

**The Institute of Company Secretaries of India  
(ICSI)**

(Statutory Body under an Act of Parliament)

**EXPOSURE DRAFT**

**OF**

**ICSI SOCIAL AUDIT STANDARDS**

18<sup>th</sup> January, 2023

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## **Preface**

The history of Social Stock Exchange (SSE) is not longer than a decade. It's a novel social and economic phenomenon. The object of introduction of Social Stock Exchange is to attract social investors to participate in financing Social Enterprise. SSE serves as a mediator between social enterprises that need funding and investors who are willing to invest their money for social causes. Thus, SSE provides a platform for trading of securities of Social Enterprise. Securities and Exchange Board of India with a view to improve visibility and knowledge, among stakeholders like investors, promoters, directors, officers of the Social Enterprise, regulators, government authorities, financial institutions, banks, creditors and common public, vide regulation 91E of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 introduced the concept of Social Audit.

ICSI takes this opportunity to introduce the ICSI - Social Audit Standards formulated for the purpose of providing guidance to conduct Social Audit of a Social Enterprise engaged in any of the activities as enumerated under Regulation 292E(2) (a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements), Regulations, 2018.

The purpose of Social Audit is to ascertain the impact made by the Social Enterprise through its activities, intervention, programs or projects implemented during the reporting period. ICSI's Standards (ICSI SAS) on Social Audit are to be applied in the assessment of impact made by Social Enterprise. The Social Audit must be performed by a Social Auditor and must comply with certain standards. It involves performing procedures on the impact made by the Social Enterprise. These procedures are designed to identify impacts made by the Social Enterprise on target area during the reporting period. It helps the stakeholders in understanding the project and its impact on target section, challenges and mitigation measures. The methodology adopted for this Social Audit is both qualitative and quantitative data evaluation.

Social Audit Standards are written in the context of assessment of impact by an independent Social Auditor. The objective of Social Audit is to enable the auditor to express an opinion whether the activity, intervention, program or projects

implemented by the Social Enterprise in all material respects are in accordance with the fund raising document and other applicable laws and regulations. It is undertaken to enhance the degree of confidence of intended users in the activity, intervention, program or projects. ICSI Social Audit Standards, taken together, provide the standards for the Social Auditor's work in fulfilling this objective.

### **About ICSI Institute of Social Auditors (IISA)**

ICSI Institute of Social Auditors is a self-regulatory organisation and was incorporated on 4<sup>th</sup> October, 2022 with an object to develop guidelines, rules and standards for the effective impartial assessment of impact made by Social Enterprise. It also aims to regulate the Social Auditors to be empaneled with ICSI Institute of Social Auditors for conducting Social Audit as per the Social Audit Standards issued by ICSI.

### **Introduction - An Overview of Social Audit**

Social Audit is a novel concept and its impartial systematic process allows stakeholders to assess the impact made by the Social Enterprise through its intervention, program or projects and identify the gap between desired object and actual impact made by the Social Enterprise during the reporting period. It also aims to aid regulators for the effective implementation of applicable laws, rules and regulation and also to the general public to take informative decision while making any investment in securities of Social Enterprise.

Regulation 91E of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, mandates Social Audit of Social Enterprise engaged in the activities specified under regulation 292E (2) (a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

An understanding of the issues related to social, economic and cultural factors of the target area or people is critical in the formulation and implementation of intervention, program or projects by every Social Enterprise. A detailed Social Audit therefore needs to be carried out to analyse and understand the impact made by existing intervention, program or projects and also make project design responsive to social development

concerns in future. Social Audit also helps in enhancing the project benefits to poor and vulnerable people while minimizing or mitigating concerns, risks and adverse impacts. The main objective of the Social Audit is to analyse and understand whether the intervention, program or projects implemented by the Social Enterprise addressed the intended or desired object or goal in an effective manner and produced positive impact to the target area or people.

## **Objectives and Scope of Social Audit**

### **Objectives**

The main object of Social Audit is to ascertain the impact made by the Social Enterprise through its activities, intervention, programs or projects implemented during the reporting period. It will also analyse whether the implemented activities, intervention, programs or projects has addressed the challenges set at the implementation stage or those mentioned in the fund raising documents. The impact report aims to highlight the positive impact made to the target area, unintended negative impact and gap between desired object and actual impact made by the Social Enterprise during the reporting period. The main objects of Social Audit are as follows;

- Assessing the impact made by the Social Enterprise through implementation of activities, intervention, programs or projects;
- Verifying the authenticity and validity of implementation of activities, intervention, programs or projects;
- To identify and report the gap between desired object and actual impact made by the Social Enterprise;
- Assessing the nature, intensity and duration of impact of the project;
- Evaluating the cost and efficiency of the projects/ interventions being carried out by the Social Enterprise;
- Evaluating the unintended effects and how to use the experience from the running projects to improve the design of future projects;
- Verifying whether all the statutory requirements are fulfilled or not.

## **Scope**

Different projects may have a very different list of social issues. The Social Auditor is to exercise his own technical judgement to determine which issues should be subject to inquiry. The minimum issues which must be addressed by the Social Auditor are enumerated as under:

- Will the project significantly impact the economic, environment and social condition of the local community?
- Will there be a significant change in the general access that the communities have to natural resources, such as drinking water and energy?
- Does the local community have effective governance mechanisms to deal with the long-term effects of the project?
- Are there groups (indigenous groups, women, ethnic minorities, LGBTQIA+ and so on) who will be differentially impacted by the project?
- Will the project increase or decrease the demand for services, such as education or health?
- Will the project produce any population or demographic movement, such as the change in size of the communities affected by the project?

Above questions can help the auditor and the Enterprise to determine the extent of the impact, as well as any unmanageable social obstacles ahead of the project. This allows for the anticipation of any adverse significant social effects of the infrastructure and for avoiding, minimizing, or offsetting them.

## **Mandatory nature of framework and standards**

These Social Audit Standards are applicable to all Social Auditors empanelled with the ICSI Institute of Social Auditors who undertake the Social Audit assignment as per the relevant provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 and other relevant provisions notified from time to time. The Standards are formulated for the effective assessment of impact made by the Social Enterprises through the following interventions, programmes or projects identified and notified by Securities and

Exchange Board of India vide Regulation 292E (2) (a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;

- i. Eradicating hunger, poverty, malnutrition and inequality;
- ii. Promoting health care including mental healthcare, sanitation and making available safe drinking water;
- iii. Promoting education, employability and livelihoods;
- iv. Promoting gender equality, empowerment of women and LGBTQIA+ communities;
- v. Ensuring environmental sustainability, addressing climate change including mitigation and adaptation, forest and wildlife conservation;
- vi. Protection of national heritage, art and culture;
- vii. Training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports;
- viii. Supporting incubators of Social Enterprises;
- ix. Supporting other platforms that strengthen the non-profit ecosystem in fundraising and capacity building;
- x. Promoting livelihoods for rural and urban poor including enhancing income of small and marginal farmers and workers in the non-farm sector;
- xi. Slum area development, affordable housing and other interventions to build sustainable and resilient cities;
- xii. Disaster management, including relief, rehabilitation and reconstruction activities;
- xiii. Promotion of financial inclusion;
- xiv. Facilitating access to land and property assets for disadvantaged communities;
- xv. Bridging the digital divide in internet and mobile phone access, addressing issues of misinformation and data protection;
- xvi. Promoting welfare of migrants and displaced persons;

Social Audit Standards for other items, if any, identified by the Securities and Exchange Board of India or Government of India from time to time, will be notified as and when the items are notified by the Securities and Exchange Board of India or Government of India.

The Social Auditors empanelled under IISA shall maintain and preserve the records and evidences collected in the course of Social Audit for a minimum period of eight (8) years from the date of the respective Social Impact Assessment Report.

### **Benefits or advantages of Social Audit**

- **Financial data on social activities/ programs/ interventions:** Social Audit assesses the source of funding, its utilisation and appropriate reporting to the Governing Body of the Social Enterprise.
- **Encourage for social performance:** Social Audit assesses the impact of the activities undertaken and brings the social point of view to the attention of the management, and thus encourages the Social Enterprise to perform better.
- **Improve relationships with Stakeholders:** By Implementing the auditors' recommended improvements, it helps the Social Enterprise to meet stakeholder expectations, enabling it to build a good relationship with them in the long term.
- **Comparison of different activities:** The Social Audit provides data for comparing effectiveness of different types of social welfare programmes undertaken and this further enables to assess which activity has better social impact.
- **Enhances Social Reputation:** Social Audit helps the organization to build up the image and reputation of the organization in the minds of the public.
- **Sense of Social Responsibility among Shareholders and Community as a whole:** Social Audit helps shareholders as well as other stakeholders realize the importance of socially beneficial programmes and extend their cooperation to the Social Enterprise's programmes of social welfare and development.

### **Challenges of Social Audit**

- **Time Consuming Process:** It requires time and efforts in setting social accounting systems in the enterprise;
- **Costly:** Indulging outside resources like interviewers, auditors and stakeholders may be costly affair;



- **Identification of Target Population/Area:** The Social Enterprise may find it difficult to identify the target population/ area and ensure that the targeted population/area is being benefitted from the activity/ program/ intervention;
- **Collection of Data:** The collection of relevant data, facts and figures may be a challenging task for auditor in case of different activities being undertaken by the Enterprise;

## Definitions

- Activity/ Program/ Intervention:** "Activity/ Program/ Intervention" means any of the activities enumerated under Regulation 292E(2)(a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements), Regulations, 2018, in which a Social Enterprise is engaged, making it eligible under Chapter X-A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements), Regulations, 2018.
- Fund raising document:** "Fund raising document" means the draft fund raising document and the final fund raising document.
- Social Audit:** "Social Audit" means an independent, qualitative and quantitative assessment regarding a Social Enterprise engaged in any of the activity enumerated under Regulation 292E(2)(a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements), Regulations, 2018. It reaffirms the primacy of the social intent of a Social Enterprise and brings a systematic and disciplined approach to evaluate and improve the effectiveness of impact of the social activity.
- Social Auditor:** "Social Auditor" means an individual registered under ICSI Institute of Social Auditors or such other agency, as may be specified by the Securities and Exchange Board of India, who has qualified a certification program conducted by National Institute of Securities Market and holds a valid certificate.
- Social Enterprise:** "Social Enterprise" means either a Not for Profit Organization or a For Profit Social Enterprise that meets the eligibility criteria

specified under Chapter X-A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements), Regulations, 2018.

