

P.K.M. COLLEGE OF EDUCATION



MADAMPAM, KAITHAPRAM P. O., KANNUR – 670 631

(Govt. Aided Teacher Education Institution affiliated to Kannur University)

Recognized by NCTE included under UGC 2(f) & 12(B) category

Accredited by NAAC with 'A' Grade, (Second cycle -4 point scale), RUSA 2.0 beneficiary

6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES PROCEDURES



Institution Policies



P. K. M. College of Education, Madampam



Institution Welfare Policy: https://pkmcollege.org/wp-content/uploads/2024/02/Institution_Welfare_Policy.pdf#toolbar=0



P. K. M. College of Education, Madampam



E-Governance Policy: https://pkmcollege.org/wp-content/uploads/2024/02/E-Governance_Policy.pdf#toolbar=0

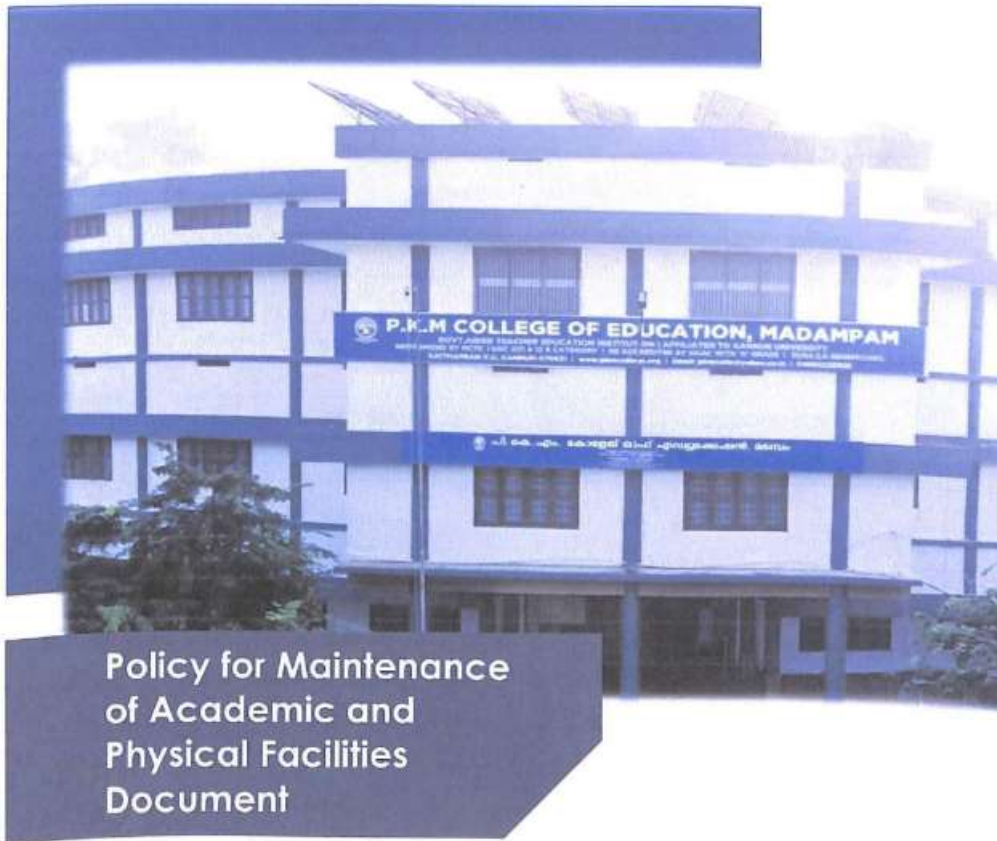


Resource Mobilization Policy

P. K. M. College of Education, Madampam



Resource Mobilization Policy: https://pkmcollege.org/wp-content/uploads/2024/02/Resource_Mobilisation_Policy.pdf#toolbar=0



P. K. M. College of Education, Madampam



Policy for Maintenance of Academic and Physical Facilities: https://pkmcollege.org/wp-content/uploads/2024/02/Policy_for_Maintenance_of_Academic_and_Physical_facilities.pdf#toolbar=0

ACADEMIC AUDIT



P K M COLLEGE OF EDUCATION

MADAMPAM, KAITHAPRAM P.O, KANNUR – 670631
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RUSA 2.0 beneficiary institution

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT

2018-19

PROFILE OF THE COLLEGE

Crowning a rustic hillock in a majestic splendour and set against the lush green undulant, sylvan ambiance, Prof. Kandoth Memorial College has already marked a noble legacy in the educational scenario of North Malabar. The college with its unique semi-circular edifice has a picturesque site near Thumpeny Shrine, Madampam on the eastern side of the Taliparamba- Iritty State Highway and it comes under the jurisdiction of Sreekandapuram Municipality, Irikkur Block, Kannur District, Kerala.

The college was established in 1995 as a self-financing institution and was converted into an aided college in 1997. It is affiliated to Kannur University and recognised by NCTE. This temple of learning is dedicated to the Sacred Heart of Jesus and named after Prof. Joseph Kandoth, who was an educational visionary, social reformer and a zealous missionary. He initiated the historical migration of Knanaya Catholic Community which in its turn changed the social and economic history of Malabar.

At present, Archbishop of Kottayam Arch eparchy, Mar Mathew Moolakkat is the patron and Mar Joseph Pandarasseril, the Auxiliary Bishop is the manager. The college is accredited by NAAC with 'A' grade in 2006, and 2016 (4 point scale). The college is a RUSA 2.0 Beneficiary.

VISION

Excellence and committed service in every realm of teaching endeavour.

MISSION

To nurture the holistic development of prospective teachers for a just and humane society.

OBJECTIVES

- To equip the teachers to develop and practice innovative methods and strategies in teaching learning process
- To develop into a centre of excellence in teacher education for preparing quality teachers.
- To promote learning, research, extension activities and development.
- To develop intellectually competent, morally upright, psychologically integrated and socially committed teachers for service in the emerging global scenario of education.
- To acquire effective communication skills and leadership qualities

Committee of Academic and Administrative Audit

- Convenor:** Dr. Rekha K.R.
Associate Professor, Dept. of English
- Members:** Dr. Jessy N.C
Principal
- Dr. Prasanth Mathew,
Assistant Professor, Dept. of Physical Science
- Dr. Sholy Joseph K.
Assistant Professor, Dept. of Mathematics
- Dr. Veena Appukuttan
Assistant Professor, Dept. of Social Science
- John P. T.
College Librarian
- Minimol Simon
Junior Superintendent
- Nithin Jose
Student Representative

Composition of the Academic and Administrative Audit which undertook the on-site visit

- External Expert:** Dr. Reena Sebastian,
IQAC-Co-Ordinator,
SES College, Sreekandapuram
- Members:** Dr. Jessy N C
Principal,
PKM College of Education, Madampam
- Dr. Rekha K R**
IQAC, Co-Ordinator
PKM College of Education, Madampam

REPORT OF ACADEMIC AND ADMINISTRATIVE AUDIT

GENERAL INFORMATION	
1. Name & Address of the institution:	PKM College of Education, Madampam
2. Year of Establishment:	17-06-1995
3. Programmes:	B.Ed.
4. Optional Subjects:	<ol style="list-style-type: none"> 1. English 2. Malayalam 3. Mathematics 4. Natural Science 5. Physical Science 6. Social Science
5.No.of Courses Offered:	Core: 8 Pedagogic: 24 Elective: 2 EPC: 4 Value Added: 3
6. No. of Teaching Staff:	Associate Professor: 3 Assistant Professor: 5 Guest-Lecture: 1
7. No of Administrative Staff:	14
8. Total No. of Students:	Female: 91 Male:7
9. Major Institutional features: (As perceived by Audited Team)	<ul style="list-style-type: none"> • RUSA 2.0 Beneficiary • Conducted Environmental, Green, and Gender Audits • Collected and analysed feedback from stakeholders. • Institutional financial assistance staff and students • Well organised extension and outreach activities • Innovative teaching learning process. • Maintaining proper office documents • Biometric punching
9. Date of the Academic and Administrative Audit:	07-03-2019

CURRICULUM ENRICHMENT:	
1. Is the college operationalize the curriculum in its own way satisfying national and state educational standards and requirements for teacher preparation?	The college aligns its curriculum with national educational requirements, integrates theoretical knowledge with practical applications, and offers a logical progression of courses.
2. Are course objectives and outcomes are aligned with graduate attributes	The goals and objectives of the course are in line with new developments in education, including the integration of technology, inclusive education, and global points of view.
3. Flexibility in curricular transactions	The institution preserves its flexibility through the use of a variety of teaching techniques, such as case studies, experiential learning activities, the use of technologically improved learning resources, and adequate training for faculty members to successfully implement innovative pedagogical approaches.
4. The way of providing dynamic and updated curricular inputs and opportunities for internship and placement	Enhancing collaborations with communities, educational institutions, and schools to give pre-service teachers meaningful real-world experience. Expansion of possibilities for experiential learning, including as field research, internships, and community service initiatives, to help students develop their perspectives and abilities.
5. The way of honouring student diversity	Recognizing the diversity of students by determining their learning needs and updating the curriculum on a regular basis to reflect new developments in the field of education as well as best practices.
6. How the assessment methods aligned with program objectives and appropriate in catering the students' needs	A variety of assessment techniques, such as written assignments, presentations, and practical evaluations, are used to meet the needs of students and are in line with the goals of the programme.

