

CERTIFICATE OF APPROVAL

Issued by Indian Register Quality Systems

(A Division of IRCLASS Systems and Solutions Private Limited)

This is to certify that the Environmental Management Systems of

Organisation: St. Joseph's College of Engineering and Technology,
Palai

Address: Choondacherry PO, Kottayam Dist.,
Kottayam - 686 579, Kerala, India

has been assessed and found conforming to the following requirement

Standard: ISO 14001:2015

Scope: All activities related to :-


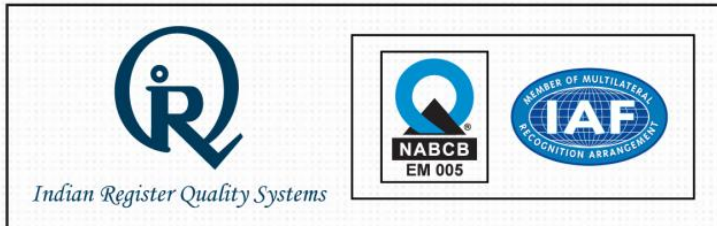
- Providing Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication, Electrical & Electronics, Artificial Intelligence and Data Science, Electronics and Computer, Computer Science and Engineering (Cyber Security)
- Post Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication
- Post Graduate Programs in Computer Application and Business Administration & Management
- Doctoral Degrees in Engineering, Computer Application and Management Studies

Certificate No.: IRQS/230300657

Initial Certification Date : 22/06/2023

Current Date of Granting : 22/06/2023

Expiry Date : 21/06/2026



Shashi Nath Mishra
Head IRQS

This approval is subject to continued satisfactory maintenance of the Environmental Management Systems of the organization to the above standard which will be monitored by IRQS. The use of the Accreditation Mark indicates accreditation with respect to activities covered by the certificate with accreditation no. EM 005. Condition Overleaf

COA/IRQS/NABCB/EMS/Rev 01

Head Office: 52A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai - 400 072, India.



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Indian Register Quality Systems

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

Page 1 of 2

IV IQRS:FORM:18:08

Eff. Date : 09-02-2022

Developed by : NR

Approved by : HEAD-IQRS

Name of the Client:		St. Joseph's College of Engineering & Technology, Palai			File No.: S/7867/E	
Address:	HO	Choondacherry PO Kottayam Dist Kottayam Kerala 686579 India			Date:	23-Mar-23
	Site					
Kind Attn.:		Dr. Tomson Thomas / Mr. Justine Thomas			Contact No.: 04822-239302	
Designation:		Asst. Professor / Librarian			E-mail: sjct@sancharnet.in	
Audit Criteria(s) [Standard(s)] (strike out the standard not under audit)		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 I			Date of Audit	From 29-Mar-23 - 30-Mar-23
		Joint/ Combined / Integrated / Remote				
Scope:		All activities related to :- <ul style="list-style-type: none"> • Providing Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication, Electrical & Electronics, Artificial Intelligence and Data Science, Electronics and Computer, Computer Science and Engineering (Cyber Security). • Post Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication. • Post Graduate Programs in Computer Application and Business Administration & Management. • Doctoral Degrees in Engineering, Computer Application and Management Studies 				
Audit Objectives to verify: [Delete whichever Type of Audit is not applicable]						
Stage 1						
<ul style="list-style-type: none"> ▪ Audit the Organization's management system documentation ▪ Evaluate the Organization's location and site-specific conditions to determine the preparedness for the stage 2 audit ▪ Review the Organization's status and understanding the requirements to the identification of key performance or significant aspects, hazards & risk, processes, objectives and operation of the management system ▪ Collect necessary information regarding the scope of the management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance ▪ Review the allocation of resources for stage 2 audit and agree with the Organization on the details of the stage 2 audit ▪ Provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the Organization's management system and site operations in the context of possible significant aspects, hazards & risk ▪ Evaluate if the internal audits and management review are being planned and performed, and that the level of implementation of the management system substantiates that the Organization is ready for the stage 2 audit. 						
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. <ul style="list-style-type: none"> ▪ <input type="checkbox"/> 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. ▪ <input type="checkbox"/> 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>	<u>PTL – Man-days as auditor is taken into account.</u>		
		<u>Provisional auditors (PA) in team can't perform the audit independently.</u>		
		<u>PA Man-days is not to be taken into account.</u>		
Dr. C.S Balasubramanian	<u>Industry Expert:</u>	<u>NOT TO ACT INDEPENDENTLY AS AUDITOR.</u>		
	<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 REQUIREMENTS 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	29-Mar-23 - 30-Mar-23
Time	<u>Team Leader Initial</u>
29-03-23 0900-0930	Opening Meeting (Google Meet)
0930-1030	Site Visit Whatsapp Video Call
1030-1300	Document Review Principal, 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
1300-1330	Lunch
1330-1530	STP, Generator, Campus Housekeeping, Incirinator, College Bus 7.1, 6.1.2, 8.1
1530-1700	Office, Purchase & HR 7.1, 7.2, 7.3, 7.4.2, 7.4.3, 8.1
1700-1730	Client Debrief
30-03-2023 0900-1030	Security, Canteen, Hostel 7.1, 6.1.2, 8.1
1030-1600	Academic Theory & Practical Civil, Mechanical, Computer Science, EC, EE, Artificial Intelligence and Data Science, Electronics and Computer, Computer Science, MCA & MBA 6.1.2, 6.2.1, 7.1, 7.2, 7.4.2, 8.1, 9.1.2, 10.2

