

**CARMEL COLLEGE
(AUTONOMOUS), MALA
ADMINISTRATIVE AUDIT
REPORT 2022-2023**

Details of Institution

1. Name of the Institution: CARMEL COLLEGE (AUTONOMOUS), 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	50	36
2.	B A Functional English	29	21
3.	B. Sc Applied Physics	29	6
4.	B. Sc Mathematics	29	9
5.	B. Sc Botany	30	18
6.	B. Sc Chemistry	29	14
7.	B.Com Finance	40	35
8.	BBA	40	24
9.	B.Com Co-operation	40	27
10.	B. Sc Zoology	24	0
11.	BA Political Science	40	15
12.	B.Voc Software Development	50	10
13.	B. Voc Multimedia	50	20
14.	B.Voc Fashion Technology	50	12
15.	B.Voc Accounting and Taxation	50	11
16.	B.Voc Banking Financial Service and Insurance	50	10
17.	B.Voc Agriculture	40	18
18.	M A History	20	16
19.	M.Sc Botany	16	15
20.	M A English	15	9
21.	M A Sociology	20	13
22.	M.Com (2 Batches)	30	26
23.	M. Sc Chemistry	16	14
24.	M. Sc Mathematics	20	0
25.	Integrated MA Sociology	30	10
26.	M. Voc Multimedia	15	11
27.	M. Voc Software Development	12	6
28.	Ph. D (Botany)	12	4

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	9	NIL	7
UG	17	NIL	11
Ph. D	1-BOTANY	NIL	NIL
Diploma	2- Community College	NIL	NIL
Integrated MA Sociology	1	NIL	NIL
Total	28	NIL	18

2.1 Total No. of Permanent Faculty

Total	Assistant Professor	Associate Professor
31	27	4

2.2 No. of Permanent Faculty with Ph.D.- 20

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	0	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	0	0	0
10.	Sociology	3	0	9	0	1
11.	Political Science	1	0	3	0	0
12.	Computer Science	1	0	0	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. In spite 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	31619	9278577.80	489	529470	32147	9808047.80
Reference Books	964	958711.76	----	----	964	958711.76
Journals & Periodicals	99	34733	38	62290	99	97023
e-Books	199500	5900			199500	5900
e-Journals	6000	--			6000	
Digital Database	1	10000			1	10000
CD & Video	635	free	1	free	636	
Newspapers	7	7074			7	13815
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
1145	227	8

(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
213	168	11	750	3	1145

Post Graduation Current Year (2021-22)					
General	SC	ST	OBC	Physically Challenged	Total
85	13	0	129	0	227

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	226	1,80,000
Financial support from government	510	48,04,620
Financial support from other sources	43	42,500
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

Examination Committee

Carmel College (Autonomous) Mala, shall have an examination committee headed by the Controller of Examinations(CE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Principal of the College shall be the Chief Controller of Examinations

The Principal with the approval of the Governing Body will constitute an Examination committee with the CE as the head and the following subordinates:

1. Controller
2. Deputy Controller
3. Joint Controllers
4. Attenders/ Office Assistants

* The members of the Examination Committee of Carmel College (Autonomous) Mala are appended in Appendix-II

Examination committee will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination committee shall be paid honorarium/compensation for the extra work done by them on holidays. Such honorarium/compensation shall be fixed by the Governing Body

Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body.

• Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the college, and it shall be his/her duty to arrange for preparation, scheduling, conducting of examinations and all other incidental matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically, the performance of his/her duties. The responsibilities of the Controller of Examinations shall include:

1. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.

2. Taking decisions on all matters related to examinations subject to the rules and regulations laid down by the statutory authorities/ bodies.
- 3 Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc. by the officers under whom such documents are kept.
4. Taking special care to see that secrecy and confidentiality are maintained in connection with all examinations.
5. Convene meeting and issue notices to boards/committees constituted in connection with Examinations as directed by the Principal.
6. Taking quick decisions as circumstances warrant in consultation with the Principal.
7. Exercising control over the space allotted for the examination wing including that of centralized valuation. Further, he/she should ensure that the rooms, building, laboratories, stores etc. are properly maintained.
8. Keep minutes of all meetings in connection with examinations.
9. Shall have the power to countersign the Travelling Allowance bills of examiners, paper setters and College employees deputed on Examination purpose and all other bills relating to College Examinations.
10. Shall ensure that College Examinations are conducted in conformity with the provisions in the Regulations framed as per the relevant Act/ Govt. ordinance

He/she shall have power to spend an amount up to a maximum of Rs. 5,000/- (Rupees Five Thousand only) for examination purposes without prior sanction.

- **Deputy Controller of Examinations**

(Nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College.)

The Deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

His / her duties shall include:

1. Supervise the office staff of CE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertions and when needed
2. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
3. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
4. Preparation and printing of answer booklet
5. Make sure that the question papers are ready before the examination
6. Helping CE in all his activities (finding examiners, actual organization and implementation of examination system)
7. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans etc.)
8. Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.
9. All other tasks required for the conduct of evaluation process
10. Arrangement of venue for valuation and adequate number of security personnel.
11. Arrangement of accommodation to examiners, if required.
12. Receiving answer books from the person concerned for valuation ensuring its safe custody until the camp is over and returning them to the person concerned after the results are finalized. He/ she shall supervise the distribution of answer books to officials under his/her command and maintain an issue register to record the particulars of scripts issued to the examiners. This register should contain on the face page, the register numbers of all papers received by him/hertotal number of candidates, register number and total number of absentees in the respective examination(s).
13. Entrusting the cover containing original marks received from the Chairman to the CE after it is properly packed and sealed.
14. To ensure disbursement of remuneration, TA/DA etc. to all officers/examiners on duty before the Camp is concluded and maintenance of cash book for all payments and incidental expenses.