FACULTY AND STAFF:	
1. Quality of the teachers in terms of their qualifications and professional developments	Offering faculty members opportunities for professional development so they can improve their pedagogical abilities and use innovative methods of instruction.
2. ICT skills and competency acquired by teachers	Arranged training courses on how to utilise technology in the classroom wisely and how to create inclusive learning environments.
3. Staff empowerment strategies	Organised training sessions on the creation of inclusive learning environments and responsible utilisation of technology in the classroom.

4. Innovative evaluation process implemented by the institution	Use of a fair evaluation strategy that include formative and summative evaluations as well as quick, helpful feedback. promotion of realistic assessment techniques that evaluate reflective behaviours and real-world teaching competencies.
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RESOURCES:

1. The facilities in classrooms and other technology resources for effective teaching learning?	Sufficient seating arrangements and furnishings, ample space for academic and social interactions, as well as adequate technological infrastructure, such as interactive whiteboards, projectors, displays, and sound systems in conference rooms and classrooms. variety of teaching tools and resources are used to accommodate various learning preferences and increase student involvement in the classroom.
2. The Library infrastructure and learning resources	Textbooks, reference materials, and educational resources are readily available and Infrastructural maintenance committee is monitoring the developments. there are enough volumes and journals to enable the teaching of the curriculum. Rare books can be borrowed from other universities.
3. Available resources for promoting research culture	College promote research activities through College Research Development Cell, which provide various support for faculty and student's research endeavors, and continuous efforts for integration of research into teaching and learning practices.
4. The opportunities provided for students to access scholarships and endowments	The college is offering targeted scholarships and endowments for meritorious students, underrepresented groups, economically disadvantaged students, and those with special needs. The college welfare committee has the responsibility of welfare of both staff and students.

STUDENT OUTCOMES:

1. Institutional efforts for student progression	Through academic advising, career counselling, and mentorship programmes, the institution supports the progress of students while encouraging leadership and ICT excellence. Students are prepared for a variety of professional environments by being given access to resources, internships, and networking opportunities, which help them acquire the information and skills necessary for success in their industries.
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2. The pass percentage of students in competitive examinations like TET/ SET/ NET etc.	The pass percentage of the students in competitive examinations are usually high since adequate support and measurements like academic advising, career counselling, academic - personal counselling and coaching to promote student well-being and success in competitive examinations are provided
3. How successful are program graduates in securing placement in teaching position	PKM graduates are well-positioned for success in educational jobs since they typically exhibit good pedagogical skills, in-depth subject knowledge, and effective classroom management abilities. They flourish in numerous areas of their lives at the same time, demonstrating their versatility and well-rounded development outside of the classroom.
4. Alumni contributions for institutional development	The alumni provides strong support for all activities of the college especially as human resources, support in academic mentoring, career counselling and to facilitate knowledge sharing, collaboration, and ongoing support for practicing student teachers.
ADMINISTRATIVE PROCEDURES:	
1. The transparency and efficiency in student enrolment processes?	The college maintains transparency in its enrollment process, including admission criteria, eligibility requirements, and documentation verification. It also prioritizes efficiency in handling applications, making admission decisions, and managing enrollment procedures
2. The institutional level decentralisation of academic and administrative policies and regulations.	The college uses decentralisation in its administrative and academic operations to guarantee swift responses to questions and open lines of contact. The monthly staff coordinator is in charge of student learning and activities, and the college superintendent shares administrative responsibilities jointly to increase efficiency and responsibility throughout the institution.
3. The status of student support services available, such as mentoring, academic counselling, career guidance etc.	The college offers a range of student support services, including mentoring, academic counseling, and career guidance. These services are designed to assist students in their academic and personal development, providing them with the resources and guidance needed to succeed in their educational and career goals.
4. How the institutional E-governance facilities are managed ?	E – governance in academic and administrative areas, transparent budgeting processes, regular financial audits, and adherence to regulatory requirements

QUALITY ASSURANCE:	
1. What processes are in place for continuous program improvement and quality assurance?	Establish dedicated quality assurance cells or committees responsible for supervising quality enhancement efforts, performing audits, and facilitating ongoing improvement processes in academic and administrative domains. In addition to it proper feedback mechanism is also maintained.
2. How does the institution ensure compliance with accreditation standards and requirements	The organisation collaborates with industry partners, peer organisations, and external stakeholders to measure performance, exchange best practices, and get input for development. This joint strategy aims to provide guidelines and encourage continuous improvement projects.
3. Are there mechanisms for monitoring and addressing issues related to diversity, equity, and inclusion to track new educational trends and policies	The institution regularly reviews its programs and conducts self-assessment exercises to evaluate their effectiveness, identify strengths and weaknesses, and develop improvement strategies. These periodic evaluations aim to improve program quality, address areas for enhancement, and create action plans for ongoing progress.
4. The quality of outreach and extension activities	Offering professional growth opportunities for faculty and staff members to booster their expertise, proficiency, and capabilities in quality assurance, evaluation, and educational leadership. This ensures continuous improvement in teaching standards, assessment practices, and administrative effectiveness within the institution.
5. Best Practices of the institution	Implementing structured quality assurance processes as best practices , college assured it's contribution to the development of the society. Bio farming in the campus and activities of PKM Sports Academy are the two best practices of the college during the academic year.

RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION:

- Provide regular training and professional development opportunities for faculty and staff to enhance their skills, knowledge, and effectiveness.
- Implement pedagogical approaches and technologies that promote active learning, critical thinking, and student engagement.
- Encourage faculty to incorporate diverse teaching methods and assessments to meet the needs of different learners.
- Promote interdisciplinary collaboration and partnerships to address complex challenges and advance knowledge in key areas.
- Engage community stakeholders in advisory boards, committees, and strategic planning processes to ensure alignment of institutional goals with community needs and priorities.
- Develop and implement long-term financial strategies to ensure the institution's fiscal health and sustainability.


Name and Signature
External Expert
Dr. Heena Sebastrian


Name and Signature
IQAC, Co-Ordinator
Dr. Veena Sppalcutt


Name and Signature
Principal
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT

2019-20

PROFILE OF THE COLLEGE

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- Ms. Sivakeerthana Dinesh
Student Representative

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6. No. of Teaching Staff:	Associate Professor: 3 Assistant Professor: 5 Guest-Lecture: 1
7. No of Administrative Staff:	14
8. Total No. of Students:	Female: 92 Male: 8
9. Major Institutional features: (As perceived by Audited Team)	<ol style="list-style-type: none"> 1. Implementing UN-SDGs in curriculum transactions. 2. Professional Development opportunities. 3. Institutional financial assistance for staff and students 4. Conducted Environmental, Green, and Gender Audits 5. Collected and analysed feedback from stakeholders. 6. Extension and outreach activities are properly documented. 7. Students research initiatives 8. Jubilee years Initiatives 9. Institution twinning programme
9. Date of the Academic and Administrative Audit:	03-03-2020

CURRICULUM ENRICHMENT:	
1. Is the college operationalize the curriculum in its own way satisfying national and state educational standards and requirements for teacher preparation?	The college implements its curriculum by ensuring a clear progression of courses, integrating theoretical knowledge with practical applications, and aligning it with national educational standards.
2. Are course objectives and outcomes are aligned with graduate attributes	The course objectives and outcomes are designed to align with modern trends in education, including the integration of technology, inclusive education practices, and global perspectives.
3. Flexibility in curricular transactions	The college ensures flexibility by employing various teaching strategies, such as case studies, experiential learning activities, and technology-enhanced learning tools. Additionally, faculty receive adequate training to effectively utilize innovative pedagogical approaches.
4. The way of providing dynamic and updated curricular inputs and opportunities for internship and placement	Enhancing collaborations with schools, educational organizations, and communities to offer valuable practical experiences for pre-service teachers. Expanding experiential learning opportunities, like internships, community service projects, and field research, to enrich students' perspectives and skills.
5. The way of honouring student diversity	Recognizing student diversity through the identification of learning needs and the regular review and updating of the curriculum to integrate emerging trends and best practices in education.
6. How the assessment methods aligned with program objectives and appropriate in catering the students' needs	Diverse assessment methods, such as written assignments, presentations, and practicum evaluations, are tailored to meet student needs and aligned with program objectives.

