

Date: 11/04/2024

To
The Principal
Deshabandhu Mahavidyalaya
Chittaranjan
Paschim Bardhaman
West Bengal

Website: <https://dbmcrj.ac.in/> principal@dbmcrj.ac.in
E-mail: dbprincipal@rediffmail.com

Subject: Environmental Audit Report Submission from Experts

Sir

After verification of all the aspects in the College and necessary assessment of the report on "Environmental/Green Audit" mentioning the "Energy Monitoring & Management System" submitted by your College for the period of 2022-'23, here, we are submitting the Audit Report of "Environmental/Green Audit" of your College of the period of 2022-'23 for your kind perusal in the attached sheet.

We request you to please acknowledge and oblige.

Yours sincerely,

Asamanja Chatteraj

Dr Asamanja Chatteraj
Professor
Department of Animal Science
Kazi Nazrul University
Asansol
Paschim Bardhaman

AB
11/04/24

Dr Amitava Basu
Principal
B B College
Asansol
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DR. AMITAVA BASU
Principal, B. B. College
Ushagram, Asansol, P. Bardhaman
West Bengal - 713303

Apurba Ratan Ghosh
11/4/24

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Professor & Head
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**Professor & Head
Deptt. Environmental Sc.
The University of Burdwan
Burdwan, W.B.**

Prof. Asamanja Chatteraj
Department of Animal Science
KAZI NAZRUL UNIVERSITY (KNU)
Asansol West Bengal-713 340, INDIA

**DESHABANDHU MAHAVIDYALAYA
CHITTARANJAN, PASCHIM BARDHAMAN**

ESTD. 1973

**ENVIRONMENTAL AUDIT/
GREEN AUDIT REPORT
[2022-'23]**

*Prepared by
The Audit Committee*

Date: 11/04/2024

**AUDIT REPORT ON ENVIRONMENTAL AUDIT/
GREEN AUDIT**

CERTIFICATE

This is to certify that the Environmental Audit/Green Audit Report and Energy Monitoring & Management System followed at Deshabandhu Mahavidyalaya, Chittaranjan, Paschim Bardhaman, West Bengal is based on the original data collected during the period of 2022-'23. It has been assessed and is applicable to provide quality ambience for continued Higher Education, Training and Mental health to the students for their smart future and career. Further, it is certified that the baseline data was prepared by internal College Green Committee team members of Deshabandhu Mahavidyalaya, Chittaranjan and submitted to us. The content of the baseline data of the study and Energy Monitoring & Management System has been personally verified by the Expert Team constituted by the Hon'ble Vice Chancellor, Kazi Nazrul University, Asansol, Paschim Bardhaman for validity and reliability. The data used in the study are original in nature and have not been presented or published elsewhere. Data & Photographs used in the report are taken by the Environmental Compliance Committee team members during preparing their Report of the concerned year 2022 - '23.

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Schedule for Environmental/Green Audit

(April 11, 2024)

Time	Schedule	Venue
11:30 AM	Introductory Meeting with the Principal	Office Chamber of the Principal
12:00 NOON	Meeting with the Coordinator & Members of College Environmental Committee	IQAC
12:30 PM – 2.30 PM	Presentation of Coordinator & Physical visit of Campus	
02:45 PM	Lunch	
03:15 PM – 05.30 PM	Physical visit of Campus	
05:45 PM	Tea	
06:00 PM	Meeting with faculty and administrative members to discuss “Preparedness on NAAC visit” & “Preparation of Green Policy”	

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- a. In order to meet these objectives, this audit was based on report submitted by the College authority and reviewing of relevant documents as far as possible and interviews with authority, Coordinator and staff members physically.
- b. Review of the Documentations
- c. For the purpose of this audit the Green Policy of the institute was reviewed. Other relevant standards, Green audit framework *etc.*, was also considered.

Interviews

Interviews were conducted with the Principal, IQAC Coordinator, Coordinator of College Environmental Committee and also members of the Committee.

Physical Inspection

Physical inspection was made on 11th of April 2024 and report was prepared based on the physical verification and validation and interaction with the members of the College.