- f. Social Stock Exchange (SSE):** "Social Stock Exchange" means a separate segment of a recognized stock exchange having nationwide trading terminals permitted to register Not for Profit Organizations and / or list the securities issued by Not for Profit Organizations in accordance with the provisions of Chapter X-A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements), Regulations, 2018.
- g. Target Population/ Area:** "Target population/ Area" means the group of individuals that the program/ activity/ intervention intends to provide benefit to, particularly the underserved or less privileged population segments or regions recording lower performance in the development priorities of Central or State Governments.

#### **Annexures**

- i.** Draft Format of Annual Impact Report (***Annexure I***).
- ii.** Social Audit Standards (***Annexure II***)

*(Name of the Social Enterprise)* \_\_\_\_\_

**Draft Format of Annual Impact Report**

**For the year ended/Period** \_\_\_\_\_

**Prepared by**

\_\_\_\_\_ *(Name, Membership Number/FRN and address  
of Social Auditor)*

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## EXECUTIVE SUMMARY

To,

The Members of \_\_\_\_\_ (Name of Social Enterprise)

This Annual Impact Report deals with the impact generated by \_\_\_\_\_ (Name of Social Enterprise) in the field of \_\_\_\_\_ (mention the activities notified by SEBI) \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ the activities which have been notified by Securities and Exchange Board of India vide Regulation 292E (2) (a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

The Social Enterprise \_\_\_\_\_ (Name of the Social Enterprise) was established on \_\_\_\_ (date) \_\_\_\_ (year) as \_\_\_\_\_ (constitution of the Social Enterprise). The Social Enterprise is located at \_\_\_\_\_ and having business \_\_\_\_\_ (details of business or activity) at \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

The Social Enterprise is engaged in the field of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (activity) during the reporting period and made impacts/ contributions to the target area by indulging in;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

The status of the target section of the above mentioned activities prior to the implementation was \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Improved (mention the area in which the initiatives made improvements) \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ is identified as the impact of the intended object or goal of the Social Enterprise. The project has selected (specific areas of each project to mention) \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ as the key focus areas for the betterment of the target section and implemented its activities by its own/through third party.

Social Audit serves as useful tool in finding out of impact on the target section by the implementation of activity, intervention, program or projects. It helps the stakeholders in understanding the project and its impact on target section, challenges and mitigation measures. The methodology adopted for this assessment is both qualitative and quantitative data evaluation. This report describes the project location, baseline scenario, potential impacts of the project on the target section and proposed measures for effective following up during the project cycle.

DRAFT

## INTRODUCTION

### **A. Background and scope of the of the Engagement**

\_\_\_\_\_ (Name of the Social Enterprise) is established in the year \_\_\_\_\_ under \_\_\_\_\_ (law under which the Social Enterprise is registered) vide Registration No \_\_\_\_\_. The main object of the Social Enterprise is \_\_\_\_\_

\_\_\_\_\_. The Social Enterprise is registered/ registered and raised funds under the regulations of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable laws, regulations, rules, etc. The Social Enterprise has engaged in \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ activities, interventions, programmes or projects, specified under Regulation 292E (2) (a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, to address the anomaly experienced by the target section.

We were appointed by Board of Directors/Governing Body of \_\_\_\_\_ (Name of the Social Enterprise) vide resolution/engagement letter dated \_\_\_/\_\_\_/20\_\_\_ to assess the impact made by Social Enterprise through various activities, interventions, programmes or projects during the reporting period. We remain independent of the Social Enterprise in conducting Social Audit entrusted on us. *[Indicate any services, in addition to the Social Audit, which were provided by the firm/auditor to the Social Enterprise) that have not been disclosed in the Impact Assessment Report].*

### **B. Object of Social Audit**

This report presents the impact made by the Social Enterprise in the field of \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ to the target section during the reporting period. The objectives of the study are being enumerated as under:

- a) To assess the outcomes and impact created on the stakeholders covered under the project;
- b) To assess the nature, intensity and duration of impact of the project;
- c) To ensure that the impacts of projects are adequately and appropriately considered and mitigation measures for adverse significant impacts incorporated when decisions are taken;
- d) To evaluate the cost and efficiency of the projects/ interventions being carried out by the Social Enterprise;
- e) To evaluate the unintended effects and how to use the experience from the running projects to improve the design of future projects.
- f) To ensure that the funds raised have been utilised for the intended purpose.

### **C. Basis of Opinion**

We conducted Social Audit for the period from \_\_\_\_\_ to \_\_\_\_\_ in accordance with the Standards issued by Institute of Company Secretaries of India (ICSI) and other applicable relevant laws. Our responsibilities under those standards are further described in the part "Responsibilities" for the Social Audit of the projects. We are independent of the Social Enterprise in accordance with the requirements specified by SEBI that are relevant to our Social Audit of the Social Enterprise's activities, interventions, programmes or projects, specified under Regulation 292E(2)(a) of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, and we have fulfilled our other ethical responsibilities in accordance with the requirements specified by respective statutory authorities. We believe that the Social Audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **D. Responsibilities**

#### **Auditor's Responsibility**

We have been appointed as Social Auditor to conduct Social Audit pursuant to Regulation 91E of Securities and Exchange Board of India (Listing Obligations and



Disclosure Requirements) Regulations, 2015, Social Audit Standards issued by ICSI and other relevant applicable Acts and Regulations.

Our objectives are to obtain reasonable assurance about whether the Impact Report as a whole and opinion are free from material misstatement, whether due to fraud or error.

Details of the extent to which the audit was considered were capable of detecting irregularities, including fraud and non-compliance with relevant laws and regulations.

### **Responsibilities of the Social Enterprise**

The Social Enterprise must make available all the necessary information and records as and when required by the Social Auditor for Social Audit. It is the responsibility of the Social Enterprise to produce necessary documents and details to the Auditor while the Social Audit is being carried out by the auditor and the veracity of the information is the sole responsibility of the Social Enterprise. The details and data may include the following and but are not limited to:

- a) All budget allocations, beneficiary lists, muster rolls, bills, vouchers, accounts, etc. must be available for scrutiny;
- b) All applications for licenses/permits and certificates issued by local government institutions must have a serial number. Registers indicating date of application and date of clearance in each case should be made available for reference;
- c) The Social Enterprise must provide true information and records to the auditor for Social Audit;
- d) Such other data the Auditor thinks necessary for the completion of the Social Audit.

### **E. Other information**

Any other information which are relevant in the opinion of Social Auditor may be reported.

## DESCRIPTION OF PROJECT

### **A. Details of activity, intervention, program or projects**

Details of various activity, intervention, program or projects implemented to be reported.

### **B. Details about target section**

Details of target section including location and volume/number of, outreach, status prior to implementation.

### **C. Mode and Details of implementation**

The details of implementation should include whether the implementation is directly or through an outside agency.

## APPROACH AND METHODOLOGY

- a) Defining the scope of the Social Audit:** It involves the assessment of all the projects in addition with departments of the Social Enterprise, at the same time. Therefore, we have to decide accordingly which part is to be assessed and which not;
- b) Choose the stakeholders for the process:** The key stakeholders who can be involved in the audit process include project beneficiaries, Elected Representatives, officials of the local bodies, Civil Society Organizations (CSOs), media, etc. The consultation must be done with the stakeholders to extract accurate and needed information;
- c) Define the issues to be checked in the process:** Identify the issues which are to be checked in audit process. The minimum issues to be checked may be adopted from the Social Audit Standards that may be prescribed from time to time. Own discretion and judgement should also be exercised by the Social Auditor depending on the activity being undertaken by the Social Enterprise;
- d) Make procedure for data collection of issues:** There may be various procedures and various sources to collect the data like sampling, conducting interviews, conducting Questionnaires and surveys, primary source like

obtaining direct information from the Enterprise, secondary source like published data from authorised sources etc.

**e) Reporting:** The Impact Report should be detailed with overall findings and should also mention the suggestions for improvements in the projects being undertaken by the Social Enterprise. It should contain an unbiased and genuine opinion on the impact created on the target segment by the Social Enterprise through its project. It should be addressed to the Appointing Authority unless otherwise specified in the Engagement Letter or provided in the applicable law and in the format specified, if any.

## FINDINGS

### A. Key findings

The Social Auditor must mention in the Impact Report his/her key observations to each project along with his recommendations to improve the execution of the project, increase the reach of targeted population and outcome of the project in up-coming future. The findings may be based on the following parameters:

Activity, intervention, program or projects	Parameters	Extremely Satisfactory	Satisfactory	Not Satisfactory	Justification for observations
1.	<b>Relevance of the Project</b>				
	<b>Effectiveness of the Project</b>				
	<b>Efficiency of the Project</b>				
	<b>Impact of the Project</b>				
	<b>Sustainability of the Project</b>				

**B. Alignment with the national/state priorities**

Social Auditor shall analyse and report whether the implemented activities are aligned with national or state priorities.