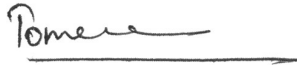
1330-1400	Lunch
1600-1700	Report Preparation
1700-1730	Closing Meeting
<p>Note: Organization is requested to ensure that “Personnel responsible for monitoring employees' health, for example, doctors, nurses and or any nominated / authorized representative of the organization are requested to be present 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: No Night Shift Operations</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	St. Joseph's College of Engineering and Technology, Palai			
02)	Address of HO & Site(s)	Choondacherry PO Kottayam Dist Kottayam 686579 Kerala India			
03)	File Number	S/7867/E			
04)	Name of "Head of Organization" / Unit	Dr. V. P. Devassia, Principal			
05)	Name of Organization Representative coordinating with CB	Dr. Tomson Thomas / Mr. Justine Thomas, Asst. Professor / Librarian			
	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)	Not Applicable			
06)	Audit Criteria (strike out the standard not under audit)	QMS (ISO 9001)	QMS-EGMS (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	19-Jun-23 - 21-Jun-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; 			

	<ul style="list-style-type: none"> • Effectiveness of the management system with regard to achieving the certified client’s objectives and the intended results of the respective management system (s); • 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	All activities related to :- <ul style="list-style-type: none"> • Providing Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication, Electrical & Electronics, Artificial Intelligence and Data Science, Electronics and Computer, Computer Science and Engineering (Cyber Security). • Post Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication. • Post Graduate Programs in Computer Application and Business Administration & Management. • Doctoral Degrees in Engineering, Computer Application and Management Studies. 									
	Number of sites	One									
	Travel Time between the sites	NA									
	Number of employees associated with scope of certification (For Effective Number of Employees)	250									
	Current certification & its validity	NA									
	Design & development	NA									
	Working in shifts Regular working hours.	No									
	Externally provided processes, products and services (Outsourced)	Visiting professors based on specific requirement as and when required are identified as outsourced process, Maintenance of equipments,									
	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.)		<table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Tomcee Thomas</td> <td>Team Leader</td> </tr> <tr> <td>Mathews Simon</td> <td>Auditor</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Name	Role	Tomcee Thomas	Team Leader	Mathews Simon	Auditor		
Name	Role										
Tomcee Thomas	Team Leader										
Mathews Simon	Auditor										
13)	Audit conducted at [Physical location(s) as applicable]	Address	<table border="1"> <thead> <tr> <th>Date of Audit</th> <th>Functions/ Process(es) /Activities audited at the Location/Site</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Date of Audit	Functions/ Process(es) /Activities audited at the Location/Site						
Date of Audit	Functions/ Process(es) /Activities audited at the Location/Site										