FACULTY AND STAFF:	
1. Quality of the teachers in terms of their qualifications and professional developments	Provision of professional development opportunities for faculty to enhance their pedagogical skills and incorporate innovative teaching methods.
2. ICT skills and competency acquired by teachers	Structured training programs focusing on the effective utilization of educational technology and methods for promoting inclusive learning environments.
3. Staff empowerment strategies	Adequate incorporation of interdisciplinary viewpoints and exposure to real-world educational issues, along with ample opportunities for professional growth in emerging areas of education.

4. Innovative evaluation process implemented by the institution	Implementing a well-rounded assessment strategy that includes both ongoing and final assessments, offering timely and constructive feedback. Promoting authentic assessment techniques that evaluate practical teaching skills and reflective methods.
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RESOURCES:

1. The facilities in classrooms and other technology resources for effective teaching learning?	Adequate seating capacity, furnitures, Presence of sufficient technology infrastructure including interactive boards, projectors, screens, and sound systems in classrooms and conference halls and sufficient space for academic and other interactions. Diversification of instructional materials and teaching aids to cater to different learning styles and enhance engagement in the classroom.
2. The Library infrastructure and learning resources	Fully automated library, adequate number of books and journals, availability of textbooks, reference materials, and educational resources to support curriculum delivery. Rare books are make available on loan from other colleges. Infrastructural maintenance committee is monitoring the developments.
3. Available resources for promoting research culture	The college is dedicated to promoting research activities by providing support for both faculty and student research initiatives and striving for the integration of research into teaching and learning methods. Financial aid is available for staff and students to encourage research endeavors. The College Research Development Cell is responsible for promoting research.
4. The opportunities provided for students to access scholarships and endowments	The college provides specific scholarships and endowments aimed at supporting underrepresented groups, economically disadvantaged students, and those with special needs. The college welfare committee is responsible for the well-being of both staff and students.

STUDENT OUTCOMES:

1. Institutional efforts for student progression	The college offers professional development opportunities for students to improve their pedagogical skills, integrate innovative teaching methods, and stay updated on current educational research and trends. These opportunities also support their progression into higher education.
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2. The pass percentage of students in competitive examinations like TET/ SET/ NET etc.	Provides comprehensive student support services, including academic advising, career counselling, academic - personal counselling and coaching to promote student well-being and success in competitive examinations. Thus, pass percentage of competitive examinations is very high.
3. How successful are program graduates in securing placement in teaching position	College keeps efficiency in processing applications, admissions decisions, and enrolment procedures. Also keeps transparency in admission criteria, eligibility requirements, and documentation verification processes.
4. Alumni contributions for institutional development	The alumni provide strong support for all activities of the college especially as human resources, support in academic mentoring, career counselling, financial support and to facilitate knowledge sharing, collaboration, and ongoing support for practicing student teachers.
ADMINISTRATIVE PROCEDURES:	
1. The transparency and efficiency in student enrolment processes?	College keeps efficiency in processing applications, admissions decisions, and enrolment procedures. Also keeps transparency in admission criteria, eligibility requirements, and documentation verification processes.
2. The institutional level decentralisation of academic and administrative policies and regulations.	The college embraces decentralization in both academic and administrative processes, maintaining clear communication channels and promptly responding to inquiries and requests. A monthly staff coordinator oversees student learning and activities. Administrative duties are shared with the college superintendent.
3. The status of student support services available, such as mentoring, academic counselling, career guidance etc.	Comprehensive student support services, including skill enhancement, academic advising, counselling, infrastructural facilities including ICT and career guidance services are available in the college.
4. How the institutional E-governance facilities are managed ?	E – governance in academic and administrative areas, transparent budgeting processes, regular financial audits, and adherence to regulatory requirements.

QUALITY ASSURANCE:	
1. What processes are in place for continuous program improvement and quality assurance?	Establish dedicated quality assurance cells or committees responsible for supervising quality enhancement efforts, performing audits, and facilitating continuous improvement processes in both academic and administrative domains.
2. How does the institution ensure compliance with accreditation standards and requirements	Engaging with external stakeholders, peer institutions to compare performance, exchange best practices, and gather feedback for enhancement.
3. Are there mechanisms for monitoring and addressing issues related to diversity, equity, and inclusion to track new educational trends and policies	Performing regular program reviews and self-assessment activities to assess program effectiveness, pinpoint strengths and weaknesses, and create action plans for improvement.
4. The quality of outreach and extension activities	Providing professional development opportunities for faculty and staff members to enhance their skills, knowledge, and competencies in quality assurance, assessment, and educational leadership.
5. Best Practices of the institution	By implementing efficient quality assurance processes as best practices , college can ensure the delivery of high-quality education and skills, and contribute to the development of the society. Yoga in the campus and Share your Spare are the two best practices of the college during the academic year.

RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION:

- Seek input from stakeholders, including students, alumni, employers, and industry experts.
- Encourage and support faculty research and scholarly activities through grants, funding, and institutional resources.
- Provide comprehensive support services to enhance the academic, personal, and professional development of students.
- Strengthen connections with the local community, industry partners, and other stakeholders through collaborative initiatives, service-learning projects, and outreach programs.
- Enhance the institution's relevance and impact while providing valuable experiential learning opportunities for students.
- Diversify revenue streams through fundraising campaigns, alumni engagement initiatives, and strategic partnerships with industry and philanthropic organizations.



Name and Signature
External Expert

Dr. Sujesh K.S.



Name and Signature
IQAC, Co-Ordinator

Dr. Veena Appuluttar



Name and Signature
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ACADEMIC AND ADMINISTRATIVE AUDIT

2020-21

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	External Expert: Sri. Sajeesh T J IQAC-Co-Ordinator, SES College, Sreekandapuram
Members:	Dr. Jessy N C Principal, PKM College of Education, Madampam Dr. Rekha K R IQAC, Co-Ordinator PKM College of Education, Madampam

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6. No. of Teaching Staff:	Associate Professor: 3 Assistant Professor: 5 Guest-Lecturer: 1
7. No of Administrative Staff:	14
8. Total No. of Students:	Female: 87 Male: 12
9. Major Institutional features: (As perceived by Audited Team)	<ol style="list-style-type: none"> 1. Implemented TEAMS LMS software. 2. Started using PFMS for Govt. Financial transactions. 3. Oppam-2020 Covid-19 intervention programmes 4. Care our Earth Initiative 5. Share Your Spare Movement
9. Date of the Academic and Administrative Audit:	22-03-2021

CURRICULUM ENRICHMENT:	
1. Is the college operationalize the curriculum in its own way satisfying national and state educational standards and requirements for teacher preparation?	The college implements its curriculum to adhere to both National and State educational standards for teacher preparation. It ensures that its coursework, field experiences, assessments, and professional development are in line with these standards.
2. Are course objectives and outcomes are aligned with graduate attributes	The course objectives and outcomes are designed to align with current trends in education, including the integration of technology, inclusive education practices, and global perspectives.
3. Flexibility in curricular transactions	Maintaining flexibility in curriculum delivery involves integrating various teaching strategies, such as field trips and technology-enhanced learning tools. Additionally, faculty receive adequate training to accommodate diverse learning styles, thus promoting a meaningful learning experience within the curriculum.
4. The way of providing dynamic and updated curricular inputs and opportunities for internship and placement	Enhancing collaborations with schools, educational institutions, and communities to offer valuable practical experiences for future educators. Expanding experiential learning options, such as internships, community service initiatives, and field research, to enrich students' perspectives and competencies.
5. The way of honouring student diversity	The student diversity is honoured by incorporating diverse literature, multicultural content and project reflecting student diversities.
6. How the assessment methods aligned with program objectives and appropriate in catering the students' needs	Various assessment methods such as projects, presentations, and written assignments are adopted which allows the holistic evaluation, accommodating individual strengths and interests. This ensures alignment with curriculum enrichment goals while fostering student engagement and growth.

FACULTY AND STAFF:	
1. Quality of the teachers in terms of their qualifications and professional developments	The teacher educator hold appropriate degrees, certifications, and subject knowledge that meet educational benchmarks. Additionally, they participate actively in ongoing professional development through webinars, conferences, and advanced training, which enhances their pedagogical skills, ensuring effective teaching methods and positive student learning outcomes.
2. ICT skills and competency acquired by teachers	Teachers have acquired ICT skills and competency through training programs, workshops, and professional development sessions. These initiatives have equipped them with the ability to effectively integrate technology into their teaching practices, enhancing the learning experience for students and preparing them for the demands of a digital age.

