

CARMEL COLLEGE
MALA, THRISSUR-680732



ADMINISTRATIVE AUDIT

2015 - 2016



CARMEL COLLEGE
(Nationally Re-Accredited with A Grade)
MALA – 680 732
Thrissur (Dt), Kerala

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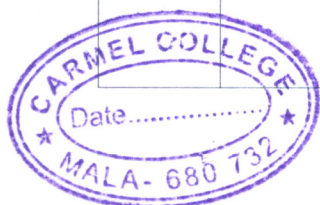
ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2015 – 2016

1. Name of the Institution: Carmel College, Mala
2. Name of the Management: CMC Udaya Educational Agency
3. Administrative Head of the Institution: Dr. Sr. Lizy C I - Principal
4. Head of the Office: Sr. Kochuthressia P O (Head Accountant)
5. Details of Promotion during the year:

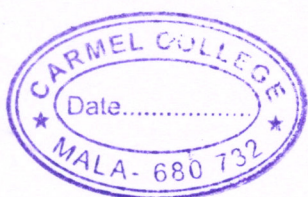
Sl. No	Name of the staff	Previous Designation	Promoted post	Date
	NIL			

6. Training Programmes to the staff: State Level Workshop on KOHA
7. Details of Functioning of office:

Sl. No	Section	Functions	Remarkable achievements
	Appointment	Appointment and service matters of teaching and administrative staff of the	Approval of Teaching posts in the Department of Physics (Ms. Greatel Francis – 01.06.2015, Ms. Nithya P – 26.9.2016)
	PD Section	All finance matters in connection with PD Account, Admission, P F, etc.	Audit from DD Office from 24.7.2015 to 30.07.2015



	Examination	Conduct of University Examinations, Internal Examinations, Uploading of internal marks, Degree certificates, Convocation	-
	Bill	Salary, Service book, Work load, Professional Income Tax, Income Tax, Advance and Loans, Leaves, Staff welfare measures, Pension, FDP etc.	Second Installment arrear passed - VI th UGC Pay Revision
	Fees and Scholarships	Fees Collection, Concession and Scholarship	528 Students availed Govt. Scholarships amount (4430421) 279 Students availed Other Scholarships and Concessions (Amount - 972550)
	Admission	Admission, Course Affiliation, Statistical Data Collection, Student Welfare measures	Regular
	General	Tapal and Despatch, Register maintenance, College Website, Correspondence	Regular
	Library	Library Administration	IT Infrastructure updated Purchased 87 books



L. C. I. 1/24
Principal
Carmel College
Mala



EXECUTIVE SUMMARY

2015-16

COMMENTS

Well Coordination.
Harmonious working atmosphere.

SUGGESTIONS

More books to be added in the Library.
Staff Development programmes to be organized
Promotion procedures to be initiated.



Internal Auditor
Udaya Province
Irinjalakuda -680125