**OPINION**

**A. Gaps or challenges**

The Social Auditor should mention in his report the limitations/ challenges/ gaps faced by him in each project during data collection, analysis and preparation of the Impact Report. This would help the Enterprise to improve upon the activity being carried upon and its future impact on the society overall.

**B. Recommendations**

The Social Auditor may recommend the Social Enterprise to take corrective steps to ensure that the projects have better social impact on the targeted population.

**ANNEXURES**

- A.** Material evidence, if any, essential for supporting Annual Impact Report.
- B.** Case Studies or Stakeholders Speak.
- C.** Any other relevant documents.

**For and on behalf of** \_\_\_\_\_ (Name of Social Audit Firm)

**Signature of Social Auditor**

**Name and Registration No.**

**Place :**

**Date :**

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**Social Audit Standard on eradicating hunger, poverty, malnutrition and inequality**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under Sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under Sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(i) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 01 (ICSI SAS-01) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "eradicating hunger, poverty, malnutrition and inequality". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit Objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and Consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of Data, Analysis and Assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. This is the first stage of Social Audit process. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit Process include project beneficiaries, their family members, officials of the local bodies, Civil Society Organizations (CSOs), media, educational institutions, employers, contractors, suppliers, supervising staff from the social enterprise, funding body etc. The consultation must be done with the stakeholders to extract accurate and needed information.



#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit Process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Previous Social Audit Report, if any
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Eradication of hunger, poverty, malnutrition</i></b>	
1	Initiatives taken for ensuring access to food all year round, create stable food systems, eliminate food wastages, etc.
2	Programmes conducted for infants, children and adults who are underweight and suffering from malnutrition.
3	Initiatives taken and financial assistance given to address the nutritional needs of adolescent girls, pregnant and lactating women and old age people.
4	Assistance given for school meal programmes and continuous supply of nutritious food to children, pregnant women and adolescent girls and assistance given to decrease child stunting.
5	Initiatives taken for access to food all year round for people below poverty line. Awareness campaigns for nutritional requirements conducted, nutrition charts distributed or published
6	Assistance given for establishing cropping system-centric inventions for food safety.
7	Initiatives taken to promote and extend improved technologies i.e., seed, integrated nutrient management (INM), integrated pest management (IPM), input use efficiency and resource conservation technologies along with the capacity building of the farmers/extension functionaries.
8	Initiatives taken for promoting birth control education in the target section.
9	Initiatives taken for promotion of education to improve the living condition of the target section.

10	Initiatives taken to promote urban farming, food donation and provision of essential supplies.
11	Initiatives taken for improving the employment rate of women of the target section.
12	Technical assistance, advisory services, awareness campaigns and allied programmes conducted to eradicate hunger, poverty and malnutrition in the target area.
13	Initiatives taken to use safety nets and nutrition programs to cushion the impact of the food and financial crises.
14	Logistical arrangements such as procurement, storage, transportation, allocation and delivery of food supplies to different areas covered in the project.
15	Initiatives taken to increase public investment to eradicate hunger, poverty and malnutrition.
16	Initiatives taken to promote sustainable food production methodologies/ systems and implement best agricultural practices that increase productivity and production.
17	Initiatives taken to progressively improve land and soil quality and to strengthen the capacity for adoption to climate change, extreme weather, drought, flooding and other contingencies.
18	Initiatives taken to increase investment in rural infrastructure, agricultural research, technology development and plant and livestock gene Banks in order to enhance agricultural productivity and capacity.
<b><i>B. Eradication of inequality</i></b>	
1	Initiatives taken for improving the income growth of bottom line or people who are below poverty line.

2	Initiatives taken to empower and promote the social, economic and political inclusion of all, irrespective of age, sex, sexual orientation, disability, race, ethnicity, origin, religion, economic or other status.
3	Skill development training programmes conducted for the female and LGBTQIA+ population of the target segment in order to generate equal employment opportunities.
4	Awareness campaigns and allied programmes conducted by the social enterprise to eradicate different kinds of inequality prevailing in the target area.
5	Measures taken to facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration plans/policies.
6	Ensuring universal access to all facilities, activities and legislations implemented by respective government/local bodies.
7	Ensuring Regional Equality by decentralising public services, offices and industries.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include non-availability of stakeholders, lack of response from stakeholders contacted and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on promoting health care including mental healthcare, sanitation and making available safe drinking water**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(ii) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 02 (ICSI SAS-02) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "promoting health care including mental healthcare, sanitation and making available safe drinking water". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and Consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and Assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, their family members, officials of the local bodies, Civil Society Organizations (CSOs), media, hospitals and their management personnel, medical practitioners, supervising staff from the social enterprise, funding body etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Previous Social Audit Report, if any
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Promotion of health care</i></b>	
1	Population of the target area and number of primary health centres and other healthcare institutions situated in the area with capacity of the institutions (Status – current & prior to the review period).
2	Number of healthcare institutions established by the Social Enterprise during the review period including the capacity and facilities provided.
3	Details of financial assistance provided for the establishment of healthcare institutions.
4	Number of workshops/ awareness programmes/ health care camps, vaccination drive conducted for the betterment of health care and number of participants.
5	Details of Committee formed for the effective implementation of policies for promotion of health care (includes constitution, members, meetings held etc).
6	Initiatives taken for encouraging people especially those Below Poverty Line (BPL) to be a part of any recognised health insurance (recognized) policy and number of people newly taken insurance.
7	Comparison of status of living with respect to quality of air, water, hygiene of the target section prior to and at the end of the reviewing period.
8	Initiatives for developing health literacy in the target section.
9	Details of nutrition supplementation programme conducted and number of people attended.
10	Initiatives taken for or financial assistance given for the development of novel drugs and therapies for the treatment of physical health conditions.
11	Details of advanced technological usage for improving healthcare of target section and its effective use.
12	Initiatives taken for prevention and treatment of substance abuse, including narcotic drug abuse and harmful use of alcohol.



13	Awareness programmes conducted for and/or assistance given for minimising/controlling biological risk factors, behavioural risk factors and environmental risk factors regarding physical health of people.
14	Periodical medical check-up sessions conducted.
15	Initiatives taken to ensure access to essential quality health care services, affordable medicines and vaccines.
16	Initiatives taken to reduce maternal mortality rate, neonatal mortality rate and mortality rate of children below the age of five.
17	Initiatives taken to improve access to sexual and reproductive health care centres/ services including information and education of family planning.
18	Initiatives taken for addressing the hardships faced in accessing medical facilities by patients with special needs and differently able persons.
19	Helpline numbers / facilities introduced and their effectiveness.
20	Doctor / medical professional to patient ratio before and after the implementation of the project / activity.
<b><i>B. Promotion of mental health care</i></b>	
1	Initiatives taken for improving social relationships/ community development.
2	Details of counselling sessions/ mental health promotion sessions conducted and number of participants.
3	Initiatives taken for increasing quality of mental healthcare specialists and training to non-specialists to deliver mental health care services at community level.
4	Initiatives taken or financial assistance given for the development of novel drugs and therapies for the treatment of mental health conditions.
5	Details of advanced technological usage for improving mental healthcare of target section.

6	Details of financial assistance given for establishing mental health care institutions including rehabilitation centres.
7	Initiatives for securing equity and opportunity for marginalised group.
8	Initiatives for promoting social support to old age population.
9	Details of stress prevention programmes conducted at work places.
10	Violence prevention programmes at community level.
11	Details of online psychosocial support programmes conducted using advanced technologies and effective follow-up.
12	Programmes organized including financial assistance for survivors of torture and trauma.
<b><i>C. Promoting sanitation</i></b>	
1	Initiatives taken for universal access to safe toilets and elimination of open defecation.
2	Initiatives taken including financial assistance given for the improvement of safe sanitation in slum areas.
3	Awareness programmes conducted for the safe sanitation at various levels including school level, college level, work place, local community, etc.
4	Details of progressive improvements towards safe sanitation system.
5	Assistance provided/ initiatives taken for the betterment of health of workers engaged in the field of sanitation.
6	Initiatives taken for coordinating safe sanitation with water and hygiene measures.
7	Initiatives taken to manage waste/excreta of domestic animals.
8	Initiatives taken and financial assistance given for Installation / Maintenance of portable toilets in the target area.
9	Details of implementation of sustainable waste management system including financial assistance provided.

10	Financial assistance provided for waste water treatment and innovation of new technologies for the purpose.
11	Assistance given to households/others for discharging treated water.
12	Initiatives taken and financial assistance given for constructing private toilets and latrines.
13	Details of local level health based risk assessment conducted.
14	Financial assistance given for the research and development of improving existing sanitation system or inventing new safe sanitation system.
15	Initiatives taken to strengthen the participation of local communities in improving sanitation management.
16	Initiatives taken to achieve access to adequate and equitable sanitation and hygiene and eradicate open defecation, paying special attention to the needs of women and girls.
17	Initiatives taken to build toilet facilities in schools and other public areas.
18	Initiatives taken to educate people to build toilets at their homes.

***D. Making available safe drinking water***

1	Status of free and equitable access to drinking water (status prior to and at the end of the reporting period).
2	Initiatives taken for rainwater harvesting and recharging underground aquifers.
3	Details of provision of home water treatment facilities through the use of filters, solar disinfection or any other scientific mode to make drinking water safe.
4	Status of continuous supply of water (having minimum required level of PH) prior to the reviewing period and at the end of the period.
5	Initiatives taken for ensuring continuous supply of water for each individual satisfying minimum quality criteria.