3. Staff empowerment strategies	Strategies for empowering staff members include offering chances for professional development, promoting collaboration, implementing mentorship initiatives, and cultivating a positive and supportive workplace atmosphere.
4. Innovative evaluation process implemented by the institution	Implementation of a balanced assessment approach, including both formative and summative assessments, with timely and constructive feedback. Encouragement of authentic assessment methods that assess real-world teaching competencies and reflective practices.

RESOURCES:

1. The facilities in classrooms and other technology resources for effective teaching learning?	Sufficient seating capacity and furniture, along with a well-equipped technology infrastructure (projectors, screens, sound systems) in classrooms, provide ample space for academic activities and interactions. Diverse instructional materials and teaching aids are used to accommodate various learning styles and boost classroom engagement.
2. The Library infrastructure and learning resources	The college offers lot of books, journals, textbooks and other study materials needed for teaching. . Rare books are make available on loan from other colleges.
3. Available resources for promoting research culture	College promote research activities through College Research Development Cell, which provide various support for faculty and student's research endeavors, and continuous efforts for integration of research into teaching and learning practices.
4. The opportunities provided for students to access scholarships and endowments	The college is offering targeted scholarships and endowments for meritorious students, underrepresented groups, economically disadvantaged students, and those with special needs. The college welfare committee has the responsibility of welfare of both staff and students.

STUDENT OUTCOMES:


1. Institutional efforts for student progression	The institution supports student advancement through academic advising, career counseling, and mentoring programs, promoting excellence in ICT and leadership. By providing access to resources, internships, and networking, students gain vital skills and knowledge for success in their respective fields, preparing them for diverse professional environments.
2. The pass percentage of students in competitive examinations like TET/ SET/ NET' etc.	The pass percentage of the students in competitive examinations are usually high since adequate support and measurements like academic advising, career counselling,

	academic - personal counselling and coaching to promote student well-being and success in competitive examinations are provided
3. How successful are program graduates in securing placement in teaching position	Graduates of PKM frequently demonstrate strong pedagogical skills, deep content knowledge, and effective classroom management capabilities, positioning them for success in educational careers. Simultaneously, they excel in various aspects of their lives, showcasing their well-rounded development and adaptability beyond academic settings.
4. Alumni contributions for institutional development	The alumni provides strong support for all activities of the college especially as human resources, support in academic mentoring, career counselling and to facilitate knowledge sharing, collaboration, and ongoing support for practicing student teachers.
ADMINISTRATIVE PROCEDURES:	
1. The transparency and efficiency in student enrolment processes?	The college maintains transparency in its enrollment process, including admission criteria, eligibility requirements, and documentation verification. It also prioritizes efficiency in handling applications, making admission decisions, and managing enrollment procedures.
2. The institutional level decentralisation of academic and administrative policies and regulations.	The college implements decentralization in academic and administrative processes, ensuring clear communication channels and timely responses to inquiries. A monthly staff coordinator oversees student learning and activities, while administrative duties are shared with the college superintendent, enhancing efficiency and accountability across the institution.
3. The status of student support services available, such as mentoring, academic counselling, career guidance etc.	The college offers a range of student support services, including mentoring, academic counseling, and career guidance. These services are designed to assist students in their academic and personal development, providing them with the resources and guidance needed to succeed in their educational and career goals.
4. How the institutional E-governance facilities are managed ?	E – governance in academic and administrative areas, transparent budgeting processes, regular financial audits, and adherence to regulatory requirements

QUALITY ASSURANCE:	
1. What processes are in place for continuous program improvement and quality assurance?	Establish dedicated quality assurance cells or committees responsible for supervising quality enhancement efforts, performing audits, and facilitating ongoing improvement processes in academic and administrative domains.
2. How does the institution ensure compliance with accreditation standards and requirements	The institution partners with external stakeholders, peer institutions, and industry associates to benchmark performance, share best practices, and gather feedback for improvement. This collaborative approach aims to establish standards and promote ongoing enhancement efforts.
3. Are there mechanisms for monitoring and addressing issues related to diversity, equity, and inclusion to track new educational trends and policies	The institution regularly reviews its programs and conducts self-assessment exercises to evaluate their effectiveness, identify strengths and weaknesses, and develop improvement strategies. These periodic evaluations aim to improve program quality, address areas for enhancement, and create action plans for ongoing progress.
4. The quality of outreach and extension activities	Offering professional growth opportunities for faculty and staff members to bolster their expertise, proficiency, and capabilities in quality assurance, evaluation, and educational leadership. This ensures continuous improvement in teaching standards, assessment practices, and administrative effectiveness within the institution.
5. Best Practices of the institution	Through structured quality assurance processes institution contributes to the development of the society. Care our Earth Initiative and Share your Spare Movement are the two best practices of the college during the academic year.

RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION:

- Integrate technology effectively across all aspects of the institution to streamline processes, enhance communication, and facilitate learning.
- Create an inclusive and welcoming environment that celebrates diversity and respects the perspectives and experiences of all members of the community.
- Invest in robust learning management systems, digital resources, and online platforms to support hybrid and distance learning initiatives.
- Encourage a culture of creativity and innovation where new ideas are welcomed, and experimentation is encouraged.
- Establish innovation hubs or centers where faculty, staff, and students can collaborate on interdisciplinary projects, research ventures, and entrepreneurial endeavours.
- Encourage cross-pollination of ideas across departments and disciplines to spark innovation and problem-solving.


Name and Signature

External Expert

Dr. Syesh T.S



Name and Signature

IQAC, Co-Ordinator

Dr. Veena Appalantla



Name and Signature

Principal
PRINCIPAL

P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM P.O, MADAMPAM
SREEKANDAPURAM, KANNUR DT., -670631



P K M COLLEGE OF EDUCATION

MADAMPAM, KATHAPRAM P O, KANNUR – 670631
(Govt. Aided Teacher Education Institution affiliated to Kannur University)
Recognized by NCTE, Included under UGC 2(f) & 12B category
Accredited by NAAC with 'A' Grade, (Second cycle -4 point scale)
RUSA 2.0 beneficiary institution

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT

2021-22

PROFILE OF THE COLLEGE

Crowning a rustic hillock in a majestic splendour and set against the lush green undulant, sylvan ambiance, Prof. Kandoth Memorial College has already marked a noble legacy in the educational scenario of North Malabar. The college with its unique semi-circular edifice has a picturesque site near Thumpeny Shrine, Madampam on the eastern side of the Taliparamba-Irity State Highway and it comes under the jurisdiction of Sreekandapuram Municipality, Irikkur Block, Kannur District, Kerala.

The college was established in 1995 as a self-financing institution and was converted into an aided college in 1997. It is affiliated to Kannur University and recognised by NCTE. This temple of learning is dedicated to the Sacred Heart of Jesus and named after Prof. Joseph Kandoth, who was an educational visionary, social reformer and a zealous missionary. He initiated the historical migration of Knanaya Catholic Community which in its turn changed the social and economic history of Malabar.

At present, Archbishop of Kottayam Arch eparchy, Mar Mathew Moolakkat is the patron and Mar Joseph Pandarasseril, the Auxiliary Bishop is the manager. The college is accredited by NAAC with 'A' grade in 2006, and 2016 (4 point scale). The college is a RUSA 2.0 Beneficiary.

VISION

Excellence and committed service in every realm of teaching endeavour.

MISSION

To nurture the holistic development of prospective teachers for a just and humane society.

