

ADMINISTRATIVE AUDIT

2019-2020



Details of Institution

1. Name of the Institution: CARMEL COLLEGE, MALA

Address Line 1: MALA

Address Line 2: THRISSUR

City /Town: MALA

State: KERALA

Pin Code: 680732

Institution e-mail address: carmelcollege@rediffmail.com

Contact No: 04802890247

Website address: carmelcollegemala.ac.in

Name of the Affiliating University: UNIVERSITY OF CALICUT

I. Curricular Aspects

1.1 Details of Programme wise student intake capacity and admission

Sl. No.	Courses offered	Intake Capacity	No. of Admitted
1.	B A Sociology	41	33
2.	B A Functional English	33	26
3.	B. Sc Applied Physics	33	20
4.	B. Sc Mathematics	53	20
5.	B. Sc Botany	45	32
6.	B. Sc Chemistry	45	22
7.	B. Com Finance	66	50
8.	BBA	45	20
9.	B.Com Computer Application	53	31
10.	B. Sc Zoology	33	19
11.	BCA	28	9
12.	B A History	45	22
13.	B A Political Science	45	16
14.	B. Voc Software Development	50	16
15.	B. Voc Multimedia	50	10
16.	B. Voc Fashion Technology	50	30
17.	B. Voc Accounting and Taxation	50	36
18.	B. Voc Banking Financial Service and Insurance	50	34
19.	M A History	17	14
20.	M. Sc Botany	18	16
21.	M A English	21	7
22.	M A Sociology	23	11
23.	M.Com (I Batch)	21	19
24.	M.Com (II Batch)	21	18
25.	M. Sc Chemistry	18	16
26.	M. Sc Mathematics	23	10
27.	B. Voc Agriculture	40	20
28.	Ph. D (Botany)	12	2



1. 2 Add on / Certificate Courses

Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Diploma in Computer Application	DCA	2019-20	1	6 Months	22	Ongoing Batch
Fundamentals of Refrigeration	CPCR 01	2019-20	1	1 year	26	Ongoing batch
Solid Waste Management	CCSM 01	2019-20	1	3 months	37	37
Diploma In GST	CCGST 01	2019-20	1	6 Months	38	38
Language Acquisition Skills	CELS 01	2019-20	1	1 year	29	25
Essential Communication Skills	CEECS 01	2019-20	1	6 months	11	Ongoing batch
Diploma in Ornamental Fish Farming	CZOFF 01	2019-20	1	1 year	19	17
Value Education Course in Personality Development	CCVE 01	2019-20	1	1 year	466	459
Value Education Course in Values and Society	CCVE 02	2019-20	1	1 year	426	424
Value Education Course in Values for a Successful Life	CCVE 03	2019-20	1	1 year	457	457

1.3. Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programmes added during the Year	Number of Self- financing Programmes
PG	8	NIL	6
UG	19	1	9
Ph. D	1-BOTANY	NIL	NIL
Diploma	2-Community College	NIL	NIL
Total	30	1	15

2.1 Total No. of Permanent Faculty

Total	Assistant Professor	Associate Professor
29	26	3

2.2 No. of Permanent Faculty with Ph.D.- 15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professor		Associate Professor		Total	
R	V	R	V	R	V
Nil	3	Nil	Nil	Nil	3



2.4 No. of Full Time, Part Time and Visiting faculty

Sl.No	Departments	Government Sanctioned Post		Management Sanctioned Post		
		Full Time	Part Time	Full Time	Part Time	Visiting
1.	Botany	6	0	1	0	0
2.	Chemistry	4	0	3	0	1
3.	Mathematics	3	0	3	0	0
4.	Physics	4	1	0	0	0
5.	Zoology	1	0	4	0	0
6.	English	6	0	8	0	0
7.	Malayalam	1	0	1	0	0
8.	Hindi	1	0	1	0	0
9.	History	5	0	3	0	0
10.	Sociology	3	0	3	0	0
11.	Political Science	1	0	2	0	0
12.	Computer Science	1	0	4	0	0
13.	Statistics	1	0	0	0	0
14.	Physical Education	1	0	0	0	0
15.	Commerce	0	0	12	0	0
16.	BBA	0	0	4	0	0
17.	B Voc	0	0	16	0	0
18.	Economics	0	0	0	1	0
Total		38	1	65	1	1