	Head office	Choondacherry PO Kottayam Dist Kottayam 686579 Kerala India	19-06-23 - 21-06-23	Principal, MR & Legal, Security, Canteen, STP, Generator, Campus Housekeeping, Incinerator, College Bus, St Joseph's Block - Administrative Block, Office, Purchase & HR, St John Paul Block - UG, PG, PhD - Mechanical, St Peter's Block - UG, PG - Electronics & Communication, UG, PG, PhD - Computer Science, UG - Artificial Intelligence and Data Science, UG, PhD - Electronics and Computer, , Newton Block - UG, PG - Civil, St.Francis Block - Placement, PG, PhD -MBA & MCA,Valuation Camp, Canteen No.2, Mother Theresa Block - UG - Computer Science and Engineering (Cyber Security), UG - Electrical & Electronics, Library,Boot Camp, MakerSpace, Reprographic Center, Seminar Hall, Bursar Office, St.Thomas and St Alphonsa Hostel for Boys, St Mary's and St. Augustine Hostel for Girls
	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:	NA	No. of Areas of Concerns raised during Stage 1:	01
Scheme & Clause No.	Findings	Comments on the effectiveness for the closure	
6.2	Environment objectives measurement plans not available	Environmental objectives with targets designed and monitored EMSM-ANX04 Rev. 01	
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"	All activities related to :- <ul style="list-style-type: none"> • Providing Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication, Electrical & Electronics, Artificial Intelligence and Data Science, Electronics and Computer, Computer Science and Engineering (Cyber Security). • Post Graduate Engineering Programs in Civil, Mechanical, Computer Science, Electronics & Communication. • Post Graduate Programs in Computer Application and Business Administration & Management. • Doctoral Degrees in Engineering, Computer Application and Management Studies. 	

	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	NA
	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.	
	<p>St. Joseph's College of Engineering and Technology, Pala was established in 2002 by Diocese of Pala, is approved by AICTE and affiliated to KTU and MG university. College is offering Undergraduate and Post graduate Courses in Engineering and Post Graduate Course in Computer Application and Management Studies, facilities and services for doctoral degrees in engineering, MCA and Management are also provided by college The College is situated near Palai, managed by the Diocesan Technical Education Trust, Palai under the Syro Malabar Catholic Diocese of Palai.</p> <p>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-and transportation for students.</p> <p>Facilities and equipments used impacting environment management system are incinerators-ETP-laboratories where practical experiments are conducted. Controls exercised for incinerators are stack monitoring for generator exhaust, incinerator exhaust. For ETP discharge water is tested for compliance. Laboratory effluents are drained to earth pits, control is soil monitoring of premises of earth pits.</p> <p>Scope of certification is verified for the conformity with the activities of organization, the given scope is appropriate Department : Computer Science and Engineering Course B.Tech., Students 120, No of students in batch 12 Operating Systems ,Syllabus hours 48 (68 including Revision) Plan hourse 63 (including Revision) Manjusree Raveendran, S4 CSE B, Roll No: 42 University Examination Date: Result 89.06% Operating Systems Lab Implement semaphores Practical date 10.06.2022 System, Linux OS, GCC Thomson Stanes, S4 CSE B, Roll No: 60</p> <p>UG - Electrical & Electronics Department St. Joseph's Business School Programme Master of Business Administratio sanctioned 60 Total no. of students 44 + 38= 82 (First year and second year) Entrepreneurship Development Syllabus: 48, Conducted 48 Rose Mary Jose SJC21MBA36 /Roll no: 34 24/2/23 first internal and 17/03/23 second internal ; and 11/07/2022 - external Result (%) 100 Total no. of Faculty 8</p> <p>MCA MCA - Subject Advanced Operating System Syllabus hours planne 65 Class hours actually conducted 63 Student : Anandhu V. S, Registration No 21MCA005 examination 05-04-2022</p>	