9.0 Declaration

I agree with all the recommendation and observations mentioned in this report.

Date: 11/04/2024

Place: Deshabandhu Mahavidyalaya
Chittaranjan, Paschim Bardhaman

Signed by
College Principal with Seal



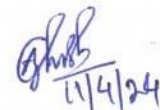
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Report of Environmental Audit/Green Audit

1.0 Introduction

The Environmental Audit or Green Audit is a systematic identification, quantification, recording, reporting and analysis of the different components of environmental diversity. The 'Environmental Audit'/'Green Audit' aims to assess the various parameters involved in environmental practices in and around the HE Institutional campus, actually, it means to impress the congenial and environment-friendly atmosphere for the all stakeholders. It is formulated with an objective of looking after the practices performed by the authority within the institution, otherwise which may cause risk to the health of dwellers and the environment. Under the present format of AQAR and SSR Environmental Audit/Green audit is a mandatory parameter as per requirement of National Assessment and Accreditation Council (NAAC) which is a self-governing organization of India which declares the Institutional Grade.

2.0 Executive Summary

Deshabandhu Chittaranjan Mahavidyalaya, Chittaranjan is the government-aided degree college in Chittaranjan under the district of Paschim Bardhaman.

College was established on 3rd of September 1973. Initially, it is under the affiliation of University of Burdwan, presently is under the affiliation of Kazi Nazrul University, Paschim Bardhaman, now it offers Bachelor of Arts (Hons.) in 8 subjects and Science Courses in and Self-financing Courses. College endorses a sprawling and eco-friendly campus occupying 5.527 ha accommodating three buildings. It has total present teaching faculty strength is 52. The College was accredited by NAAC in 2007 with Grade B and subsequently during Second Cycle scored B⁺ during 2016. Now, the College is maintaining its academic and administrative excellence, and has been continuously upgrading the curricula and infrastructure in order to improve the quality of education. Through its distinctiveness as an academic institution over a long period of time, the authorities of the College believes in continuous improvement. Now, is preparing for its Third Cycle of NAAC.

In accordance with the "Format of Green Audit: Questionnaire" of Deshabandhu Chittaranjan Mahavidyalaya, Chittaranjan the Audit is performed on 11th of April 2024. The purpose of the audit was to ensure that the green practices followed in the campus are in accordance with the Green Policy & Management practices adopted by the Institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework of Environment Sustainability as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

The analysis was based upon a physical examination of the different sectors including labs *etc.*, and standards that govern the environmental sustainability, on data analysis, and on the results of preliminary interviews with personnel considered key in the environmental management in the campus.

The methodology used included the physical inspection of the campus, review of the relevant documentation and interviews.

3.0 Observations

a. General

College has a total campus area of 5.527 ha, open space is of 49896.0 sq.m. and green area of 1132.488 sq.m. College has taken some efforts for sustainable development in the College campus and to maintain greenery.

1. College has constituted College Environmental Committee, and Eco Club on 2021.
2. Some of the best practices such as maintaining tree plantation, introducing plastic free zone, celebration of World Environment Day, Ozone Day, Earth Day, Blood Donation Camp, etc., are followed in the campus.
3. College organises Tree Plantation Programs on regular basis.
4. College has two dumping pit. Disposal of all degradable and non-degradable solid wastes is followed through Chittaranjan Locomotive Works (CLW).
5. College has conducted Environmental Awareness programmes on regular basis for faculty and students, and involved the students in maintaining the cleanliness of the campus.
6. College maintains the ecological balance in the campus through maintaining gardens in different places for beautification, fruit-plantation, etc.
7. Rainwater harvesting system is functioning well; it maintaining since long 1973 and directly discharged for groundwater recharge.
8. College has prepared the proposal of installation of Solar Panel.
9. College has taken initiative for preparation of composting pit/vermicomposting pit.
10. NSS unit is actively engaged in green maintenance inside and outside the College campus.
11. College is following Noise Monitoring System on regular basis, keeping records as well.
12. Drinking water for the College is supplied through CLW and monitoring of drinking water quality standards is maintained them only.
13. College has been awarded with ISO 14001:2015 Certification.

b. Suggestions

1. College is requested to reframe the constitution of College Environmental Committee and Green/Environmental Policy.
2. College is requested to maintain the gardens at different locations through students of different departments.
3. Medicinal Garden should be maintained properly.
4. Butterfly Garden be prepared properly.
5. Students should be trained to handle the PBR through workshop *etc.*, mapping of plants be done accordingly.
6. Installation of 20 KW Solar Panel is in process. Solar street lamp may be installed in and around the campus.
7. Existing composting be managed properly.

