

**WOMEN SAFETY AT WORKPLACE AUDIT ASSESSMENT REPORT**

Team Leader:

Date: 04/05/2023

ASSESSMENT REPORT

Name of Company (Organisation): SBES College of Arts and Commerce	
Address: Saraswati nagar, Aurangabad 431001 Maharashtra, India	
Contact Person: Dr. Mr. Makarand Paithankar	Position: Principal
Scope of services:	
No. of Employees: 45	No. of Shifts: General (Daytime)
Audit objective: compliance verification of system in place on sampling basis as per checklist	
Audit Frequency: Annual	
Assessment Type: Initial/ Supplementary/surveillance/recertification	
Assessment Commencement Date: 04/05/2023 Assessment Completion Date: 04/05/2023	
Assessment Team: Name: Mr. Vijay Kumar Man days: 01	
Any significant issues impacting on the audit programme; - Nil -	
Auditing is based on sampling process of the available information; - Nil -	
Nonconformities raised during Audit: - Nil -	
VERIFICATION OF DOCUMENTED INFORMATION (C- Conformity, NC-Non-Conformity, O-Observation)	
checklist	Objective Evidences Verified as a part of process Conformity
Working scope of organization	Institute providing Education in Arts and Commerce at Aurangabad
Women safety policy	Available Women's Policy and displayed. Document - QM/01
Objective & planning to ensure women safety at work place	In line with Policy – Objective is evident in document no. QM/02.
Organizational roles, responsibilities and authorities	Organisation chart available in QMS documentation. Roles, Responsibility and Authority are mentioned in Quality Manual Document No. SBAC/QMSM/F & SBAC/QMSM/5.3
Compliance obligation / regulatory requirement	Abstract for Legal requirements for Women's Safety is available and displayed.
Identification documents (driving license, photo ID, address proof, Finger prints) to be collected from drivers, security guards and all casual staff	Identification documents for including Drivers, Security and Contractual but also for new joining employees and during admission of students are collected and are maintained in personnel files & common files for students.
24x7 operational CCTV (Closed Circuit Television) cameras at vital locations or places, such as entry/ exit, common passages, etc. However, this should not impinge the modesty and privacy of the employees	All campus including play ground is covered under CC TV surveillance around 125+ installed. All critical areas are covered. Only ladies toilets are left out for maintaining privacy.
Where CCTV is not possible, manned entries / gates and security deployment at the site/ office / location 24x7 or depending upon the kind of working hours	All areas are covered by CC TV and 6 male and 2 ladies security are present in the premises for all working days.
Clearly displayed emergency contact numbers and a designated officer(s) available round the clock to be contacted in emergency	Contingency plan displayed – Fire station, Police station, Hospital telephone nos. are displayed. Teams like ICC, Grievance, Anti ragging responsible and other senior college members nos. are displayed for handling any emergency situations.
Well-lit work areas, staircases and parking lots till the last woman employee leaves the site	Working hours are in day time from 8 am to 4.30pm, but still lights are provided in all premises.
Separate and secure toilets for women	Gents & Ladies toilets for Staff and Students are available at all floors with all facilities
Strict surveillance of visitors. Details of all the visitors such as name, organization, address, purpose of visit, person visited, time in and time out to be recorded in a register. This should apply not only to the visitors but also to courier staff, delivery boys etc	Visitors are monitored through visitors pass only and gate entry is made in register by security and their purpose and person to visit is confirmed and then permitted.
Provision of transport for women working in night shifts both to and from	Not applicable