6	Financial assistance given for keeping and maintaining the water resources safe and useful.
7	Initiatives taken to protect and restore water-related ecosystems, including mountains, forest, wetland, rivers, aquifers and lakes.
8	Details of direct and indirect public participation in the implementation of scheme of making available safe drinking water to all.
9	Initiatives taken to promote low-cost solutions such as chlorine tablets, solar sterilization, ceramic filters or other such solutions to improve water quality.
10	Awareness programmes or sessions conducted for various sections of people in the society (at community level, school level, college level, at work place, etc.) for conservation of drinking water.
11	Initiatives taken for making available piped drinking water at each house.
12	Ratio of Generation to Consumption of safe drinking water.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include non-availability of proper response from stakeholders, lack of awareness about sanitation, lack of training, resistance to change etc and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on promoting education, employability and livelihoods**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(iii) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 03 (ICSI SAS-03) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "promoting education, employability and livelihoods". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditor shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, their family members, parents / guardians of students, officials of the local bodies, Civil Society Organizations (CSOs), media, educational institutions, employers, trainers, teachers, management personnel of educational institutes, recruitment agencies, supervising staff from the social enterprise, funding body etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Course books, curriculum
- Registers and placement records
- Previous Social Audit Report, if any
- Questionnaires and surveys
- Interviews
- Observations
- CVs and Resumés of teachers / trainers
- Examination papers
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social

Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

<b>Sl. No.</b>	<b>Particulars</b>
<b><i>A. Promoting education</i></b>	
1	Number of schools, colleges and other educational institutions set-up by the Social Enterprise.
2	Location and area in which the Educational Institutions have been set up.
3	Target population intended to be covered by the Social Enterprise, targeted population actually covered and reason(s) for deviations, if any.
4	Bye - laws and governing - laws of the Educational Institutions established by the Social Enterprise.
5	Mission and vision statements of Educational Institutions.
6	Initiatives taken to ensure that all girls and boys of target area have access to quality early childhood development, care and pre-primary education so that they are ready for primary education.
7	Initiatives taken to ensure that all women and men of target area have equal access to affordable and quality technical, vocational and tertiary education including University.
8	Standard Operating Procedures (for admission of students, appointments and salary to staff etc.) of the Educational Institutions.
9	Constitution of the Governing Body of Educational Institutions.
10	Decisions taken by the Governing Body of the Educational Institutions.



11	Details of source of funds for the establishment of Educational Institutions.
12	Number of workshops/ awareness programmes conducted to maximise the number of beneficiaries and number of hours of training provided.
13	Initiatives taken for encouraging people especially those Below Poverty Line (BPL) to take admission in the Educational Institutions and financial assistance given to them.
14	Comparison of status of living with respect to education of the target section prior to and at the end of the reviewing period.
15	Assistance given for school meal programmes and programme wise fund utilisation details.
16	Number of sports activities and extra-curriculum activities conducted during the period under review.
17	Steps taken to promote education of girls, LGBTQIA+ persons.
18	Initiatives taken to ensure that all youth and a substantial portion of adults, irrespective of gender achieve literacy and numeracy.
19	Training Programmes organised for the teachers to increase the supply of qualified teachers.
20	Scholarships provided for enrolment of students in higher education including vocational training and information and communication technology, technical, engineering and scientific programmes.
21	Initiatives taken to upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environment for all.

22	Curriculum of teaching / training developed and the extent to which the same is reviewed from time to time for updation keeping in view the changing society, environment and technology.
23	Placement drives undertaken and the number of beneficiaries getting placement during such drives.
24	Ratio of number of beneficiaries enrolled in training to the number of beneficiaries who got placement after completion of such training.
25	Ratio of students to teacher and students to classroom ratio.
26	Expenditure incurred per student / trainee as compared to remuneration offered on being placed.
27	In case of residential training programmes the availability of hostel / accommodation facilities and the quality thereof.
28	Career counselling initiatives taken up to guide the students / trainees to take up training as per their calling / vocation.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on promoting gender equality, empowerment of women and LGBTQIA+ communities**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(iv) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 04 (ICSI SAS-04) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "promoting gender equality, empowerment of women and LGBTQIA+ communities". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, their family members, parents, neighbours, self-help groups, peers and colleagues at workplace or educational/training institutes, recruitment agencies, supervising staff from the social enterprise, funding body, legal, accounting and compliance professionals from employers, officials of the local bodies, Civil Society Organizations (CSOs), media, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other agencies. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Demographic data relating to male, female ratio, LGBTQIA+ etc
- National Policy for Women Empowerment
- Articles 14, 15, 16, 39, 39A, 42 & 51A of Indian Constitution w.r.t gender equality
- LGBTQIA+ Rights and research papers on the same
- Registers and placement records
- Previous Social Audit Report, if any
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

<b>Sl. No.</b>	<b>Particulars</b>
<b><i>A. Promoting gender equality</i></b>	
1	Initiatives taken for increasing the participation of marginalized genders in leadership roles.
2	Ensuring balanced participation of women and men in political and public decision-making.
3	Details of campaigns conducted for raising awareness about gender equality and number of people participated in the campaign.
4	Assistance for creating formal and informal mentorship programmes that focuses on gender equality of marginalized genders.
5	Details of leadership training programmes conducted to support gender equality initiatives.
6	Initiatives taken for equality of opportunity and equal access to justice.
7	Initiatives taken for equality of pay.
8	Assistance given to prevent and combat violence against marginalized genders.
9	Initiatives taken for engaging marginalized genders with others.
10	Details of effective use of media, technology, advanced techniques, etc. for promoting equality of marginalized genders in the target area/section.

11	Initiatives taken for assisting/ providing primary and higher education to marginalized genders.
12	Assistance given to protect the rights of migrant, refugee and asylum-seeking marginalized genders.
13	Assistance given for subsidized healthcare programmes, providing nutritious food, facilitating legal aid, financial assistance for shelter and other basic needs.
14	Details of vocational training provided to women in rural communities to be self-sufficient through transforming their local waste and resources into a means of livelihood.
15	Initiatives taken to spread awareness about gender equality and LGBTQIA+ rights.
16	Initiatives taken to address and reduce the cases of violence against women
17	Initiatives taken to improve access to healthcare, education and training and equal participation and access in general to people irrespective of gender.
18	Initiatives taken to spread awareness about women's rights including rights against violence and gender equality.
19	Initiatives to bridge the literacy gap between men and women.
<b><i>B. Promoting empowerment of women and LGBTQIA+ communities</i></b>	
1	Details of poverty eradication programs conducted for addressing the needs and problems of the women and LGBTQIA+ communities' living below the poverty line.
2	Initiatives taken for eradicating all forms of discrimination against women and LGBTQIA+ communities.

3	Details of micro credit facilities provided for the upliftment of women and LGBTQIA+ communities and initiatives taken for enhancing access to the system.
4	Details of financial assistance or any other assistance or initiatives take for promoting and supporting women entrepreneurs.
5	Assistance given to women entrepreneurs in their journey from starting up to scaling up and expanding their ventures.
6	Measures taken for rehabilitation of women and LGBTQIA+ communities engaged in the act of begging.
7	Scholarship for school and higher education of women and LGBTQIA+ communities and awareness about the existence of such scholarships
8	Initiatives taken for elimination of violence against women and LGBTQIA+ communities including trafficking, sexual and other types of exploitation.
9	Initiatives taken for elimination of practices like child, early and forced marriage, and genital mutilation.
10	Initiatives taken for enhancing the use of technology to promote the empowerment of women and LGBTQIA+ communities.
11	Initiatives for enhancing women and LGBTQIA+ community's participation in policy and decision-making processes in all fields in society.
12	Awareness programmes organised for women and LGBTQIA+ communities to report and speak out about any incidents of sexual harassment from responsible persons like teachers, school staff, and from friends, relatives and neighbours.
13	Initiatives taken to increase awareness among women and LGBTQIA+ communities about their rights guaranteed under various laws, rules and regulations.



14	Programmes conducted to raise awareness on the needs of differently abled women and LGBTQIA+ communities and eliminate stigma and discrimination against them.
15	Initiatives taken and/or financial assistance provided for the empowerment of differently abled women and LGBTQIA+ communities by investing in their education and supporting their transition from school to work.
16	Initiatives taken to reduce violence against sex workers and to establish health and social services for them and their families.
17	Initiatives taken to protect the human rights of sex workers and to increase their access to HIV or other sexually transmitted disease prevention and treatment centres.
18	Initiatives taken to rehabilitate the children of sex workers.
19	Initiatives to increase the female to male Labour Force Participation Rate.
20	Initiatives to increase the Board-level participation of women.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, social stigma about LGBTQIA+ community and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on ensuring environmental sustainability, addressing climate change including mitigation and adaptation, forest and wildlife conservation**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(v) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 05 (ICSI SAS-05) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "ensuring environmental sustainability, addressing climate change including mitigation and adaptation, forest and wildlife conservation". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditors shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditor shall perform their functions that provide sufficient and adequate evidence to support Social

Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, forest officials, officials of the local bodies, testing agencies, NGOs working on the related fields, population living in a polluted area taken up for analysis, sustainability trainers, Civil Society Organizations (CSOs), media, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit reports. Information required for preparing Social Audit reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records.
- Sustainability policy of the Social Enterprise
- Sustainable Forestry Management Policy
- Water Conservation Management Policy
- Sample test reports
- Data on generation of waste, wastewater, collection of waste, treatment of waste, recycling etc.
- IUCN Red List
- World Database on Protected Areas
- Land category classification for GHG inventory reporting as per Intergovernmental Panel on Climate Change (IPCC)
- Questionnaires and surveys.
- Interviews.

- Observations.
- Published data from authorized sources.