2.5 Course/ Programme wise distribution of pass percentage

Program Name	Program Code	Number of students appeared in the final year examination	Total number of students passed	Pass Percentage
B. Sc Botany	BSBO	34	22	65
B.Sc. Chemistry	BSCI	37	33	89
B. Sc. Mathematics	BSMA	42	39	93
B. Sc. Applied Physics	BSAP	32	16	50
B. Sc Zoology	BSZO	25	13	52
BCA	BCAP	20	16	80
BBA	BBAD	28	18	64
B.Com Computer Application	BCCA	46	30	65
B.Com Finance	BCFI	54	45	83
B. Voc Software Development	BVSD	22	14	63
B. Voc Multimedia	BVMM	15	9	60
B.A History	BAHI	17	4	24
B.A. Political Science	BAPO	17	6	35
B.A Sociology	BASO	36	26	72
B.A Functional English	BAFE	32	30	94
M. Sc Botany	MSBO	12	12	100
M. Sc Chemistry	MSCI	10	10	100
M. Sc. Mathematics	MSMA	18	12	67
M.A Sociology	MASO	10	10	100
M.A History	MAHI	10	10	100
M.A English	MAEN	14	13	93
M. Com (I Batch)	MCOM	18	17	94
M. Com (II Batch)	MCOM	18	17	94
Total		567	422	



2.6 Initiatives undertaken towards faculty development

Sl. No	Faculty/ Staff Development Programmes	Number of faculty benefitted
1.	Orientation Programmes	1
2.	Refresher Programmes	1
3.	Faculty Development Programme	26
4.	Staff Training Conducted by the University	Nil
5.	Staff Training Conducted by other institutions	34

2.7 Details of Administrative and Technical staff

Category	No. of Permanent Employees	No. of Vacant Positions	No. of Permanent Positions filled during the year
Administrative Staff	9	6	3
Technical Staff	1	0	2

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in sensitizing / Promoting Research Climate in the institution

The institution has an exclusive committee for research with highly qualified and experienced faculties. The Research cell promotes research activities in the campus. Research Cell organised workshops and webinars. The cell also published two research journals- one for the staff 'Carmel Blaze' and one for the students 'Carmel Bloom'. Best research Award is also provided through Research Cell.

The main objectives of the Research cell are:

1. Developing the research projects to give exposure to the new areas of research
2. To promote faculty to attend national and international conferences
3. To encourage faculty and students to publish their research work
4. The committee has initiated staff and students to publish research papers in national and international journals

3.2 Details regarding major Projects:

	Completed	On going	sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. (Lakhs)				

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. (Lakhs)				

3.4 Major Activities during the year in the sphere off extension activities and Institutional Social Responsibility

Our Institution organised world Environment day, Ozone day, Swach Bharath-cleaning Programme, Anti- narcotic day and many activities round the year which includes organising NSS Camp, Old age visit, Literacy programme, HIV awareness and human trafficking etc. Most of these activities are programs consisting of the institution, students and the members of the community/social organizations. The institute has built a strong relationship and a healthy rapport with the members of the community and the social organizations which is one of the major strengths of the institution to continuously organize extension activities all through the year.

4. Infrastructure and Learning Resources

4.1 Details off Increase in infrastructure facilities

Facilities	Number
Campus Area	16.92 acr
Class Rooms	68
Laboratories	23
Seminar Halls	2



4.2 Library services

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30180	9109661.72	942	1157296	31122	10266957.72
Reference Books	960	95721.076	Nil	Nil	960	957121.076
e- Books	160809	5900	160809	5900	160809	5900
Journals	34	43812	Nil	Nil	34	43812
e- Journals	6293	5900	6293	5900	6293	5900
Digital Database	D Space	10000	Nil	Nil	Dspace	10000
CD& Video	614	free	4	Free	618	Free
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.3 Amount spent on maintenance in lakhs:

Sl. No	Income	Amount
1.	Infrastructure Augmentation	9945683
2.	Maintenance of Physical Facilities	6545140
3.	Maintenance of Academic Facilities	13050820
4.	Salary	35063356
5.	Administration Expense	683480
6.	Green Initiatives & Waste Management	60000
7.	Support to Departments	55000
8.	Library	900000
9.	Financial Support to Teachers	35000
10.	Scholarship and Free Ship	2122950
11.	E- Governance	125000
12.	Other Expense	288230
Total		68874659

