

Name of the Organization	BUDGE BUDGE COLLEGE		
Address	7, Deshbandhu Chittaranjan Road, Budge Budge 24 Parganas (South), Kolkata – 700137.		
Site Address (If any)			
No. of Employees	Teaching = 41, Non-teaching = 12, House-keeping = 2, Security = 2, Electrician=1, Total = 58		
No. Of Shift	1		
E mail id	budgebudgecollege@gmail.com		
Contact Person	Dr. Debjani Datta		
Telephone/Fax	033 24701454, 033 24805168		
Scope	“Teaching, Learning and Evaluation processes relating to awarding of BA, B.Sc. & B.Com Honours as well as general considering Environment friendly and Energy efficiency manner in College Green Campus”.		
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility		
Exclusions	Design and development		
Audit Team	Lead Auditor: Amalesh Kumar Mandal Auditor: Technical Expert	Audit duration Man day(s): Technical Expert	
Starting date of Audit	21.06.2023		
End Date of Audit	21.06.2023		
Brief about the organization	<p>Budge Budge College was established on 10th December' 1971. Initially the college was located in a different location with few classrooms. Later it was shifted to its present position. This College was lucky to have the famous writer late Narayan Ganguly as its Founder President of the Governing Body and the founder principal was late Prof. Prithwis Dutta. The college has played its role since all these years for the development of education in the suburbs of Kolkata.</p> <p>The township of Budge Budge itself has its own significance in the field of culture and freedom movement of India. The College is located in the vicinity of Budge Budge Railway Station and occupies an important position in the locality. Hence to serve the students in the larger area has been possible for the College. Day by day this College has created</p>		

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	its own aura and significance in spreading education in West Bengal particularly to the middle class & lower middle class families. Students of this College come from all spheres of society. We have large numbers of female students to take care of. Most of our students are well established in their life and playing their role as good citizens.
Audit Objective	To evaluate the client's documented system, location & site-specific conditions and gather other details through discussions with the client's personnel to determine the organization's readiness for the Stage 2 Audit for Certification

CHANGE DETAIL

Audit Duration for Stage 1

Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

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ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Debjani Datta	Lead Auditor
Debjani Datta	PRINCIPAL
Sonali Sinha	Associate Professor, Commerce
Gautam Das	Associate Professor, Commerce
Dipankar Mondal	Associate Professor, History
Anup Kumar Sahu	Assistant Professor, Physics
Kishor Kumar	Assistant Professor, Economics
Papia Das	Assistant Professor, Zoology
Somiran Panday	Assistant Professor, Botany
Barnali Dera	SACT, ZOOLOGY
Uttariya Roy	SACT, Environmental Studies
Niyati Das	SACT, Botany
Shreya Chakravarty	Assistant Professor, ENGLISH
Sonerkartha Datta	Electrician - Computer Room
Anis Ahmed	Computer Assistant
	OFFICE

SUMMARY OF AUDIT

AREA OF IMPROVEMET

(Areas of Improvement Which May be Identified as Non Conformities During Stage 2 Audit)

1	Communication/Display of policy
2	Communication/Display of Objectives

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Non Conformities Raised

0 Minor/Major Nonconformance identified in the Stage 1 audit, details of Non Conformance in F50.

Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor

Team Leader Declaration (Tick or cross Each Column as per applicability)

- Auditing is based on a sampling process of the available information
- Audit is combined, joint or integrated;
- The effectiveness of corrective actions taken regarding previously identified nonconformities has verified
- Outcomes are effective and complying.
- The internal audit and management review process are effective and complying with the requirements.
- The scope of certification is appropriate.
- The capability of the management system to meet applicable requirements and expected
- The audit objectives has been fulfilled and achieved.

RECOMMENDATION

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Recommended Proceeding With Stage 2 (within 60 days from this audit date) |
| <input checked="" type="checkbox"/> | Recommend not proceeding to stage 2 until audit evidence has been submitted to AQC showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed. |
| <input checked="" type="checkbox"/> | Recommend not proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team |

Sign Off : Date 21.06.2023

AQC Report Submission

Name of Auditor: Amalesh Kumar Mandal
Signature: *Amalesh Kumar Mandal*

Client Acceptance for Report

Name: Dr. Debjani Datta
[Handwritten Signature]