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Ensuring environmental sustainability, addressing climate change including mitigation and adaptation</i></b>	
1	Awareness programmes conducted for promoting environmental sustainability in all spheres.
2	Measures taken and assistance provided for energy efficient agriculture in target area and to find sustainable alternatives to minimise emissions from slash and burn agriculture methodology.
3	Assistance and guidance for green building initiatives.
4	Initiatives taken for enhancing the use of natural alternatives to plastic and financial assistance given for research and development on this subject.
5	Measures taken and financial assistance provided for modification of existing production processes to emit less waste or emissions.
6	Initiatives taken to facilitate clean energy research and technology including renewable energy, energy efficiency and advanced and clean fossil fuel technology and promote investment in energy infrastructure and clean energy technology.

7	Initiatives or awareness programmes for responsible consumption of any form of energy, responsible waste management, reuse and recycling of materials.
8	Initiatives taken for improving energy efficiency and increase substantially the share of renewable energy in the total energy mix.
9	Initiatives taken for conserving and protecting water resources through efficiency, reuse, and rain water management.
10	Promoting efficient means of transport implementations like mass transit, electrification of public transport, bicycle, shared cars, etc.
11	Measures taken and financial assistance provided for research and development on possible catastrophes, temperature behaviour, etc.
12	Assistance given for landscape restoration (natural landscape) and reforestation.
13	Initiatives taken for promotion of ecological industry, agriculture, fishing and livestock farming, food sustainability and responsible consumption.
14	Assistance for developing technologies for meeting climate emergencies and developing innovative solutions to prevent and manage natural catastrophes.
15	Training provided for preventive and precautionary measures like evacuation plans, emergency health issues, etc.
16	Initiatives taken for improving soil, water and air quality.
17	Initiatives taken for minimizing the use of pesticides and other such chemicals in farming.
18	Measures taken to reduce greenhouse gas emission and strengthen resilience and adaptive capacity to climate-induced impacts.
19	Initiatives taken towards sustainable use of resources.

20	Initiatives taken towards arresting land degradation, and promoting afforestation and reforestation.
21	Initiatives taken to address marine pollution and collection of litter from beaches.
22	Alignment of sustainability development curriculum with Global Citizenship Education (GCED) of the UN.
23	Implementation of pollution control and environment protection laws and monitoring thereof.
24	Initiatives to create awareness about nature in an attempt to educate people about human-induced environmental degradation.
25	Initiatives towards collection of garbage and litter, treatment of waste and reduction of pollution.
26	Measures taken for collection of urban solid waste and disposal thereof.
27	Measures taken for collection of hazardous wastes, plastic wastes and bio-medical wastes and reuse, recycling and disposal thereof.
28	Initiatives taken for proper segregation and disposal of wastes.
29	Introduction of water conservation management measures for reduction of waste generation.
30	Initiatives taken for creating awareness about climate change and its mitigation, adaptation and impact reduction techniques.
31	Creating awareness about various types of pollution and their impacts on health.
32	Initiatives taken towards reuse, recycling of water, water harvesting, rain gardening etc to mitigate effects of climate change.

33	Building of flood barriers to protect the passage of harmful water during flood.
34	Initiatives taken to protect mountain diversity.
<b><i>B. Forest and wildlife conservation</i></b>	
1	Initiatives taken for minimizing the commercial use of forest produce, encourage forest developmental activities like social forestry, agro-forestry, etc.
2	Measures taken and assistance given for replanting forests and restoring damaged ecosystems.
3	Initiative taken and financial assistance provided for prevention of exploitation of forestry and forest products.
4	Initiatives for protection of coastal wet lands and surrounding natural habitats.
5	Initiative for development and maintenance of national parks.
6	Measures taken and assistance given for protection of forest from fire, mining and other natural calamities.
7	Financial assistance given for development of new technologies for conservation of forest and wild life.
8	Training programmes conducted for persons engaged in forest conservation activities.
9	Measures taken for conservation of endangered species of wild animals and birds to prevent their extinction altogether.
10	Initiatives taken for restricting hunting and capturing of wildlife and also export and import of wildlife products.



11	Awareness programmes conducted for people living near to forest for the preservation, protection and making organic relationship with the forest.
12	Initiatives for protecting wildlife from pollution and from natural hazards.
13	Initiatives taken for restoration of natural habitat of threatened animals.
14	Initiatives taken towards the restoration of biodiversity of mountains and forests.
15	Initiatives towards restoration of the quality of soil.
16	Initiatives to build culverts over water bodies in forest areas to connect roads.
17	Measures taken to replicate natural habitats of endangered animals in multiple areas to spread the risk associated with loss of habitat.
18	Measures taken to prevent loss of protected forest areas.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, difficulty in understanding the concept of sustainability or impact of climate change, unrestrained use of plastic and production of waste and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on protection of national heritage, art and culture**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(vi) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 06 (ICSI SAS-06) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "protection of national heritage, art and culture". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditors shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditor shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, officials of the local bodies, Civil Society Organizations (CSOs), the Archaeological Survey of India, tourists, media, archaeological departments, museum authorities, archaeology and art students, craftsmen and artisans engaged in traditional art and culture, employees at a heritage site, local tour agents and tourist

guides etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records.
- National GIS data for monuments and heritage sites
- History of heritage sites
- Archaeological surveys and reports
- Tourist data from govt of India
- Tourist feedback, blogs and reports
- Research and other published reports
- Questionnaires and surveys.
- Interviews.
- Observations.

- Published data from authorized sources.

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Protection of national heritage, art and culture</i></b>	
1	Initiatives taken to provide direct training or assist the entities in the field of manpower training in structural safety and infrastructure of national heritage (including buildings, historic places and monuments).
2	Initiatives taken/ awareness programmes conducted and/ or financial assistance given for protection, maintenance and conservation of national heritage, art and culture.
3	Initiatives taken for creating awareness among the local population and the visitors about the heritage resources and spread a quest for heritage preservation.
4	Introduction of offline and online trainings for tourism purposes for the people willing to undertake ventures in this regard.
5	Initiatives taken for involvement of Universities for the protection of national heritage and promoting art and culture.
6	Initiatives taken for grading and proper record keeping/documentation of national heritage, art and culture.

7	Financial assistance given for repair and/ or restoration of national heritage damaged due to natural disasters or otherwise.
8	Programmes and trainings conducted to create awareness among the target population regarding disaster management of heritage sites.
9	Initiatives taken for creating awareness among the local population and the visitors about our art and culture.
10	Adopting monuments or historical buildings or places of target area.
11	Programmes conducted to create understanding the cultural and historical significance of heritage, art and culture.
12	Sensitization programmes conducted to inculcate a sense of pride among the students, teachers and the community about our culture.
13	Seminars, quizzes and exhibitions conducted on the importance and protection of the monuments located in the target area.
14	Initiatives taken and financial assistance provided to strengthen and modernise existing museums or set up new museums.
15	Initiatives taken and financial assistance provided to conserve and disseminate the knowledge in manuscripts and to publish rare and unpublished manuscripts for researchers, scholars and the general public.
16	Initiatives taken and financial assistance provided to identify and develop unattended and underdeveloped pilgrim sites across India to enrich the religious tourism experience.
17	Initiatives taken to develop and promote theme-based tourist circuits focusing on the principles of high tourist value, competitiveness and sustainability in an integrated manner.

18	Initiatives taken to digitize heritage materials housed in museums, archives, libraries and other institutions to protect them for future generations.
19	Initiatives taken to conduct heritage walks to raise awareness about historical and cultural value of the site.
20	Initiatives taken to promote study and research on the heritage site, art and culture.
21	Measures taken to protect the art, culture and heritage sites from natural calamities and manmade catastrophes.
22	Types of new age digital tools (like 3D tours, QR codes, interactive platforms, audio guides etc) introduced to make the historic site more vibrant and interesting to new generation.
23	Initiatives taken towards tightening of security at the heritage site.
24	Initiative taken to inspire more and more young people and students to render voluntary services for upkeep of the historic site.
25	Measures taken to ensure that visitors and tourists do not damage the historic structure by vandalising or unauthorised inscriptions or defacement.
26	Measures taken to revive traditional art and culture and number of people involved in such revival.
27	Initiatives taken to popularise traditional art and culture amongst the local population.
28	Steps taken to increase footfall of international tourists in heritage sites.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, lack of archaeological data, absence of historical records about traditional art and culture, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.



**Social Audit Standard on training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(vii) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 07 (ICSI SAS-07) aims to aid the Social Auditor with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditor shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, officials of the local bodies, Civil Society Organizations (CSOs), media, sports training centres, sports trainers, athletes, other sports trainees, self help groups, village level bodies, academic institutions, employees, employers etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Enrolment data for training programmes
- Contracts / Agreements for training
- Progress report
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also,

the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports</i></b>	
1	Assistance provided to various Sports Federations.
2	Scholarships given to the promising candidates.
3	Number of Sports Complex/ Facilitation Centres/Sports Schools/ Training Centres/ Sports Clubs opened by the Social Enterprise.
4	Population targeted and actually covered by the Social Enterprise, and reason(s) for deviations, if any.
5	Affordability and accessibility of training centre and sessions to all class of people irrespective of their gender, sexual orientation and financial status.
6	Initiatives for the development of sports infrastructure.
7	Initiatives taken to ensure world-class training, nutrition, equipment, and financial aid to sportspersons.
8	Initiatives taken to create awareness among the targeted population so that they do not face familial, personal, social or financial constraints.
9	Initiatives taken to ensure that no preference is given to any sport in terms of infrastructure based on popularity amongst the masses.
10	Initiatives taken to encourage Corporates to support the Sports Sector through CSR.

11	Initiatives taken for collaboration with international accredited agencies in the field of sports.
12	Number of Sports Events conducted at various levels (district/ state/ national/ international).
13	Number of participants in Rural games, Paralympic games and Olympics games.
14	Details of source of funds for carrying out the activities and programme wise fund utilisation details.
15	Number of workshops/ awareness programmes conducted to maximise the number of beneficiaries.
16	Initiatives taken for encouraging people especially those Below Poverty Line (BPL) to take admission in the Training Centres/ Sports Centres and financial assistance given to them.
17	Programmes conducted to create awareness about the Government Schemes and initiatives available for promoting sports in India.
18	Measures taken to identify the extent of inequalities and discrimination faced by women and persons with disabilities in sports and to address the same.
19	Initiatives taken to identify potential athletes and provide them with facilities like coaching, diet, equipment, uniforms, consumables etc.
20	Measures taken to ensure that the children with disabilities be included in physical education within the school system to the fullest extent possible and enjoy equal access to sporting activities.
21	Initiatives taken to create positive social attitude towards sports as a viable career option.

22	Initiatives taken to build proper hostels and canteens for sports trainees.
23	Initiatives taken to recruit adequate number of coaches and qualified trainers and good quality training staff.
24	Initiatives taken towards creating awareness about para sports and encouraging differently abled people to take up such sports activity.
25	Measures taken to address constraints like inadequate government funding in sports and lack of internationally trained coaches.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on supporting incubators of Social Enterprises**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(viii) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 08 (ICSI SAS-08) aims to aid the Social Auditors with necessary instructions or checklists for the effective Social Audit of Social Enterprises engaged in the field of "supporting incubators of Social Enterprises". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, officials of the local bodies, Civil Society Organizations (CSOs), academic institutions, professionals, staff, media, etc. The consultation must be done with the stakeholders to extract accurate and needed information.



#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from government documents and reports. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Enrolment data for training programmes
- Contracts / Agreements for incubation
- Scope of work drawn for the incubation programme
- Progress Report
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also,

the feedback from stakeholders should be considered while preparing the Social Audit Report.

<b>Sl. No.</b>	<b>Particulars</b>
<b><i>A. Supporting incubators of Social Enterprises</i></b>	
1	Initiatives taken for making incubators of social enterprises more compatible to the changing world.
2	Assistance for creating new revenue stream for incubators of social enterprises.
3	Training programmes conducted for incubators of social enterprises to cope up with future challenges.
4	Assistance given to incubators of social enterprises to make them use of latest technologies in their activities.
5	Details of training sessions, workshops and other informative sessions organized.
6	Initiatives taken for ease in working with the government, finding right talent, and scaling sustainably.
7	Assistance in the form of building networks, guidance on developing business plans and access to network of mentors.
8	Initiatives taken for making incubators of social enterprises more compatible to the changing world.
9	Process of selection of incubatees, number of incubatees selected based on the selection criteria and quantum of grants disbursed.

10	Nature of physical infrastructure and value added support services provided to the incubatees.
11	Contribution to the entities engaged in research and development projects funded by the Government.
12	Contribution to the entities engaged in conducting research in science, technology, engineering and medicine aimed at promoting Sustainable Development Goals (SDG).
13	Impact created by the supported organisations and number of patent applications filed and patents granted.
14	Level of satisfaction of incubatees with the support services they received from the incubators.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on supporting other platforms that strengthen the non-profit ecosystem in fundraising and capacity building**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(ix) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 09 (ICSI SAS-09) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "supporting other platforms that strengthen the non-profit ecosystem in fundraising and capacity building". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through

inspection, observation, inquiry, consultation, interview, questionnaire, analytical procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, officials of the local bodies, Civil Society Organizations (CSOs), social enterprises, academic institutions, professionals, staff, media, financial institutions, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Enrolment data for training programmes
- Contracts / Agreements entered
- Progress Report
- Various related govt schemes
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also,

the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Supporting other platforms that strengthen the non-profit ecosystem in fundraising and capacity building</i></b>	
1	Category of Platforms that are being supported by the Social Enterprise to strengthen the Non Profit Organisations.
2	Ensuring that the Non-Profit Organisations which raise funds from different platforms are registered under the State Laws.
3	Targeted population intended to be covered by the Social Enterprise, population actually covered and reason(s) for deviations, if any.
4	Number of direct e-mails sent to prospective donors by the Non-Profit Organisations for raising funds.
5	Ensuring that the Non-Profit Organisation maintain quality websites that provide relevant information to prospective donors and encourage them to donate.
6	Ensuring that the Non-Profit Organisations make most of the social media by providing adequate content of their functioning and purpose of fundraising.
7	Initiatives taken by Non-Profit Organisations to develop their own apps which helps people in donating while being engaged in their daily routine activities.
8	Number of events organised by the Non-Profit Organisations to raise funds from individuals as well as other corporations/body corporates/associations of persons/financial institutions, etc.

9	Initiatives taken by the Non-Profit Organisations to encourage Corporates to invest or to make them the partner for fulfilling their own CSR.
10	Funds raised by the Non-Profit Organisations and programme wise fund utilisation details.
11	Initiatives taken to ensure consistent point of contact for all donors and ensure that reporting is done on time and donors are regularly updated on key milestones.
12	Initiatives taken to strengthen the institution resilience of organisation, capacity building through trainings, workshops, mentorship, advisory support, etc. exploring fund-raising strategies and related activities.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.



**Social Audit Standard on promoting livelihoods for rural and urban poor including enhancing income of small and marginal farmers and workers in the non-farm sector**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(x) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 10 (ICSI SAS-10) aims to aid the Social Auditor with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "promoting livelihoods for rural and urban poor including enhancing income of small and marginal farmers and workers in the non-farm sector". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall

perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

#### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

#### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

#### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries like small and marginal farmers, workers in non-farm sector, their families, officials of the local bodies, Civil Society Organizations (CSOs), training

agencies, recruitment bodies, media, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- MSME scheme documents
- NABARD policy documents
- List of schemes by Deptt of Agriculture and Farmers Welfare, GoI
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Promoting livelihoods for rural and urban poor</i></b>	
1	Initiatives taken for ensuring minimum wages for rural and urban poor workers engaged in farming and non-farming activities.
2	Financial assistance provided to unorganized workers.
3	Initiatives taken for sustainable use of natural resources in a way that guarantees the quality of life of present and future generations of rural and urban poor workers.
4	Initiatives taken for minimising disguised and seasonal unemployment of rural and urban poor.
5	Initiatives taken for educating rural and urban poor and their children.
6	Initiatives taken for imparting skill to rural and urban poor youth.
7	Initiatives taken for improving rural infrastructure and public transport system in target area.
8	Initiatives taken to implement or assist in implementing novel rural development strategies like engaging multiple income sources and adopt a range of survival strategies (including various types of migration and straddling whereby some members stay in rural areas while others live semi-permanently in urban areas).

9	Initiatives taken to improve the agricultural practices (such as improved variety of high yielded seeds, mixed cropping, crop rotation, crop diversification, community farming, kitchen gardening,. etc) resulting in an increase in productivity of crops and thereby ensuring year-round food security and enhanced income.
10	Initiatives taken to empower women members to take a lead role in livelihood activities to assert their rights over productive assets and access inputs and services related to livelihoods from mainstream agencies.
11	Initiatives taken to create awareness among rural and urban poor regarding Government's various social benefit schemes and improving their access to the schemes.
12	Initiatives taken and/ or assistance given to producer groups in agriculture, dairying and other areas of farming to upgrade technologies to improve the productivity and quality of their products, access market information, develop value chains, negotiate fairer terms of trade for their products and services, etc.
13	Initiatives taken to increase the access of MSMEs to financial services including affordable credit and their integration into value chain and market.
14	Initiatives taken to train and place rural and urban poor in domestic and multinational companies in high growth sectors such as fast moving consumable goods, manufacturing, construction, infrastructure, garment, marketing, etc.
15	Initiatives taken for imparting vocational training to women
16	Initiatives taken for creating job opportunities for women
17	Initiatives taken for developing entrepreneurial skill amongst beneficiaries

***B. Enhancing income of small and marginal farmers and workers in the non-farm sector***

1	Assistance given for improving the productivity of agriculture sector through yield productivity, technical efficiency, production frontier, etc.
2	Initiatives taken for ensuring access to agricultural resources for people living in poverty, especially women and indigenous communities and promoting land tenure arrangements that recognize and protect indigenous and common property resource management systems.
3	Credit assistance provided for the rural poor to support sustainable agriculture and rural development.
4	Assistance given for storage and transportation facilities for perishable agricultural goods.
5	Financial assistance given for multi-tier cropping, bee-keeping, agricultural equipment functioning in green energy, solar energy production in non-cropping season.
6	Assistance given for access and use of mechanisation and automation in agricultural activities.
7	Initiatives taken for improving irrigation system, high quality seed stock, soil health practice, proper pest management.
8	Financial support given to help small and marginal farmers and workers in the non-farm sector by way of raising necessary funds through low-interest loans.
9	Assistance provided for promoting integrated farming system to counter the challenges of monsoon or unseasonal rain.

10	Initiatives taken for increasing public-private partnerships aimed at increasing agriculture production and food security.
11	Initiatives taken to create awareness about various crop insurance schemes available and help in getting the farmers' crops insured
12	Creating awareness regarding various government schemes

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, lack of proper planning and implementation, faulty selection of beneficiaries due to political intervention and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on slum area development, affordable housing and other interventions to build sustainable and resilient cities**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(xi) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 11 (ICSI SAS-11) aims to aid the Social Auditor with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "slum area development, affordable housing and other interventions to build sustainable and resilient cities". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditors shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditors can acquire evidence for the effectiveness of Social Audit



through inspection, observation, inquiry, consultation, interview, questionnaire, analytical procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, slum dwellers, people with disabilities, homeless people, officials of the local bodies, Civil Society Organizations (CSOs), media, contractors, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Survey reports of local NGOs
- Official Reports on slums etc.
- National Slum Development Programme
- Pradhan Mantri Awas Yojana
- Other Slum Development Programmes
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social

Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit Report.