<p>Result 92 % Lab : Object Oriented Programming Lab Experiment Write a programme to implement method overriding conducted on 09-05-2022 Computer Lab No of labs 1, faculty members: 6, lab staff: 3</p> <p>Details of Ph.D. programme Categories of Admission- Full time with or without fellowship - Part time - External part time</p> <p>Role of Doctoral Committee Evaluation of research facilities at the place of research Recommending registration of the selected candidate for Ph D program Prescribing the course work for the research scholar Nomination and approval of Co supervisor Conduct of comprehensive viva of the scholar Progress review of the scholar's research work Nomination of thesis examiners Review of the examiner's reports on the thesis Conduct of the oral examination</p> <p>Process Stage (To be completed with in the specified period) Registration - First semester Course work completion - Second semester Comprehensive examination - Third Semester Research Proposal DC - Fourth Semester First Seminar - Sixth Semester Second Seminar - Eighth Semester Synopsis DC - Ninth Semester Thesis submission - Within two months after synopsis submission All the activities including award of Ph D Degree can be completed within 3 years</p> <p>Publications required 1 One paper (other than a review or a survey paper) in SCI/SCIE/SSCI (for management)/ SCOPUS indexed journals Paid journals indexed in SCI/SCIE/SSCI(for management)" 2 One paper in an international/national conference conducted by registered societies of impeccable reputation" 3 The authors shall include the name of the University as one of the affiliation other than the research institution and their working institute 4 Research scholar shall be either first author or corresponding author of the said publication 5 A publication which entitles a scholar for the award of Ph D cannot be used by another scholar even if the scholar is a co author. If the work is the continuation of a project, the scholar may be permitted to include this paper as his/her contribution, but for meeting basic requirements, he/she should publish another paper/s as either first author or corresponding author"</p> <p>Award of Ph D Degree The Ph D Degree will be awarded with effect from the date of open Défense Examination of the scholar on recommendation of the Board examiners. 1. Thesis Evaluator 2. Subject expert 3. Convener of DC 4. Dean Research KTU 5. Research Supervisor.</p> <p>UG, PG Theory & Practical – Civil Stuctural Engineering and Construction Management No of students UG 24 PG 35 Class Surveying & Geomaticd 45 / 52</p>

<p>Student Liya Anna Koshy Weak student identified based on mark Remedial class online no environment aspect Practical Survey lab land survey 25/08/2023 thodolite student Annlia Biju, 11 Environmental impact nil</p> <p>UG, PG, PhD - Mechanical Dr. Binoy Baby Professor & HOD Stream MET 301- Mechanics of Machinery Total Students 89 Batch 76 GOKUL KRISHNAN,SJC20ME056 Exam January 2023, result 75.6 % MEL 331- Machine Tool Lab-2 Experiment conducted Angular Measurements using Sinebar instrument used Sinebar,Spirit level,Slip Gauge Student MELBIN MATHEW,SJC20ME079 significant impact on environment nil Laboratory : used oil identified Oil stored nil PhD Research Guides and Research Scholars Dr. Binoy Baby ME 1. Mr. Shiblemon K V 2017 Comprehensive exam completed 2. Mr. Dinu George 2020 Comprehensive exam completed Dr. Lijo Paul ME 1. Mr. Ivin Jose 2020 Comprehensive exam completed 1. Mr. Pradeep P V 2020 Comprehensive exam completed Dr. Jilse Sebastian ME 1. Mr. Sachin Jose 2021 Comprehensive exam completed</p> <p>UG, PG - Electronics & Communication EST 303: Digital Signal Processing Syllabus hrs 60 Planned hrs 52 Student Nayana Manoj SJC20EC072 5th semester BTech degree examination,Dec 2022, result 81.61 % Practical ESL 331: Digital Signal Processing Laboratory FFT of signals using DIF. on 20/10/2022 System, Windows OS, Python Student Nayana Manoj SJC20EC072 Significant aspect, nil</p> <p>UG - Artificial Intelligence and Data Science; UG, PhD - Electronics and Computer Artificial Intelligence and Data Science AMT 305 Introduction to Machine Learning Syllabus hrs 5, planned 5 Allen Anto,SJC20AD006 Exam January 2023, 88.33% Abhijith S ,SJC20AD 002 Practical CSL 333 Database Management Systems Lab Implementation of various aggregate functions in SQL 26/11/2023</p>

