1
1500-1630	MR & Legal 4, 5, 6, 6.1.2, 6.1.3, 6.2.1, 7.4, 7.5, 8.1, 8.2, 9.1.2, 9.2, 9.3, 10.2, 10.3
1630-1700	Principal 5.1
1700-1800	Report Preparation
1800-1830	Closing Meeting
<p>Note: Organization is requested to ensure that "Personnel responsible for monitoring employees' health, for example, doctors, nurses and or any nominated / authorized representative of the organization are requested to be present during opening and closing meeting"</p>	
<p>The Personnel who will be interviewed during Audit. (Based on the Scope of certification and scheme).</p>	<p>Shop floor personnel / Operational Personnel involved in critical process / functions / Company workers / Contract workers / Personnel involved in or with Outsourced activity Interested party representatives /</p> <p>Personnel responsible for monitoring employees' health, for example, doctors, nurses and or any nominated / authorized representative of the organization</p> <p>As felt appropriate, include any other personnel based on the organization being audited: -</p>
<p>Coverage of shift audit: - Audit after regular working hours - Audit during 2nd Shift - 3rd Shift (Night shift).</p>	<p>Date, Time, Process / Functions to be audited:</p> <p>If not audited / applicable, please justify.</p>


We trust the proposed schedule and audit team is acceptable to you.

In the event of any objection regarding participation of any team member, you are requested to formally register the non-acceptance (stating reasons) immediately on receipt of the Audit Schedule. If no objections are received within 2 working days of receipt of this Audit Schedule the audit team composition will be considered as deemed accepted.

Should you require any further information about the audit team and audit schedule, please feel free to contact undersigned.

Thanking you,
For **Indian Register Quality Systems**


Tomcee Thomas

 © INDIAN REGISTER OF SHIPPING 1993	Indian Register Quality Systems (A Division of IRCLASS Systems and Solutions Pvt. Ltd.)		IV IRQS:FORM:102:16	
			Eff. Date	: 16-03-2022
	Audit Report For QMS / EMS / OHS / IMS Scheme(s)		Developed by	: NR
			Approved by	: HEAD-IRQS

01)	Name of the Client	Union Christian College, Aluva			
02)	Address of HO & Site(s)	P.O Box #5 UCC Post Aluva 683102 Kerala India			
03)	File Number	U/8084/E			
04)	Name of "Head of Organization" / Unit	Prof. Dr. MI Punnoose, Principal			
05)	Name of Organization Representative coordinating with CB	Dr. Manju M George, IQAC Coordinator			
	Names of the management legally responsible for occupational health and safety, personnel responsible for monitoring employees health and employees representative(s) with responsibility for occupational health and safety. (Applicable for OHSMS)	NA			
06)	Audit Criteria (strike out the standard not under audit)	QMS (ISO 9001)	QMS-EMS (ISO 21001)	EMS (ISO 14001)	OHS (ISO 45001)
		<ul style="list-style-type: none"> ▪ Applicable legal & other requirement. ▪ Organization's procedures & documented information in line with the respective standards. 			
07)	Date of Audit	18-Sep-23 - 20-Sep-23			
08)	Type of Audit (strike out the standard not under audit)	Stage2 Joint / Combined / Integrated / Remote			
09)	Audit Objective				
a)	Stage 2 Audit : Is to evaluate the implementation including the effectiveness of the organization's implemented management system for the above criteria covering the following : <ul style="list-style-type: none"> ▪ Information and evidence about conformity to all requirements of the applicable management system standard or other normative documents ▪ Performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document) ▪ Organization's management system ability and its performance regarding meeting of applicable statutory, regulatory and contractual requirements ▪ operational control of the organization's processes ▪ Internal auditing and management review ▪ Management responsibility for the client's policies. 				
b)	Renewal Audit : Is to evaluate the effectiveness of the organization's implemented management system for the above criteria covering the following : <ul style="list-style-type: none"> ▪ The effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification ▪ Demonstrated commitment to maintain the effectiveness and improvement of the management system in order to enhance overall performance; ▪ The effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system (s) 				
c)	Surveillance Audit : Is to evaluate the effectiveness for maintenance of the organization's implemented management system for the above criteria covering the following : <ul style="list-style-type: none"> ▪ Internal audits and management review; ▪ A review of actions taken on nonconformities identified during the previous audit; ▪ complaints handling; ▪ Effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system (s); 				

	<ul style="list-style-type: none"> ▪ Progress of planned activities aimed at continual improvement; ▪ Continuing operational control; ▪ Review of any changes ▪ Use of marks and/or any other reference to certification 			
d)	Special Audit : a) For expanding the scope of a certification already granted, undertake a review of the application and determine any audit activities necessary to decide whether or not the extension may be granted. b) To investigate complaints, or in response to changes, or as follow up on suspended clients c) For upgradation to revised standards.			
	NOTE: To verify the above audit objectives, in case of Remote audit carried out using ICT facility for gathering the audit evidences by utilizing the computer-assisted techniques such as MS Team, Skype, Video conferencing, webinar, information available in soft etc. as applicable.			
10)	Changes to the audit objectives, audit scope or audit criteria (e.g. physical location, organizational units, activities and processes), if any: Please attach "Notice of Change"			
➡	Nil			
11)	Comment on the confirmation of the information provided (by the organization, including "Pre-audit Information" / Auditor Allocation Form)			
➡	Scope of Certification	Activities Related to : <ul style="list-style-type: none"> • Providing Under Graduate Degree Programs in Arts, Science and Commerce. • Post Graduate Degree Programs in Arts, Science, Computer Application and Management. • Providing Education in Arts and Science Leading to Doctoral Degree 		
	Number of sites	One		
	Travel Time between the sites	NA		
	Number of employees associated with scope of certification (For Effective Number of Employees)	144		
	Current certification & its validity	Nil		
	Design & development	Not Applicable		
	Working in shifts	No		
	Regular working hours.			
	Externally provided processes, products and services (Outsourced)	Visiting professors , Maintenance of equipment, Internal Audit, Waste Disposal		
	Pre-audit information	Verified		
12)	Audit Team Details (Team Leader, Team Member, Provisional Auditor, Provisional Team Leader, Evaluator, Industry Expert Any accompanying persons; e.g. Guides, Observers, Translator, Facilitator etc.)	Name	Role	
		Tomcee Thomas	Team Leader	
13)	Audit conducted at [Physical location(s) as applicable]	Address	Date of Audit	Functions/ Process(es) /Activities audited at the Location/Site
	Head office	P.O Box #5 UCC Post Aluva 683102 Kerala India	18-09-23 - 20-09-23	Principal, MR & Legal, Office, Purchase & HR, Works Dept (Generator, Campus Housekeeping, Incinerator, Security, Bldg Maintenance), Mens Hostel & Kitchen, Ladies Hostel & Kitchen, Main Canteen, MBA MCA Canteen, Ladies Hostel Campus, Arts (UG, PG, PhD), Science (UG, PG, PhD), Commerce (UG), Computer Application (PG), MBA (PG), Bio