OBJECTIVES

- To equip the teachers to develop and practice innovative methods and strategies in teaching learning process
- To develop into a centre of excellence in teacher education for preparing quality teachers.
- To promote learning, research, extension activities and development.
- To develop intellectually competent, morally upright, psychologically integrated and socially committed teachers for service in the emerging global scenario of education.
- To acquire effective communication skills and leadership qualities

Committee of Academic and Administrative Audit

- Convenor:** Dr. Veena Appukkuttan
Assistant Professor, Dept. of Social Science
- Members:** Dr. Jessy N.C
Principal
- Dr. Prasanth Mathew,
Assistant Professor, Dept. of Physical Science
- Dr. Rekha K.R.
Associate Professor, Dept. of English
- Dr. Sinoj Joseph
Assistant Professor, Dept. of Mathematics
- Minimol Simon
Junior Superintendent
- Mr. Hrishikesh Babu M C
Student Representative

Composition of the Academic and Administrative Audit which undertook the on-site visit

External Expert: Dr. R. K. Biju
IQAC-Co-Ordinator,
PRNSS College, Mattannur

- Members:** **Dr. Jessy N C**
Principal,
PKM College of Education, Madampam
- Dr. Veena Appukkuttan**
IQAC, Co-Ordinator
PKM College of Education, Madampam

REPORT OF ACADEMIC AND ADMINISTRATIVE AUDIT

GENERAL INFORMATION	
1. Name & Address of the institution:	PKM College of Education, Madampam
2. Year of Establishment:	17-06-1995
3. Programmes:	B.Ed.
4. Optional Subjects:	<ol style="list-style-type: none"> 1. English 2. Malayalam 3. Mathematics 4. Natural Science 5. Physical Science 6. Social Science
5.No.of Courses Offered:	Core: 8 Pedagogic: 24 Elective: 2 EPC: 4 Value Added: 3
6. No. of Teaching Staff:	Associate Professor: 3 Assistant Professor: 5 Guest-Lecture: 1
7. No of Administrative Staff:	13
8. Total No. of Students:	Female: 87 Male: 13
9. Major Institutional features: (As perceived by Audited Team)	<ol style="list-style-type: none"> 1. Integrating technology in all aspects of the institution 2. Mega curricular project Next Generation @ PKM 3. Peace Education 4. Renovation of physical and academic facilities 5. Post Covid fitness training programme
9. Date of the Academic and Administrative Audit:	15-03-2022

CURRICULUM ENRICHMENT:	
1. Is the college operationalize the curriculum in its own way satisfying National and State educational standards and requirements for teacher preparation?	The college operationalizes its curriculum to meet National and State educational standards for teacher preparation. It aligns coursework, field experiences, assessments, and professional development with these standards.
2. Are course objectives and outcomes are aligned with graduate attributes	Course objectives and outcomes are aligned with graduate attributes to ensure that the students acquire the necessary skills, knowledge, and values to thrive academically, professionally, and personally, meeting the institution's educational goals effectively.
3. Flexibility in curricular transactions	Flexibility in curricular transaction is maintained by incorporating diverse teaching strategies such as field trip, technology enhanced learning tools and sufficient training for faculty to accommodate different learning styles and promote meaningful learning experience within the curriculum
4. The way of providing dynamic and updated curricular inputs and opportunities for internship and placement	Partnerships with schools, educational organizations, and communities are strengthened to provide meaningful practical experiences for pre-service teachers. Different opportunities are also made available for students to gain relevant skills and knowledge in the field by regularly reviewing and integrating current industry trends and advancements,
5. The way of honouring student diversity	The student diversity is honoured by incorporating diverse literature, multicultural content and project reflecting student diversities.
6. How the assessment methods aligned with program objectives and appropriate in catering the students' needs	Various assessment methods such as projects, presentations, and written assignments are adopted which allows the holistic evaluation, accommodating individual strengths and interests. This ensures alignment with curriculum enrichment goals while fostering student engagement and growth.

FACULTY AND STAFF:	
1. Quality of the teachers in terms of their qualifications and professional developments	The quality of teachers is characterized by their qualifications and commitment to ongoing professional development. Teachers possess relevant degrees, certifications, and subject expertise, meeting educational standards. They also actively engage in continuous professional development activities such as workshops, conferences, and advanced training enhances their pedagogical skills, ensuring effective teaching practices and student learning outcomes.

2. ICT skills and competency acquired by teachers	The teachers competency in this field are enhanced through attending different seminars, conferences, webinars etc.,
3. Staff empowerment strategies	Staff empowerment strategies for faculty and staff include providing opportunities for professional growth, encouraging collaboration, mentorship programs, and fostering a supportive work environment.
14. Innovative evaluation process implemented by the institution	The institution implements innovative evaluation processes for faculty and staff, incorporating multi-faceted feedback mechanisms, peer evaluations, and self-assessment tools. This approach fosters professional growth, identifies areas for improvement, and recognizes exemplary performance within the institution.

RESOURCES:

1. The facilities in classrooms and other technology resources for effective teaching learning?	Adequate seating capacity, furniture, presence of sufficient technology infrastructure including projectors, screens, and sound systems in classrooms and sufficient space for academic and other interactions. Diversification of instructional materials and teaching aids to cater to different learning styles and enhance engagement in the classroom.
2. The Library infrastructure and learning resources	The college has a modern library with lots of books and journals, including textbooks and other study materials needed for teaching. Rare books are made available on loan from other colleges.
3. Available resources for promoting research culture	College promote research activities through College Research Development Cell, which provide various support for faculty and student's research endeavors, and continuous efforts for integration of research into teaching and learning practices.
4. The opportunities provided for students to access scholarships and endowments	The college is offering targeted scholarships and endowments for meritorious students, underrepresented groups, economically disadvantaged students, and those with special needs. The college welfare committee has the responsibility of welfare of both staff and students.

STUDENT OUTCOMES:	
1. Institutional efforts for student progression	The institution promotes student progression through academic advising, career counseling, and mentoring programs, while fostering competitiveness in ICT and leadership. By offering access to resources, internships, and networking opportunities, students develop essential skills and knowledge for success in their chosen fields, empowering them to excel in diverse professional settings.
2. The pass percentage of students in competitive examinations like TET/ SET/ NET etc.	The pass percentage of the students in competitive examinations are usually high since adequate support and measurements like academic advising, career counselling, academic - personal counselling and coaching to promote student well-being and success in competitive examinations are provided.
3. How successful are program graduates in securing placement in teaching position	Graduates of PKM frequently demonstrate strong pedagogical skills, deep content knowledge, and effective classroom management capabilities, positioning them for success in educational careers. Simultaneously, they excel in various aspects of their lives, showcasing their well-rounded development and adaptability beyond academic settings.
4. Alumni contributions for institutional development	The alumni provides strong support for all activities of the college especially as human resources, support in academic mentoring, career counselling and to facilitate knowledge sharing, collaboration, and ongoing support for practicing student teachers.
ADMINISTRATIVE PROCEDURES:	
1. The transparency and efficiency in student enrolment processes?	The college is transparent throughout its enrolment process like admission criteria, eligibility requirements, and documentation verification processes. The College also keeps efficiency in processing applications, admissions decisions, and enrolment procedures.
2. The institutional level decentralisation of academic and administrative policies and regulations.	The college implements decentralization in academic and administrative processes, ensuring clear communication channels and timely responses to inquiries. A monthly staff coordinator oversees student learning and activities, while administrative duties are shared with the college superintendent, enhancing efficiency and accountability across the institution.


3. The status of student support services available, such as mentoring, academic counselling, career guidance etc.	Comprehensive student support services, including skill enhancement ,academic advising, counseling, infrastructural facilities including ICT and career guidance services are available in the college
4. How the institutional E-governance facilities are managed ?	E – governance in academic and administrative areas, transparent budgeting processes, regular financial audits, and adherence to regulatory requirements

QUALITY ASSURANCE:

1. What processes are in place for continuous program improvement and quality assurance?	Create dedicated quality assurance cells or committees tasked with overseeing quality enhancement initiatives, conducting audits, and facilitating continuous improvement processes in both academic and administrative areas.
2. How does the institution ensure compliance with accreditation standards and requirements	The institution collaborates with external stakeholders, peer institutions, and industry partners to compare performance, exchange best practices, and seek feedback for enhancement. This collaborative effort aims to set benchmarks and foster continuous improvement.
3. Are there mechanisms for monitoring and addressing issues related to diversity, equity, and inclusion to track new educational trends and policies	The institution conducts regular program reviews and self-assessment exercises to assess program effectiveness, pinpoint strengths and weaknesses, and devise improvement strategies. These periodic evaluations aim to enhance program quality, address areas needing improvement, and establish action plans for continual advancement.
4. The quality of outreach and extension activities	Offering professional growth opportunities for faculty and staff members to bolster their expertise, proficiency, and capabilities in quality assurance, evaluation, and educational leadership. This ensures continuous improvement in teaching standards, assessment practices, and administrative effectiveness within the institution.
5. Best Practices of the institution	The college provides high-quality education and skills, and contribute to the development of the society. Next generation Teacher @ PKM and Peace Education activities are the two best practices of the college during the academic year.

RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION:

- Integrate sustainability principles into institutional practices and operations to minimize environmental impact and promote responsible stewardship of resources.
- Establish partnerships with institutions and organizations abroad for student exchange programs, joint research collaborations, and faculty/staff development initiatives.
- Create incentives and support mechanisms to facilitate collaboration, such as interdisciplinary grants, joint appointments, and shared research facilities.
- Prioritize hands-on, experiential learning opportunities that allow students to apply classroom knowledge in real-world settings.
- Upgrade classrooms, laboratories, libraries, and recreational spaces to provide modern, flexible, and technology-enabled learning environments.
- Offer leadership development programs that emphasize integrity, accountability, and ethical decision-making.