3.0 Statement of Assurance

This audit has been conducted in accordance with the report submitted by the College Environmental Committee. On the basis of the data and physical inspection audit procedure was completed and evidence gathered to support the accuracy of the conclusions reached

and contained in this report. The conclusions are based on a comparison of the situations as they existed at the time of the audit with the established criteria.

GREEN AUDIT WORKING FORMAT

5.0 Audit Framework and detailed findings

The following audit framework is used for conducting Green Audit during the period of 2022-'23. The framework also lists the findings and observations for every criterion.

Control objectives	Control(s)	Audit Observations
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Reduce the absolute amount of waste that it produces from the Institute & Staff offices.	The College has used some control measures to reduce the absolute amount of waste that it produces from the departments, staff offices, inside Campus, etc. <i>Segregation method to be followed for disposing.</i>
	Make full use of all recycling facilities provided by City Municipality and private suppliers, including glass, cans, white, coloured and brown paper, plastic bottles, batteries, print cartridges, cardboard and furniture.	College is disposing its all wastes through CLW.
	Compost, or cause to be composted, all organic waste, green waste and un-recycled cardboard produced in or collected from kitchens, gardens, offices and rooms.	The College uses different bins for disposal of different types of wastes. <i>The fallen dead leaves from the garden be managed properly in the composting/cistern pit.</i>
	Recycle or safely dispose of white goods, computers and electrical appliances.	<i>Safe disposal methods should be adopted for electrical wastes, printer cartridges, etc., through proper disposal methods.</i>
	Use reusable resources and containers and avoid unnecessary packaging where possible	College is following some steps for management of vegetable, food wastes produced from canteen.
	Provide sufficient, accessible and well-publicized collection points for recyclable waste, with responsibility for recycling clearly allocated	The College has limited scope of accessible and well-publicized collection points for recyclable waste.
Minimize the quantity of wastes during special events/ occasions	Make specific arrangements for events, such as cultural Events, internal and external seminars and conferences, where significant recyclable waste is likely to be produced, in order to both minimize the waste produced and maximize what is recycled/reused	Amount of wastes generated during special events or occasions, such as Cultural Events, International and National seminars and Conferences, etc., be disposed through CLW.

Control objectives	Control(s)	Audit Observations
	Promote reuse of items and waste recycling among staff, students and conference guests through training, posters and incentives	The College has limited scope of reuse of items and waste recycling among staff, students and conference guests through some incentives.
	Dispose all waste, whether solid or otherwise, in a scientific manner and ensure that it is not released directly to the environment	Yes, the College follows environment friendly disposal management system and ensures that it is not released directly to the environment.
Reduce energy consumption, especially of energy derived from fossil fuels	Support renewable and carbon-neutral electricity options on any energy-purchasing consortium, with the aim of supplying all college properties with electricity that can be attributed to renewable and carbon-neutral sources.	College follows paper-less communications through using digital media like Website notice, Whatsapp, generate e-notice for academic/administrative purposes.
	Appreciate that it is preferable to purchase electricity from a company that invests in new sources of renewable and carbon-neutral electricity	<i>College is required to install new sources of renewable sources of energy and carbon-neutral electricity like solar street panels.</i>
	Look into the possibility of on-site micro-generation of renewable electricity.	College has submitted a proposal for installation of 20 KW SOLAR PANNELS.
	Give preference to the most energy efficient and environmentally sound appliances available, this includes only using energy-saving light bulbs	The College is using full LED light.
Effective energy consumption and management practices	Encourage staff, students and conference guests to save energy through visible reminders, incentives and information to increase awareness. This particularly concerns turning off electrical appliances when not in use in both communal and residential rooms	College has a mechanism to reduce the misuse of electricity by turning off the appliances when not required through MCP. <i>All the stakeholders are to be aware and doing their best and practices to save electricity.</i>
	Ensure that all electronic and electrical equipment's, such as computers, are switched off when not in use, and is generally configured in power saving mode when such option is available	Students and all the members are used to follow this practice.
	Ensure that the equipment's running on standby mode, reduce the energy consumption on standby mode or minimize the running of equipment's on standby mode	Maintaining energy saving mechanism for most of the instruments; some of the equipment's are running on standby mode.