			Science (UG, PG), Electronics & Computer Maintenance (UG)
	Permanent site(s)		
	Temporary site(s)		
14)	To comment :		
a)	Any deviation from audit plan and their reasons (if yes, please justify)		
➡	All departments in the audit plan are assessed.		
b)	Upon any adverse conditions faced during the audit (e.g.; power outage, Fire, Flood, specifically related to the condition of the sites affecting the auditing activities).		
➡	Nil		

Audit Findings			
SEC A : Comments on the Effectiveness for the Closure of Previous Audit Findings:			
No. of Previous audit NCs:	Nil	No. of Areas of Concerns raised during Stage 1:	1
Scheme & Clause No.	Findings	Comments on the effectiveness for the closure	
EMS 6.1.3	Determination of all applicable legal requirements related to significant aspects not evidenced	Revised legal register Doc No. UCC/Admon/LR01 Date:01-01-2023 Revision date: 25-08-23 Rev no:1 with e-waste handling rule, FSSAI requirements and e-waste handling rules	
a)	Scope of Certification: (If Multi-site audit, then scope as applicable at each site should be verified [for Stage 2 from Stage 1 Audit Report and for Subsequent audit against the issued Certificate] & reported)		
➡	General Scope as required on the final "Certificate of Approval"	Activities Related to : <ul style="list-style-type: none"> • Providing Under Graduate Degree Programs in Arts, Science and Commerce. • Post Graduate Degree Programs in Arts, Science, Computer Application and Management. • Providing Education in Arts and Science Leading to Doctoral Degree 	
	Scope of Head Office	NA	
	Scope of Site	NA	
	Scope Support Office(s) / Location(s), if any	NA	
	Non-Applicability of Clauses & Justification for the same	Nil	
	Justification for the scope of certification [Brief description for scope verification highlighting on the process flow / activities involved for the scope. Provide at least one example for scope of certification.		
	Union Christian College , Aluva was established in 1921 as an ecumenical, Indian Christian initiative in the field of higher education in Kerala. The college was founded by four young visionaries, who were alumni of Madras Christian College. Union Christian College is managed by an association of members drawn from the Malankara Orthodox Syrian Church, the Jacobite Syrian Orthodox Church, the Malankara Mar Thoma Syrian Church and the Church of South India, and the Inter Church Fellowship (ICF) of the college.		
	Mahatma Gandhi visited the college on the 18th of March 1925 and recorded in the visitors' diary his appreciation for the ideal conditions here. "delighted with the ideal situation" – Mahatma Gandhi. The sapling planted by him on the occasion, now a		

mango tree, is preserved in front of the administrative block as a testimony to the Mahatma's ideals. Eminent persons who visited college include Gurudev Rabindranath Tagore in 1922, in the same year the college was visited by Lord Irvin, the Viceroy of India then. Kacheri Malika building which is older than 300 years is under Archiology department, maintenance is done by them.

The college has been rated as an 'A' Grade institution by the National Assessment and Accreditation Council (NAAC) in the fourth cycle. College is affiliated to Mahatma Gandhi University, Kottayam for the courses. The college has 18 academic departments, with around 1900 students and above 100 faculty members.

Processes include-Admission of Students-Provision of Theory and Practical Classes-Conduction of Seminars-Cultural Programs-Hostel accommodation of students-production and serving food for students in the canteen. Support functions include-housekeeping-security-maintenance.

Some of the most significant processes affecting environment management system in the process of providing education at UC College are Resource utilization including Electricity, Water, Stationery etc..-Handling of Chemicals used in laboratory-disposal of chemicals after conduction of practical experiments at laboratory- control of waste generated and handled by canteen including food waste, plastic waste and waste water, handling of waste generated at hostel and its canteen, incineration of ladies hostel waste, handling of e-waste handling and waste generated out of construction and demolition activities inside campus.

Scope of certification is verified for the conformity with the activities of organization, the given scope is appropriate
Arts - Dr. Sonia Chacko, BA English, Fifth Semester, Subject Indian Writing n English, Required hrs 90-, completed 54, Present chapter ladites Coupe, Commenced from 11-09-23, Activity, Seminar, Lectures, Waste generated nil, Resource depletion – Done by Works department, Plastic not allowed

Science, Dr. Alex Mateew, BSc physics, sem 2, Chapter Lasers, Commenced from 1-8-23, Experiments required 8, Completed 7, Exprimetn Fly wheel,
Attended by Parvathy, Swathi, Lab staff Shibu, Shainy, Date 20-09-23, Chemicals used – nil

Commerce, Bcom Finance, Dr. Arjun ohan, V semester, Bcom Finance and taxation Model 1, Subject Cost Accountancye, Presnet ongoing lessen Module IV, Accountancy for over hed, Commenced from 1-6-23, Seminar presentation, problem solving, Experiments nil, Internal exam 19-9-23

Computer Application, Mr. Cijin K Paul, Sem 1 -6, Programming and hardwares, 4 each in a week, Module3, module 4, Internal exam 19-9-23, Java appelets, DBMS – SQL
Computer -34, Students Asuthosh, Sreenidhi , Date of internal exam 18-09-23 to 20-09-23

MBA, Sem 1, Eldo Varghese, Real analysis , Module 2 Rieman Stieljes Inegra,, Ongoint from 5-9-23, Activity, Athorem which is a sufficient condition – lecture No experiments

Electronics & Computer Maintenance, Dr. Julie Ann Joseph, BSc E & CM, Communication lab, Present chapter Amplitude modulation, Experiments, amplitude modulation
Conducted on 13-9-23, Equipments used, CRO, Breadboard,Function generator, Electornic components, used components kept separated as e-waste, Will be sent to works at end of academic semester, Students who attended Krishna VK, Adarsh Lab Staf Namitha

Bio Science, Dr M Anil Kumar, MSc Botany Semester 1, Microbiology , Major groups of bacteria, Module II, Examination internal 19-09-23, Experiment, Preparation and sterilization of Caldrem media, Equipme – Autoclave, Chemoca; Agar, NaCl, Peplon, Disposal of agar – autoclave, Name of students Prinwiraj, Shreya

Phd. Dr. Manju M George, Schiolar, Mr. Shyam Mohan, Subject Sex determination in Myristica fragrans using molecular tools, Paper presentation – 4

Summary of Site Visit: The college is located on the banks of river Periyar, about 12 kilometers away from the Cochin International Airport, campus is about 32 acres of land out of this 18.92 acres are is free land owned Govt. which has no land tax payable, balance 13.8 acres are owned by college management. Ladies hostel campus is located in opposite side of Road is in of 10 acres of land.