	<p>item used desktop computer Environmental impact, nil ECE Mr. Jiss Mohan K 2021 Course work completed ERT203 - Digital Systems And Vlsi Design Syllabus hrs 69 Planned hours 73 SJC21ECE001-Aann Mariya Sabu January 2023 85.96% ERL201 - Digital Systems and Vlsi Design Lab Half Adder and Full Adder 19/9/2022 IC-7400 IC trainer kit SJC21ECE037-Jithin Jaison</p> <p>Summary of Site Visit: SJCET is located at Bharananganam, Plali at Kottayam district of Kerala, the college campus is about 41 acres of land, campus is having gated compound wall with security, campus consisting of Boys hostel 2, Ladies Hostel 2, Auditorium, Canteen 2, academic block of 7 buildings, buses 18, kitchen for hostel canteen, faculty house with 14 rooms for accommodation. Separate buildings are available for hostels, departments, laboratories etc.. Campus is well maintained, housekeeping found good, STP maintained in the</p>																		
b)	Process of understanding & review of the needs and expectation of interested parties																		
➔	<p>Needs and Expectations of Interested Parties documented in EMSM-ANX02</p> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="212 1024 919 1056">External Party</th> <th data-bbox="919 1024 1507 1056">Needs and Expectations</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1056 495 1209">Consumers</td> <td data-bbox="495 1056 919 1209">Students and their parents Recruiters</td> <td data-bbox="919 1056 1507 1209">"Green" credentials Safer internal environment Compliance with requirements EMS certification Appropriate risk management</td> </tr> <tr> <td data-bbox="212 1209 495 1545">Regulators Legislators</td> <td data-bbox="495 1209 919 1545">Ministry of Environmental and Forestry Ministry of Energy and Mineral Resources Pollution control board (PCB) Ministry of Health Environmental Impact Control Agency NACC KTU AICTE</td> <td data-bbox="919 1209 1507 1545">Compliance with environmental protection and management legislation Compliance with occupational health and safety regulations Compliance with chemical management regulations Compliance with industrial health regulations Compliance with hazardous wastes management regulations Compliance with wastewater regulations</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="212 1577 776 1608">Internal Party</th> <th data-bbox="776 1577 1507 1608">Needs and Expectations</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1608 495 1822">Top Management</td> <td data-bbox="495 1608 776 1822">Board of Directors</td> <td data-bbox="776 1608 1507 1822">ISO 14001 certified Eco-friendly image Efficiency in use of resources Renewable energy targets Efficiency in use of raw materials Reduce a institute's costs Reduced insurance costs</td> </tr> <tr> <td data-bbox="212 1822 495 1915">Suppliers</td> <td data-bbox="495 1822 776 1915">Vendors Contractors</td> <td data-bbox="776 1822 1507 1915">Reducing the amount of potentially hazardous substances Advantage in global market</td> </tr> </tbody> </table>	External Party		Needs and Expectations	Consumers	Students and their parents Recruiters	"Green" credentials Safer internal environment Compliance with requirements EMS certification Appropriate risk management	Regulators Legislators	Ministry of Environmental and Forestry Ministry of Energy and Mineral Resources Pollution control board (PCB) Ministry of Health Environmental Impact Control Agency NACC KTU AICTE	Compliance with environmental protection and management legislation Compliance with occupational health and safety regulations Compliance with chemical management regulations Compliance with industrial health regulations Compliance with hazardous wastes management regulations Compliance with wastewater regulations	Internal Party		Needs and Expectations	Top Management	Board of Directors	ISO 14001 certified Eco-friendly image Efficiency in use of resources Renewable energy targets Efficiency in use of raw materials Reduce a institute's costs Reduced insurance costs	Suppliers	Vendors Contractors	Reducing the amount of potentially hazardous substances Advantage in global market
External Party		Needs and Expectations																	
Consumers	Students and their parents Recruiters	"Green" credentials Safer internal environment Compliance with requirements EMS certification Appropriate risk management																	
Regulators Legislators	Ministry of Environmental and Forestry Ministry of Energy and Mineral Resources Pollution control board (PCB) Ministry of Health Environmental Impact Control Agency NACC KTU AICTE	Compliance with environmental protection and management legislation Compliance with occupational health and safety regulations Compliance with chemical management regulations Compliance with industrial health regulations Compliance with hazardous wastes management regulations Compliance with wastewater regulations																	
Internal Party		Needs and Expectations																	
Top Management	Board of Directors	ISO 14001 certified Eco-friendly image Efficiency in use of resources Renewable energy targets Efficiency in use of raw materials Reduce a institute's costs Reduced insurance costs																	
Suppliers	Vendors Contractors	Reducing the amount of potentially hazardous substances Advantage in global market																	

