



ADMINISTRATIVE AUDIT REPORT

SESSION: 2017-2018

1.Name of Office : *Mary Matha Arts & Science College, Mananthavady*

2.No.of full time permanent employees: 14

3.No.of part time/temporary/contractual employees: 4

4.No.of PG/UG Students:

	Total		SC		ST		OEC		OBC		Minority		General		Total
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	
UG	255	478	12	15	20	39	2	3	57	162	127	189	39	68	733
PG	10	43	-	2	-	2	-	-	4	11	12	14	2	6	53

5.No.of Research students:

	Total		SC		ST		OEC		OBC		Minority		General		Total
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	

6.Annual Budget of the Institution

Salary & Allowances	4,25,00,000.00
Tuition Fee	7,10,000.00
Special Fee(Unty,Exam & Caution etc.)	7,60,000.00
SWF/PTA	9,51,000.00
Construction	36,00,000.00
UGC	5,00,000.00
NSS	50,000.00
Total	49071000.00

7.Income and Expenditure Details

INCOME		EXPENDITURE	
Salary & Allowances :	4,20,00,000.00	Salary & Allowances :	4,25,56,505.00
Tuition Fee :	71,000.00	Tuition Fee :	1,89,980.00
Special Fee :	1,51,440.00	Special Fee :	1,51,440.00
SWF/PTA :	9,00,890.00	SWF/PTA :	9,37,545.00
Management :		Management :	
UGC :		UGC :	
Others :	45,12,828.00	Others :	45,12,828.00
Total		Total	

8.Strength:

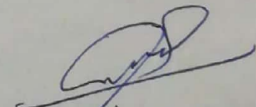
- a. Good Supporting staff for the smooth functioning of the administrative works.
- b. The work of the entire clerical staff is rotated in every two years.
- c. Computerized office Systems for all clerks.
- d. Ms.Philomina P J, Sri.Johnson C T and Sri.Jojo George were promoted as Clerks.
- e. Sri. Johnson C.J was appointed as Mechanic for Physics & Chemistry Labs.
- f. Sri.Jose Augustian, Sri.James K.C, Sri.George Baby, Ms. Leela and Ms.Mariya Vadakkedth V C were appointed as Laboratory Assistants
- g. 9 Members of administrative staff members participated in the UGC sponsored one day workshop on "Service and Pay roll Administrative Repository for Kerala" organized by the IQAC of St.Mary's College, S.Bathery, Wayanad on 24.02.2017 at Sulthan Bathery.
- h. Sri. Joy Joseph, HA & Sri. George Sebastian, UDC of this college have participated in the One day State level workshop on "Effective Institutional Administration" organized by the Administrative Staff of St.Mary's College, Thrissur, Kerala on 18.03.2017 at Thrissur.
- i. We conducted one day state level workshop on "Competence Building in Office Administration" for the Administrative Staff of various colleges in the state on 23.09.2017,for 79 participants in 37 colleges. All the staff of this College participated in this programme.
- j. Sri. George Sebastian, UDC helped the staff of many colleges in Pay and Allowances (SPARK),works in Service Matters & Gain PF for aided institutions.
- k. Sri. George Sebastian, UDC was elected to the National Executive Committee of AICUEF (All India College & University Employees Federation)

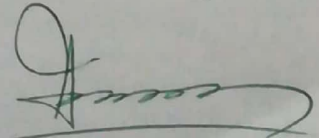
9.weakness:

- a. Lack of Supervisory staff postings
- b. Lack of Library/Laboratory Assistants on permanent basis
- c. Lack of Office Attendants
- d. Occasional interruptions in the internet facility

10.Recommended Actions:

- a. to approach the Government/Management for filling up the vacancies.
- b. To solve the disruptions in Internet connectivity.
- c. Digitalization of files

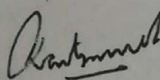

George Sebastian



Signature of the Administrative Head
Principal

Mary Matha Arts & Science College
P. O. Vemom, Mananth




Dr. Maria Martin Joseph
IQAC Coordinator