<b>Sl. No.</b>	<b>Particulars</b>
<b><i>A. Slum area development, affordable housing and other interventions to build sustainable and resilient cities</i></b>	
1	Number of Slum Area Development Projects Undertaken by the Social Enterprise.
2	Number of other Housing Development Projects Undertaken for Sustainable and Resilient Cities.
3	Targeted population intended to be covered and the population actually covered by the Social Enterprise.
4	Sources of Funds raised/received for undertaking the activity and the utilisation of the funds.
5	Number of affordable houses constructed, houses allocated, registry records of houses allocated, number of people moved from slum areas to affordable houses.
6	Initiatives taken by the Social Enterprise to implement Nature-based/ Eco-Friendly Solutions to address environmental challenges being faced by the cities.
7	Initiatives taken by the Social Enterprise to develop cities that are persistent to uncertainties and adaptable to the prospective challenges.
8	Initiatives taken by the Social Enterprise to develop sustainable and eco-friendly transportation system.

9	Initiatives taken by the Social Enterprise to develop basic necessities in slum areas like water, sanitation, dwellings, waste collection, storm drainage, street lighting, paved sidewalks and roads for emergency access, hospitals, schools, etc.
10	Initiatives taken by the Social Enterprise to improve the social indicators like employability, following law of the land, education etc. in slum and backward areas.
11	Status of compliance to the Slum Areas (Improvement & Clearance) Act, 1956 and concerned Rules, wherever applicable.
12	Initiatives taken to have in place proper waste management policy in the new housing developed for slum dwellers.
13	Initiatives directed towards development of sustainable public transport system and road safety.
14	Measures taken for the improvement of lifestyle of people with disability, women, children and old people.
15	Initiatives taken for making available basic facilities like water, electricity, LPG, proper sanitation, garbage disposal, etc.
16	Measures taken to provide security to the dwellers against unlawful eviction.
17	Initiatives taken to provide social acceptance to the dwellers by ensuring social status and respect among neighbours.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in

implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

DRAFT

**Social Audit Standard on disaster management, including relief, rehabilitation and reconstruction activities**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(xii) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 12 (ICSI SAS-12) aims to aid the Social Auditor with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "disaster management, including relief, rehabilitation and reconstruction activities". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditors shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, their families, people with disabilities, NGOs and their staff working in the affected areas, community leaders, volunteers, officials of the local bodies, Civil Society Organizations (CSOs), media, various disaster management support service wings, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Disaster Reports
- National Policy on Disaster Management
- National Disaster Management Plan
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also,



the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Disaster management, including relief, rehabilitation and reconstruction activities</i></b>	
1	Assistance given for implementing an evacuation plan at school level, work place, and at community level.
2	Developing skills at community level for disaster management.
3	Programmes conducted for raising awareness about potential hazards and how to address them.
4	Educating the public about how to properly prepare for different types of disasters.
5	Assistance given for installing and strengthening prediction and warning systems.
6	Assistance given for taking insurance to protect properties and belongings of target section.
7	Promoting the use of fire-retardant materials in construction.
8	Assistance given for using of fire-retardant materials in construction, construction of levees in target area.
9	Assistance given for establishing emergency shelter, evacuation route, emergency energy and water sources in the target area.
10	Workshops/ Mock Drills conducted to create awareness about disaster management.

11	Assistance given for rebuilding houses, reducing unemployment, providing legal service, infrastructure system and maintaining proper health during or after any of the natural calamities.
12	Initiatives taken for preventing or reducing stress-related illnesses and excessive financial burdens. Counselling sessions conducted for the affected category of people.
13	Providing direct relief to those unable to meet their expenses. Rebuilding damaged structures based on advanced knowledge obtained from the preceding disaster.
14	Initiatives taken for promoting earthquake resistant construction, community health and sanitation. Deployment of warning systems to alert and notify the public about the disasters which are going to hit/happen.
15	Initiatives taken for making and implementing disaster preparedness plans for what to do, where to go, or who to call for help in a disaster.
16	Training programs and research information on the latest mitigation measures.
17	Assistance given for reviewing and coordinating emergency plans.
18	Initiatives taken to set up temporary schools in affected areas, collaboration or Liaisoning with private and government organisations for educational support to children of affected target population.
19	Guidance and coordination for plans to warn and protect the target population in various emergencies.
20	Initiatives taken to distribute food, water, medicines, sanitary pads, clothes in the affected areas.

21	Initiatives taken to train community volunteers with the skills that they would need to respond to target population's immediate needs in the aftermath of a disaster.
22	Provision of psychologist and doctors and other medical staff to disaster affected people.
23	Measures adopted to ensure fast and effective rescue operations.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, poor mental state of affected people and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on promotion of financial inclusion**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(xiii) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 13 (ICSI SAS-13) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "promotion of financial inclusion". Social Auditors shall follow the minimum criteria as specified in this proposed Social Audit standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, their families, officials of the local bodies, Civil Society Organizations (CSOs), media, financial institutions, banks, their employees, training providers etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Enrolment data for training programmes
- Contracts / Agreements entered
- Progress Report
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also,

the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Promotion of financial inclusion</i></b>	
1	Number of Workshops/ Awareness Programs conducted by the Social Enterprise for financial inclusion of low-income individuals and businesses with limited resources.
2	Steps taken by the Social Enterprise to create awareness about the Financial Inclusion Schemes already present in the Country like Pradhan Mantri Jan Dhan Yojana, Atal Pension Yojana, Pradhan Mantri Mudra Yojna, Sukanya Samriddhi Yojna, etc.
3	Targeted population intended to be covered and population actually covered by the Social Enterprise and reason(s) for deviations, if any.
4	Initiatives taken to encourage people in the target area to open bank accounts, bank accounts opened by them and number of deposits transactions done by them.
5	Initiatives taken by the Social Enterprise to promote financial literacy and education among the targeted population and ensure women inclusion in the same.
6	Initiatives taken to ensure that low-income individuals have access to emergency loans, consumer loans, housing loans and business loans at affordable rates.
7	Details of source of funds for undertaking the activities under the head of financial inclusion and programme wise fund utilisation details.

8	Impact of the awareness programs conducted by the Social Enterprise and has it improved the standards of lives of the poor and the disadvantaged.
9	Has the Social Enterprise taken appropriate actions like advertisement policy to ensure Diversity and Equity in Financial Inclusion?
10	Initiatives taken to make people aware of the benefits of retirement plans and insurance policies and provide them with affordable retirement plans that will give them good returns post retirement.
11	Initiatives taken to provide tailor-made and custom-made financial solutions to poor people as per their individual financial conditions, household needs, preferences and income levels.
12	Initiatives taken to open common service centres in the rural areas to offer electronic business services as well as e-governance to people living there.
13	Initiatives taken to help people to receive government approved documents like PAN Card, Aadhar No., Voter ID etc. so that they can avail subsidies and other services offered by the Government that they are actually entitled to.
14	Initiatives taken to provide women with exposure to multiple affordable saving instruments, various forms of credits available in the market to help them start a new small business venture or to take up a training course to apply for a new occupation.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to



identify all stakeholders, non-availability of proper response from stakeholders, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

DRAFT

**Social Audit Standard on facilitating access to land and property assets for disadvantaged communities**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(xiv) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 14 (ICSI SAS-14) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "facilitating access to land and property assets for disadvantaged communities". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, officials of the local bodies, Civil Society Organizations (CSOs), training providers, NGOs and their employees, media, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment.**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Enrolment data for training programmes
- Contracts / Agreements entered
- Progress Report
- Various related govt schemes
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also,

the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Facilitating access to land and property assets for disadvantaged communities</i></b>	
1	Awareness programmes conducted for making women aware of their legal rights to own land, property and assets and improve their bargaining power within the family and in society generally.
2	Awareness programmes conducted on community basis to make disadvantaged communities aware of their rights about ownership and enjoyment of land and other natural resources.
3	Initiatives taken for ensuring equal distribution of income or reduce income inequality.
4	Initiatives for eradicating ill-defined property rights or unfair enforcement of rights against disadvantaged communities relating to agricultural land and other natural resources.
5	Initiatives taken for controlling/minimising high concentration of land ownership and asymmetrical tenancy arrangements.
6	Free Legal assistance/aid given for disadvantaged communities pertaining to property related litigations.
7	Measures taken for landless tenants who cultivate others land.
8	Measures taken for landless labourers who depend on casual or long-term employment in the farm or nonfarm sectors.

9	Initiatives taken to facilitate public sector support for agricultural research and making available the resulting benefits to small farmers.
10	Initiatives taken for arranging access to Government benefit schemes, micro finance, farm loans, agro insurance, etc.
11	Legal literacy programmes conducted to help disadvantaged communities to understand their statutory rights to land.
12	Initiatives taken to provide the relevant authorities to repeal and amend customary, traditional or religious property regulations and regimes that discriminate against disadvantaged community's property rights.
13	Promote disadvantaged community's participation and leadership in global, national and local institutions, in governance mechanisms in rural areas and in bodies concerned with the ownership and use of land in order to increase disadvantaged community's autonomy, voice, agency and decision-making power.
14	Promote joint land titling in order to increase the registration of disadvantaged community's land rights.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on bridging the digital divide in internet and mobile phone access, addressing issues of misinformation and data protection**

**Applicability and Scope**

This Social Audit Standard ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(xv) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 15 (ICSI SAS-15) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "bridging the digital divide in internet and mobile phone access, addressing issues of misinformation and data protection". Social Auditors shall follow the minimum criteria as specified in this proposed Social Audit standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditors shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditors can acquire evidence for the effectiveness of Social Audit

through inspection, observation, inquiry, consultation, interview, questionnaire, analytical procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so that they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, their families, trainers imparting training, funding agencies, officials of the local bodies, Civil Society Organizations (CSOs), media, etc. The consultation must be done with the stakeholders to extract accurate and needed information.