Control objectives	Control(s)	Audit Observations
	Purchase efficient and environmentally sound appliances and consider replacing old stock with 'greener', more efficient alternatives.	Presently, College is using environmental-friendly appliances as much as possible and taking initiative replacing all the tube lights with LEDs, etc., as effective alternatives.
Minimize the use of unsustainable transport	Make available information about bicycle and pedestrian routes, public transport services and car share schemes to staff and students.	The College is connected through rail, bus services; usually, most of them avail rail and bus services.
	Reduce the proportion of travel on the University/Institute business carried out in private transport and eliminate unnecessary and inefficient use of the University/Institute vehicles	College does not have any common bus services to all stakeholders. College has one cycle stands for students as well as staff members.
	Promote car sharing / car pool among the students and faculty members	No, the College does not promote car sharing/car pool among the students and faculty members.
Minimize consumption of water	Repair sources of water leakage, such as dripping taps and showers as quickly as possible.	Regular checking and maintenance of pipelines are done to control the water wastage through dedicated personnel.
	Install appliances which reduce water consumption	Practised as much as possible.
	Encourage a decrease in water usage among staff, students and conference guests	All the stakeholders of the College are encouraged in judicial use of water.
	Use an efficient and hygienic water storage mechanism is to minimize the loss of water during storage	College is taking some steps to aware about use of hygienic water, proper storage of water. <i>Advanced Sensor-based system be introduced to minimize the loss of water during storage.</i>
	Minimize wastage of water and use of electricity during water filtration process, if used, such as RO filtration process and ensure that the equipment's used for such usage, are regularly serviced, and the wastage of water is not below the industry average for such equipment's used in similar capacity	Inside the Campus building, there are existing six Aqua guards, and four water cooler & purifier installed in the strategic location for the students and other members.
	Install Water recycling mechanism, such as rain water harvesting system	Rainwater harvesting system is functioning since 2016 in the new building; College has one groundwater recharge system since 1973.

Control objectives	Control(s)	Audit Observations
Minimize the risk of environmental health	Ensure that all cleaning products used by the University/Institute staff have a minimal detrimental impact on the environment, i.e., are biodegradable and non-toxic, even where this exceeds the Control of Substances Hazardous to Health (COSHH) regulations	Negligible amount of cleaning/washing liquids are used in the College. <i>College may maintain 'Green Budget' for the said purposes.</i>
	Minimize the use of fertilizers and pesticides in the University/Institutional gardens, opting for the use of compost produced on site wherever possible	College uses mostly organic fertilizers for maintenance of gardens, infected plants as and when required basis.
	Dispose the chemical waste generated from the laboratories in a scientific manner	Disposal of solid wastes are managed. <i>Drainage of liquid wastes from wash rooms, labs and other similar sources are managed properly.</i>
	Reduce the practice of burning plastic and other materials that emit the harmful gas on burning is prevented in the campus.	No such burning.
Maintenance of green campus	Ensure the green environment	College is positive about increasing greenery. Tree plantation programmes are followed in different occasions on year-wise.
	Establish a Garden in the campus	<i>Students should be trained to handle People Biodiversity Register.</i>
	Encourage the faculties and students to plant trees in the garden	College conducts tree plantation programmes through students and staff members on year-wise. <i>Choice-plantation and fruit-plantations be followed on regular basis considering the suitability of the region.</i>
	Reviews periodically the list of trees planted in the garden periodically	<i>Periodical maintenance of gardens/plants be followed through student members.</i>
Ensure that environmental awareness is created	Conduct environmental awareness workshops as a part of the program.	College celebrates World Environment Day, Earth Day, Energy Conservation Day, World Ozone Day, etc.
	Create awareness of environmental sustainability and takes actions to ensure environmental sustainability.	College conducts environmental awareness programmes to ensure environmental sustainability.
	Reduce the rate at which the University/Institute contributes to the depletion and degradation of natural resources	College is not directly or indirectly responsible in depletion and/or degradation of natural resources.