<p>b)</p> <p>➔</p>	<p>Process of understanding & review of the needs and expectation of interested parties</p> <p>Interested parties, their needs and expectations re documented in EMS-UCC-Annexure02, sample of documented interested parties are:</p> <table border="1" data-bbox="215 280 1436 705"> <thead> <tr> <th>Interested party</th> <th>Needs and expectations</th> </tr> </thead> <tbody> <tr> <td>Government</td> <td>Academic excellence, patents, and awards</td> </tr> <tr> <td>Local Body</td> <td>Disposal of waste</td> </tr> <tr> <td>Political Parties</td> <td>Campus activism</td> </tr> <tr> <td>Management, Senet</td> <td>Achievements in terms of academic outputs, awards of excellence, and governance</td> </tr> <tr> <td>Suppliers/Vendors/Contractors</td> <td>Provision to supply goods and services</td> </tr> <tr> <td>Outsourced process owners</td> <td>MOU for waste management.</td> </tr> <tr> <td>Neighbors & Society</td> <td>No noise disturbance, waste disposal, Existence of an academic institution, provision for higher education, job opportunity,</td> </tr> <tr> <td>Shop/canteen Owners inside the campus</td> <td>Business Opportunity, arrangements for waste disposal</td> </tr> <tr> <td>Students</td> <td>Provision for higher education, excellence, and career</td> </tr> </tbody> </table>	Interested party	Needs and expectations	Government	Academic excellence, patents, and awards	Local Body	Disposal of waste	Political Parties	Campus activism	Management, Senet	Achievements in terms of academic outputs, awards of excellence, and governance	Suppliers/Vendors/Contractors	Provision to supply goods and services	Outsourced process owners	MOU for waste management.	Neighbors & Society	No noise disturbance, waste disposal, Existence of an academic institution, provision for higher education, job opportunity,	Shop/canteen Owners inside the campus	Business Opportunity, arrangements for waste disposal	Students	Provision for higher education, excellence, and career	
Interested party	Needs and expectations																					
Government	Academic excellence, patents, and awards																					
Local Body	Disposal of waste																					
Political Parties	Campus activism																					
Management, Senet	Achievements in terms of academic outputs, awards of excellence, and governance																					
Suppliers/Vendors/Contractors	Provision to supply goods and services																					
Outsourced process owners	MOU for waste management.																					
Neighbors & Society	No noise disturbance, waste disposal, Existence of an academic institution, provision for higher education, job opportunity,																					
Shop/canteen Owners inside the campus	Business Opportunity, arrangements for waste disposal																					
Students	Provision for higher education, excellence, and career																					
<p>c)</p> <p>➔</p>	<p>Methodology of identification, access of compliance obligations [i.e. applicable Legal (Statutory / Regulatory & Other) requirements]</p> <p>Availability of following statutory and regulatory licenses verified during the audit: MG University affiliation 76451/AC A1-1/2023/GENERAL TA. issue DATE:05-07-23. Sanitation Certificate Cert No-316/23 Period-2023-24. FSSAI license 30230817114180845,Date of issue :17-08-2023 for 2 Year</p>																					
<p>d)</p>	<p>Methodology of determination of risk & opportunities related to</p> <ul style="list-style-type: none"> ▪ the context of organization, ▪ Interested Parties ▪ management system and its processes/activities <p>Give examples of determined risk & opportunities</p>																					
<p>➔</p>	<p>Internal and external issues based on context and scope of the organization documented example is:</p> <table border="1" data-bbox="215 1198 1468 1489"> <thead> <tr> <th>Positive Factors</th> <th>Negative Factors</th> </tr> </thead> <tbody> <tr> <td>Resource availability in terms of water, land, biodiversity, 40 Acres of Land availability Extensive natural vegetation Minimal pollution and waste generation</td> <td>Floating population Areal extent for management Increasing infrastructural requirements</td> </tr> <tr> <td>Provide education thus empowering people and the nation.</td> <td>Application in real life could vary General empathy and awareness at various levels Lack of information education and communication at the grassroots level</td> </tr> </tbody> </table> <p>Risk assessment documented in EMS/UCC/RO-01</p> <table border="1" data-bbox="215 1534 1468 1870"> <thead> <tr> <th rowspan="2">S. No</th> <th colspan="2">IDENTIFICATION</th> <th>Control Plan</th> </tr> <tr> <th>Description of Activity</th> <th>Risk / Opportunity</th> <th>Control Plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Changes in process reflecting in Aspect Impact Assessment</td> <td>Risk : Changes not reflected on time Opportunity: Changes are reflected on time</td> <td>Aspect Impact Register Reviewed during each Management Review Meeting Environmental objectives are monitored periodically</td> </tr> <tr> <td>2</td> <td>Adherence to Compliance obligations</td> <td>Risk : Deviation in legal requirement adherence affect reputation Opportunity: Continued reparation</td> <td>Legal Register maintained</td> </tr> </tbody> </table>	Positive Factors	Negative Factors	Resource availability in terms of water, land, biodiversity, 40 Acres of Land availability Extensive natural vegetation Minimal pollution and waste generation	Floating population Areal extent for management Increasing infrastructural requirements	Provide education thus empowering people and the nation.	Application in real life could vary General empathy and awareness at various levels Lack of information education and communication at the grassroots level	S. No	IDENTIFICATION		Control Plan	Description of Activity	Risk / Opportunity	Control Plan	1	Changes in process reflecting in Aspect Impact Assessment	Risk : Changes not reflected on time Opportunity: Changes are reflected on time	Aspect Impact Register Reviewed during each Management Review Meeting Environmental objectives are monitored periodically	2	Adherence to Compliance obligations	Risk : Deviation in legal requirement adherence affect reputation Opportunity: Continued reparation	Legal Register maintained
Positive Factors	Negative Factors																					
Resource availability in terms of water, land, biodiversity, 40 Acres of Land availability Extensive natural vegetation Minimal pollution and waste generation	Floating population Areal extent for management Increasing infrastructural requirements																					
Provide education thus empowering people and the nation.	Application in real life could vary General empathy and awareness at various levels Lack of information education and communication at the grassroots level																					
S. No	IDENTIFICATION		Control Plan																			
	Description of Activity	Risk / Opportunity	Control Plan																			
1	Changes in process reflecting in Aspect Impact Assessment	Risk : Changes not reflected on time Opportunity: Changes are reflected on time	Aspect Impact Register Reviewed during each Management Review Meeting Environmental objectives are monitored periodically																			
2	Adherence to Compliance obligations	Risk : Deviation in legal requirement adherence affect reputation Opportunity: Continued reparation	Legal Register maintained																			