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The contribution of IQAC in enhancing awareness about Student Support Services

1. Implementation of the IQAC's Annual Academic Plan in respect of Student Support Services which includes Overseeing the contents which are published for the Prospectus every year, Library services, Transport, Medical support services, Students' Grievance redressal activities, co-curricular and extra-curricular activities, Placement activities.
2. In addition to effectively implementing the Annual academic plan, the IQAC obtains valuable feedback from the stake holders especially the outgoing students and the Alumnus, analyses them and discusses the corrective action to be initiated at the IQAC meetings and initiates corrective actions.
3. SC/ST/OBC Students - Scholarship for students, Reservation, Fees Instalments, Differently abled, Skill development program, College Magazine, Remedial Classes, Industrial and field Visits.

5.2 Efforts made by the institution for tracking the progression

The Institution has formulated various academic bodies who meet periodically and the minutes of the meetings are sent to the Management who review and initiate necessary action. The action initiated are tracked by the Principal who is the Head of the Institution

5. 3(a) Total Number of students

UG	PG	Ph. D
1349	223	2

(b) No. of students outside the state: 1

(c) No. of international students: 1



Under Graduation Current Year(2019-20)					
General	SC	ST	OBC	Physically Challenged	Total
429	123	9	788	3	1349

Post Graduation Current Year (2019-20)					
General	SC	ST	OBC	Physically Challenged	Total
114	20	1	88	0	223

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The institute conducts coaching classes for the students to appear in PG-CET, NET, SLET in integration with academics.

5.5 Details of student counselling and career guidance

The Placement and Training Centre with abundant experience, advice the students and guide them about the various career options available which help the students to realize their potential to find a career which will match their skill interest. The Placement and Training Centre runs comprehensive

Career programmes with seminars and workshops to help the students to identify their skills, understand the employer requirement, how to apply for jobs and anticipate interview situations.

5.6 Details of gender sensitization programmes

Every year, when the Institution conducts the induction program for fresher's a special and a detailed session on of gender sensitization is held.

5.7 SCHOLARSHIP AND FINANCIAL SUPPORT

	NUMBER OF STUDENTS	AMOUNT
Financial support from institution	125	1089200
Financial support from government	544	5862135
Financial support from other sources	21	65000
Number of students who received international / national recognitions	Nil	Nil

Criterion – VI

1. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission: We dedicate ourselves to the cause of empowering rural women with knowledge and inculcating in them the spirit of selfless love and compassion, to spread peace in the society, living in harmony with nature and to illumine the world to eternity

Vision: It is our vision to uplift the weak and downtrodden sections of society, especially that of the rural women, to liberate her from the shackles of bondage to a new world of 'light' and 'love'.

6.2 Does the Institution has a management Information System

Carmel App, a management information system introduced to manage the academic and administrative activities.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college obtains feedback from stakeholder on Curriculum. The feedback forms collected from various stakeholders on curriculum are analyzed and consolidated report is forwarded and recommended to the respective BOS for corrective actions.

6.3.2 Teaching and Learning

The college focuses on promotion of quality teaching, learning to acquire knowledge, skills and attitude. It also promotes research and self evaluation. Qualified and experienced faculties achieved Enhancement of skill through practical sessions, co-curricular activities etc. Students are guided to adopt the right attitude and life skills through personality development programs and extension activities. The staff organizes remedial classes for the slow learners and conducts various co-curricular activities such as workshops, seminars, etc to motivate students to take up research projects to improve their scholarly activities.



Each department prepares an annual academic plan before the commencement of the next academic year.

6.3.3 Examination and Evaluation

Dates of examinations, last dates of project submissions, announcement of results, commencement dates for new academic year, dates of revaluation of paper, etc are announced well in advance. In all departments internal assessment is conducted twice a semester, according to the student's performance final marks are sent to the university. Apart from that class tests, assignments, seminars and attendance percentage are also taken into consideration for the correct evaluation of the students. By closely monitoring the student's performance in the above manner, the objectives of the programs are fairly achieved and the outcomes match with the objectives.