c)	Methodology of identification, access of compliance obligations [i.e. applicable Legal (Statutory / Regulatory & Other) requirements]
➡	<p>Availability of following statutory and regulatory licenses verified during the audit: AICTE Approval F.No. South-West/1-10976006764/2022/EOA Date: 03-Jul-2022 KTU Affiliation No.No: KTU/A/456/2015 Dated, Thiruvananthapuram,31/08/2022 FSSAI No. 11321005000488 valid upto 12/09/2026 (Canteen) FSSAI No. 11320005000464 valid upto 04/10/2025 (Hostel) Campus is having STP since College/education institution campus is not under classification of Industrial Sectors Under Red, Orange, Green and White Categories February 29, 2016 by Central Pollution Control Board, therefore organization has not applied for Kerala pollution control board consent for operation of STP.</p>
d)	<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>Context of the organization documented in EMSM-ANX01</p> <p>External Context Statutory and regulatory requirements of both Government of India and Government of Kerala. Eg. PCB norms, Unique control through EMS required for each requirement of statutory and regulatory bodies, included in Control Procedures and Legal compliance processes.</p> <p>Internal Context Periodic monitoring of the performance, TSE quality, etc.</p> <p>Infrastructure</p> <p>a) Sewage treatment plant - Periodic monitoring of the performance, TSE quality, etc. Periodic monitoring and maintenance</p> <p>b) Solar power plant - Periodic monitoring and maintenance</p> <p>B. Campus vegetation and landscape</p> <p>a) Herbal Garden and Star Forest Periodic monitoring and maintenance</p> <p>Needs and expectation of interested parties are identified and documented as part of EMS Manual EMSM-ANX02, changes in needs and expectation of interested parties are reviewed during management review meeting.</p> <p>Risk and opportunities are documented in EMS-LRO</p> <p>Activity : Changes in the process Risk: Changes not reflected on the time Opportunity: Changes are reflected on the time</p> <p>Activity : Adherence to Compliance obligations Risk: Deviation in legal requirement adherence affect the reputation Opportunity: Continued reparation</p> <p>Risk: Public interference, area maintenance Opportunity: Good air quality, appearance</p> <p>Activity : Campus area Risk: Generation of unplanned waste/ floating population Opportunity: Publicity, collaborations</p> <p>Risk: Casualty/ accident/loss of property Opportunity: Provision of emergency preparedness, the existence of the emergency team</p> <p>Activity : Conducting events by departments Risk: Generation of unplanned waste/ floating population Opportunity: Publicity, collaborations</p> <p>Environmental Aspect Impact are documented in Annex 6</p>