3	Campus area above 30 acres	Risk : Improper usage by public Opportunity : Good air quality, appearance	Security and compound wall available
4	Conducting events by departments	Risk : Generation of unplanned waste Opportunity : Publicity	Aspect impact register review
5	Emergency Situations (Flood, Fire)	Risk : Generation of Waste	Training given Mock drills conducted

Aspect impact analysis conducted covering all aspects and documented EMS/UCC/AI-03

Activity/Situation /Internal or External Issues	Sub Activity	Environmental Aspect	Environmental Impact	Existing controls
Admission	application process /documents activities.	waste disposal	Natural Resource Depletion Land Pollution	paper consumption minimised through online process, sold as scrap
Academic Activities-Teaching	documenation activities	Paper consumption, and disposal	Natural Resource Depletion Land Pollution	paper consumption minimised through online process, sold as scrap
	usage of power	electricity consumption	8. Natural Resource Depletion	electricity consumption monitoring
	usage of printers,xerox machines	consumption of power, paper, Toner	Land Pollution	proper usage
	usage of ac	usage of power and emission of gas	Air Pollution	Engineering Control-Maintenance done on regular basis
Hostel	Usage of water	water consumption and disposal	Land Pollution	Water consumption awareness, and disposal to waste water pits
	Disposal of washing water	Contamination of land	Land Pollution	Waste water pits used
	sanitary wats,e,papper waste etc	Waste generation & disposal	Land Pollution	disposed as manure
lab activities	disposal of lab waste	Contaminating soil	Land Pollution	monitong of soil near waste pits
events	Generation of plastic waste	Collection storage disposal	Land pollution	Disposal through approved agency
Canteen	cooking in gas & with fire woods	resource consumption	Natural Resource Depletion, Air pollution	Minimized and appropriate usage
	used oil	Storage and disposal	Land Pollution	Used for fire wood burning
IT, Electrical	Generation fo Ewaste	Storage and disposal of e-waste	Land pollution	Disposal through, approved agency, or buy back
Campus maintenance, housekeeping	Campus Clening	Collection of Plastic Waste	Land Pollution	Collection, Sorting, Storage and disposal through approved agency
		Collection of Paper waste	Land Pollution	Sold as scrap
		Usage of cleaning	Land Pollution	Adequate usage of

		Electrical fittings maintenance	materials. Disposal of tube, bulb	Land Pollution	cleaning materials Collection, Sorting, Storage and disposal through approved agency								
e)	A)	Brief description of organization processes determined taking into account planning, Monitoring and control of the management processes, change control (management of change) needs to achieve the expected outcome.											
	➔	Monitoring and control of management process in connection with environment management system for the college is handled by various department, in coordination with appointed management representative. Works department collects data regarding consumption of resources, disposal of plastic waste is done by works department, food waste is handed over to pig farm operators from canteens through the agency Planet Earth etc... Training programs for the personnel in connection with environment management system is also planned by the environmental core team. Change control in case of manpower change or absenteeism are handled by respective departments. Any change in process is planned to be discussed with core team for identification of aspect impact of the process, no such instance since implementation available for audit. Change in statutory regulatory requirements are to be addressed by office and works department.											
	B)	Control over identified externally provided processes, products and services (Outsourced activities)											
	➔	Visiting professors based on specific requirement as and when required are identified as outsourced process, construction activities are done by outsourced persons, maintenance of DG set is by external agency, internal audit is conducted by outsourced agency, collected waste is disposed through outsourced agency.											
	C)	EMS Life Cycle Perspective (Input → Processing → Output)											
		<ul style="list-style-type: none"> ▪ An example of Environmental aspect / impact arising out of "Life Cycle Perspective" and any Operational Control measures Directly or Influencing ▪ Any objective set to minimize the impact of environment arising out of Aspect – Impact 											
	➔	Life cycle perspective is not applicable for the product of college i.e providing educational service as such. The resource used in process of providing education i.e stationery consumption, water consumption are considered for life cycle perspective. Answer papers are forwarded for evaluation, evaluated practical examination are disposed as per University Norms. Electronic items such as computers, batteries etc.. are considered for life cycle perspective and replaced as buyback.											
f)		Process of establishment and monitoring objectives of management system (with few examples for respective management systems audited such as setting of Environmental objectives, target, programs)											
	➔	<table border="1"> <thead> <tr> <th>Objective</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>To attain 100 % energy efficiency and sustainability on the campus by installing solar power panels.</td> <td>Presently 1/3 units are generated from solar panels, plan to increase it 2/3 by 2024-25</td> </tr> <tr> <td>Improve energy efficiency</td> <td>Replace all tubelights with LED bulbs/tubes by 2025</td> </tr> <tr> <td>Construct an ETP on the campus for wastewater treatment mainly from science labs</td> <td>During 2023</td> </tr> </tbody> </table>				Objective	Target	To attain 100 % energy efficiency and sustainability on the campus by installing solar power panels.	Presently 1/3 units are generated from solar panels, plan to increase it 2/3 by 2024-25	Improve energy efficiency	Replace all tubelights with LED bulbs/tubes by 2025	Construct an ETP on the campus for wastewater treatment mainly from science labs	During 2023
Objective	Target												
To attain 100 % energy efficiency and sustainability on the campus by installing solar power panels.	Presently 1/3 units are generated from solar panels, plan to increase it 2/3 by 2024-25												
Improve energy efficiency	Replace all tubelights with LED bulbs/tubes by 2025												
Construct an ETP on the campus for wastewater treatment mainly from science labs	During 2023												
g)		The availability of resources, environment necessary to support the operations & monitoring of management process.											
	➔	Adequate resources are provided, resources include waste bins, storage areas, class rooms with adequate natural light, rain water harvesting, incriminator at hostels, vermicomposting etc..											
		<p>Personnel Interviewed, including workers / contract workers <i>[The Personnel who will be Interviewed during Audit. (Based on the Scope of certification and scheme).</i></p> <ul style="list-style-type: none"> ▪ Shop floor personnel / Operational Personnel involved in critical process / functions / Company workers / Contract workers / Personnel involved in or with Outsourced activity Interested party representatives / ▪ Personnel responsible for monitoring employees' health, for example, doctors, nurses and or any nominated / authorized representative of 											

the organization ■ As felt appropriate, include any other personnel based on the organization being audited}			
Name	Designation	Interviewed For	Conclusion Based on Interview
Prof. Dr. MI Punnoose	Principal	Context of organization, Top management,	Considered
Dr. Manju M George	IQAC Coordinator	Context of organization, Top management, MA, Legal, EIA, Emergency, Objectives	Considered
Mr. Varghese Paul	Documentation Officer	Participation and awareness	Aware of processes
Mr. Sony Varghese	Office Superintendent	Participation and awareness	Aware of processes
Mr. Jenish Paul	Canteen - Charge	Participation and awareness	Aware of processes
Dr. Sunil Abraham Thomas	Hostel Chackos – Charge	Participation and awareness	Aware of processes
Dr. Twincy Varghese	Works	Participation and awareness	Aware of processes
Dr. Julie Ann Joseph	Asst Professor	Participation and awareness	Aware of processes
Dr. Alex Mathew	Asst Profesor	Participation and awareness	Aware of processes
Summary of Health Performance including health objectives: (For all ISO 45001 – OHSMS AUDITS).			
h)	Methodology of determination & maintenance of organization knowledge necessary for the operations of its processes to achieve conformity of product /service, environmental impact / prevention of injury for the respective management system.		
➔	College has conducted environment aspects and impacts assessments and procedures and work instructions as required are prepared and implemented. Core environmental team is formed for implementation of environment management system. Training programs are conducted to give awareness about EMS of college among employees. Conduction of environmental programs are considered to create awareness among society towards environment management.		
i)	Demonstration of Leadership and commitment towards management system		
➔	Top management for the college is Principal and one of the IQAC Coordinator is appointed as management. Management has provided support to develop and maintain environment management system in the college and assigned Professor Civil is as management representative for the management system. However communicating environmental policy and providing some of the resources needs improvement, the same is identified as minor non conformance.		
j)	Method / procedure for Corrections and Corrective actions, as applicable for respective scheme, with example		
➔	Organisation has documented procedures for Corrections, Corrective actions and preventive actions. Non conformances observed during previous internal audits are closed with proper corrective and preventive actions. Procedure No. EMS-P-12 One of the example is identification of requirement for ETP, during internal audit, the same is discussed during management review meeting, and decision to construct ETP is taken.		
k)	Effectiveness of Internal Audit & Management Review		
➔	<p>INTERNAL AUDIT: Briefly describe the process of conduct of IA: Comment on the competency of IA auditors: Number of internal auditors: Trained for Internal auditors: Verification of audit Programme: Audit Plan: Findings of IA: Briefly Corrective actions and effectiveness of corrective taken for the NC's Observations etc on the outcome of IA. Briefly on the Conduct of IA in an Impartial manger: Conclusion on the effectiveness of IA conducted:</p> <p>MANAGEMENT REVIEW: Briefly describe the process of conduct of Management Review: Summary of the conducted and conclusion on the effectiveness of conducted Management review: Improvement:- Output:-</p>		
	Internal audit procedure EMS-P-14 Revision 00 available, internal audit frequency designed is once in a year. Internal audit conducted by external consultant Mr. Cijo Chacko on 12-06-2023, Trained internal auditor not available,		