15. Supervising the packing answer books after valuation in sealed covers, with superscripts: name and date of examination, date of camp, subject and paper, number of answer scripts in each cover.
14. Keep the attendance register of examiners and to distribute and take back answer scripts from Chief Examiners.

- **Examination Assistants**

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for: -

1. Providing assistance for the preparation and printing of answer booklets for various examinations.
2. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the deputy Controller of Examinations.
3. Maintaining registers for inward and outward communications.
4. In charge of typing / data entry section attached to the examination cell where all examination related typing / data entry works will be carried out.
5. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up articles properly in consultation with the senior officers.
6. Processing of applications for registration to examinations and preparation of nominal rolls
7. Preparing of hall tickets.
8. Ensuring that the question paper packets are ready for examinations.
9. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters/ scrutiny, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.)

10. Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.
11. Preparing tabulation registers, mark lists etc.
12. Assisting the senior officers in the transit of files, communications and stationery.
13. Making sure that the examination office, computer desks and typing pool are neat and clean.
14. Keeping examination related records safe and maintaining their confidentiality.
15. Discharging duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorized persons do not enter the examination section.

Examination Office

- **Hours of Attendance**

The Office hours are from 9.30 a.m. to 4.30 p.m. on all working days with an interval of 30 minutes for lunch from 12.30 p.m. to 1.00 p.m. All employees shall report for duty at 9.30 a.m. on all working days. Peons shall attend office from 8.30 a.m. on every working day. The supervisory officers shall set an example by attending office sufficiently early.

Board of Examiners for Valuation

1. The Principal shall constitute a Board of Examiners, for each programme for odd and even semesters. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the Board.
2. The appointment of examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for both theory and practical.
3. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

4. The Chairman, BOS shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CE shall report the names of such persons to the Principal who may disqualify such persons from being examiner/ paper setter in future.
5. Every Board constituted, as above shall have a Chairman. All examiners shall be required to attend meetings, if any, convened by the College. In case, a member does not turn up for the meeting(s) without sufficient reasons, they may be removed from the panel of examiners.
6. It shall be the duty of the Chairman, Board of examiners, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of work relating to that Board.
7. The Chairman, Board of Examiners, in case of need, can review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the CE all necessary documents such as valued answer papers, mark books, the countersigned remuneration bills of members etc. on or before the dates specified by the College. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 1-5 examiners.

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 admission to various courses of Carmel College, Mala will be done online. After the publication of the results of the qualifying examinations by the State Government/University, the site will be open for the candidates to submit the applications. The candidates are expected to make the payment of the fees required following the method of payment.

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 (AUTONOMOUS), MALA

Administrative Audit Report 2022 – 2023

Administrative Audit of Carmel College (Autonomous), Mala for the year 2022 – 2023 was conducted and following observations are made regarding its functionality.

Observations of Auditor:

Files found well maintained. Some files
has to be completed.

All the best.

Suggestions for Improvement:

→ get sign from the principal in
time - P.D. Accounts.

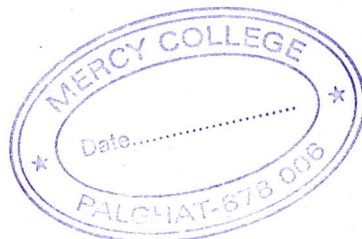
→ keep scholarship files with principal's
signature. - B2 Sa.

Signature of the External Auditor:

Name and Designation of the External Auditor:

4/2/5/2023

Dr. Sr. Gisela George



PRINCIPAL
MERCY COLLEGE
PALAKKAD, Pin-678 006
Tel:0491-2521124

CARMEL COLLEGE (AUTONOMOUS), MALA

Administrative Audit Report 2022 – 2023

Name of the College: CARMEL COLLEGE (AUTONOMOUS), 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 have been properly maintained
2.	A1	P. D Accounts	Files have been completed
3.	A2	Examinations	University and autonomous section files have been completed
4.	B1	Bill Sections	Accounts maintained in an orderly manner
5.	B2	Fees and Scholarships	Appreciate the digitalized records of scholarship and fee section
6.	C1	Admission	E-governance of this section is very good
7.	G1	General Section	Some files are to be updated
8.	Library	Library	Utilisation of funds for purchase of books is appreciated

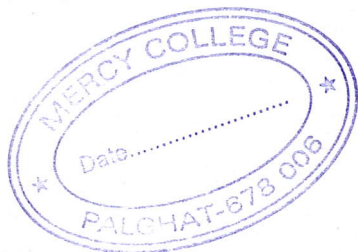
Any other Suggestions:

Signature of the External Auditor:

Name and Designation of the External Auditor:

Address;

Contact details:



4/2/2023

Dr. S. Gissels Gease

PRINCIPAL
MERCY COLLEGE
PALAKKAD, Pin-673 006
Tel:0491-2521124