Control objectives x	Control(s)	Audit Observations
	Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service	Compulsory ENVS paper as per University guidelines for all the students of all streams are mandatory to have an awareness on Environmental.
Ensure that the buildings conform to green standards	Review architecture of existing buildings and reviews ways, in consultation with experts, to reduce usage of energy for such buildings, offering greatest efficiency for energy and water usage, and reducing carbon emission	Presently, there is no proposal of new construction.
Ensure that the Environmental Policy is enacted, enforced and reviewed	Establish the University/Institute Environmental Committee that will hold responsibility for the enactment, enforcement and review of the Environmental Policy. The Environmental Committee shall be the source of advice and guidance to staff and students on how to implement this Policy	College has framed College Environmental Committee and conducted so far three meetings.
	Ensure that on the Nature Club/Environmental Committee there will be appropriate representatives of the relevant university departments and authorities – such as catering, gardening, maintenance, cleaning and finance	College Environmental Committee has constituted one Eco Club for better functioning.
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that on the Environmental Committee there will be the Green Officer from an external agency who is engaged in the profession of providing guidance on environmental impact	<i>College is required to reframe the Committee, one Green Officer may be included in this Committee for maintaining budget.</i>
	Ensure that the Environmental Committee will review the Environmental Policy on an annual basis, and will monitor progress and set measurable targets wherever possible	College campus is declared as ‘Plastic Free Zone’.
	Ensure that the Environmental Policy is enforced regardless of whether its requirements exceed the mandate of the law	<i>Beautification and cleanliness be maintained involving students; the Green Policy of the College be formulated.</i>
	Require that every staff and student member recognizes their responsibility to ensure that the commitments in the Environmental Policy are properly put into practice	Members of the College Environmental Committee are actively engaged in maintaining green practices.
	Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings	First ‘Green Audit’ is conducted on 11 th of April 2024 based on the report of year 2022-‘23.

6.0 Recommendations

Considering the audit, following recommendations were made to the management.

Criteria	Recommendations
Publication of Audit Report	Resolutions of the “College Environmental Committee” along with audit report be published in the College website.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	<ol style="list-style-type: none"> 1. Composting system be developed for degradable/bio-wastes in a proper way. 2. College may go for partnership with <i>Local Body</i> in monitoring the disposal of solid wastes through sharing some outreach programs also. 4. Vermicomposting should be prepared considering its vegetable wastes, food wastes from canteens and huge litters. 5. E-wastes be managed properly through License holder.
Reduce energy consumption, especially of energy derived from fossil fuels,	<ol style="list-style-type: none"> 1. Use energy efficient lighting/solar light fully in and around the campus; Ecological street may be developed in and around the campus. 2. The control switch, MCP for monitoring of energy and sensor-based system for water consumption building wise/department wise be maintained through the involvement of student members. 3. Ecological street may be developed in and around the campus; Pedestrian access be marked.
Maintenance of Campus and biodiversity	<ol style="list-style-type: none"> 1. PUC (Pollution under control) certificate for all the vehicles entering the campus to be made mandatory and to be checked by security. 2. Students be aware importance of Medicinal Gardens and PBR for different locations. Proper training, workshop on maintenance of PBR for local villages and different locations as an outreach program be initiated. 3. Choice-plantation, fruit-plantation, artificial nesting, <i>etc.</i>, be followed to maintain attract birds and other animals within the campus. 4. Proposal of Butterfly Garden may be initiated.
Proper cleaning of water storage Tanks	<ol style="list-style-type: none"> 1. Proper cleaning of the water tanks for fruitful uses be followed; management of dead leaves, litters of trees inside the campus be taken care off on regular basis. 2. Sensor-based system be maintained for checking of wastage of tank water.
Project-based learning on Environment related subjects	<ol style="list-style-type: none"> 1. Creation of opportunity to start with technical, skill-oriented and hands-on-training programmes for environmental monitoring. 2. Recognition/Awards on green & clean campus from authorised persons/organisations.