	<p>Internal audit schedule and reports available for the internal audit conducted, non conformances observed nil, observations 7 nos, all are addressed. Found discussed during management review meeting. All departments covered during previous internal audit, Internal audit found effective.</p> <p>Management review meeting procedure EMS-P-15 Revision 00 available, management review meeting frequency designed is once in a year previous management review meeting conducted on 29-06-2023. Discussion all agenda points in management review meeting found as per management review meeting report available. Management review meeting found reliable.</p>																									
l)	<p>Examples of improvement/s as a result of correction, corrective actions, break through changes, innovation and reorganization including continual improvement.</p>																									
➔	<p>Environment Management System is implemented with the aim of continual improvement in processes and business, quality objective are formed and monitored for continual improvement, monitoring and measurements done during Management Review Meetings. Objectives and targets are set, at present no any break through changes or innovation and recognition.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Objective</th> <th style="width:50%;">Target</th> </tr> </thead> <tbody> <tr> <td>To attain 100 % energy efficiency and sustainability on the campus by installing solar power panels.</td> <td>Presently 1/3 units are generated from solar panels, plan to increase it 2/3 by 2024-25</td> </tr> <tr> <td>Improve energy efficiency</td> <td>Replace all tubelights with LED bulbs/tubes by 2025</td> </tr> <tr> <td>Construct an ETP on the campus for wastewater treatment mainly from science labs</td> <td>During 2023</td> </tr> </tbody> </table>					Objective	Target	To attain 100 % energy efficiency and sustainability on the campus by installing solar power panels.	Presently 1/3 units are generated from solar panels, plan to increase it 2/3 by 2024-25	Improve energy efficiency	Replace all tubelights with LED bulbs/tubes by 2025	Construct an ETP on the campus for wastewater treatment mainly from science labs	During 2023													
Objective	Target																									
To attain 100 % energy efficiency and sustainability on the campus by installing solar power panels.	Presently 1/3 units are generated from solar panels, plan to increase it 2/3 by 2024-25																									
Improve energy efficiency	Replace all tubelights with LED bulbs/tubes by 2025																									
Construct an ETP on the campus for wastewater treatment mainly from science labs	During 2023																									
m)	<p>Comments on the process of Organization's Management of Change</p>																									
➔	<p>As informed by the organization there has not been any change from previous audit, in business processes, organizational structure goals, processes or technologies.</p>																									
n)	<p>Attached Annexure A for Summary of OHSMS : ISO 45001:2018 – Additional (New) Requirements & IAF MD 22 Requirements (IV IRQS:FORM:102-A:OHS)</p>				<p>Yes/No/NA</p>																					
<p>SEC C : Current Audit Non-conformity</p>																										
a)	Scheme	NC No.	Clause No.	Statement(s)	Grading of NC (Major/Minor)																					
	EMS	1	5.2	Communication of Environmental Policy across the organization not Evidenced	Minor																					
	EMS	2	8.1	Determination of environmental requirements for disposal of ash from incinerators at ladies hostel not evidenced.	Minor																					
	EMS	3	8.1	Implementing controls for all activities involved in e-waste handling is not evidenced	Minor																					
	EMS	4	7.1	Designated area for storage of plastic collected from common areas with in campus is not evidenced.	Minor																					
b)	No. of Major NCs:			Nil																						
c)	No. of Minor NCs:			4																						
<p>SEC D (a) : Maturity Of The Management System</p>																										
ii)	<p>Level of Integration in case of Integrated Management System:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="width:5%;">a)</td> <td style="width:60%;">Integrated Documentation (Manual, policy and objectives, procedures, work instruction etc.)</td> <td style="width:35%; text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>b)</td> <td>An Integrated approach to Roles & Responsibilities</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>c)</td> <td>Conduct of Integrated / approach to Internal Audit</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>d)</td> <td>Conduct of Integrated Management Reviews considering the overall business strategy and plan</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>e)</td> <td>An Integrated approach to systems processes</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>f)</td> <td>An Integrated approach to continual improvement mechanisms</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>g)</td> <td>Organization's personnel to respond to questions more than one management system standards.</td> <td style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table>					a)	Integrated Documentation (Manual, policy and objectives, procedures, work instruction etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	b)	An Integrated approach to Roles & Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	c)	Conduct of Integrated / approach to Internal Audit	<input type="checkbox"/> Yes <input type="checkbox"/> No	d)	Conduct of Integrated Management Reviews considering the overall business strategy and plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	e)	An Integrated approach to systems processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	f)	An Integrated approach to continual improvement mechanisms	<input type="checkbox"/> Yes <input type="checkbox"/> No	g)	Organization's personnel to respond to questions more than one management system standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No
a)	Integrated Documentation (Manual, policy and objectives, procedures, work instruction etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
b)	An Integrated approach to Roles & Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
c)	Conduct of Integrated / approach to Internal Audit	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
d)	Conduct of Integrated Management Reviews considering the overall business strategy and plan	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
e)	An Integrated approach to systems processes	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
f)	An Integrated approach to continual improvement mechanisms	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
g)	Organization's personnel to respond to questions more than one management system standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No																								
ii)	<p>Comment on the maturity of the management system i.e. about the Environment Management system established is</p>																									

management system is fully established in the organization and the level of support that it has from senior and top management.	implemented by the organization with the support from top management.
SEC D (b) : Brief comments on Annexure to Questionnaire for Result of the review of the system (over period of certification), (applicable during renewal audits)	Not Applicable
SEC E: Comments on Usage of Marks / Logos (Accreditation / IRQS)	
NACCB :	
<ul style="list-style-type: none"> ▪ The logo shall not be displayed on buildings and flags. ▪ The logo shall not be displayed on vehicles except in publicity material like part of a large advertisement ▪ The logo shall not be used on the visiting cards ▪ Use of logo not permitted on laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context. <p>Neither the IRQS's Logo nor the NACCB's Logo shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the IRQS or NACCB have certified or approved any product, process or services of the registered client</p> <p>Not observed</p>	
RvA	
<ul style="list-style-type: none"> ▪ On reports and certificates of certified calibration-, testing and medical laboratories and inspection bodies; ▪ On business cards of the certified client's personnel. <p>Not observed</p>	
Use of Marks / Logos (Common for both) : Comments on verification of website for Use of Marks / Logos, display of certificate for its appropriateness and validity on the Client's website, any social media, wherever is applicable look at the maximum.	
https://uccollege.edu.in/ referred no logo usage evidenced	
SEC F (a) : Any Unresolved Issues	Nil
SEC F (b) : Any Other comments / observations	Nil

SEC G : Audit Program [To be filled for one cycle, up to Renewal]										
Any Significant issues impacting audit program to be recorded										
Type of Audit	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Date Of Audit	July 23	26, 27 July 23	Aug 23	18-20 Sep 23	Aug 24		Aug 25		Jul 26	
No. of Mandays	2	2	3	3	1.5		1.5		3	
*Site(s) [covering Temporary /Permanent] / Department/ Functions / Processes (Please mark [✓] Tick Mark)	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Principal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MR & Legal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office, Purchase & HR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works Dept (Generator, Campus Housekeeping, Incinerator, Security, Bldg Maintenance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mens Hostel & Kitchen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladies Hostel & Kitchen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Main Canteen, MBA MCA Canteen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladies Hostel Campus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arts (UG, PG, PhD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science (UG, PG, PhD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commerce (UG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Application (PG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MBA (PG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bio Science (UG, PG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electronics & Computer Maintenance (UG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shifts audit (at least once in a cycle, if applicable, Processes to be audited in each shift)	No shift operations									
<p>[*Sub-Division in the Department, Processes, Sub-Processes, Activities involved & audited under One Heading to be specified in the "Site(s) [covering Temporary /Permanent]/ Department/ Functions"]</p> <p>Note:</p> <p>a) Stage 1 Audit Programme to be addressed the Number of Shifts & audit is planned for at least one of the shifts inside and one outside of regular office hours</p> <p>a) Stage 2 / Renewal / Surveillance Audit : as per the Stage 1 Audit Programme, audit is conducted for at least one of the shifts inside and one outside of regular office hours</p> <p>b) In case of Migration to ISO 45001:2018 : Audit outside of regular office hours, all shifts audits to be conducted during all audits during the cycle. In case of migration during surveillance, then during all subsequent for cycle to be covered. If migration done during:-</p> <p> 1) Surveillance #1 – Then Surveillance #2, Renewal and Surveillance #1 after renewal.</p> <p> Surveillance # 2 – Then during Renewal , Surveillance #1 and Surveillance #2.</p>										