Designation: Principal

DR. DEBJANI DATTA

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Debjani Datta

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AUDIT CHECKLIST

REQUIREMENTS	COMMENTS	Status C/N/C/O
Is the Information is documented as required as per the ISO 9001:2015?	Manual and other documented information available.	C
Has the discussion held with personnel of the Client company for readiness for stage-2?	Yes	C
Has the Client site specific conditions are evaluated?	Yes	C
Has the company identified key performance, Process, Objectives and operation of Management System?	Established and implemented	C
Has the client having understanding with the ISO 9001:2015 Standard requirement?	Yes	C
Is the scope is having boundaries and specific to client organization?	Yes	C
Is client having Multisite then level of control is established.	Not applicable	C
Is process and Equipment used are adequate?	Yes	C
Has client identified Legal and Statutory Requirements applicable to Product and Organization?	Organization Approved by UGC Under 2(f) & 12(b), Affiliated to Calcutta University.	C
Is the resource are adequate for stage 2 audit?	Yes	C
Is Internal Audit planned and performed and effective?	Yes	C
Is MRM planned and performed and Effective?	Yes	C
Are Internal audits conducted as planned? Date of Last Internal Audit?	Yes/ 11.01.2023 to 12.01.2023	C
Are Management reviews conducted as planned?	Yes/ 18.01.2023	C

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AQC GLOBAL LLC

ISO 9001:2015

Stage 1 Quality Audit Report

F13

Issue 01

Rev 05

Date of Last MRM?

END OF REPORT

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Name of the Organization	BUDGE BUDGE COLLEGE	
Address	7, Deshbandhu Chittaranjan Road, Budge Budge 24 Parganas (South), Kolkata - 700137	
Site Address (If any)		
No. of Employees	Teaching = 41, Non-teaching = 12, House-keeping = 2, Security = 2, Electrician=1, Total = 58	
No. of Shift	1	
E-mail id	budgebudgecollege@gmail.com	
Contact Person	Dr. Debjani Datta	
Telephone/Fax	033 24701454, 033 24805168	
Scope	"Teaching, Learning and Evaluation processes relating to awarding of BA, B.Sc. & B.Com Honours as well as general considering Environment friendly and Energy efficiency manner in College Green Campus".	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert	No of Mandays: 1
Starting date of Audit	12.07.2023	
End date of Audit	12.07.2023	
Brief about the organization	<p>Budge Budge College was established on 10th December' 1971. Initially the college was located in a different location with few classrooms. Later it was shifted to its present position. This College was lucky to have the famous writer late Narayan Ganguly as its Founder President of the Governing Body and the founder principal was late Prof. Prithwis Dutta. The college has played its role since all these years for the development of education in the suburbs of Kolkata.</p> <p>The township of Budge Budge itself has its own significance in the field of culture and freedom movement of India. The College is located in the vicinity of Budge Budge Railway Station and occupies an important position in the locality. Hence to serve the students in the larger area has been possible for the College. Day by day this College has created its own aura and significance in spreading education in West Bengal particularly to the middle class & lower middle class families. Students of this College come from all spheres of society. We have large numbers of female students to take care of. Most of our students are well established in their life and playing their role as good citizens.</p>	
Purpose of Audit	To verify the implementation of the Quality Management System as per the ISO 9001:2015 Standards Requirement, verification of records for the conformity of the implementation.	


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CHANGE DETAIL:

Audit Duration for Stage 2	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

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NAME OF PERSON	DESIGNATION
Debjani Datta	Lead Auditor
Debjani Datta	PRINCIPAL
Landip Sinha	Associate Professor, Commerce
Gautam Das	Associate Professor, Commerce
Dipom Mandal	Associate Professor, History
Anup Kumar Sahu	Assistant Professor, Physics
Kishore Kumar	Assistant Professor, Economics
Papia Das	Assistant Professor, Zoology
Samiran Panday	Assistant Professor, Botany
Barnali Bera	SACT, ZOOLOGY
Uttariya Roy	SACT, Environmental Studies
Biyali Das	SACT, Botany
Shreyas Chakraborty	Assistant Professor, ENGLISH
Somenath Bera	Electrician-cum-Contractor OFFICE
Anis Ahmed	Computer Assistant OFFICE

SUMMARY OF AUDIT

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

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Non Conformities Raised

0 Minor/Major Non-conformance identified in the Stage 2 audit, details of Non Conformance in F50

Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor

Team Leader Declaration (Tick or cross Each Column as per applicability)

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Auditing is based on a sampling process of the available information |
| <input checked="" type="checkbox"/> | Audit is combined, joint or integrated; |
| <input checked="" type="checkbox"/> | The effectiveness of corrective actions taken regarding previously identified nonconformities has verified |
| <input checked="" type="checkbox"/> | Outcomes are effective and complying. |
| <input checked="" type="checkbox"/> | The internal audit and management review process are effective and complying with the requirements. |
| <input checked="" type="checkbox"/> | The scope of certification is appropriate. |
| <input checked="" type="checkbox"/> | The capability of the management system to meet applicable requirements and expected |
| <input checked="" type="checkbox"/> | The audit objectives has been fulfilled and achieved. |