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the workplace if applicable	
Hiring of cabs/ transport vehicles on a regular basis only from established agencies	Not applicable
To have a Code of Conduct in place related to women safety	Available and displayed on website also.
Internal compliance measurement on the awareness of the women safety policy	ICC committee members, meetings are conducted on regular basis and issues are addressed. Awareness is given to all through display boards.
Payment of salaries directly into bank accounts to avoid any kind of harassment by supervisory staff over subordinate women employees/casual women employees	Salary is credited to employees bank account and Scholarship benefits are also linked to student bank account for getting direct benefits.
Setting up of a sexual harassment committee reporting to the top management or a senior member of the management and headed by a woman	ICC act is considered and is addressed as per guidelines by affiliation body (University) is followed.
Strict disciplinary action against those found violating the code of conduct to ensure that it is not repeated	Procedure available but no case reported till date.
Every complaint verbal or written to be documented and investigated promptly by the committee and appropriate action must be taken irrespective of the person being a senior, supervisor, colleague, staff, customer or vendor	Anti ragging, ICC committee and Grievance resolutions team are formed and monitored through meetings. No issue reported till date.
Women employees to be assured of speedy redressal, confidentiality of their complaints and protection from reprisal	Procedure available for confidentiality while reported issue and reprisal information. No such case found open or reported.
Awareness & training Programme for women safety & security	Training conducted for staff and students on self defense to counter unsafe conditions.
Control of documented information	ISO certified so Control of documents & records is evident in documentation. SBAC/QMSM/7.5
Communication of information	Internal and External communication matrix available. SBAC/QMSM/8.2.1
Internal audit	Internal audit conducted at frequency of 6 months. SBAC/QMSM/9.2
Management review	Womens Safety & Equality related inputs are given in MRM and resources are taken. SBAC/QMSM/9.3
Nonconformity and corrective action	In any issue related to conformity is observed NC process is followed. SBAC/QMSM/10.2
Review of Previous NCR, its Corrective Action Plan & verification of the effectiveness of Corrective Action taken.	In any issue related to conformity is observed NC process is followed. SBAC/QMSM/10.2
Use of Logo	Logo will be used on website or literature.

ASSESSMENT COMMENTARY (A-019)

Positive Issues:

ICC with recommended as per affiliation body.

Observations:

Nil

appropriateness of the certification scope;

Confirmation about that audit objectives have been fulfilled.

Yes observed.



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RECOMMENDATION FOR CERTIFICATION

Congratulations, we are pleased to recommend certification for the scope detailed in Assessment Report

(Write NA if this sheet is not applicable)

"This is subject to the receipt of a satisfactory Corrective Action Plan with reference to the nonconformities raised this visit. The plan should be reached AQMCS office in 15 Working Days".

Subsequently this Assessment Report Pack along with your satisfactory Corrective Action Plan and objective evidence (if applicable) shall be reviewed independently with in AQMCS. Once the recommendations are found as sound, AQMCS will be pleased to issue a Certificate. This will come along with the AQMCS Logo. The conditions for use of AQMCS Logo Mark please visit www.aqmcs.com.

AQMCS believes in value added partnership with its clients, and we will be pleased to revisit your company for the Surveillance Assessments for a visit every **Year** for **One** man days per visit.

Recommendation for Supplementary/Re- Assessment (A-024)

(Write NA if this sheet is not applicable)

1.The following have been considered as major concerns during this assessment visit:
2. This assessment is based on random samples therefore nonconformities may exist which have not been identified.
3. The non-conformities identified indicate a breakdown in the management system to effectively control the activities for which it was intended. Immediate action is required to investigate the underlying cause of these non-conformities and implement effective, corrective and preventive action. A plan to determine actions, time scales and responsibilities must be prepared and submitted to Chief Executive for review, no later than ----/----/-----.
4. Team recommends a Limited Supplementary Assessment for --- manday(s) or a full Re-assessment for ----- manday(s). The same could be conducted by ----/----/-----, upon satisfactory corrective action plan submitted by client to AQMCS's Chief Executive.
6. Client to inform their readiness to AQMCS's Chief Executive for the further assessment as in 3 rd point above so that the same could be satisfactorily planned & conducted.

(Write NA if this sheet is not applicable)

SURVEILLANCE ASSESSMENT (SA) PROGRAMME (A-030)

SA. Frequency- annually

First surveillance-with in twelve month stage -2 audit

Second surveillance- with in twenty four month stage -2 audit

Recertification- with in thirty six month of stage-2 audit

DECLARATION OF NON-CONFLICT OF INTEREST (A-025)

I confirm that I have no consultancy or other commercial association with this organization during the last two years other than activities conducted under the direction of AQMCS.

AQMCS Initial/ Supplementary/surveillance/recertification e Report & Report Acceptance

The assessment of M/s **SBES College of Arts and Commerce, Saraswati nagar, Aurangabad, Maharashtra, India** was completed.

AQMCS through its Team Leader / Lead Auditor confirms the Confidentiality of the information received, Observed and Reported by the Team AQMCS.

Team Leader / Lead Auditor by signing this sheet confirm the Non Conflict of Interests with the Organisation.

This report and its full contents are completely understood and accepted.

Please sign below confirming acceptance of the assessment report's contents

Signed for & on behalf of AQMCS.

Name: **Mr. Vijay Kumar**

Date: **04/05/2023**

Signed for on behalf of the client

Name: **Dr. Mr. Makarand Paithankar**

Date: **04/05/2023**