6.3.4 Research and Development

- The institute has infrastructural facilities for student learning as well as for faculty research are made available.
- Relevant books, e-journals, computer hardware and software are added to the library to facilitate the students and faculty members to take up research activities.
- Students and faculty are sponsored for presentations in conferences hosted by other institutions.
- Post graduate and Under graduate students are provided guidance and support to complete the research dissertation work.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

The facilities available in the campus library:

- Internet facility.
- Journals and newspapers and reports of previous year's projects.
- Department wise previous year question papers.
- E Resources of the INFLIBNET N-LIST to access the text books.

Few Class rooms are equipped with ICT facilities for conducting regular classes and seminars. Periodical web assignments are given to all students. Students are Motivated to contribute presentations on emerging technology.

The institution has initiated the following proactive arrangements to ensure that the campus is differently abled friendly some of the initiatives are:

- 1.The central library, Laboratory and class room are located in the first, second, third, and fifth floor which has the escalator facility.

6.3.6 Human Resource Management

The institute has adopted a good human resource policy through which it administers manpower planning, development and recruitment, employee's well being, salary and wage administration and training and development activities.

Employees are given utmost importance and their needs are recognized well. The service rules for the employees are transparent. The employees are provided various benefits such as Leave facilities, adequate vacation every year, medical facilities etc.

The institution frequently arranges for training programmes in-house and also deputed to other organization for acquiring balanced skills (technical skills, teaching skills, soft skills etc.) from all dimensions. Every time equipment is purchased and installed, software is purchased and installed, the department arranges for a demo-session by the supplier.

The institution encourages quality improvement programmes and deputed faculty on sabbatical leave for higher education. Their progress is monitored and based on their achievements incentives are paid, accounted during their appraisal based on which promotions are implemented.

6.3.7 Faculty and Staff recruitment

The institute has in place a good man power planning and recruitment policy. Advertisements are displayed in prominent dailies/magazines suitable candidates are selected. As the institute has a record of healthy salary policy, efficient and well qualified faculties come forward to associate themselves with the institution.

As the institute follows healthy policy in employee relations and management with very high academics systems and practices, the faculties continue to identify themselves with the institute.

The strategy of empowering the faculties and motivating them to professional and meaningfully contribute for the academic and management development is yet another important factor which binds the faculties with institution.

6.3.8 Industry Interaction / Collaboration

The institution organizes orientation visit to industries regularly and for short term training for the students.

The institution facilitates students for the internship programs at the industry.

The students are assisted to take up research dissertation work at the industry.

The institution actively coordinates with the placement committee.



6.3.9 Admission of Students

The institution has absolute transparency in the admission process. An admission desk is established with the team of personnel to counsel the candidates and parents who wish to seek admission to the various programs conducted by the institution. The admission desk comprehensively provides multiple solutions to all the queries and enquiries regarding the admission.

The admission notification is advertised in leading regional/national newspapers and on the college websites. Prospectus of the college with comprehensive details of programs is printed every year and is distributed at all educational fairs. The team visits various cities in different states where common entrance tests are conducted and institutions which are providing pre university education. The prospective students are guided to see and understand the various infrastructural facilities available at the campus. Large hoardings are displayed at the vantage points for the information of the public and students.

6.4 Welfare schemes for teaching, non-teaching and other employees.

In Carmel we are like members of one big family, encouraging and supportive of one another. For the progression of both teachers and administrative staffs, the institution organizes Orientation programmes and Training Programmes. All the faculty members are provided with several opportunities to enhance and update their subject knowledge and teaching skills. Our institution hosts several Seminars and Workshops for them and the teaching staffs get different exposures where they are encouraged to undertake research and attend self-development programmes.

- Store and canteen, well furnished staff rooms, common room and car parking facilities are made available.
- Institution takes care of the requirements of the staffs and provides financial and social support in times of need.
- The institution takes much care in the sound health of the staffs of the college and for that, College Fitness Centre is made available to the staffs too. The health and fitness of our staff is ensured through health care programmes such as Yoga where the staffs are encouraged to attend Yoga classes provided by the college.

Casual leaves and other eligible leaves are given as per the policies and rules of UGC, Government and the Affiliated University.

- Salary advances are made to the staff according to the need and demand of the staff.
- Wi-Fi facility is available in all departments and library.
- Faculties can make avail of the ICT infrastructure facilities and can take technical assistance from the technical team of our college when required.