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Recommendation:

✓	The quality system complies with the requirements of the reference standard: Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for Issuance of Certificate. The organization can use the AQC Mark
✗	The quality system complies with the requirements of the reference standard with exception of minor NC: Congratulations, Team Leader is pleased to put forward a recommendation for Issuance of the certificate of Organization upon off-site verification of closure of all minor NC within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to AQC and must include supporting evidence of closure to allow for off-site verification. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system. If all non-conformances are not closed within 60 days, a full reassessment may be required.
✗	Evidence of major non conformities: Organization is not recommended for Issuance of Certificate and at this time. Follow-up audit will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2. Once all non-conformances are closed, the recommendation for Issuance of certification may recommended. If all non-conformances are not closed within 60 days, a full reassessment may be required.
✗	Not Recommended: Organization is not recommended for Issuance of certificate at this time. Full Stage 2 audit is required as the organisation has not implemented the system and process at pace.
<i>Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)</i>	

Sign Off : (Date) 12.07.2023

AQC Report Submission

Name of Team Leader: Amalesh Kr. Mandal

Signature:

Client Acceptance for Report

Name: Dr. Debjani Datta

Sign

Designation: Principal

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AUDIT CHECKLIST

**VERIFICATION OF DOCUMENTED INFORMATION & RECORDS AS PER STD REQUIREMENT
(C- Conformity, NC-Non Conformity, O-Observation)**

Clause Number	C/NC/O	Document Verification detail with statement of Conformity
4.1 understanding the organization and its context (Determination of external and Internal Issues)	C	Identified and included in Manual. (BBC /QMS/XXX/QMM/001)
4.2 Understanding the needs and expectations of interested parties (Determination, Monitor & Review of the Interested Parties)	C	Identified and included in Manual. (BBC /QMS/XXX/QMM/001)
4.3 Determining the scope of the quality management system (Boundaries and Type of Product and Services and any requirement not applicable)	C	Scope established and included in Manual. (Under 4.3, Page. No.13)
4.4 Quality management system and its processes (Established , Implement and maintained, process and Interaction of Process)	C	Process Flow found established.
5.1.1 Leadership & Commitment (Statement of ensurity)	C	Interviewed with Top Management. Respective project files found available.
5.1.2 Customer focus (statement of conformity)	C	Interviewed with Top Management. Their course delivery as per plan and guideline.
5.2 Quality policy (Establish, Implement, Maintain, communicated and understood)	C	Quality Policy established (Under clause no. 5.2.1 in Quality manual, page no. 15)
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual
6.0 Planning	C	
6.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found maintain. (BBC /QMS/FRM/03). Initially they have identified 3 nos Quality related risk and probable action plan has taken. Review status will be checked in next Surveillance Audit.
6.2 Quality objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)	C	Quality Objectives found established and planned to achieve action (MAP)- Doc. Ref. no. BBC/QMS/FRM/001
6.3 Planning of changes (As per 4.4) and Purpose, resource availability and allocation	C	Found available, as per committee decision and minutes.

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7.1 Resources (Need of External resources, People, Infrastructure, Environment, Calibration records, Organizational Knowledge)	C	Green monitoring: Their Own monitoring data report in the form of "Green Audit" found maintained in every assessment year wise. Monitoring done against respective parameters.
7.2 Competence (Employee records & Competence skill matrix)	C	Related training records found available
7.3 Awareness (Quality Policy, Objectives & Effectiveness of QMS)	C	Done through training and display.
7.4 Communication (what, who, when, whom, how)	C	Done through display, mail, meeting minutes.
7.5 Documented information (External Origin, Creation, Updation, Distribution, Preservation, version control, Retention and disposition)	C	Control of documented information procedure established.
8.1 Operational planning and control (Plan, Implement and control of process, documented information for process carried out as planned and Conformity of product or services)	C	Operational procedures established supported with work instructions and related records.
8.2.1 Customer communication (Enquiries, Contract, order, feedback, complaints)	C	Feedback and complaint register available
8.2.2 Determining of Requirements for products and services (Objective evidence for record of contract review and approval, Record verification of Statutory & Regulatory shall be referred here, record for communication of changes, legal requirements need to be re-verified if any concerns identified in Stage 1 audit or any new product added)	C	Budge Budge College was established on 10th December 1971. Initially the college was located in a different location with few classrooms. Later it was shifted to its present position. Organization Approved by UGC Under 2(f) & 12(b), Affiliated to Calcutta University.
8.2.3 Review of the requirements for products and services (Documented Information for Result of review and any new requirements for product or services)	C	Review methodology available.
8.2.4 Changes to requirements for products and services (the changed documents is aware and approved by relevant person)	C	Maintain
8.3 Design and Development (D&D)	C	Not Applicable
8.3.1 General Establish, Maintain and Implement the D&D Process	C	Not Applicable

