

Green Audit Policy

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**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

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This Policy entitled "Green Practices Audit"
is applicable to all Faculties of MSRUAS
from the Academic Year 2021-22
(As per the SRAs of the respective Faculty)



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Table of Contents

A.	Green Practices Audit	1
A.1	Introduction	1
A.2	Objectives	1
A.3	Stakeholders	1
A.4	Audit Responsibility	1
A.4.1	Audit Planning.....	2
A.4.2	Audit Process	3
A.4.3	Audit Reporting.....	4
A.4.4	Follow-Up and Monitoring.....	6
A.4.5	External Audits.....	7
A.4.6	Audit Records and Documentation	7
A.4.7	Training and Awareness.....	8
A.4.8	8	
A.4.9	Communication and Transparency.....	8
A.4.10	Policy Review and Updates.....	8
A.4.11	Legal and Regulatory Compliance.....	9

A. Green Practices Audit

A.1 Introduction

The "Audit Policy for M. S. Ramaiah University of Applied Sciences Green Practices" is the cornerstone of the University's sustainability efforts. It defines the objectives, responsibilities, and audit procedures of the University. This policy aims to sensitize students and staff to green practices, foster innovation for sustainability, and nurture good governance. The University's commitment extends to achieving a carbon-negative environment, encouraging impactful projects, and sharing knowledge through collaboration. This policy is its compass, guiding it toward a greener and more accountable future

A.2 Objectives

The primary objectives of the green practices audit are to:

- Compliance to legal standards and practices
- Sensitize students and staff to green practices.
- Promote innovation for sustainable development.
- Nurture good governance and practices towards a healthy planet.
- Encourage employees to contribute to a carbon-negative environment.
- Promote projects related to afforestation, water quality maintenance, efficient waste disposal, and biodiversity.
- Facilitate the sharing of knowledge on green initiatives through collaboration.

A.3 Stakeholders

- Stakeholders involved in the green practices audit include students and staff.

A.4 Audit Responsibility

The Internal Quality Assurance Cell (IQAC) is responsible for conducting internal audits. Internal auditors typically have backgrounds in Civil Engineering and Mechanical Engineering. For external audits, the University engages Govt. Licensed auditors with expertise in sustainability and environmental standards.

A.4.1 Audit Planning

Audit Frequency and Schedule: Internal audits are conducted annually to assess the university's green practices.

- *Audit Criteria and Standards:* Audit criteria and standards are defined based on:
 - *Regulatory requirements:* Compliance with local, regional, and national environmental regulations.
 - *Best practices:* Incorporation of industry-recognized best practices in sustainability.
 - *Specific objectives:* Alignment with the University's sustainability goals for each practice area.
- *Resource Allocation for Audits:* Adequate resources, including personnel and technology, are allocated to ensure comprehensive audits.
- *Documentation and Reporting Procedures:*
 - Utilize standardized templates for documenting audit plans, findings, and reports to ensure consistency and clarity in documentation.
 - Include date and timestamps for each documented activity to provide a chronological record of audit processes.
 - Document detailed observations, including specific issues, non-conformances, and areas of improvement, to facilitate comprehensive reporting.
 - Implement version control for all audit documents to track revisions and ensure that the most current information is readily available.
 - Ensure that audit reports provide comprehensive findings, including a clear description of audit results, compliance status, and any identified issues.
 - Establish a timeline for the distribution of audit reports to relevant stakeholders, ensuring that findings are communicated promptly.
 - Include actionable recommendations in the report, suggesting specific steps for improvement based on audit findings.

A.4.2 Audit Process

Pre-Audit Preparation:

- Identify audit teams: Select auditors with expertise in relevant areas.
- Define audit scopes: The audit team shall clearly outline the boundaries and objectives of each audit.
- Establish audit plans: The audit team shall prepare detailed plans outlining the audit process and objectives.

On-Site Audit Procedures:

- Data collection: Gather information related to energy consumption, waste management, water recycling, green plantation, and biodiversity and any other data in line with the scope of audit.
- Data analysis: Evaluate data to assess compliance with predefined criteria and standards.
- Compliance assessment:
 - Objective Alignment: Evaluate the extent to which green practices align with the specific sustainability objectives outlined in the University's Policy on Green Initiatives.
 - Regulatory Adherence: Ensure that all green practices comply with relevant environmental regulations, local laws, and industry standards.
 - Policy Consistency: Verify that the implemented practices adhere to the guidelines and principles set forth in the University's Policy on Green Initiatives.
 - Performance Metrics: Assess the effectiveness of green practices by analyzing performance metrics, such as energy savings, waste reduction, and water conservation, against predefined targets.
 - Continuous Improvement: Identify areas for improvement and recommend measures to

enhance the alignment of green practices with the University's policy and overarching sustainability goals.

Non-Conformance Reporting:

- **Immediate Documentation:** As soon as a non-conformance is identified, it should be documented promptly to ensure that no details are missed.
- **Detailed Description:** Provide a detailed description of the non-conformance, including what, where, when, and how it was discovered, to facilitate accurate reporting and analysis.
- **Root Cause Analysis:** Conduct a thorough root cause analysis to determine the underlying factors that contributed to the non-conformance.
- **Responsible Parties:** Clearly specify the individuals or departments responsible for addressing the non-conformance in the documentation.
- **Reporting Channels:** Establish clear reporting channels and mechanisms to ensure that documented non-conformances are communicated to relevant stakeholders in a timely manner.
- **Include details such as the nature of the non-conformance, its location, the date of discovery, and potential causes.**

A.4.3 Audit Reporting

Reporting Format and Content:

Findings: Detailed descriptions of audit results

- **Comprehensive Documentation:** Provide a thorough account of all observations made during the audit, covering every aspect of the green practices under review.
- **Specific Issues:** Clearly identify and describe any specific issues, discrepancies, or non-conformances discovered during the audit.
- **Supporting Evidence:** Include supporting evidence such as photographs, measurements, or data analysis results to substantiate findings.

- **Root Cause Analysis:** If applicable, offer insights into the root causes or factors contributing to the identified issues.
- **Impact Assessment:** Assess the potential impact of identified issues on sustainability goals, regulatory compliance, and overall environmental performance.

Compliance status: Clear assessment of green practices against criteria

- **Objective Evaluation:** Evaluate green practices against predefined criteria, standards, and benchmarks set forth in the audit plan.
- **Regulatory Adherence:** Determine the extent to which the audited practices comply with relevant environmental regulations and policies.
- **Performance Metrics:** Use quantitative and qualitative data to assess the performance of each practice area in meeting established goals.
- **Gap Analysis:** Identify any gaps between current practices and desired standards or objectives, providing a clear assessment of compliance status.
- **Trend Analysis:** Offer insights into trends or patterns observed during multiple audit cycles to highlight areas of improvement or consistent adherence.

Recommendations: Actionable suggestions for improvement

- **Specific Actions:** Provide detailed, actionable recommendations for addressing identified issues and improving green practices.
- **Prioritization:** Suggest a prioritized action plan, indicating which recommendations should be addressed first based on their significance and potential impact.
- **Responsible Parties:** Clearly specify individuals or departments responsible for implementing each recommendation.
- **Timeline:** Include recommended timelines for the implementation of actions, allowing for efficient planning and execution.

- Continuous Improvement: Encourage a culture of continuous improvement by highlighting the long-term benefits of adopting the proposed recommendations. it reports shall include:

Reports shall be structured to provide a holistic view of each practice area.

Distribution of Audit Reports:

- Reports are distributed to relevant stakeholders, including university leadership, department heads, and the audit committee.

Timelines for Reporting:

Define specific timelines for reporting to ensure that findings are communicated promptly.

Corrective Action Plans:

- If non-conformances are identified, develop corrective action plans outlining the steps required to address them.
- Include responsibilities, timelines, and resource allocations in these plans.

A.4.4 Follow-Up and Monitoring

Review of Corrective Actions:

- Periodically review the effectiveness of corrective actions taken in response to non-conformances.
- Ensure that the identified issues are resolved satisfactorily.

Verification of Compliance:

- Conduct compliance verification to confirm adherence to recommended actions.
- Verify that green practices align with regulatory requirements and internal standards.

Continuous Improvement:

- Emphasize the importance of using lessons learned from audits to drive continuous improvement

in green practices and audit processes.

A.4.5 External Audits

Selection of External Auditors:

- Choose licensed external auditors with expertise in sustainability and environmental standards.

Collaboration with External Auditors:

- Collaborate closely with external auditors to provide access to relevant information and ensure comprehensive assessments.

Reporting and Follow-Up on External Audit Findings:

- Review findings from external audits and implement recommended actions as necessary.

A.4.6 Audit Records and Documentation

Record Keeping Requirements:

- Maintain detailed records of all audit activities, including:
 - Audit plans and scopes.
 - Data collected during audits.
 - Audit reports and findings.
 - Corrective action plans and their implementation.
- Keep records organized and accessible for reference and transparency.

Confidentiality and Data Security:

Implement strict confidentiality and data security measures to protect sensitive audit information.

A.4.7 Training and Awareness

Training for Auditors:

- Provide ongoing training for auditors to enhance their expertise in green practices and audit procedures.
- Keep auditors informed about the latest developments in sustainability.

Awareness Programs:

- Conduct awareness programs for employees and stakeholders to foster a culture of sustainability.
- Share information on green initiatives, progress, and success stories.

A.4.8**A.4.9 Communication and Transparency**

Communication of Audit Results:

- Communicate audit results transparently to all relevant stakeholders.
- Share findings, compliance status, and recommendations clearly and comprehensively.

Transparency in Reporting Progress:

- Regularly report on the progress of green practices to stakeholders, demonstrating the University's commitment to transparency.

Stakeholder Engagement:

- Engage with stakeholders, including students, staff, and external partners, to encourage their active involvement in sustainability efforts.

A.4.10 Policy Review and Updates

Frequency of Policy Review:

- Periodically review the audit policy to ensure its relevance and effectiveness.

- Consider reviewing the policy in alignment with strategic planning cycles or regulatory changes.

Process for Policy Updates:

- Define a clear process for updating the policy to incorporate evolving sustainability goals and regulatory requirements.

A.4.11 Legal and Regulatory Compliance

Compliance with Environmental Regulations:

- Emphasize the importance of adhering to local, regional, and national environmental regulations in all green practices.
- Ensure that audits include a thorough assessment of regulatory compliance.

Reporting Requirements:

- Establish clear procedures for reporting compliance with environmental regulations as part of the audit process.