#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit Reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Enrolment data for training programmes
- Contracts / Agreements entered
- Progress Report
- Various related govt schemes
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social

Auditor must exercise his own discretion and judgement on case to case basis. Also, the feedback from stakeholders should be considered while preparing the Social Audit.

Sl. No.	Particulars
<b><i>A. Bridging the digital divide in internet and mobile phone access, addressing issues of misinformation and data protection</i></b>	
1	Number of Workshops/ Awareness Programs/ Seminars/ Training Sessions conducted by the Social Enterprise for bridging digital divide.
2	Number of street plays, visual presentations, one-on-one interactions etc. held by the Social Enterprise to educate the target population about digital literacy.
3	Steps taken by the Social Enterprise to organise seminars/ workshops etc. in native language of the targeted population so that people feel more connected to content when they read it in their local language.
4	Steps taken by the Social Enterprise to pay attention to specific technologies to make digital learning accessible for physically challenged people like screen readers, magnifying devices, augmentative reality, virtual reality, etc.
5	Steps taken by the Social Enterprise to collaborate with the government authorities to help schools, learners, and teachers access digital technologies which will reduce the cost of the internet and strengthen the technological infrastructure.
6	Number of targeted population intended to be covered by the Social Enterprise and population actually covered and reason(s) for deviations, if any.
7	Initiatives taken by the Social Enterprise to develop high-tech classrooms to help targeted population access informational resources.

8	Initiatives taken by the Social Enterprise to ensure women inclusion in the digital literacy.
9	Details of source of funds for undertaking the activities under the head of bridging the digital divide, addressing issues of misinformation and data protection and programme wise fund utilisation details.
10	Investments made by the Social Enterprise in tools to identify fake news, reduce financial incentives for those who profit from misinformation, and improve online accountability.
11	Initiatives taken by the Social Enterprise to create awareness about data protection and introducing the target population about its gravity.
12	Data Management Policy formulated by Social Enterprise which provides for data protection and remedial actions in the event of its failure.
13	Initiatives taken by the Social Enterprise to educate target population that their personal data cannot be accessed by anyone without prior consent except in the situation of emergency.
14	Initiatives taken by the Social Enterprise to reduce inequalities with regard to access to, use of, impact of information and communication technologies between individuals, households, business or geographic areas, usually at different socio economic levels or other demographic categories.
15	Initiatives taken by Social Enterprise to build stronger infrastructure to provide uninterrupted internet connectivity.
16	Initiatives taken by Social Enterprise to reduce the instances of data breach and ensure consent and rule-based data collection.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders, and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.

**Social Audit Standard on promoting welfare of migrants and displaced persons**

**Applicability and Scope**

This Social Audit ('the Standard') is applicable to the Social Auditor as defined under sub-Regulation (f) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 conducting the Social Audit of the Social Enterprise as defined under sub-Regulation (h) of Regulation 292A of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018. This Standard deals with procedures, responsibilities and duties of the Auditor with respect to the Social Audit being conducted by him/ her of the Social Enterprises engaged in the activities prescribed under sub-regulation 2(a)(xvi) of Regulation 292E of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

**Objective**

ICSI Social Audit Standard – 16 (ICSI SAS-16) aims to aid the Social Auditors with necessary instructions or guidelines for the effective Social Audit of Social Enterprises engaged in the field of "promoting welfare of migrants and displaced persons". Social Auditor shall follow the minimum criteria as specified in this proposed Social Audit Standard issued by the ICSI.

**Effective Date**

This Social Audit Standard will be in force with effect from --/--/20--.

**Social Audit Process and Documentation**

Social Auditor shall conduct the Social Audit in accordance with the procedures/ mandates established and notified by the ICSI from time to time. Social Auditors shall perform their functions that provide sufficient and adequate evidence to support Social Audit. Social Auditor can acquire evidence for the effectiveness of Social Audit through inspection, observation, inquiry, consultation, interview, questionnaire, analytical

procedures and/or other research techniques or any other acceptable methods as he/she deems fit. The procedures to be followed are as under:

- I.** Define Social Audit objectives and planning Social Audit;
- II.** Intimation to the Management of the Social Enterprise about the Audit Plan;
- III.** Identification of Stakeholders and consultation;
- IV.** Visit to/inspection of the area where project/activity was implemented;
- V.** Collection of data, Analysis and assessment;
- VI.** Reporting.

### **I. Define Social Audit objectives and planning Social Audit**

The Social Auditor shall define the object and scope of the Social Audit prior to conducting Social Audit. It is always better to have a proper plan prior to Social Audit and it includes nature, timing and extent of the procedures and standards to be followed while conducting Social Audit. The Social Auditor should also analyse the report, recommendations of the previous Social Audit, if any, and review the corrective actions taken by the Social Enterprise with respect to the recommendations suggested in the previous Social Audit Report. This is the first stage of Social Audit process.

### **II. Intimation to the Management of the Social Enterprise about the Audit Plan**

It is expected that the Social Auditor should intimate the audit plan to the Management of the Social Enterprise so they can have the necessary documents and materials ready and available for the Auditor.

### **III. Identification of Stakeholders and Consultation**

The key stakeholders who can be involved in the Social Audit process include project beneficiaries, migrant workers and displaced persons, Self Help Groups working for such persons, employers, recruitment agencies, officials of the local bodies, Civil Society Organizations (CSOs), media, etc. The consultation must be done with the stakeholders to extract accurate and needed information.

#### **IV. Visit to / inspection of the area where project / activity was implemented**

The Social Auditor must make it a point to visit / inspect the location and this will also give him / her better opportunities both for collection of data and consultation with the stakeholders.

#### **V. Collection of data, analysis and assessment**

This activity involves identifying key issues that need to be cross checked in the Social Audit as well as how information and data pertaining to the activity undertaken by the Social Enterprise will be collected. Moreover, in Social Audit process, two types of data are crucial. Primary data collected from stakeholders and community members, followed by Secondary data collected from various other sources. Gathering secondary information is very important in the process of Social Audit. Secondary data are inevitable for making Social Audit reports. Information required for preparing Social Audit Reports may not be available in single point but may be in different records in different forms.

Social Auditor shall collect the relevant information through any of the following methods:

- Documents and records
- Statistical data on migrant workers
- Govt policies in this regard
- Data on employers of migrant workers
- Questionnaires and surveys
- Interviews
- Observations
- Published data from authorized sources

Evaluation should be based on certain criteria and suggestive list of such criteria is provided hereinafter. However, the list is inclusive and not exhaustive and the Social Auditor must exercise his own discretion and judgement on case to case basis. Also,

the feedback from stakeholders should be considered while preparing the Social Audit Report.

Sl. No.	Particulars
<b><i>A. Promoting welfare of migrants and displaced persons</i></b>	
1	Awareness programmes conducted for the migrant workers and displaced persons related to health care, personal hygiene, etc.
2	Workshops/ Awareness programmes/ health care camps, vaccination drive conducted for migrant workers and their family.
3	Initiatives taken for reducing social tensions between host communities and migrant workers/displaced persons.
4	Initiatives taken for ensuring migrant workers and displaced persons are getting the same universal human rights and fundamental freedoms available to the local/ host communities.
5	Initiatives taken for ensuring equal access to health care services, including health promotion, disease prevention, treatment and care, as well as financial protection.
6	Initiatives taken for the development, strengthening, implementation and monitoring of new or existing rights-based social protection schemes or mechanisms that enhance access or extend coverage to migrant workers (e.g. providing access to health care, income security, etc.) and displaced persons.
7	Initiatives taken for the establishment of a knowledge base (including statistics) on social security for migrant workers to support evidence-based policymaking and capacity building.



8	Assistance given for the costing and financing of social protection schemes and reforms (e.g. fiscal space analyses), including those related to the extension of social protection to migrant workers and their families and displaced persons.
9	Assistance given for getting the migrant workers registered in various government welfare schemes launched for them.
10	Workshops conducted for the employers of the migrant workers to treat them equally and avail all the welfare facilities introduced by the central/state/local government.
11	Assistance given for the displaced persons to reach their home and/ or find job for their living.
12	Initiatives taken for giving free legal aid to migrant workers and displaced persons in case of any need.
13	Assistance given for inclusion in national health insurance schemes, facilitating access to social protection schemes, etc.
14	Initiatives for promoting capacity development for social workers on issues related to migrant workers and displaced persons to provide better assistance to them.
15	Coordination with local actors/ local bodies, which develop packages and integration strategies for migrant workers and displaced persons.
16	Initiatives taken to get the complaints of migrants and displaced persons registered with government department/ authorities and effective redressal of the same.
17	Transport facilities provided to migrant and displaced persons to help them reach their homes.

18	Alternative employment opportunities provided.
19	Health check-up camps organised for general check-up of the health of migrant workers and their families.

## **VI. Reporting**

The Social Audit Report shall include information about the objective set out at the beginning of the Social Audit, methodologies adopted, observations, findings and recommendations if any. The Social Auditor shall also identify the challenges faced in implementation of the projects / activities and suggest areas for improvement based on observation, interview and feedback received from stakeholders. The Social Auditor shall also list out the limitations of the audit process which might include inability to identify all stakeholders, non-availability of proper response from stakeholders and so on and point out the extent to which such limitations impact the Audit Report. The Report of Social Audit shall be as per the format notified by the ICSI from time to time.