7.0 Objectives and Scope

The purpose of this audit was to ensure that the Green Management Practices are followed and implemented in the campus, across all departments, administrative bodies and students.

8.0 Methodology

The methodology includes - preparation and filling up of questionnaire, screening of the report, physical interaction with the members in presence of Principal and the Members of the College Environmental Committee as well as Members of IQAC, record checking and review of the submitted documentations, interviewing key persons and data analysis, measurements and recommendations. It works on the several aspects of ‘Green Audit’ including Water Conservation, Tree Plantation, Waste Management, Paperless Work, Alternative Energy and Mapping of Biodiversity.

Certificate of Registration

This is to Certify that
Environmental Management System of

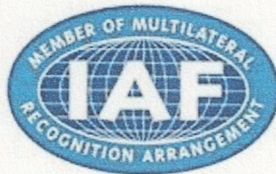
**CHITTARANJAN LOCOMOTIVE WORKS
(LOCOWORKS & STEEL FOUNDRY)
GOVERNMENT OF INDIA, MINISTRY OF RAILWAYS**

**CHITTARANJAN, DIST. PASCHIMBARDHAMAN,
WEST BENGAL - 713331, INDIA.**

has been assessed and found to conform to the requirements of
ISO 14001:2015
for the following scope :

DESIGN, MANUFACTURE & SUPPLY OF ELECTRIC LOCOMOTIVES, TRACTION EQUIPMENT
AND ROLLING STOCK CASTING INCLUDING TOWNSHIP OF CHITTARANJAN.

Certificate No	: 21EECK24		
Initial Registration Date	: 12/02/2021	Issuance Date	: 12/02/2021
Date of Expiry	: 11/02/2024		
1st Surve. Due	: 12/01/2022	2nd Surve. Due	: 12/01/2023



Demul..
Director

Magnitude Management Services Pvt. Ltd

403, Madhubhan Building, 56, Nehru Place, New Delhi-110019, India

e-mail: info@mmscertification.com, website: www.mmscertification.com

* Subject to Successful Surveillance Audit in case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawal.

Certificate Verification: Please Re-check the validity of certificate at <http://www.mmscertification.com/clients.aspx> or www.mmscertification.com at Active Clients.
Certificate is the property of Magnitude Management Services Pvt. Ltd. and shall be returned immediately when demanded

CLW/CHITTARANJAN

No. ISO/MR/06

Date: 10-10-2022


CEE/I&D/CSTM, Dy.CEE/I&D/DLI, Dy.CEE/I&D/HWH, CQAM, Dy.CME/ELF, Dy.CME/ELB, Dy.CME/ELA, Dy.CME/Mfg, Dy.CME/Plant, Dy.CME/M&P, Dy.CME/PR/SF, Dy. CEE/Loco, Dy.CEE/D&D-I, Dy.CEE/D&D-II, Dy.CEE/D-I, Dy.CEE/D-II, Dy.CEE/D-III, Dy.CEE/TMM, Dy.CEE/TMD, Dy. CMM/D, Dy.CMM/HQ, Dy.CMM/System, Dy.CMM-I, Dy.GM, Dy.CE, Dy.CPO/W, Sr. EDPM, SEE/I&D/SBC, CMT, PTTC, PE/loco.

Sub: Formation of Departmental Management Excellence Team.

Chittaranjan Locomotive Works have Rail Quality Management System (ISO/TS-22163:2017), Quality Management System (ISO-9001:2015), Occupational Health & Safety Management System (ISO-45001:2018) and Environmental Management System (ISO-14001:2015). Presently Chittaranjan Locomotive Works have IRIS Certification with Bronze Status. Now we are planning to upgrade our status in Silver Level. In this regard we have to form a Departmental Management Excellence Team to sustain all the Management System in CLW. You are therefore requested to nominate Sr. Scale/Jr. Scale Officer as Team Leader and Shop/Department wise supervisors as Team Member. Roles & Responsibilities of Team will be as per Annexure – A. Proposed number of Team Members will be as per Annexure – B.