The institution provides healthy and hygienic work environment and surroundings

- Staff Tours, House visits and get together are an integral part of the system
- The individual concerns shown by the management towards the staff motivates them and enhances their commitment to the institution

6.5 Whether annual financial audit has been done: Yes

6.6 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal
	Yes/No	Yes/No
Academic	Yes	Yes
Administrative	Yes	Yes

6.7 Activities and support from the Alumni Association

1. The Alumni association have a network which also includes the currently studying students in the final semesters. The Alumni has created whats App groups and Face Book Page through which all the Alumni and students are connected. This group helps the students to get all the important information and career and technical details which are not easily accessible to the students.
2. Alumni members are invited to visit the Institution and share their experience to guide the students to prepare them for their career.

6.8 Activities and support from the Parent – Teacher Association

Parent – teacher meet are regularly conducted to provide the Parents feedback on the individual Student's academic performance. This enables the Parents to counsel, advice their ward through which dropouts are eliminated and academic results are above average.



6.9 Initiatives taken by the institution to make the campus eco-friendly

The faculty members are advised to consume energy economically in the Staff rooms, class rooms and the laboratories by maximizing the use of natural light and turning off all non-essential lights, turning off exterior lighting during daytimes, minimizing the usage of fans and air conditioners. Turning off the powered equipments when not in use like computers and other the electronic devices at the end of the day.

Normal CRT monitors are upgraded to LCD monitors in the labs to consume less energy.

Students are motivated to use public transportation rather than individual transportation.

Awareness programs on global warming are conducted by NSS. Plantation of trees in campus has been increased to absorb carbon-di-oxide emitted.

The college avoids the usage of severe corrosive and toxic chemicals in the practical classes and sees that minimum quantity of chemicals is purchased to save expiry and disposal.

Adequate number of exhaust fans and fume hoods are also provided to make sure that all unwanted fumes generated during organic or in-organic synthetic procedures are got rid off while conducting practical classes. Solid waste in the chemistry lab is collected separately and disposed off carefully without causing any harm to the inmates.

Special drainages are constructed to dispose off the chemical waste from the labs.

The electronic components are maintained to the extent possible and on expiry date the components are disposed to the authorized vendors as per the central government rules.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

ICT-enabled teaching and learning are in practice, innovative teaching methods are adopted by faculty members, quiz programs are conducted, web assignments, seminars are given by the students. Remedial coaching classes for slow-learners are taken regularly. Students are taken to Industrial visits for real time experience to related companies and places

Various committees such as Students' Council Cell, Grievance cell, and Anti-ragging Committee are in existence to ensure student's welfare. Registered alumni association is functional to maintain the link and relationship between the college and the alumni students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The plan of action executed during the beginning of the academic year 2015-16 has been successfully achieved.

Achievements are as follows: -

1. Add-on/ certificate courses
2. Conduct of National conferences/ seminars.
3. Faculty participation in refresher/orientation courses
4. Feedback system from stake holders.
5. Increase in ICT Facility
6. Library automation using software

7.3 Give two Best Practices of the institution

Best Practice 1

• Give a Hand

Objectives of the Practice

- To foster academic growth among economically backward students
- To augment the educational aspirations of the poor and the middle class
- To inspire the financially challenged to become self reliant

The college gives both financial aid and emotional support to students coming from economically weak backgrounds to reach out to the horizons of excellence. They are given financial assistance in the form of fee concessions, scholarships and free field trips and study tours besides supplying freely books, uniforms and meals. The institution also gives cash awards to the economically backward students for their meritorious achievements. The institution has developed a strategy for the selection of the deserving student by inviting applications for the same. Principal verifies the details of the application with the help of concerned Heads of Department. They take into consideration merit of the student and the genuineness of the need. The visit of faculty members of each department to the homes of their students and the meaningful interactions with their parents and family members, generally on Fridays provide an opportunity to understand their needs, both professional and personal. This is indeed very helpful in identifying the deserving student and those selected students will be rewarded with incentives which help them to come out in flying colours. The loving embrace through Faculty @ home, programme is beneficial for developing a



cordial relationship between teachers and students. The awards instituted by former faculty members and well wishers are given in the Annual College Day Programme to poor students with good academic profile to continue their studies. Substantial financial help is also available to the deserving poor, meritorious and regular students from Students Aid Fund.

