

# ADMINISTRATIVE AUDIT

## 2016 - 2017



**CARMEL COLLEGE**  
MALA, THRISSUR-680732



## CARMEL COLLEGE

Nationally Re-Accredited with A Grade (Third Cycle)

MALA – 680 732

Thrissur (Dt), Kerala

Phone: 0480 2890 247, Fax: 0480 2890247

E-mail: [carmelcollege@rediffmail.com](mailto:carmelcollege@rediffmail.com) web: [www.carmelcollegemala.ac.in](http://www.carmelcollegemala.ac.in)

### ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2016 – 2017

1. Name of the Institution: Carmel College, Mala
2. Name of the Management: CMC Udaya Educational Society
3. Administrative Head of the Institution: Dr. Sr. Liz C I - Principal
4. Head of the Office: Sr. Annies V D (Head Accountant)
5. Details of Promotion during the year:

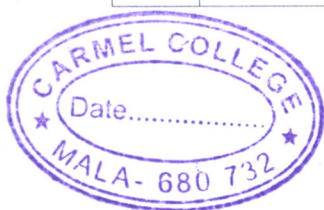
Sl. No	Name of the staff	Previous Designation	Promoted post	Date
1	Annies V D	UD Clerk	Head Accountant	01.08.2016
2.	Licy K D	UD Clerk	Head Accountant	01.10.2016
3	Jessy C D	L D Clerk	UD Clerk	03.03.2017
4	Laly P P	L D Store Keeper	UD Clerk	03.03.2017
5	Jessy C O	L D Typist	L D Clerk	03.03.2017
6	Baby C G	L D Store Keeper	L D Clerk	03.03.2017
7	Leena Thomas K	Office Attendant	L D Store Keeper	03.03.2017
8	Rossily N A	Office Attendant	Laboratory Assistant	03.03.2017
9	Valsa P V	Sanitation Worker	Laboratory Assistant	03.03.2017
10	Reetha N T	sweeper	Laboratory Assistant	03.03.2017

6. Training Programmes to the staff: One Day Staff Orientation Programme on Nov.4. Dr. Sebastian Joseph, HoD, Dept. of History, U C College Aluva



7. Details of Functioning of office:

Sl. No	Section	Functions	Remarkable achievements
	Appointment	Appointment and service matters of teaching and administrative staff of the	5 Teaching Post vacancies reported Revised staff pattern of NTS fixed
	PD Section	All finance matters in connection with PD Account, Admission, P F, etc.	Regular
	Examination	Conduct of University Examinations, Internal Examinations, Uploading of internal marks, Degree certificates, Convocation	Regular
	Bill	Salary, Service book, Work load, Professional Income Tax, Income Tax, Advance and Loans, Leaves, Staff welfare measures, Pension, FDP etc.	Pay Fixation due to Pay revision 2014 (NTS) UGC Arrear III Instalment VI th Pay revision Advance Increment to Leena Mathew, Dr. Vinitha Vijayan, Dr. Vidya Francis, Dr. Licy A D, Dr. Lizy C I
	Fees and Scholarships	Fees Collection, Concession and Scholarship	541 Students availed Govt. Scholarships amount (5573735) 411 Students availed Other Scholarships and Concessions (Amount - 2513450)



	Admission	Admission, Course Affiliation, Statistical Data Collection, Student Welfare measures	Regular
	General	Tapal and Despatch, Register maintenance, College Website, Correspondence	Regular
	Library	Library Administration	Purchased 581 books



*S. E. Mary*  
Principal  
Carmel College  
Mala



## EXECUTIVE SUMMARY

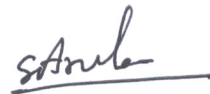
2016-17

### COMMENTS

Efficient functioning of Appointment section.  
Promotion to staff - highly commendable.

### SUGGESTIONS

More scholarships can be availed.  
Documentation System to be updated.



Internal Auditor  
Udaya Province  
Irinjalakuda -680125