	Activity	Aspect	Impact										
	Class room learning & teaching	Generation of Noise	Noise Pollution										
	Usage of Power	Consumption of Power	Resource Depletion										
	Usage of AC	Potential Leakage of Freon Gas	Ozone Depletion										
	Usage of Printers, Xerox Machines	Consumption of Power	Resource Depletion										
		Printer Ribbon taken back by supplier	Positive Impact										
	Waste Generation -Paper/ tissue/ cotton	Scrap given for reuse	Positive										
	Equipment maintenance	Spillage of oil (minimal)	NA										
		Generation and disposal of used waste (minimal)	NA										
	used chemical bottles and other things	Scrap returned to supplier	Positive										
	waste water generation	collected in PITS	Positive										
	Cooking, Drinking & Washing and Cleaning	Consumption of Water	Resource Depletion										
	Waste Generation	Food Waste-collected and disposed to vendor	Positive Impacts										
	Cooking in Gas & with wooden logs	Potential risk of accident	Personnel safety										
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.											
	➔	<p>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. Management representative collects data regarding consumption of resources, generation of wastes etc.. from all departments. Training programs for the personnel in connection with environment management system is also planned by the administration wing based on requirements of management representative.</p> <p>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.</p>											
	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, Maintenance of equipments,											
	C)	<p>EMS Life Cycle Perspective (Input → Processing → Output)</p> <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 valuation, if any received are handled as per guidelines of KTU and AICTE. Electronic items such as computers, batteries etc.. are considered for life cycle perspective and recycled or disposed as per manufacturer guidelines.											
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>Targets</th> </tr> </thead> <tbody> <tr> <td>Increase energy efficiency.</td> <td>Replace all incandescent lightbulbs and florescent tubes with LED bulbs and tubes by the end of 2024.</td> </tr> <tr> <td>To attain sustainability in water resources</td> <td>Install provision for water conservation including rainwater harvesting on the campus by 2025.</td> </tr> <tr> <td>To attain a 100 % plastic waste-free and eco-friendly, campus by 2024.</td> <td>Provide half yearly training and awareness program to college community, proper maintenance, and monitoring of waste management mechanisms.</td> </tr> <tr> <td>To reduce carbon footprint in transportation</td> <td>Replace all old vehicles owned by the institute with less</td> </tr> </tbody> </table>		Objective	Targets	Increase energy efficiency.	Replace all incandescent lightbulbs and florescent tubes with LED bulbs and tubes by the end of 2024.	To attain sustainability in water resources	Install provision for water conservation including rainwater harvesting on the campus by 2025.	To attain a 100 % plastic waste-free and eco-friendly, campus by 2024.	Provide half yearly training and awareness program to college community, proper maintenance, and monitoring of waste management mechanisms.	To reduce carbon footprint in transportation	Replace all old vehicles owned by the institute with less
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To reduce carbon footprint in transportation	Replace all old vehicles owned by the institute with less												

		polluting new generation vehicles by 2025.	
	To reduce the use for non-sustainable goods and services.	By promoting replacement at the end-of-life, purchase, and usage of resource-efficient products.	
	Envision a Zero Carbon emission campus.	By installing solar power plants. Promoting usage of green energy.	
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, incinerator, STP, 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
	Dr. VP Devasia	Principal	Context of organization, Top management,
	Dr. Tomson Thomas	MR	Context of organization, Top management, MA, Legal, EIA, Emergency, Objectives
	Mr. Justine Thomas	DMR	Participation and awareness
	Dr. George Tom Varghese	HOD	Participation and awareness
	Dr. Jyothish Thomas	Associate Professor	Participation and awareness
	Mr. MJ Abraham	Administration Officer	Participation and awareness
	Conclusion Based on Interview		
			Considered
			Considered
			Aware of processes
			Aware of processes
			Aware of processes
			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. 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 Asst Professor is appointed as management representative and Librarian as deputy management representative. Management has provided support to develop and maintain environment management system in the university and assigned Professor Civil is as management representative for the management system.		
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 and external audits are closed with proper corrective and preventive actions. Procedure No. EMSP-12		
k)	Effectiveness of Internal Audit & Management Review		