Dr. R. K. Bijju
Name and Signature
External Expert

Director IQAC
PRNSS College
Mattanur


Name and Signature
IQAC, Co-Ordinator


Name and Signature
Principal



P K M COLLEGE OF EDUCATION

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(Govt. Aided Teacher Education Institution affiliated to Kannur University)
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RUSA 2.0 beneficiary institution.

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT

2022-23

PROFILE OF THE COLLEGE

Crowning a rustic hillock in a majestic splendour and set against the lush green undulant, sylvan ambiance, Prof. Kandoth Memorial College has already marked a noble legacy in the educational scenario of North Malabar. The college with its unique semi-circular edifice has a picturesque site near Thumpeny Shrine, Madampam on the eastern side of the Taliparamba-Irity State Highway and it comes under the jurisdiction of Sreekandapuram Municipality, Irikkur Block, Kannur District, Kerala.

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VISION

Excellence and committed service in every realm of teaching endeavour.

MISSION

To nurture the holistic development of prospective teachers for a just and humane society.

OBJECTIVES

- To equip the teachers to develop and practice innovative methods and strategies in teaching learning process
- To develop into a centre of excellence in teacher education for preparing quality teachers.
- To promote learning, research, extension activities and development.
- To develop intellectually competent, morally upright, psychologically integrated and socially committed teachers for service in the emerging global scenario of education.
- To acquire effective communication skills and leadership qualities

Committee of Academic and Administrative Audit

Convenor:	Dr. Veena Appukkuttan Associate Professor, Dept. of Social Science
Members:	Dr. Jessy N.C Principal Dr. Prasanth Mathew, Assistant Professor, Dept. of Physical Science Dr. Rekha K.R. Associate Professor, Dept. of English Dr. Sinoj Joseph Assistant Professor, Dept. of Mathematics Minimol Simon Junior Superintendent Ms. Aiswarya KC Student Representative

Composition of the Academic and Administrative Audit which undertook the on-site visit

External Expert:	Dr. R. K. Biju IQAC-Co-Ordinator, PRNSS College, Mattannur
Members:	Dr. Jessy N C Principal, PKM College of Education, Madampam Dr. Veena Appukkuttan IQAC, Co-Ordinator PKM College of Education, Madampam

REPORT OF ACADEMIC AND ADMINISTRATIVE AUDIT

GENERAL INFORMATION	
1. Name & Address of the institution:	PKM College of Education, Madampam
2. Year of Establishment:	17-06-1995
3. Programmes:	B.Ed.
4. Optional Subjects:	<ol style="list-style-type: none"> 1. English 2. Malayalam 3. Mathematics 4. Natural Science 5. Physical Science 6. Social Science
5.No.of Courses Offered:	Core: 8 Pedagogic: 24 Elective: 2 EPC: 4 Value Added: 3
6. No. of Teaching Staff:	Associate Professor: 5 Assistant Professor: 3 Guest-Lecture: 1
7. No of Administrative Staff:	13
8. Total No. of Students:	Female: 84 Male: 15
9. Major Institutional features: (As perceived by Audited Team)	<ol style="list-style-type: none"> 1. Implemented Koha – ILMS software 2. Staff welfare initiative like Medisep. 3. National seminars and workshops 4. Tribal empowerment programme 5. Updation of institution policy 6. Organising activities as per academic calendar
9. Date of the Academic and Administrative Audit:	10-03-2023

CURRICULUM ENRICHMENT:	
1. Is the college operationalize the curriculum in its own way satisfying national and state educational standards and requirements for teacher preparation?	The college operationalize the curriculum with clear progression of courses, integration of theoretical knowledge with practical applications, and alignment with national educational standards.
2. Are course objectives and outcomes are aligned with graduate attributes	The course objectives and outcomes are aligned with emerging trends in education, such as technology integration, inclusive education, and global perspectives.
3. Flexibility in curricular transactions	The college maintains flexibility by use of diverse teaching strategies including, case studies, experiential learning activities and use of technology-enhanced learning tools and sufficient training for faculty to employ innovative pedagogical approaches effectively.
4. The way of providing dynamic and updated curricular inputs and opportunities for internship and placement	Strengthening partnerships with schools, educational organizations, and communities to provide meaningful practical experiences for pre-service teachers. Expansion of experiential learning opportunities, including internships, community service projects, and field research, to broaden students' perspectives and skills.
5. The way of honouring student diversity	Honouring student diversity by identifying learning needs, regular review and update of the curriculum to incorporate emerging trends and best practices in education.
6. How the assessment methods aligned with program objectives and appropriate in catering the students' needs	Varied assessment methods including written assignments, presentations, and practicum evaluations are aligned with programme objectives and catering the student needs.

FACULTY AND STAFF:	
1. Quality of the teachers in terms of their qualifications and professional developments	Provision of professional development opportunities for faculty to enhance their pedagogical skills and incorporate innovative teaching methods.
2. ICT skills and competency acquired by teachers	Organised training programs on the effective use of educational technology and strategies for fostering inclusive learning environments.
3. Staff empowerment strategies	sufficient integration of interdisciplinary perspectives, and exposure to real-world educational challenges, and provided adequate opportunities for professional development in emerging areas of education.

4. Innovative evaluation process implemented by the institution	Implementation of a balanced assessment approach, including both formative and summative assessments, with timely and constructive feedback. Encouragement of authentic assessment methods that assess real-world teaching competencies and reflective practices.
RESOURCES:	
1. The facilities in classrooms and other technology resources for effective teaching learning?	Adequate seating capacity, furnitures, Presence of sufficient technology infrastructure including interactive boards, projectors, screens, and sound systems in classrooms and conference halls and sufficient space for academic and other interactions. Diversification of instructional materials and teaching aids to cater to different learning styles and enhance engagement in the classroom.
2. The Library infrastructure and learning resources	Fully automated library, adequate number of books and journals, availability of textbooks, reference materials, and educational resources to support curriculum delivery. Rare books are make available on loan from other colleges. Infrastructural maintenance committee is monitoring the developments.
3. Available resources for promoting research culture	College is focusing on the promotion of research activities. Support is providing for faculty and student's research endeavors, and continuous efforts for integration of research into teaching and learning practices. Financial support is providing for both staff and students for the promotion of research. College Research Development Cell has the responsibility of promotion of research.
4. The opportunities provided for students to access scholarships and endowments	The college offer targeted scholarships and endowments for underrepresented groups, economically disadvantaged students, and those with special needs. The college welfare committee has the responsibility of welfare of both staff and students.

STUDENT OUTCOMES:	
1. Institutional efforts for student progression	College provides professional development opportunities for students to enhance pedagogical skills, incorporate innovative teaching- learning methods, and stay abreast of current educational research and trends. This help them for their higher education progression.
2. The pass percentage of students in competitive examinations like TET/ SET/ NET etc.	Provides comprehensive student support services, including academic advising, career counselling, academic - personal counselling and coaching to promote student well-being and success in competitive examinations. Thus pass percentage of competitive examinations is very high.
3. How successful are program graduates in securing placement in teaching position	Graduates of PKM often exhibit strong pedagogical skills, content knowledge, and classroom management abilities, making them well-prepared for careers in educational fields. At the same time they are successful in all spheres of their life.
4. Alumni contributions for institutional development	The alumni provides strong support for all activities of the college especially as human resources, support in academic mentoring, career counselling , financial support and to facilitate knowledge sharing, collaboration, and ongoing support for practicing student teachers.
ADMINISTRATIVE PROCEDURES:	
1. The transparency and efficiency in student enrolment processes?	College keeps efficiency in processing applications, admissions decisions, and enrolment procedures. Also keeps transparency in admission criteria, eligibility requirements, and documentation verification processes.

2. The institutional level decentralisation of academic and administrative policies and regulations.	College follows decentralisation in both academic and administrative procedures, clear communication channels, and timely responsiveness to inquiries and requests. Monthly staff co-ordinator was appointed to monitor the student learning and activities .Administrative responsibilities were shared with the superintendent of the college.
3. The status of student support services available, such as mentoring, academic counselling, career guidance etc.	Comprehensive student support services, including skill enhancement ,academic advising, counseling, infrastructural facilities including ICT and career guidance services are available in the college.
4. How the institutional E-governance facilities are managed ?	E – governance in academic and administrative areas, transparent budgeting processes, regular financial audits, and adherence to regulatory requirements.

QUALITY ASSURANCE:	
1. What processes are in place for continuous program improvement and quality assurance?	Create dedicated quality assurance cells or committees tasked with overseeing quality enhancement initiatives, conducting audits, and facilitating continuous improvement processes in both academic and administrative areas.
2. How does the institution ensure compliance with accreditation standards and requirements	Collaboration with external stakeholders, peer institutions, and industry partners to benchmark performance, share best practices, and seek feedback for improvement.
3. Are there mechanisms for monitoring and addressing issues related to diversity, equity, and inclusion to track new educational trends and policies	Conducting periodic program reviews and self-assessment exercises to evaluate program effectiveness, identify strengths and weaknesses, and develop action plans for improvement.

4. The quality of outreach and extension activities	Providing professional development opportunities for faculty and staff members to enhance their skills, knowledge, and competencies in quality assurance, assessment, and educational leadership.
5. Best Practices of the institution	The institution guarantees the delivery of high-quality education and skills. Institutional focus on Inclusiveness and Research are the two best practices of the college during the academic year.

RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION:

Offer specialized courses or concentrations in areas such as inclusive education, educational technology, and global perspectives to cater to diverse interests and career pathways.

Encourage faculty to engage in scholarly activities, research projects, and publications to contribute to the advancement of knowledge in the field of education.

Establish peer mentoring programs, tutoring services, and academic support groups to foster a culture of collaboration, engagement, and academic excellence among students.


Develop partnerships with stakeholders, educational institutions, and community organizations to leverage resources, expertise, and opportunities for collaborative initiatives.

Analyze data on student performance, satisfaction levels, and feedback to identify areas for improvement and inform decision-making processes.

Promote a shared vision, mission, and values that prioritize quality, excellence, and student-centeredness in all aspects of college operations and decision-making processes.


 D. R. K. Bijin
 Name and Signature
 External Expert


 Name and Signature
 IQAC, Co-Ordinator


 Name and Signature
 Principal

Director IQAC
 PRNSS College
 Mattanur

RUSA AUDIT
(Audited by Accounts General)

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം

"ഭരണഭാഷ മാതൃഭാഷ"

B1/9984/2022/DDCEKKD

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം.
ഫോൺ 04952722215
Kozhikode
തീയതി: 24.08.2022

23/8/22

പ്രേഷകൻ
ഡെപ്യൂട്ടി ഡയറക്ടർ
സീകർത്താവ്
പ്രിൻസിപ്പാൾ

വിഷയം:- കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം, കോഴിക്കോട് -
റൂസ ഫണ്ട് വിനിയോഗം ഓഡിറ്റ് ചെയ്യുന്നതിനുള്ള രേഖകൾ സമർപ്പിക്കുന്നത് സംബന്ധിച്ച്-

സൂചന:- 1. 22.08.2022 തീയതിയിലെ കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ ഉത്തരവ് നമ്പർ P5/39498/2022/DCE

മേൽ സൂചന പ്രകാരം ഈ കാര്യാലയത്തിന് കീഴിലെ കോളേജുകളിലെ റൂസ് ഫണ്ട് വിനിയോഗം ആഭ്യന്തര പരിശോധനക്ക് വിധേയമാക്കുന്നതിനായി ഈ കാര്യാലയത്തിലെ ഓഡിറ്റ് വിഭാഗത്തെ നിയോഗിച്ചിരിക്കുകയാണ്. ഫണ്ട് വിനിയോഗം സംബന്ധിച്ച ബില്ലുകളും വച്ചുകൊടുക്കാനുള്ള ഇതരസാക്ഷികളുടെ ഉള്ളടക്കം ചെയ്തിട്ടുള്ള ചെക്ലിസ്റ്റ് പ്രകാരം തയ്യാറാക്കി ഈ ഓഫീസിൽ താഴെ പറയും പ്രകാരം പരിശോധനക്ക് ഹാജരാക്കേണ്ടതാണ്. ഒരു കാര്യാലയത്തിൽ നിന്നും ഫയൽ കൈകാര്യം ചെയ്യുന്ന ക്ലർക്കും, സൂപ്പർവൈസറി ഓഫീസറുമാണ് ഹാജരാക്കേണ്ടത്.

- 29/8/22 FN - കാസർഗോഡ്, കണ്ണൂർ, വയനാട് ജില്ലകളിലെ സർക്കാർ കോളേജുകൾ.
- 29/8/22 AN - മലപ്പുറം, കോഴിക്കോട് ജില്ലകളിലെ സർക്കാർ കോളേജുകൾ.
- 30/8/22 FN - കാസർഗോഡ്, കണ്ണൂർ, വയനാട് ജില്ലകളിലെ എയ്ഡഡ് കോളേജുകൾ.
- 30/8/22 AN - മലപ്പുറം, കോഴിക്കോട് ജില്ലകളിലെ എയ്ഡഡ് കോളേജുകൾ.

Approval Valid

Digitally Approved By
ഡോ. ഷാജി സി.വി
Date: 24.08.2022
Reason: approved



PRINCIPAL
J.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631

വിശ്വസ്തയോടെ
ഒപ്പ്/-
ഡോ. ഷാജി. സി.വി
അസിസ്റ്റന്റ് പ്രൊഫസർ ഇൻ ചാർജ്
ഓഫ് ഡെപ്യൂട്ടി ഡയറക്ടർ
ഡെപ്യൂട്ടി ഡയറക്ടർ ക്ലർക്ക് വേണ്ടി

RUSA 2.0 Projects

1. Name of Institution
2. Type of Institutions (Government / Government Aided /Autonomous)
3. RUSA Phase (2. 0)

Sl. No.	Items	Re-quirement / Supporting Document	Remarks if any
1	Project Details	Approved DPR in original	
2	Approval of Monitoring Unit (PMU)	Minutes	
3	Details of Administrative Sanction	Copy of Order from RUSA-SPD	
4	Details of Technical Sanction	Copy of Order from RUSA-SPD	
5	Details of Work Executing Agency	Agreement in original executed with the Work Executing Agency	
6	Details of Work Order	Copy of Order from RUSA-SPD	
7	Details of Fund received from RUSA-SPD	1. Amount 2. Date of Receipt (Details of installments of each receipt of fund should be shown separately)	
8	Details of Expenditure	1. Bills submitted by Contractor 2. If payment made through PFMS, copy of Print Payment Advice (PPA) 3. If payment was made through cheques or RTGS or any other mode, furnish copy of the instruments	



[Handwritten Signature]

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		4. Details of corresponding entry in Cash Book for each transaction. (Produce Cash Book for verification) 5. Bank Statement	
9	Whether Statutory Deduction are made	Yes / No	
10	Whether the Statutory deductions are remitted in concerned funds	Yes / No If yes, produce copies of the documents	
11	Details of additional works / extra works / excess works done if any by utilizing Tender Savings / Work Savings	Yes / No If yes, give details of A. S. received from RUSA - SPD	

**II. Checklist of Documents ensured by Institutions for Auditing
RUSA 1.0 Projects**

- a. Whether the RUSA grant was deposited in the prescribed State Treasury Account to execute the work as 'deposit work' ?
Copy of treasury chalan/ corresponding entry in Cash Book may be produced.
- b. Whether the Tender Savings/work savings available after the execution of work was duly refunded ?/or any other additional work authorized by RUSA-SPD out of the savings?
Entry in Cash Book / Additional work authorization from RUSA may be produced.

Place :
Date :

Signature
(Principal / RUSA Co-ordinator / Registrar)



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AUDIT EXIT MEETING

7th February 2023

Minutes of the Audit exit meeting on 7th February 2023 held at P.K.M. College of Education

Reference: Email from RUSA-SPD dated 3rd February 2023 on Physical Verification at RUSA-II beneficiary institutions

Members Present

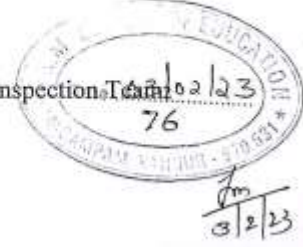
1. Krishnachandran VV, Asst. Prof. (ED), NSSCE Palakkad
2. Laji K P Jindal, Asst. Section Officer, RUSA-SPD.
3. Dr. Jerry N. C.
4. Dr. Prasanth Mathew, RUSA-PKM Coordinator
5. Sreenath U. Project Engineer, North Centre, Kannur
6. Dr. Sivan Joseph
7. Dr. Rekha K R
8. Sr. Minimal Simon



[Signature]

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KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT., 570631

Fwd: RUSA-SPD - Documents to be produced before RUSA Physical Inspection Team
Yahoo/Inbox