Please send the details of nomination in following tabular form to email id – isocell.clw@gmail.com

Name	Designation	Contact	Email Id


Dy.MR & Dy.CME/ELB

Distribution:

1. PFA, PCEE, PCME, PCE, PCMO, PCPO, PCMM

2. FA&CAO(P), CEE/Loco, CEE/TM, CESE&MR, CEE/D&D, CME/Loco, CME/PR/SF, CME/Mfg, CMM/HQ, CMM/M, CMM/TM, CMM/G.

Roles & Responsibility of Departmental Quality Excellence Team

Role	Responsibilities
Team Leader	Monitoring the Team Work
Team Member	<ol style="list-style-type: none">1. Coordination with ISO Cell2. Departmental Document Preparation3. Successful Implementation of Management System in Shop/Department.4. Gap Analysis of Management System in coordination of ISO Cell and Necessary Action to minimize the gaps5. Other works as instructed by Departmental Process Owners/ HODs/ Dy. HODs/ MR/Dy.MR to sustain the system


10/10/22

Proposed Number of Team Member According to ISO Cell

Process	Shops/ Departments	Process Owner	Proposed Team Member	RQMS & QMS	EMS	OH&S
ELB	ELB - 25	Dy.CME/ELB	02	Applicable	Applicable	Applicable
	ELB - 18	Dy.CME/ELB	02	Applicable	Applicable	Applicable
	ELB - 05	Dy.CME/ELB	02	Applicable	Applicable	Applicable
	PLO - 97	Dy.CME/ELB	02	Applicable	Applicable	Applicable
MFG	SFS - 03	Dy.CME/MFG	02	Applicable	Applicable	Applicable
	HTS - 04	Dy.CME/MFG	02	Applicable	Applicable	Applicable
	LMS - 07	Dy.CME/MFG	02	Applicable	Applicable	Applicable
	HMS - 08	Dy.CME/MFG	02	Applicable	Applicable	Applicable
	WS - 09	Dy.CME/MFG	03	Applicable	Applicable	Applicable
	TR - 52	Dy.CME/MFG	02	Applicable	Applicable	Applicable
ELF	ELF - 12	Dy.CME/ELF	02	Applicable	Applicable	Applicable
	ELF - 15	Dy.CME/ELF	02	Applicable	Applicable	Applicable
	ELF - 17	Dy.CME/ELF	02	Applicable	Applicable	Applicable
	ELF - 26	Dy.CME/ELF	04	Applicable	Applicable	Applicable
ELA	ELA - 16	Dy.CME/ELA	04	Applicable	Applicable	Applicable
EL	EL - 19	Dy.CEE/Loco	04	Applicable	Applicable	Applicable
TM	TM - 20	Dy.CEE/TMM	03	Applicable	Applicable	Applicable
	TM - 21	Dy.CEE/TMM	04	Applicable	Applicable	Applicable
	TM - 23	Dy.CEE/TMM	04	Applicable	Applicable	Applicable
PLANT	ERS - 59	Dy.CME/Plant	02	Applicable	Applicable	Applicable
	MTS - 56	Dy.CME/Plant	02	Applicable	Applicable	Applicable
	TPT - 57	Dy.CME/Plant	02	Applicable	Applicable	Applicable
INSP	INSP - 53	CQAM	02	Applicable	Applicable	Applicable
	INSP - 54	CQAM	02	Applicable	Applicable	Applicable
	INSP - 55	CQAM	02	Applicable	Applicable	Applicable
	INSP - 60M	CQAM	02	Applicable	Applicable	Applicable
	INSP - 60E	CQAM	02	Applicable	Applicable	Applicable
	INSP - 66	CQAM	02	Applicable	Applicable	Applicable
MAIN LAB	CMT Lab - 58	CMT	02	Applicable	Applicable	Applicable
STORES	Stores - CSD	Dy.CMM/D	01	Applicable	Applicable	Applicable
	Stores - GSD	Dy.CMM/D	01	Applicable	Applicable	Applicable
	Stores - MSD	Dy.CMM/D	01	Applicable	Applicable	Applicable
	Stores - SF	Dy.CMM/D	01	Applicable	Applicable	Applicable
	Stores - 3 Phase	Dy.CMM/D	01	Applicable	Applicable	Applicable
	Stores - TM	Dy.CMM/D	01	Applicable	Applicable	Applicable
STEEL FOUNDRY	SF (31, 32, 34, 35, 61, 62, 63, 64, 65, Method, Planning)	Dy.CME/PR/SF	10	Applicable	Applicable	Applicable
MR	ISO Cell	Dy.MR	02	Applicable	Applicable	NA
TTC	TTC	PTTC	02	Applicable	Applicable	NA