➡	<p>INTERNAL AUDIT: <i>Briefly describe the process of conduct of IA:</i> <i>Comment on the competency of IA auditors:</i> <i>Number of internal auditors:</i> <i>Trained for Internal auditors:</i> <i>Verification of audit Programme:</i> <i>Audit Plan:</i> Findings of IA: <i>Briefly Corrective actions and effectiveness of corrective taken for the NC's Observations etc on the outcome of IA.</i> <i>Briefly on the Conduct of IA in an Impartial manger:</i> <i>Conclusion on the effectiveness of IA conducted:</i></p> <p>MANAGEMENT REVIEW: <i>Briefly describe the process of conduct of Management Review:</i> <i>Summary of the conducted and conclusion on the effectiveness of conducted Management review:</i> <i>Improvement: -</i> <i>Output:-</i></p>				
	<p>Internal audit procedure available, documented in EMS-P-14 Revision 00 Internal audits are decided to be conducted once in a year List of internal auditors maintained 11 nos, trained by consultant Internal audit schedule and reports available for the internal audit conducted on 15th and 16th March, 2023, non conformances observed nil, observations 24 nos, all are addressed. Found discussed during management review meeting Independency maintained in selecting auditors, all departments covered during previous internal audit, Internal audit found effective.</p> <p>Management review procedure available, documented in EMSP-14 Issue 01, Rev. 00 Management review meeting are decided to be conducted once in a year; previous management review meeting conducted on 22-03-2023 Discussion all agenda points in management review meeting found as per management review meeting report available. Management review meeting found reliable.</p>				
	l) Examples of improvement/s as a result of correction, corrective actions, break through changes, innovation and reorganization including continual improvement.				
➡	EMS 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.				
	m) Comments on the process of Organization's Management of Change				
➡	As informed by the organization there has not been any change from previous audit, in business processes, organizational structure goals, processes or technologies.				
	n) Attached Annexure A for Summary of OHSMS : ISO 45001:2018 – Additional (New) Requirements & IAF MD 22 Requirements (IV IRQS:FORM:102-A:OHS)				Yes / No / NA
SEC C : Current Audit Non-conformity					
a)	Scheme	NC No.	Clause No.	Statement(s)	Grading of NC (Major/Minor)
	EMS	Nil	NA	NA	NA
b)	No. of Major NCs:			Nil	
c)	No. of Minor NCs:			Nil	
SEC D (a) : 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 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)		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 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)			
NABCB :			
<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 NABCB'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 NABCB have certified or approved any product, process or services of the registered client</p>			
Not observed			
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. 			
Not Applicable			
Use of Marks / Logos (Common for both) : Comments on verification of website for Use of Marks / Logos, <u>display of certificate for its appropriateness and validity on the Client's website, any social media, wherever is applicable</u> look at the maximum.			
https://www.sjcetpalai.ac.in/ 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	March 23	29,30 Mar 23	May 23	19-21 Jun 23	May 24		May 25		Feb 26	
No. of Mandays	2	2	5	5	2.5		2.5		5	
*Site(s) [covering Temporary /Permanent] / Department/ Functions / Processes (Please mark [✓	Stage 1		Stage 2 / Renewal		Surveillance # 1		Surveillance # 2		Renewal	

[Tick Mark]	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"/>
Security, Canteen	<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"/>
STP, Generator, Campus Housekeeping, Incinerator, College Bus	<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"/>
St Joseph's Block - Administrative Block, 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"/>
St John Paul Block - UG, PG, - Mechanical	<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"/>
St Peter's Block - UG, PG - Electronics & Communication, UG, PG, PhD - Computer Science, UG - Artificial Intelligence and Data Science, UG, PhD - Electronics and Computer	<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"/>
Newton Block - UG, PG - Civil	<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"/>
St.Francis Block - Placement, PG, PhD -MBA & MCA,Valuation Camp, Canteen No.2	<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"/>
Mother Theresa Block - UG - Computer Science and Engineering (Cyber Security), UG - Electrical & Electronics, Library,Boot Camp, MakerSpace, Reprographic Center, Seminar Hall, Bursar Office	<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"/>
St.Thomas and St Alphonsa Hostel for Boys	<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"/>
St Mary's and St. Augustine Hostel for Girls	<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"/>
Shifts audit (at least once in a cycle, if applicable, Processes to be audited in each shift)	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										
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										
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:-										
1) Surveillance #1 – Then Surveillance #2, Renewal and Surveillance #1 after renewal.										
Surveillance # 2 – Then during Renewal , Surveillance #1 and Surveillance #2.										

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

SEC H : 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). Micro Soft Team Meeting ZOOM Go-To Meetings Video conferencing WhatsApp Video call Skype. Use of Drone	Used to gather objective evidences.	Effectiveness	
		Achieved for	Not achieved or Not fully achieved: for
	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 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	

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)	<p>Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that:</p> <ul style="list-style-type: none"> - 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); 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 	

	<p><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></p> <p>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)</p>	
	a) the issuance "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	YES
	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 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>	
	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 _____.	
	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 _____.	
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>	
	a) follow-up visit for closure of major NC(s)/ minor NC(s) requiring closure based on the site visit, before _____.	
	b) follow-up of audit before _____.	
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

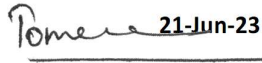
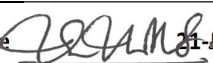
Indian Register Quality Systems

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Team Leader Name	Tomcee Thomas	Signature & Date  21-Jun-23
Auditee Representative Name	Dr. Tomson Thomas	Signature & Date  21-Jun-23