In addition, the college takes all effort to inform and sanction the monetary schemes for deserving students from the management and government. The Chavara Euphrasia Scholarship instituted by the management opens door for academic high achievers from low income families. The college pays attention to notify various scholarships for low income students given by state and central governments without fail. Details regarding the scholarships are clearly displayed on the college notice boards. Details of the scholarships are specified in the College Handbook also.

Best Practice 2

Stay Green

Objectives

- To create environmental awareness for a better tomorrow
- To conserve environment
- To nurture eco-friendly culture

Natural disasters of great magnitude are common in recent years. Thrissur district in general and Mala in particular is severely affected during the Flood in 2018. As a college situated in this ecologically fragile zone, we strongly believe that one of our primary concerns is to create a society that cares for the environment. Realizing the importance of conservation of Nature and sustainable development, many activities are undertaken to make the campus and the nearby locality eco-friendly and the students eco-sensitive.

- The rain water stored in Rain Water Harvesting facility available in our college is being used in our Chemistry lab.

- Solar panels are used as an alternative to conventional energy sources in certain areas of the college especially in the community college section.
- Cooking gas is generated using bio-fuel unit installed in college hostel and staff quarters
- Production and use of LED bulbs under the aegis of Department of Physics is another eco-friendly venture
- Department of Botany as part of observing Environment Day, Ozone Day and Wetland day, every year organizes sponsored programmes like invited talks, seminars and intercollegiate competitions. In collaboration with Kandamkulathy Vaidyasala, Kuzhur, the department used to conduct classes on medicinal plants- its use and preparation. The Botanical Garden maintained by the department plays a significant role in nurturing medicinal plants
- Water Analysis carried out by the Department of Chemistry in the flood affected area of Kuzhur Panchayat is a green initiative. Encon Club(Energy and Environment Conservation Club) of the department observes Oil and Gas Conservation Mass Awareness Campaign
- NSS constantly takes efforts in creating environmental awareness and eco-friendliness. With this intention arranges awareness classes, nature talks, tree planting, campus/street cleaning, plastic free and other environment themed campaigns. Beautification of the campus is also done by planting flowering plants in the garden.
- Green Audit is done by Departments of Botany and Physics to improve the environmental condition in and around the campus. This practice enhances the alertness to conserve environment. The audit mainly analyzes waste disposal, environmental quality and energy consumption. The waste disposal and clearance methods are reviewed and suggest the best ways to solve the problem. Environmental quality analysis covers the programmes undertaken by the campus to promote ecological consciousness and eco-sensitivity. Also looks at how pollution level is reduced by decreasing the CO₂ level. The audit evaluates the energy saving methods and highlights the importance of using renewable energy.
- There is a Committee comprising administrative and support staff striving hard for the beautification of the campus and waste management
- Waste bins are provided to students at various points and the college has pits in which organic matter is converted to manure.



CARMEL COLLEGE, MALA

Administrative Audit Report 2019 – 2020

Name of the College: CARMEL COLLEGE, MALA

Name of the Principal: Dr. Licy A D

Name of the Jn. Superintendent: Laly P. P

Sl. No	Section	Files handling	Remarks
1.	A	Appointment	Work distribution order's of Sections Revised
2.	A1	P. D Accounts	
3.	A2	Examinations	
4.	B1	Bill Sections	
5.	B2	Fees and Scholarships	
6.	C1	Admission	
7.	G	General Section	
8.	Library	Library	

Any other Suggestions:



Signature of the External Auditor:

Name and Designation of the External Auditor:

Address: Ramdas. S, Sr Adm Asst

Contact details: Directorate of Collegiate Education
Trivandrum,

CARMEL COLLEGE, MALA

Administrative Audit Report 2019 – 2020

Administrative Audit of Carmel College, Mala for the year 2019 – 2020 was conducted and following observations are made regarding its functionality.

Observations of Auditor:

All Registers and Files maintained Properly

Suggestions for Improvement:

Revision may be issued Additional Registers & Files maintained



Signature of the External Auditor:

Name and Designation of the External Auditor:

Ramdas S, Ptds Adm Asst
Directorate of Collegiate Education
Tiruvandur.