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Process	Shops/ Departments	Process Owner	Proposed Team Member	RQMS & QMS	EMS	OH&S
DESIGN	D&D	Dy.CEE/D&D-I	04	Applicable	Applicable	NA
	ELDO	Dy.CEE/D-I,II,III	02	Applicable	Applicable	NA
	TMDO	Dy.CEE/TMD	02	Applicable	Applicable	NA
PURCHASE	CRJ	Dy.CMM/HQ	02	Applicable	Applicable	NA
	KOAA	Dy.CMM-I/Kol	02	Applicable	NA	NA
I&D	HWH	Dy.CEE/I&D/H WH	01	Applicable	NA	NA
	SBC	SEE/I&D/SBC	01	Applicable	NA	NA
	DLI	Dy.CEE/I&D/D LI	01	Applicable	NA	NA
	CSTM	CEE/I&D/CSTM	01	Applicable	NA	NA
POWER HOUSE	CPH	Dy.CEE/M	02	Applicable	Applicable	Applicable
L&S	L&S	Dy.CEE/I&D/H WH	01	Applicable	NA	NA
ENGINEERING	WS	Dy.CE	02	Applicable	Applicable	Applicable
	WD (Filter House)	Dy.CE	01	NA	Applicable	Applicable
	WD (STP)	Dy.CE	01	NA	Applicable	NA
	Colony Office for Markets 1. Amladahi Market 2. S.P. East Market 3. S.P. North Market 4. Simjuri Market	Dy.CE, Dy.GM	03 (01 from each Colony Office)	NA	Applicable	NA
PUBLIC HEALTH	PH Office (Township Cleaning & Waste Disposal) 1. Amladahi Market 2. S.P. East Market 3. S.P. North Market 4. Simjuri Market	Sr.DMO/H, Dy.GM	02	NA	Applicable	NA
HOSPITAL	KGH	Sr.DMO	02	NA	Applicable	NA
CANTEEN	GM Office Canteen	Dy.GM	01	NA	Applicable	NA
	WO Canteen	Dy.CPO/W	01	NA	Applicable	NA
	TO Canteen	Dy.CPO/W	01	NA	Applicable	NA
EDUCATIONAL INSTITUTE	D.V. Boys/ BM, HM	Dy.GM, Principal	01	NA	Applicable	NA
	English Medium	Dy.GM, Principal	01	NA	Applicable	NA
	D.V. Girls/ HM, BM	Dy.GM, Principal	01	NA	Applicable	NA
	Central School	Dy.GM, Principal	01	NA	Applicable	NA
	BRS School	Dy.GM, Principal	01	NA	Applicable	NA
	Deshbandhu Mahavidyalaya	Dy.GM, Principal	01	NA	Applicable	NA
	Mahila Samity Uchha Balika Vidyalaya	Dy.GM, Principal	01	NA	Applicable	NA
INSTITUTE	Basanti Institute	Dy.GM, Secretary	01	NA	Applicable	NA
	Srilata Institute	Dy.GM, Secretary	01	NA	Applicable	NA
WORKS OFFICE	WO	Dy.CPO/W	01	NA	Applicable	NA
GM OFFICE	GM Office	Dy.GM	01	NA	Applicable	NA
SECURITY & Fire Fighting	RPF Department	Sr.SC/RPF	01	NA	Applicable	Applicable

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