

CARMEL COLLEGE, MALA
ADMINISTRATIVE AUDIT
REPORT 2021-2022

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: mail@carmelcollegemala.ac.in

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	60	57
2.	B A Functional English	50	31
3.	B. Sc Applied Physics	24	19
4.	B.Sc Mathematics	24	20
5.	B. Sc Botany	36	32
6.	B. Sc Chemistry	36	20
7.	B.Com Finance	60	45
8.	BBA	40	16
9.	B.Com Computer Application	40	16
10.	B. Sc Zoology	24	14
11.	BA Political Science	40	32
12.	B.Voc Software Development	50	17
13.	B. Voc Multimedia	50	12
14.	B.Voc Fashion Technology	50	19
15.	B.Voc Accounting and Taxation	50	10
16.	B.Voc Banking Financial Service and Insurance	50	11
17.	B.Voc Agriculture	40	25
18.	MA History	20	16
19.	M.Sc Botany	16	15
20.	M A English	20	17
21.	M A Sociology	20	20
22.	M.Com (I Batch)	20	10
23.	M.Com (II Batch)	20	10
24.	M. Sc Chemistry	16	17
25.	M. Sc Mathematics	20	12
26.	Integrated MA Sociology	30	18
27.	M. Voc Multimedia	15	9
28.	M. Voc Software Development	12	6
29.	Ph. D (Botany)	12	2

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	10	NIL	8
UG	19	NIL	13
Ph. D	1-BOTANY	NIL	NIL
Diploma	2- Community College	NIL	NIL
Integrated MA Sociology	1	NIL	NIL
Total	31	NIL	19

2.1 Total No. of Permanent Faculty

Total	Assistant Professor	Associate Professor
31	29	2

2.2 No. of Permanent Faculty with Ph.D.- 18

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
5	6	Nil	Nil	5	6

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	0	0	0
2.	Chemistry	4	0	3	0	0
3.	Mathematics	3	0	3	0	0
4.	Physics	4	1	0	0	0
5.	Zoology	1	0	3	0	0
6.	English	5	0	7	0	0
7.	Malayalam	1	0	1	0	0
8.	Hindi	1	0	1	0	0
9.	History	5	0	2	0	0
10.	Sociology	3	0	2	0	1
11.	Political Science	1	0	2	0	0
12.	Computer Science	1	0	2	0	0
13.	Statistics	1	0	0	0	0
14.	Physical Education	1	0	0	0	0
15.	Commerce	0	0	9	0	0
16.	BBA	0	0	3	0	0
17.	B Voc	0	0	23	0	0
Total		37	1	61	0	1

2.6 Initiatives undertaken towards faculty development

Sl . No	Faculty/ Staff Development Programmes	Number of faculty benefitted
1.	Orientation Programmes, Refresher Programmes, Faculty Development Programme	72
2.	Staff Training Conducted by the University	Nil
3.	Staff Training Conducted by other institutions	12

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	13	7	3
Technical Staff	3	0	0

3. Research, Consultancy and Extension

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

The Research cell of the institution promotes research initiatives and activities among the staff and students in the campus. Research Cell organised workshops and webinars on various topics related to Research methodology and the like. 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 cell encourages publication of papers and provides all the guidance required for the same.

The main objectives of the Research cell are:

1. To promote and guide the faculty to attend national and international conferences
2. To provide financial assistance to faculty and students to publish their research work
3. To assist the staff and students in publishing research papers in national and international journals

3.2 Details regarding major Projects:

	Completed	On going	sanctioned	Submitted
Number	Nil	1	1	Nil
Outlay in Rs. (Lakhs)	52,81,308			

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 of extension activities and Institutional Social Responsibility

Several programmes and activities were organised by the Institution such as the Human Rights day, World Environment day, Ozone day, Anti- narcotic day and many activities round the year which includes organising NSS Camp, HIV awareness and human trafficking etc. Most of these activities are programmes are activities involving the the staff and students of the institution, and also 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. Inspite of the pandemic, the institution was able to connect with the neighbourhood and do its bid to contain the covid-19 virus.

4. Infrastructure and Learning Resources

4.1 Details off Increase in infrastructure facilities

Facilities	Number
Campus Area	16.92 acre
Class Rooms	68
Laboratories	23
Seminar Halls	3

4.2 Library services

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31312	9214065.80	48	64512	31619	9278577.80
Reference Books	962	958211.76	2	free	964	958711.76
Journals & Periodicals	56	72776.00	19	23614	99	34733
e-Books	199500	5900	-----	-----	199500	5900
e-Journals	6000	--			6000	--
Digital Database	1	10000	-----	-----	1	10000
CD & Video	622	free	13	free	635	free
Newspapers	7	7074			7	7722
Back Volumes	1582	-----	-----	----	1582	-----

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

The IQAC plays a pivotal role in supporting and promoting the progression and placement of its students. Through the organisation of various programmes and by encouraging the students to join various programmes conducted by other organisations and institutions also, the IQAC tries to ensure that all the students are aware of all the opportunities that are available to them.