NOTE:

- 01) Processes required for verification of applicability of the Scope of Certification shall be audited in each visit.
- 02) Dominant applicable clauses for respective Department/ Functions / Processes to be verified [Refer SEC B: Summary of Conformity.
- 03) Information required in this Audit Programme is to be updated during First Assessment of the auditee organization in a given cycle i.e. Stage-1 / Transfer / Renewal Audits / Subsequent Audit if there is any modification of Scope (reduction / extension) / Site(S) / Department/ Functions if not audited as planned. (to be discussed)
- 04) Information provided shall remain for guidance purpose only for the Audit Team of subsequent audits in the cycle & hence, shall not be binding w.r.t. additional functions to be audited and / or clauses to be audited in each function to confirm compliance to the respective audit criteria

SECH : Effectiveness of audit objectives achievement: : [Please mark 'Tick - ✓' as applicable for Onsite audit and Remote Audit]			
On-site and Remote Audit	Effectiveness		
	Achieved	Not achieved	Remarks on what is not achieved or raised it as NC
Demonstration of Leadership commitment	✓		
Determination of External & Internal issues	✓		
Needs and expectation of Interested parties	✓		
Access to Legal & other requirements and their compliance	✓		
Process of Setting of objectives and achievements.	✓		
For Operational control	✓		
Process of Performance monitoring and continual improvement.	✓		
Effective conduct of Internal audit and Management review.	✓		
Process of addressing any changes, Management of change.	✓		
REMOTE AUDIT (USING ICT)			
The Below Ticked ICT has been used in carrying out audit/assessment and the effectiveness of ICT in achieving the audit/assessment objectives are as noted below:			
Based on the Input received in IV IRQS:REC:52 A the following ICT were used: (Tick ✓ which were used), any other means if used please include the same	Used to gather objective evidences.	Effectiveness	
		Achieved for	Not achieved or Not fully achieved: for
	Virtual site visit – Based on respective scheme	Not Applicable	

for comments on its effectiveness for achieving the objectives). Micro Soft Team Meeting ZOOM Go-To Meetings Video conferencing WhatsApp Video call Skype. Use of Drone	requirements.		
	Operational activities (EG; Process parameters, Operational control etc.).	Not Applicable	
	Sharing of Documents, Documented information, Records on Screen	Not Applicable	
	Interview with personnel	Not Applicable	
	Uninterrupted connectivity throughout audit duration.	Not Applicable	
	Overall Audio / Video clarity.	Not Applicable	
	Sharing of photos	Not Applicable	
	Documents through mails in time.	Not Applicable	
	Maintain Integrity of the audit / assessment process.	Not Applicable	
	Usage of Drone	Not Applicable	
	Objectives of Current Type of audit as noted above under Section 9 of this report.	Not Applicable	
	Any other additional information from FORM 52 A / observations.	Not Applicable Not Applicable	
Based on the above:			
Additional Manday required to cover the processes for which objectives not fully achieved	YES <i>(Please mention the audit duration that would be required)</i>		NO ✓
Audit Programme amended.	YES <i>(Please amend the audit program accordingly with appropriate justification)</i>		NO ✓

SEC I: Recommendation:		
[Please mark 'Tick - ✓' as applicable]		
01)	Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that: - the audit objectives as identified under <input type="checkbox"/> 9(a); <input type="checkbox"/> 9(b); <input type="checkbox"/> 9(c); <input type="checkbox"/> 9(d); have been fulfilled - the effectiveness of the management system has the capability to meet applicable requirements and expected outcomes. - Certification Scope is appropriate - Satisfactory conduct of internal audit and management review process <i>NOTE: *In case, if absence of objective evidence for all activities of Scope of certification", on a case to case basis conditional grant of certification or reduction of scope will be undertaken in consensus with Operations-Head/Head-IRQS (Top management), to be communicated accordingly under recommendation.</i> And recommend for : (If a situation arise as noted under the note then the conditional recommendation to be made as given above & not recommend for Issuance / continuation of the certificate)	
	a) the issuance " Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	
	b) the issuance " Certificate of Approval" with continuation for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	
	c) continuation for " Certificate of Approval for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	
	d) revocation of suspension and continuation of " Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	

02)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <p>- the audit objectives as identified under <input checked="" type="checkbox"/>9(a); <input type="checkbox"/>9(b); <input type="checkbox"/>9(c); <input type="checkbox"/>9(d); the effectiveness of the management system could not be evidenced for the noted non conformities, hence, recommend for :-</p> <p>a) the issuance "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018, subject to satisfactory closure of non-conformities on or before <u>19-11-2023</u></p> <p>b) the continuation for "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018, subject to satisfactory closure of non-conformities on or before _____.</p>	
03)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <p>the audit objectives as identified under <input type="checkbox"/>9(a); <input type="checkbox"/>9(b); <input type="checkbox"/>9(c); <input type="checkbox"/>9(d); effectiveness of the management system could not be evidenced for the noted Major / Minor non conformity(ies), hence recommends for the</p> <p>a) follow-up visit for closure of major NC(s)/ minor NC(s) requiring closure based on the site visit, before _____.</p> <p>b) follow-up of audit before _____.</p>	
04)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <p>- the audit objectives as identified under <input type="checkbox"/>9(a); <input type="checkbox"/>9(b); <input type="checkbox"/>9(c); <input type="checkbox"/>9(d);effectiveness of the management system could not be evidenced for the noted Major non conformity(ies) (indicating breakdown of management system or major impact on environment or high potential of an incident which may result in injury/illness).</p> <p>- In case, if absence of objective evidence for all activities of Scope of certification", on a case to case basis conditional grant of certification or reduction of scope will be undertaken in consensus with Operations-Head/Head-IRQS (Top management), to be communicated accordingly under recommendation.</p> <p>Hence recommends fast track review (may lead to suspension or withdrawal of certification).</p>	

Instructions for Corrective Action Plans Submission:

Responsibility: It is IRQS's client's responsibility to provide complete and timely responses to finding reports.

Non Conformance submission:

- For the date of NC the following to be completed by the client:
 - Correction, Root Cause & Extent Analysis, Evidences of Implemented Correction & Corrective Action, for Verification of effectiveness of implemented Correction / Corrective Action.
- Time Frame of the same:
 - For Major NC – within 30 Days, for Minor NC – within 60 Days

NOTE 1 : If not submitted within the above time frame then the certificate will be intended for Suspension Process.