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8.3.2 D&D Planning (Record reference)	C	Not Applicable
8.3.3 D&D Inputs (Record reference for the inputs)	C	
8.3.4 D&D Controls (Record reference & Approval)	C	
8.3.5 D&D Outputs (Record reference for outputs)	C	
8.3.6 D&D Changes (Record reference for changes, approved, validated & verified before implementation & actions as necessary)	C	
8.4.1 Control of externally provided processes, products and services (Documented Information for criteria for the evaluation, selection, monitoring of performance and re-evaluation)	C	Tendering process, Vendor enrolment and evaluation records found available.
8.4.2 Type and extent of control (Control Verification)	C	Evaluation records found available.
8.4.3 Information for external providers (Competence and qualification of external provider)	C	Available with user departments
8.5.1 Control of production and service provision (Records verified work instructions for the processing including delivery and post-delivery activities, characteristic of product, equipments use and availability for monitoring and measurement)	C	Work instructions/Specifications found available followed by relevant records.
8.5.2 Identification and Traceability (Records verified for identification batch no or serial no in process as well as final result)	C	Traceability maintained through online.
8.5.3 Property belonging to customers or external providers (Documented Information of Lost or damaged property)	C	Not applicable
8.5.4 Preservation of output (objective evidence for meeting the defined storage conditions for handling, packaging, storage and protection)	C	Maintained in Laboratory materials
8.5.5 Post-delivery activities (Result outcome)	C	Maintained.
8.5.6 Control of changes (Documented Information change review result, person who is authorized to changes)	C	Change control format found available.
8.6 Release of final outcome services (Planned Arrangement documented information for acceptance criteria and authorized person traceability)	C	Maintained through online

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8.7 Control of nonconforming outputs (Documented Information for Non conformity, action taken, concession, authority deciding action)	C	Methods/Action plan found available
9.1.1 Monitoring, Measurement analysis and evaluation	C	Monitoring done against set criteria.
9.1.2 Customer Satisfaction (Analysis of Customer Satisfaction)	C	Customer satisfaction analysis process found available
9.1.3 Analysis and Evaluation	C	Done
9.2 Internal Audit (Frequency and Documented Information for Implementation of Audit Program and the audit result)	C	Yearly frequency and Internal Audit plan/records found available (11.01.2023 to 12.01.2023)
9.3 Management Review (Frequency, Input, Output, Documented Information for MRM Results)	C	MRM agenda and minutes found available. (Last done on 18.01.2023)
10.1 Improvement – General	C	Done and included in MRM
10.2 Nonconformity and Corrective action (Documented Information for nature of NC and result of action taken)	C	Procedure established.
10.3 Continual improvement	C	Objective and monitoring data found available.

END OF REPORT

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Certificate of Registration

This is to Certify that
Quality Management System of

BUDGE BUDGE COLLEGE

7, DESHBANDHU CHITTARANJAN ROAD, BUDGE BUDGE, 24 PARGANAS
(SOUTH), KOLKATA – 700137, WEST BENGAL, INDIA.

has been assessed and found to conform to the requirements of
ISO 9001:2015
for the following scope :

"TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO
AWARDING OF BA, B.SC. & B.COM HONOURS AS WELL AS GENERAL
CONSIDERING ENVIRONMENT FRIENDLY AND ENERGY EFFICIENCY
MANNER IN COLLEGE GREEN CAMPUS,

IAF CODE : 37

Certificate No	: 24EQMI34	Issuance Date	: 16/02/2024
Initial Registration Date	: 16/02/2024	Date of Expiry	: 15/02/2027
1st Surv. Due	: 16/01/2025	2nd Surv. Due	: 16/01/2026


Director



Digitally Signed By
ATTESTED
DR. DEBJANI DATTAA
M.Sc. (Gold Medalist), Ph.D.
Principal
Budge Budge College
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West Bengal, India



(Scan to Verify)

Assurance Quality Certification LLC

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: info@aqcworld.com,

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (in case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn).

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or www.aqcworld.com at Active Clients.
Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded