

TECNIA INSTITUTE OF ADVANCED STUDIES

(A Unit of Health & Education Society, Delhi)

Affiliated to Guru Gobind Singh Indraprastha University, Delhi

Recognized Under Sec. 2(f) of UGC Act 1956,

Approved by AICTE, Ministry of Education, Govt. of India

Institutional Area, Madhuban Chowk, Rohini, New Delhi, 110085, India

CRITERION 7

Institutional Values and Best Practices

7.1 INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES

METRIC 7.1.3

SSR-DVV Clarification





TECNIA INSTITUTE OF ADVANCED STUDIES

(A Unit of Health & Education Society, Delhi)
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Recognized Under Sec. 2(f) of UGC Act 1956,
Approved by AICTE, Ministry of Education, Govt. of India
Institutional Area, Madhuban Chowk, Rohini, New Delhi, 110085, India

Criteria 7

INSTITUTIONAL VALUES AND BEST PRACTICES

Key Indicator: 7.1 Institutional Values and Social Responsibilities

7.1.3: The Institution has facilities and initiatives

Green audit/environmental audit report from recognized bodies

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eSign

Signed by: Ajay Kumar
Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
(12:32 PM)



Certificate of Registration

This is to certify that

TECNIA INSTITUTE OF ADVANCED STUDIES

PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, SECTOR - 14,
EXTENSION, DELHI - 110085, INDIA.

Has been assessed and certified by MQA Certification Services
As meeting the requirements of:

ISO 14001:2015

(Environment Management System)

For the Following Scope of Activities:

TO IMPART HIGH QUALITY EDUCATION, TRAINING & SKILL SETS IN THE FIELD OF MANAGEMENT SCIENCES & COMMERCE; INFORMATION COMMUNICATION & TECHNOLOGY; JOURNALISM & MASS COMMUNICATION PROGRAMMES I.E., MBA, BBA, B.COM, MCA, BCA & BA (JMC) IMBIBING VALUES OF ENVIRONMENT SUSTAINABILITY DEMONSTRATING SENSITIVITY TOWARDS CLIMATE CHANGE, BRINGING IN THE URGENCY OF SUSTAINABLE GREEN PRACTICES INITIATIVES FOR NET ZERO-CARBON NEUTRAL APPROACH; ENGAGES COMMUNITY IN ENVIRONMENT FRIENDLY PRACTICES, INCLUDING ENERGY CONSERVATION, RAINWATER HARVESTING, AND SOLID WASTE RECYCLING, ALONGSIDE FOCUSING ON COLLABORATIONS WITH INDUSTRY/ NGOS ON WASTE-WATER MANAGEMENT AND E-WASTE MANAGEMENT EFFORTS AND AUDITS.

:: Certificate No :: EMS/24M02913

Date of initial registration: **12 June 2024**

First Surveillance Audit on or before: **11 June 2025**

Second Surveillance Audit on or before: **11 June 2026**

Re-certification Due: **11 June 2027**

This Certificate is property of MQA and remains valid
Subject to satisfactory surveillance audits.

Authorized Signatory

MQA CERTIFICATION SERVICES

130 Thessaly Rd, Nine Elms, London
SW8 5EJ, United Kingdom



UKAF-CB-01

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Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
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To check validity of the certificate please visit at www.mqacertification.com

This certification of registration is issued by MQA Certification Services accredited with UKAF CERT LIMITED Accreditation Board for Certification Bodies (www.ukafcert.org.uk). This certificate remains the property of MQA Certification Services having and must be returned upon request.



Certificate of Compliance

This is to certify that

TECNIA INSTITUTE OF ADVANCED STUDIES

**PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, SECTOR - 14,
EXTENSION, DELHI - 110085, INDIA.**

Has been assessed and certified by MQA Certification Services

As meeting the requirements of:

ISO 50001:2018

(Energy Management System)

For the Following Scope of Activities:

**TO IMPART HIGH QUALITY EDUCATION, TRAINING & SKILL SETS
IN THE FIELD OF MANAGEMENT SCIENCES & COMMERCE,
INFORMATION COMMUNICATION & TECHNOLOGY, JOURNALISM
& MASS COMMUNICATION PROGRAMMES IN MBA, BBA, B.COM,
MCA, BCA & BA (JMC).**

:: Certificate No :: ENMS/24M02915

Date of initial registration: **12 June 2024**

First Surveillance Audit on or before: **11 June 2025**

Second Surveillance Audit on or before: **11 June 2026**

Re-certification Due: **11 June 2027**

**This Certificate is property of MQA and remains valid
Subject to satisfactory surveillance audits.**

Authorized Signatory
MQA CERTIFICATION SERVICES
130 Thessaly Rd, Nine Elms, London
SW8 5EJ, United Kingdom



ISO50001

**ENERGY
MANAGEMENT**

UKAF-CB-01

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Certificate of Registration

This is to certify that
TECNIA INSTITUTE OF ADVANCED STUDIES
PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, SECTOR - 14,
EXTENSION, DELHI - 110085, INDIA.

Has been assessed and certified by MQA Certification Services
As meeting the requirements of:

ISO 21001:2018

(Management Systems for Educational Organizations)

For the Following Scope of Activities:

CURRICULUM DESIGN, FACULTY RESOURCES, INFRASTRUCTURE, FINANCIAL RESOURCES AND MANAGEMENT, LEARNING AND TEACHING, EXTENDED CURRICULAR ENGAGEMENTS, GOVERNANCE AND ADMINISTRATION, STUDENT OUTCOMES, RESEARCH AND INNOVATION OUTCOMES, SUSTAINABILITY OUTCOMES, UNIQUENESS/ SITUATEDNESS, DISCIPLINE SPECIFIC METRICS TO IMPART HIGH QUALITY EDUCATION, TRAINING & SKILL SETS IN THE FIELD OF MANAGEMENT SCIENCES & COMMERCE, INFORMATION COMMUNICATION & TECHNOLOGY, JOURNALISM & MASS COMMUNICATION PROGRAMMES I.E.,
MBA, BBA, B.COM, MCA, BCA & BA(JMC).

:: Certificate No :: MSEO/24M02914

Date of initial registration: **12 June 2024**

First Surveillance Audit on or before: **11 June 2025**

Second Surveillance Audit on or before: **11 June 2026**

Re-certification Due: **11 June 2027**

This Certificate is property of MQA and remains valid
Subject to satisfactory surveillance audits.

Authorized Signatory
MQA CERTIFICATION SERVICES
130 Thessaly Rd, Nine Elms, London
SW8 5EJ, United Kingdom



UKAF-CB-011

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Certificate of Registration

This is to certify that

TECNIA INSTITUTE OF ADVANCED STUDIES

**PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, SECTOR - 14,
EXTENSION, DELHI - 110085, INDIA.**

Has been assessed and certified by MQA Certification Services
As meeting the requirements of:

ISO 9001:2015 **(Quality Management System)**

For the Following Scope of Activities:

**TO IMPART HIGH QUALITY EDUCATION, TRAINING, AND EXPERTISE TO
ENHANCE SKILL SETS AND IMPROVE QUALITY OF LIFE THROUGH THE
ENHANCEMENT OF HUMAN RESOURCE CAPABILITIES, THOUGHT
PROCESSES, METHODOLOGIES, AND PERFORMANCE IN THE FIELD OF
MANAGEMENT SCIENCES & COMMERCE, INFORMATION COMMUNICATION
& TECHNOLOGY, JOURNALISM & MASS COMMUNICATION PROGRAMMES IN
MBA, BBA, B.COM, MCA, BCA & BA (JMC)**

:: Certificate No. :: QMS/24M02912

***Date of initial registration:* 12 June 2024**

***First Surv. Audit on or before:* 11 June 2025**

***Second Surv. Audit on or before:* 11 June 2026**

***Re-certification Due:* 11 June 2027**

**This Certificate is property of MQA and remains valid
Subject to satisfactory surveillance audits.**

Authorized Signatory
MQA CERTIFICATION SERVICES
130 Thessaly Rd, Nine Elms, London
SW8 5EJ, United Kingdom



UKAF-CB-01



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Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
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To check validity of the certificate please visit at www.mqacertification.com

This certification of registration is issued by MQA Certification Services accredited with UKAF CERT LIMITED
Accreditation Board for Certification Bodies (www.ukafcert.org.uk). This certificate remains the property of MQA
Certification Services having and must be returned upon request.

On-Site Audit Report

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Management Representative	Dr. Ashutosh Bajpai	Audit No.	01
Address	PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, SECTOR – 14, EXTENSION, DELHI - 110085, INDIA				
Audit type	<input checked="" type="checkbox"/> Initial (Reassessment), <input checked="" type="checkbox"/> On-site, <input type="checkbox"/> Re-audit, <input type="checkbox"/> (1 ST) surveillance <input type="checkbox"/> Change, <input type="checkbox"/> Special surveillance, <input type="checkbox"/> Others ()				
Certification scope	TO IMPART HIGH QUALITY EDUCATION, TRAINING & SKILL SETS IN THE FIELD OF MANAGEMENT, COMPUTER APPLICATIONS, JOURNALISM & MASS COMMUNICATION PROGRAMMES IN MBA, BBA, BA (J&MC), BCA & MCA. (EXCLUDING DESIGN AND DEVELOPMENT)				
Certificate No.	21EQDL33, 21EEDX38, MSE/21N1429 & ENMS/21N1120				
Standard	ISO 9001:2015(QMS), ISO 14001:2015(EMS), ISO 21001:2018(MSE) & ISO 50001:2018(EnMS) Certificates				
Audit day	2(MD)				
Audit team	Lead auditor	Auditor – Amit Kumar Sharma			Audit trainee
	(sign)	 (sign)			(sign)
Next audit	Follow-up or re-audit	<input checked="" type="checkbox"/> Document, On-site()CEO, <input type="checkbox"/> Re-audit()CEO			
	Surveillance or reassessment	Date: 20/05/2021 Audit type: (Initial) audit			
Result of follow-up audit	Summary (<input checked="" type="checkbox"/> Onsite confirm, <input checked="" type="checkbox"/> Document confirm) <div style="display: flex; justify-content: space-between;"> <div>The client has implement the CAR Date: 20/05/ 2021</div> <div>  Auditor: (signature) </div> </div>				

Attachment

1. Audit summary (MQA-09) 2. Attendance sheet (MQA-10) 3. ★Opening meeting schedule (MQA-11) 4. Audit schedule (MQA-12) 5. ■ Audit Matrix (MQA_13) 6. ■ Confirmation of certification scope (MQA-14) 7. ■ Details for certificate of multi-sites (MQA-21)(if applicable) 8 No conflicts of interest agreement (MQA-15) 8. ★Closing meeting schedule (MQA-16) 9. Surveillance program (MQA-17)	10. CAR register (MQA-18) 11. Corrective action request (CAR)(MQA-19) 12. Observation reports (MQA-20) 13. Report of document review (A&B)MQA-07 14. ★Manual lists with revised history (when changes) 15. ★■ Audit checklist 16. Others () ※ Below forms shall be distributed to applicants as well 17. Guidance of Certification procedures 18. Assessment activity survey (MQA-23)
※ ■ indicates attachments for initial(reassessment) audit or any changes occurred ★ limited to MQA audit File.	

※ All the records recorded during audit shall be confidential and shall not disclose to any person or entity without consent of an applicant, except upon request from Accreditation body for its evaluation of MQA Certification procedures

※ Guidance of certification procedures applies

Address: MQA CERTIFICATION

H- 03, NEW RAM NAGAR COLONY, HATHRAS, U.P., India.

PH- 7011068538 // 7042400287




E-Mail- info@MQAcertification.com


eSign

Signed by: Ajay Kumar
Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
(12:32 PM)

Corrective Action Request (CAR)

Issue no: 01

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Audit no.	01	Issue date	20/05/2021
Applicable Standards	<input checked="" type="checkbox"/> ISO 9001:2015(QMS) <input checked="" type="checkbox"/> ISO 14001:2015(EMS) <input checked="" type="checkbox"/> ISO 21001:2018(MSE) <input checked="" type="checkbox"/> ISO 50001:2018(EnMS)	Applicable Clause		5.2	
		Division		Leadership	
		Auditor		Amit Kumar Sharma	
Audit type	<input checked="" type="checkbox"/> Initial, <input type="checkbox"/> 1st surveillance <input type="checkbox"/> Others ()	Non- conformity Grade		<input checked="" type="checkbox"/> Minor nonconformity <input type="checkbox"/> Major nonconformity	
Nonconformity (<input checked="" type="checkbox"/> Confirm with on-site visit , <input checked="" type="checkbox"/> Confirm with document) <b style="color: red;">Quality Policy must be displayed in the office.					
Lead auditor: (sign)		 Management Representative:			
Analysis (Basic reason for occurring nonconformity) <b style="color: red;">Due to awareness.					
Corrective action (<input checked="" type="checkbox"/> Plan, <input type="checkbox"/> Result (Attachment <input type="checkbox"/> Yes <input type="checkbox"/> maintain a <b style="color: red;">Quality Policy will be displayed within 7 days.					
Management Representative: (sign)				Date – 14/05/2021	
Follow-up audit	(<input checked="" type="checkbox"/> document confirm <input checked="" type="checkbox"/> on-site confirm)  Auditor: (sign) Date: 20/05/2021		Validation	ok  Auditor: (sign) Date: 20/05/2021	
1. The result of corrective action taken shall be submitted to MQA CERTIFICATION S within 1 month after CAR issued. 2. The result of corrective action taken shall be verified by on-site audit (major nonconformity) or document review (minor nonconformity), if it is not made within 3 months re-audit will be required.					


 Signed by: Ajay Kumar
 Reason: Certified Copy
 Location: Delhi
 Date: 29-Sep-2024
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Observation reports

Organization – TECNIA INSTITUTE OF ADVANCED STUDIES

Audit no. 01

Page: 1/ 1

Department	Contents	ISO Element	Grade of NC
Good Points Management			Observation
	Points for Improvements		
	Detailed Risk Assessment done & evidenced during audit. Risk Assessment done as per the defined Risk Assessment Methodology.	8.2	Good Point
	Quality Policy needs to be displayed in the office.	5.3	Minor NC
	The Organization has documentary & Implemented Business Continuity Plan	A.17.1	Good Point
	The Physical access control to work area is controlled through biometric access control.	A.11.1.2	Good Point
	Area is secured with unauthorized user access, installed fire extinguisher, fire alarm & fire sprinklers.	A.11.1.5	Good Point
	Inspection Report of incoming material is updated & verified.	8.2	Good Point
	Internal audits done and maintained internal audits report and evidenced during audit.	9.2	Good Point
	Training Plan & Training Records is maintained and evidenced during audit.	7.2.2	Good Point

Auditor: Amit Kumar Sharma



DATE:- 20/05/2021






Signed by: Ajay Kumar
Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
(12:32 PM)

Attendance Sheet

(☒ Document ☒ On-site ☒ Initial ☐ Amendement ☐ Re-audit ☐ Pre-audit)

Audit no.: 01

Date: 14/02/2021

Name	Title	Signature		Name	Title	Signature	
		Opening	Closing			Opening	Closing
				Amit Kumar Sharma	Lead Auditor		
					Auditor		
					Expert		



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Signed by: Ajay Kumar
Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
(12:32 PM)

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Date	20/05/2021	Audit No.	01
CAR issue	Minor: 01 issue, Major 00 issue (Onsite confirm required:, Document confirm:)				
Document	Manual No. : 01 Rev. No. : 00				
Evaluation	Does organization's system comply with certification audit criteria?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Is the system set up properly practiced and maintained according to its procedures?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Are proper corrective & preventive actions taken according to the results of internal audit?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Can the process of management review continuously ensure that it's system is appropriate and effective?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Is there any difference between data submitted by organization and data assessed in on-site audit?				<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No
	Is it assured that organization maintain and develop its system continuously?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	(Additional review points in reassessment) Does all elements of system effectively interact with one another? Is the system effectively working according to its changes of operation?				<input type="checkbox"/> Yes, <input type="checkbox"/> No <input type="checkbox"/> Yes, <input type="checkbox"/> No
	Is it assured that organization has commitment for maintaining its system effectively?				<input type="checkbox"/> Yes, <input type="checkbox"/> No
	(Additional review point in Initial) Is the certification mark properly used?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	<u>Overall evaluation of audit review</u> (Effectiveness of the system, Requirements for improvement, Efficiency of the organization to meet the applicable statutory, Regulatory, Contractual requirements, meeting objectives and potential improvement of Management system.) The management commitment in the form of quality policy was found displayed in all the departments and by and large all were aware about it. The customer focus in the form of feedback was evident. All enquiries for admission are responded to. There is a proper planning for The critical parameters of the education process are maintained at each stage of the education process The school has trained and qualified persons to carry out all checks at different stages of monitoring and measurement of the education process. The specifications and acceptance criteria of all the education processes are available for ready reference in the syllabus. The list of suppliers was verified.. The details of observation are annexed in Observation report. One CAR is issued The auditors are convinced that after closure and implementation of the observations the. Will have a good quality management system.				
Audit Result	<input checked="" type="checkbox"/> Recommend certification for this surveillance audit; maintain its certification for next surveillance. As your system is proper and effectively practiced, certification is recommended. <input type="checkbox"/> After document audit as follow-up, it will be resolved Your system is practiced without any serious major non-conformity as shown from CAR issue. You are required to submit the result of corrective action taken, which includes corrective action, analysis of the reason, and preventive action to MQA. Within 15days. When the result is satisfactory, certification will be recommended (certification will be maintained for surveillance). Observations shall be verified in the next Surveillance Audit <input type="checkbox"/> After on-site visit as follow-up, this will be resolved Only One Minor non-conformity is found in your system as shown from above CAR issues. You are required to submit the result of corrective action taken, which includes corrective action, analysis of the reason, and preventive action to MQA within 15days. Additional on-site visit as follow-up will be conducted and when it is satisfactory, certification will be recommended (maintained for surveillance). <input type="checkbox"/> Not to satisfy with standard No Major non-conformities are found in your system as shown from above CAR issues. Re-audit is required.				
Audit fee	Remitted or not?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (When audit fee is paid, certification will be issued			

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Location: Delhi
Date: 29-Sep-2024
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MQA CERTIFICATION



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Location: Delhi
Date: 29-Sep-2024
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1ST Surveillance Audit Report

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Director	Dr. Ajay Kumar	Audit No.	02
Address	PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, SECTOR – 14, EXTENSION, DELHI - 110085, INDIA				
Audit type	<input type="checkbox"/> Initial (Reassessment), <input checked="" type="checkbox"/> On-site, <input type="checkbox"/> Re-audit, <input checked="" type="checkbox"/> (1 ST) surveillance <input type="checkbox"/> Change, <input type="checkbox"/> Special surveillance, <input type="checkbox"/> Others ()				
Certification scope	TO IMPART HIGH QUALITY EDUCATION, TRAINING & SKILL SETS IN THE FIELD OF MANAGEMENT, COMPUTER APPLICATIONS, JOURNALISM & MASS COMMUNICATION PROGRAMMES IN MBA, BBA, BA (J&MC), BCA & MCA. (EXCLUDING DESIGN AND DEVELOPMENT)				
Certificate No.	21EQDL33, 21EEDX38, ENMS/21N1120 & MSE/21N1429				
Standard	ISO 9001:2015(QMS), ISO 14001:2015(EMS), ISO 50001:2018(ENMS) & ISO 21001:2018(MSE)				
Audit day	2(MD)				
Audit team	Lead auditor	Auditor – Amit Kumar Sharma			Audit trainee
	(sign)				(sign)
Next audit	Follow-up or re-audit	<input checked="" type="checkbox"/> Document, On-site()CEO, <input type="checkbox"/> Re-audit()CEO			
	Surveillance or reassessment	Date: 25/05/2023 Audit type: (Surveillance) audit			
Result of follow-up audit	Summary (<input checked="" type="checkbox"/> Onsite confirm, <input checked="" type="checkbox"/> Document confirm) <div style="display: flex; justify-content: space-between;"> <div>The client has implement the CAR Date: 20/05/ 2022</div> <div> Auditor: (signature)</div> </div>				

Attachment

1. Audit summary (MQA-09) 2. Attendance sheet (MQA-10) 3. ★Opening meeting schedule (MQA-11) 4. Audit schedule (MQA-12) 5. ■ Audit Matrix (MQA_13) 6. ■ Confirmation of certification scope (MQA-14) 7. ■ Details for certificate of multi-sites (MQA-21)(if applicable) 8 No conflicts of interest agreement (MQA-15) 8. ★Closing meeting schedule (MQA-16) 9. Surveillance program (MQA-17)	10. CAR register (MQA-18) 11. Corrective action request (CAR)(MQA-19) 12. Observation reports (MQA-20) 13. Report of document review (A&B)MQA-07 14. ★Manual lists with revised history (when changes) 15. ★■ Audit checklist 16. Others () ※Below forms shall be distributed to applicants as well 17. Guidance of Certification procedures 18. Assessment activity survey (MQA-23)
※ ■ indicates attachments for initial(reassessment) audit or any changes occurred ★ limited to MQA audit File.	

※ All the records recorded during audit shall be confidential and shall not disclose to any person or entity without consent of an applicant, except upon request from Accreditation body for its evaluation of MQA Certification procedures

※ Guidance of certification procedures applies

Address: MQA CERTIFICATION

H- 03, NEW RAM NAGAR COLONY, HATHRAS, U.P., India.

PH- 7011068538 // 7042400287




E-Mail- info@MQAcertification.com


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Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
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Corrective Action Request (CAR)

Issue no: 02

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Audit no.	02	Issue date	20/05/2022
Applicable Standards	<input checked="" type="checkbox"/> ISO 9001:2015(QMS) <input checked="" type="checkbox"/> ISO 14001:2015(EMS) <input checked="" type="checkbox"/> ISO 50001:2018(ENMS) <input checked="" type="checkbox"/> ISO 21001:2018(MSE)	Division	Quality		
		Auditor	Amit Kumar Sharma		
Audit type	<input type="checkbox"/> Initial, <input checked="" type="checkbox"/> 1st surveillance <input type="checkbox"/> Others ()	Non-conformity Grade	<input checked="" type="checkbox"/> Minor nonconformity <input type="checkbox"/> Major nonconformity		
Nonconformity (<input checked="" type="checkbox"/> Confirm with on-site visit , <input checked="" type="checkbox"/> Confirm with document) <b style="color: red;">Quality Policy must be displayed in the office.					
Lead auditor: (sign)		 Management Representative:			
Analysis (Basic reason for occurring nonconformity) <b style="color: red;">Due to awareness.					
Corrective action (<input checked="" type="checkbox"/> Plan, <input type="checkbox"/> Result (Attachment <input type="checkbox"/> Yes <input type="checkbox"/> maintain a <b style="color: red;">Quality Policy will be displayed within 7 days.					
Management Representative: (sign)				Date – 20/05/2022	
Follow-up audit	(<input checked="" type="checkbox"/> document confirm <input checked="" type="checkbox"/> on-site confirm)	Validation	ok		
Auditor: Date:	 (sign) 20/05/2023	Auditor: Date:	 (sign) 20/05/20223		
1. The result of corrective action taken shall be submitted to MQA CERTIFICATION S within 1 month after CAR issued. 2. The result of corrective action taken shall be verified by on-site audit (major nonconformity) or document review (minor nonconformity), if it is not made within 3 months re-audit will be required.					


 Signed by: Ajay Kumar
 Reason: Certified Copy
 Location: Delhi
 Date: 29-Sep-2024
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Observation reports

Organization – TECNIA INSTITUTE OF ADVANCED STUDIES

Audit no. 02

Page: 1/ 1

Department	Contents	Grade of NC
Good Points Management		Observation
	Points for Improvements	
	Detailed Risk Assessment done & evidenced during audit. Risk Assessment done as per the defined Risk Assessment Methodology.	Good Point
	Quality Policy needs to be displayed in the office.	Minor NC
	The Organization has documentary & Implemented Business Continuity Plan	Good Point
	The Physical access control to work area is controlled through biometric access control.	Good Point
	Area is secured with unauthorized user access, installed fire extinguisher, fire alarm & fire sprinklers.	Good Point
	Inspection Report of incoming material is updated & verified.	Good Point
	Internal audits done and maintained internal audits report and evidenced during audit.	Good Point
	Training Plan & Training Records is maintained and evidenced during audit.	Good Point

Auditor: Amit Kumar Sharma



DATE:- 20/05/2022






Signed by: Ajay Kumar
Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
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Attendance Sheet

(☐ Document ☐ On-site ☐ Initial ☒ Surveillance ☐ Re-audit ☐ Pre-audit)

Audit no.: 02

Date: 20/05/2022

Name	Title	Signature		Name	Title	Signature	
		Opening	Closing			Opening	Closing
				Amit Kumar Sharma	Lead Auditor		
					Auditor		
					Expert		



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Signed by: Ajay Kumar
Reason: Certified Copy
Location: Delhi
Date: 29-Sep-2024
(12:32 PM)

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Date	20/05/2022	Audit No.	02
CAR issue	Minor: 01 issue, Major 00 issue (Onsite confirm required:, Document confirm:)				
Document	Manual No. : 01 Rev. No. : 00				
Evaluation	Does organization's system comply with certification audit criteria?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Is the system set up properly practiced and maintained according to its procedures?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Are proper corrective & preventive actions taken according to the results of internal audit?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Can the process of management review continuously ensure that it's system is appropriate and effective?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Is there any difference between data submitted by organization and data assessed in on-site audit?				<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No
	Is it assured that organization maintain and develop its system continuously?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	(Additional review points in reassessment) Does all elements of system effectively interact with one another?				<input type="checkbox"/> Yes, <input type="checkbox"/> No
	Is the system effectively working according to its changes of operation?				<input type="checkbox"/> Yes, <input type="checkbox"/> No
	Is it assured that organization has commitment for maintaining its system effectively?				<input type="checkbox"/> Yes, <input type="checkbox"/> No
	(Additional review point in Initial) Is the certification mark properly used?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
Audit Result	<u>Overall evaluation of audit review</u> (Effectiveness of the system, Requirements for improvement, Efficiency of the organization to meet the applicable statutory, Regulatory, Contractual requirements, meeting objectives and potential improvement of Management system.) The management commitment in the form of quality policy was found displayed in all the departments and by and large all were aware about it. The customer focus in the form of feedback was evident. All enquiries for admission are responded to. There is a proper planning for The critical parameters of the education process are maintained at each stage of the education process The school has trained and qualified persons to carry out all checks at different stages of monitoring and measurement of the education process. The specifications and acceptance criteria of all the education processes are available for ready reference in the syllabus. The list of suppliers was verified.. The details of observation are annexed in Observation report. One CAR is issued The auditors are convinced that after closure and implementation of the observations the. Will have a good quality management system.				
	<input checked="" type="checkbox"/> Recommend certification for this surveillance audit; maintain its certification for next surveillance. As your system is proper and effectively practiced, certification is recommended. <input type="checkbox"/> After document audit as follow-up, it will be resolved Your system is practiced without any serious major non-conformity as shown from CAR issue. You are required to submit the result of corrective action taken, which includes corrective action, analysis of the reason, and preventive action to MQA. Within 15days. When the result is satisfactory, certification will be recommended (certification will be maintained for surveillance). Observations shall be verified in the next Surveillance Audit <input type="checkbox"/> After on-site visit as follow-up, this will be resolved Only One Minor non-conformity is found in your system as shown from above CAR issues. You are required to submit the result of corrective action taken, which includes corrective action, analysis of the reason, and preventive action to MQA within 15days. Additional on-site visit as follow-up will be conducted and when it is satisfactory, certification will be recommended (maintained for surveillance). <input type="checkbox"/> Not to satisfy with standard No Major non-conformities are found in your system as shown from above CAR issues. Re-audit is required.				
Audit fee	Remitted or not?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (When audit fee is paid, certification will be issued			



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2nd Surveillance Audit Report

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Director	Dr. Ajay Kumar	Audit No.	03
Address	PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, SECTOR – 14, EXTENSION, DELHI - 110085, INDIA				
Audit type	<input type="checkbox"/> Initial (Reassessment), <input checked="" type="checkbox"/> On-site, <input type="checkbox"/> Re-audit, <input checked="" type="checkbox"/> (2nd) surveillance <input type="checkbox"/> Change, <input type="checkbox"/> Special surveillance, <input type="checkbox"/> Others ()				
Certification scope	TO IMPART HIGH QUALITY EDUCATION, TRAINING & SKILL SETS IN THE FIELD OF MANAGEMENT, COMPUTER APPLICATIONS, JOURNALISM & MASS COMMUNICATION PROGRAMMES IN MBA, BBA, BA (J&MC), BCA & MCA. (EXCLUDING DESIGN AND DEVELOPMENT)				
Certificate No.	21EQDL33, 21EEDX38, ENMS/21N1120 & MSE/21N1429				
Standard	ISO 9001:2015(QMS), ISO 14001:2015(EMS), ISO 50001:2018(ENMS) & ISO 21001:2018(MSE)				
Audit day	2(MD)				
Audit team	Lead auditor	Auditor – Amit Kumar Sharma			Audit trainee
	(sign)				(sign)
Next audit	Follow-up or re-audit	<input checked="" type="checkbox"/> Document, On-site()CEO, <input type="checkbox"/> Re-audit()CEO			
	Surveillance or reassessment	Date: 25/06/2024 Audit type: (Surveillance) audit			
Result of follow-up audit	Summary (<input checked="" type="checkbox"/> Onsite confirm, <input checked="" type="checkbox"/> Document confirm) <div style="display: flex; justify-content: space-between;"> <div>The client has implement the CAR Date: 20/05/ 2023</div> <div> Auditor: (signature)</div> </div>				

Attachment

1. Audit summary (MQA-09) 2. Attendance sheet (MQA-10) 3. ★Opening meeting schedule (MQA-11) 4. Audit schedule (MQA-12) 5. ■ Audit Matrix (MQA_13) 6. ■ Confirmation of certification scope (MQA-14) 7. ■ Details for certificate of multi-sites (MQA-21)(if applicable) 8 No conflicts of interest agreement (MQA-15) 8. ★Closing meeting schedule (MQA-16) 9. Surveillance program (MQA-17)	10. CAR register (MQA-18) 11. Corrective action request (CAR)(MQA-19) 12. Observation reports (MQA-20) 13. Report of document review (A&B)MQA-07 14. ★Manual lists with revised history (when changes) 15. ★■ Audit checklist 16. Others () ※ Below forms shall be distributed to applicants as well 17. Guidance of Certification procedures 18. Assessment activity survey (MQA-23)
※ ■ indicates attachments for initial(reassessment) audit or any changes occurred ★ limited to MQA audit File.	

※ All the records recorded during audit shall be confidential and shall not disclose to any person or entity without consent of an applicant, except upon request from Accreditation body for its evaluation of MQA Certification procedures

※ Guidance of certification procedures applies

Address: MQA CERTIFICATION

H- 03, NEW RAM NAGAR COLONY, HATHRAS, U.P., India.

PH- 7011068538 // 7042400287



E-Mail- info@MQAcertification.com


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Corrective Action Request (CAR)

Issue no: 03

Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Audit no.	03	Issue date	20/05/2023
Applicable Standards	<input checked="" type="checkbox"/> ISO 9001:2015(QMS) <input checked="" type="checkbox"/> ISO 14001:2015(EMS) <input checked="" type="checkbox"/> ISO 50001:2018(ENMS) <input checked="" type="checkbox"/> ISO 21001:2018(MSE)	Division	Quality		
		Auditor	Amit Kumar Sharma		
Audit type	<input type="checkbox"/> Initial, <input checked="" type="checkbox"/> 1st surveillance <input type="checkbox"/> Others ()	Non-conformity Grade	<input checked="" type="checkbox"/> Minor nonconformity <input type="checkbox"/> Major nonconformity		
Nonconformity (<input checked="" type="checkbox"/> Confirm with on-site visit , <input checked="" type="checkbox"/> Confirm with document) Quality Policy must be displayed in the office.					
Lead auditor: (sign)		Management Representative:			
Analysis (Basic reason for occurring nonconformity) Due to awareness.					
Corrective action (<input checked="" type="checkbox"/> Plan, <input type="checkbox"/> Result (Attachment <input type="checkbox"/> Yes <input type="checkbox"/> maintain a Quality Policy will be displayed within 7 days.					
Management Representative: (sign)				Date – 20/05/2023	
Follow-up audit	(<input checked="" type="checkbox"/> document confirm <input checked="" type="checkbox"/> on-site confirm)	Validation	ok		
Auditor: Date:	 (sign) 20/05/2023	Auditor: Date:	 (sign) 20/05/20223		
1. The result of corrective action taken shall be submitted to MQA CERTIFICATION S within 1 month after CAR issued. 2. The result of corrective action taken shall be verified by on-site audit (major nonconformity) or document review (minor nonconformity), if it is not made within 3 months re-audit will be required.					


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Observation reports

Organization – TECNIA INSTITUTE OF ADVANCED STUDIES

Audit no. 03

Page: 1/ 1

Department	Contents	Grade of NC
Good Points Management		Observation
	Points for Improvements	
	Detailed Risk Assessment done & evidenced during audit. Risk Assessment done as per the defined Risk Assessment Methodology.	Good Point
	Quality Policy needs to be displayed in the office.	Minor NC
	The Organization has documentary & Implemented Business Continuity Plan	Good Point
	The Physical access control to work area is controlled through biometric access control.	Good Point
	Area is secured with unauthorized user access, installed fire extinguisher, fire alarm & fire sprinklers.	Good Point
	Inspection Report of incoming material is updated & verified.	Good Point
	Internal audits done and maintained internal audits report and evidenced during audit.	Good Point
	Training Plan & Training Records is maintained and evidenced during audit.	Good Point

Auditor: Amit Kumar Sharma



DATE:- 20/05/20223






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Attendance Sheet

(☐ Document ☐ On-site ☐ Initial ☒ Surveillance ☐ Re-audit ☐ Pre-audit)

Audit no.: 03

Date: 20/05/2023

Name	Title	Signature		Name	Title	Signature	
		Opening	Closing			Opening	Closing
				Amit Kumar Sharma	Lead Auditor		
					Auditor		
					Expert		



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Organization	TECNIA INSTITUTE OF ADVANCED STUDIES	Date	20/05/2023	Audit No.	03
CAR issue	Minor: 01 issue, Major 00 issue (Onsite confirm required:, Document confirm:)				
Document	Manual No. : 01 Rev. No. : 00				
Evaluation	Does organization's system comply with certification audit criteria?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Is the system set up properly practiced and maintained according to its procedures?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Are proper corrective & preventive actions taken according to the results of internal audit?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Can the process of management review continuously ensure that it's system is appropriate and effective?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	Is there any difference between data submitted by organization and data assessed in on-site audit?				<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No
	Is it assured that organization maintain and develop its system continuously?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
	(Additional review points in reassessment) Does all elements of system effectively interact with one another?				<input type="checkbox"/> Yes, <input type="checkbox"/> No
	Is the system effectively working according to its changes of operation?				<input type="checkbox"/> Yes, <input type="checkbox"/> No
	Is it assured that organization has commitment for maintaining its system effectively?				<input type="checkbox"/> Yes, <input type="checkbox"/> No
	(Additional review point in Initial) Is the certification mark properly used?				<input checked="" type="checkbox"/> Yes, <input type="checkbox"/> No
Audit Result	<u>Overall evaluation of audit review</u> (Effectiveness of the system, Requirements for improvement, Efficiency of the organization to meet the applicable statutory, Regulatory, Contractual requirements, meeting objectives and potential improvement of Management system.) The management commitment in the form of quality policy was found displayed in all the departments and by and large all were aware about it. The customer focus in the form of feedback was evident. All enquiries for admission are responded to. There is a proper planning for The critical parameters of the education process are maintained at each stage of the education process The school has trained and qualified persons to carry out all checks at different stages of monitoring and measurement of the education process. The specifications and acceptance criteria of all the education processes are available for ready reference in the syllabus. The list of suppliers was verified.. The details of observation are annexed in Observation report. One CAR is issued The auditors are convinced that after closure and implementation of the observations the. Will have a good quality management system.				
	<input checked="" type="checkbox"/> Recommend certification for this surveillance audit; maintain its certification for next surveillance. As your system is proper and effectively practiced, certification is recommended. <input type="checkbox"/> After document audit as follow-up, it will be resolved Your system is practiced without any serious major non-conformity as shown from CAR issue. You are required to submit the result of corrective action taken, which includes corrective action, analysis of the reason, and preventive action to MQA. Within 15days. When the result is satisfactory, certification will be recommended (certification will be maintained for surveillance). Observations shall be verified in the next Surveillance Audit <input type="checkbox"/> After on-site visit as follow-up, this will be resolved Only One Minor non-conformity is found in your system as shown from above CAR issues. You are required to submit the result of corrective action taken, which includes corrective action, analysis of the reason, and preventive action to MQA within 15days. Additional on-site visit as follow-up will be conducted and when it is satisfactory, certification will be recommended (maintained for surveillance). <input type="checkbox"/> Not to satisfy with standard No Major non-conformities are found in your system as shown from above CAR issues. Re-audit is required.				
Audit fee	Remitted or not?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (When audit fee is paid, certification will be issued			



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