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, Efforts for Students' Grievance redressal, 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 Installments, facilities for the 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
1339	270	4

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

(c) No. of international students: Nil

Under Graduation Current Year(2021-22)					
General	SC	ST	OBC	Physically Challenged	Total
297	178	6	857	1	1339

Post Graduation Current Year (2021-22)					
General	SC	ST	OBC	Physically Challenged	Total
110	25	1	134	0	270

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

The institution offers guidance/ coaching classes for the students to appear in numerous competitive exams such as PSC/Bank coaching, NET, SLET, SET, GATE etc. in integration with their academic pursuits.

5.5 Details of student counselling and career guidance

Career guidance and Placement cell periodically organizes capacity building, Career orientation and Soft Skill programmes to equip students to excel in the competitive world of employment. PSC and Civil Service Coaching was given to the students. In the light of the continuation of the Covid situation all notifications regarding placement drives, Job agencies are intimated to students through whatsapp group.

Full time Counsellor's service was made available in the campus to support our students, faculty and the families to overcome the pandemic situation.

5.6 Details of gender sensitization programmes

The Institution conducted number of gender sensitization programmes for students. Since our student community belong to one gender, it is really worthwhile to sensitize them about their opposite gender. Women empowerment, self-defence, domestic violence against women ,have been the focus areas of the programmes conducted. Various committee like women Cell, Anti Sexual harassment cell ,Students and teachers Grievance Redressal Cell work in tandem to ensure a comfortable and gender equitable environment in the college.

5.7 SCHOLARSHIP AND FINANCIAL SUPPORT

	NUMBER OF STUDENTS	AMOUNT
Financial support from institution	64	96000
Financial support from government	579	7046325
Financial support from other sources	42	365105
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

In order to manage the academic and administrative activities and improve the functionality of institution, the college has adopted Linways management information system, which caters to all kinds of requirements of the institution.

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

6.3.1 Curriculum Development

The college obtains feedback from stakeholders 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

Teaching learning is one of the most important function of a higher education institution. This aspect needs to be carefully monitored for the best quality of education. ICT enabled teaching, Remedial coaching, mentoring and tutorials are some of the measures adopted by the institution to make teaching learning process more effective. Students were encouraged to enroll for MOOC, SWAYAM and Coursera courses as such they obtained a good number of certificates. Transparent and continuous internal assessment ensures the maintenance of the quality of the initiatives.

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 programmes are fairly achieved and the outcomes matched with the objectives.

6.3.4 Research and Development

Botany research Centre is working towards the conduct of quality research. Their research contributed to the identification of new plant species. Carmel Blaze and Carmel Bloom multidisciplinary research publication for faculty and students, respectively are a good platform to share and discuss the latest research developments. Number of research methodology webinars are organized for promoting research culture in our campus. The installation of OURIGINAL software helps to produce quality publications.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

Carmel creates a learning atmosphere through regular upgrading to infrastructural facilities, the presence of 100% smart rooms enable the faculty to handle the online classes very effectively in this Covid situation. Institution personalized a Google meet account through which webinars / interactive sessions can be conducted for around 250 members. Various online platforms, Google class rooms, WebEx, Zoom etc. were adopted by our faculty for online teaching. Apart from this, my Zone, Moodle platform of our college and Linways academic management system also supported the teaching learning process to achieve its aim. Completely automated library provided access to N-List journals for faculty and OURIGINAL – plagiarism checking software is being used in our college to promote quality research.

6.3.6 Admission of Students

The institution has absolute transparency in the admission process. An admission desk is established with a team of personnel to counsel the candidates and parents who wish to seek admission to the various programmes 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 preuniversity 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) have 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 has 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 of 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 2021 – 2022

Administrative Audit of Carmel College, Mala for the year 2021 – 2022 was conducted and following observations are made regarding its functionality.

Observations of Auditor:

Some files has to be completed.

Suggestions for Improvement:

→ Downloaded matters has to kept with date.

Signature of the External Auditor:

Name and Designation of the External Auditor:

Dr. Sr. Gissela George



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MERCY COLLEGE
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CARMEL COLLEGE, MALA

Administrative Audit Report 2021 – 2022

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	Files found correct and well maintained
2.	A1	P. D Accounts	Some files has to be completed -
3.	A2	Examinations	controller of examinations all file maintained well university examination some file are not completed
4.	B1	Bill Sections	Maintained well.
5.	B2	Fees and Scholarships	Fees - maintained well. Scholarship - application has to be duly signed by principal
6.	C1	Admission	Maintained well
7.	G1	General Section	Files are maintained well
8.	Library	Library	Files are maintained well

Any other Suggestions:

Signature of the External Auditor:

Name and Designation of the External Auditor:

Address;

Contact details:

2/5/2023

Dr. Sr. Gissels George

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