NOTE 2 : The Close-out of the following :

 - Major NC to be completed within 60 Days from the date of audit
 - Minor NC to be completed within 90 Days from the date of audit

NOTE 3 :

 - Major nonconformities typically require on-site verification of corrective action unless specified by the Auditor. Follow up audit shall take place within 60 days from the last day of the audit activity to IRQS.
 - All findings shall be closed before a recommendation for certification can be made.

NOTE 4: In case of issuance of any Major NC or any other situation during surveillance audit(s) and or re certification audit(s), team leader requires to recommend a fast-track review by IRQS which may lead to suspension or withdrawal of certification.

Disagreement with an audit finding/s:

IRQS Appeals and Control procedure is to be used by the clients for resolving the issue.

Disclaimer:

Audit methodology was sample based. Random Samples were chosen from the areas covered in the scope. This is to assess suitability and effectiveness of Management System. Any sampling carries certain amount of uncertainty in auditing. Whenever the ICT facility used for gathering audit evidences the risk associated with poor connectivity of audio / video are taken into the account for uncertainty in auditing. Audit recommendations are subject to an independent review prior to a decision concerning the awarding, renewal of certification or follow-up / re-audit.

Confidentiality:

We assure that the information obtained during the audit will be maintained with utmost confidentiality.

Appeal: Our system has a provision of appeal with regards to audit process, difference of opinion and audit report. The client has every opportunity to appeal, dispute or complain against the decision of the auditors.

Should you wish to Contact IRQS in relation to any queries



Indian Register Quality Systems

Head Office: 2nd Floor, New Building, 52 A, Adi Shankaracharya Marg,

Opp. Powai Lake, Powai, Mumbai - 400 072.

Website : www.irqs.org

Tel. No.:+91 22 30519800/ 71199800 Fax No.: + 91 22 2570 3611

Team Leader Name	Tomcee Thomas	Signature & Date  20-Sep-23
Auditee Representative Name	Dr. Manju M George	Signature & Date  20-Sep-23





© INDIAN REGISTER
OF SHIPPING 1993

Indian Register Quality Systems

Scope of Certification

Page 1 of 1

IV IRQS:FORM:70:01

Eff. Date : 14-11-2022

Developed by : NR

Approved by : HEAD-IRQS

Name of the Organization	Union Christian College, Aluva		File Ref : IRQS/U/8084/E		
Date of Stage I Audit / Renewal Audit / Transfer Audit as Applicable	<input type="checkbox"/> Stage I	<input checked="" type="checkbox"/> Stage II 18 th – 20 th Sep 2023	<input type="checkbox"/> Renewal	<input type="checkbox"/> Transfer	<input type="checkbox"/> Surveillance
Address(s)	P.O Box #5UCC Post Aluva 683102 Kerala India				
General Scope as required on the final "Certificate of Approval"	Activities Related to : <ul style="list-style-type: none"> • Providing Under Graduate Degree Programs in Arts, Science and Commerce. • Post Graduate Degree Programs in Arts, Science, Computer Application and Management. • Providing Education in Arts and Science Leading to Doctoral Degree 				
Address(es) of each Site(s) :					
Recommended Scope statement : <small>[Should cover the scope of certification with respect to the type of activities, products [name(s) of Products] and services as applicable at each site without being misleading or ambiguous.]</small>					
Non-Applicability of Clauses & Justification for the same	NA				
If the scope is different from questionnaire/agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, the justification from team leader : <p><i>Note: If there is an amendment of the scope, the amendment of the scope will be routed through contract review by HO, IRQS. Based on the outcome of contract review and decision making, additional scope amendment audit shall be under taken, if required.</i></p>				

Confirmation

Name, signature of the authorized representative of the organization	(Signature)	Team Leader	(Signature)
	(Dr. Manju M George)		



© INDIAN REGISTER
OF SHIPPING 1993

Indian Register Quality Systems

Notice of Change

Page 1 of 2

IV IRQS:FORM:23:02

Eff. Date : 01-04-2014

Developed by : NR

Approved by : HEAD-IRQS

Client Name & Address: Union Christian College, Aluva P.O Box #5UCC Post Aluva 683102 Kerala India		File Ref: IRQS/ U/8084/E
Certificate Number:	Date of Issue :	Audit Criteria: ISO 14001:2015
Changes affecting the scope of certification(s)		
<input type="checkbox"/> Change of scope statement	<input type="checkbox"/> Number of employees	<input type="checkbox"/> Change in site(s)
<input type="checkbox"/> Product line changes	<input type="checkbox"/> Modification of activities	<input type="checkbox"/> Surveillance interval
<input type="checkbox"/> Change of name/ ownership	<input type="checkbox"/> Change/revision of audit criteria(s)	<input type="checkbox"/> Suspension of certification
<input type="checkbox"/> Withdrawal of certification (by IRQS)		
Note: If there is a change of scope without change in manpower, justification must be provided :		
Details of changed information: Word 'Courses' in scope statement changed to "Programs" based on request during draft approval. New scope		
Activities Related to : <ul style="list-style-type: none"> • Providing Under Graduate Degree Programs in Arts, Science and Commerce. • Post Graduate Degree Programs in Arts, Science, Computer Application and Management. • Providing Education in Arts and Science Leading to Doctoral Degree 		
Administrative changes		
<input type="checkbox"/> Client contact: Name:	Designation:	
Phone , Fax #:	Email:	
<input type="checkbox"/> Postal address:		
<input type="checkbox"/> Location (s):		
Acceptance by client : Sign and Date	Sign of Team Leader & Date : Tomcee Thomas 20-Sep-23	
For IRQS HO office use only		
NOC forwarded to (Initial and Date)		
<input type="checkbox"/> Decision Maker		
<input type="checkbox"/> Sales & Contract Review	Change in NACE code/Risk/Sector/IAF code: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional visit required <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Man Days :	
<input type="checkbox"/> Certificate Production	New certificate(s) required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Certificate effective dates: From : To:	
<input type="checkbox"/> Scheduling	<input type="checkbox"/> Database Update	
<input type="checkbox"/> Notification to authorities ((Please identify):		
<input type="checkbox"/> Other:		
Results of review and decision:		
Reviewed by :	Sign & Date:	
Approved by: [Head of Operations / NR / Head-IRQS]	Sign & Date:	