RUSA-Kerala

Thanks & Regards, Jagan Sebastian George State Nodal Officer & Research Officer, RUSA State Project Directorate Near Bala Sahithya Institute Sanskrit College Campus University P.O. Thiruvananthapuram, Kerala Pin:695034. 0471 2303036/ keralarusa@gmail.com -----
Forwarded message ----- From: RUSA-Kerala <keralarusa@gmail.com> Date: Fri, 3 Feb 2023 at 12:54 Subject: RUSA-SPD - Documents to be produced before RUSA Physical Inspection Team To: PKM College of Education, Kaithapram, Madampam.P.O, Kannur - 670 631 <pkmcedn@yahoo.co.in> Dear Sir/Madam, Please find the attachment. Thanks & Regards, Jagan Sebastian George State Nodal Officer & Research Officer, RUSA State Project Directorate Near Bala Sahithya Institute Sanskrit College Campus University P.O. Thiruvananthapuram, Kerala Pin:695034. 0471 2303036/ keralarusa@gmail.com

Fri, 3 Feb at 2:13 pm

pkm college <pkmcedn@yahoo.co.in>

To: drprasanthmathew@gmail.com

Fri, 3 Feb at 2:16 pm

Sir,

Please see the attachment

Dr. Jessy N C,

Principal,

PKM College of Education,

Madampam

Show original message




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P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM. P. O., MADAMPAM
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RUSA PHYSICAL VERIFICATION CHECK LIST

(Documents to be produced before RUSA Physical Inspection Team)

Checklist Items		Documents to be produced
1	Name of the institute	
2	RUSA Fund received	Bank Pass Book, Transaction details
3	Details of components verified	Copy of Administrative Sanction
4	Board of Governance (BoG)/Project Monitoring Unit (PMU)	Minutes Book
5	Minutes of the meetings	Minutes Book
6	Original proposal & Institute Development Plan	DPR, college development plan
7	Approved drawing of construction	Plan
8	Details of specification of construction	Detailed Estimate and Technical Sanction details
9	Details of renovation (Plan & Estimate)	-do-
10	Details of purchase	Invoice if any obtained for preparation of DPR
11	Tender/quotations formalities	Registers if any



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12	Agreement of work	Original copy of Agreement
13	Amount released	PFMS PPA
14	RUSA Cash book	Cash Book
15	RUSA Cheque book	Cheque issue register if any
16	PFMS details	PPA
17	Geo-Tagging Details	Photo Album
18	Fund Tracking Details	
19	Whether the Amount given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage.	PPA /Receipt/Vouchers etc.
20	Measurement book	copy of relevant pages
21	Progress report of implementation	
22	Changes if any during implementation	Item change rectification order from RUSA
23	Record of assets (Asset Register)	Asset Register



[Signature]
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24	Photos <ul style="list-style-type: none"> • Before commencement • Intermediate stages • Completion of the project 	Photo Album
25	Display of RUSA logo	On site verification
26	Utilization certificate signed by the Head of Institution	Copy of UC
27	Actual expenditure incurred	Additional work sanctioned from savings- copy of order
28	Discrepancy if any noted	Audit Exit meeting – minutes



[Handwritten Signature]

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 KAITHAPPRAM, P. O., MADAMPAM
 SREEKANDAPURAM, KANNUR DT.,-670631

Ltr No: AMG 2 Wing/2023-2024/DIS-852203

Date: 13 Jun 2023

To,

Kaithapram P.O, Madampam.

Subject: Compliance Audit on "Implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" – Details of fund

Sir/Madam,

I am to forward herewith the audit enquiry AENQ-292960, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry AENQ-292960 may kindly be acknowledged.

Yours faithfully,

Encls: As above

Aneesh Unni S
SAO-Field-AMG-2




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631



PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), KERALA



Christee

Local Audit Party : AMG II (P) IV/2023-24
Auditee Unit Name : P.K.M.College of Education., Kannur
Dated : 13-Jun-23

Audit enquiry reference : #5 (AENQ-292960)

Subject: Compliance Audit on "implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" - Details of fund

Following information regarding financial and bank account details may please be furnished to Audit

1. Whether separate bank account is maintained for management of RUSA fund? Details bank account may be furnished.
2. Bank statement may be produced for audit.
3. Following information regarding receipt and utilization of fund under RUSA may be furnished

Year	Date of receipt of Central share	Date of receipt of State Share	Total amount received	Expenditure	Balance

4. Year wise details of financial progress of RUSA.
5. Year wise details of physical progress of RUSA.
6. Copies of Utilization certificates may be furnished.
7. Details of fund surrendered/unutilized, reason for non-utilization.

SAO-Field-AMG-2

D,
K.M.College of Education., Kannur
kathapram P.O, Madampam



[Signature]
PRINCIPAL
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KATHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631

f. RKJ

Ltr No: AMG 2 Wing/2023-2024/DIS-852195
Date: 13 Jun 2023

To,
Kaithapram P.O, Madampam.

Subject: Compliance Audit on "implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" – details of staff and students

Sir/Madam,

I am to forward herewith the audit enquiry AENQ-292955, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry AENQ-292955 may kindly be acknowledged.

Yours faithfully,

Encls: As above

Aneesh Unni S
SAO-Field-AMG-2




PRINCIPAL
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KAITHAPRAM, P. O., MADAMPAM
SREEKANAPURAM, KANNUR DT., -670631



PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), KERALA



Rajesh - Ravi

Local Audit Party : AMG II (P) IV/2023-24
Auditee Unit Name : P.K.M.College of Education., Kannur
Dated : 13-Jun-23

Audit enquiry reference : #3 (AENQ-292955)

Subject: Compliance Audit on "Implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" - details of staff and students

Following information regarding students, faculty and staff may please be furnished to Audit

- Total number of teaching staff (year wise and department wise details from 2018-19 to 2022-23).
- Whether admission and faculty recruitment were done strictly in accordance with the reservation policy of State government? *Yes*
- Whether merit-based admission of students was adhered to? *Yes*
- Following details in respect of the professors and faculties and all other teaching staff (including temporary/guest staff) for the period from 2018-19 to 2022-23 may be furnished.

Name (Shri/Smt.)	Designation	Qualification/s	Subject & Department	Date of appointment

- Whether placement cell existing in the College
- Total number of students (year wise, department wise details from 2018-19 to 2022-23).

Year	Name of Department	Sanctioned Strength of Students	Actual Strength of students	Number of SC Students	Number of ST Students	Number of OBC Students	Number of Girl Students
2017-18							
2018-19							
2019-20							
2020-21							
2021-22							
2022-23							

7. Gross Enrollment Ratio of the College (year wise data from 2018-18 to 2022-23 may be furnished)

To,
P.K.M.College of Education., Kannur
Kaithapram P.O, Madampam



[Signature] SAO-Field-AMG-2
PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
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SREEKANDAPURAM, KANNUR DT.-670631

6/15/23, 11:44 AM

Yahoo Mail - DIS-852186 - Compliance Audit on "Implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala"

RRR PM

DIS-852186 - Compliance Audit on "Implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" – details regarding BOG and PMU

From: CAG-OIOS notifications (oiosnotification@cag.gov.in)

To: pkmcedn@yahoo.co.in

Date: Tuesday, 13 June, 2023 at 07:22 pm IST

Dear Madam/ Sir,

I am to forward herewith the audit enquiry **AENQ-292949**, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry **AENQ-292949** may kindly be acknowledged.

Warm Regards,
Aneesh Unni S,
SAO-Field-AMG-2,

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AENQ-292949.pdf
125.4kB



DIS-852186_Official_CC_13062023191138.pdf
45.4kB



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PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), KERALA



Dr PM

Local Audit Party : AMG II (P) IV/2023-24
Auditee Unit Name : P.K.M.College of Education., Kannur
Dated : 13-Jun-23

Audit enquiry reference : #I (AENQ-292949)


Subject: Compliance Audit on "implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" - details regarding BOG and PMU

Following information regarding constitution of board and meeting may please be furnished to Audit

1. Details of Board of Governors (BOG) constituted for the implementation of RUSA in the College
2. Dates of constitution, composition of BOG, Name, Designation, Qualification, Tenure, etc. of members.
3. Dates of meetings BOG convened during 2018-19 to 2022-23.
4. Copy of minutes of the meetings may be produced for audit.
5. Whether BoG was taking all policy decisions with regard to smooth, cost effective and timely implementation of the Institutional project?
6. Whether BoG ensured overall faculty development?
7. Whether BoG was forming, supervising and guiding various Committees required for project implementation and internal project monitoring?
8. Whether BoG enabled implementation of all academic and non-academic Institutional reforms?
9. Whether BoG ensured proper utilization of project fund and timely submission of Financial Management Reports (FMRs) and Utilization Certificates?
10. Whether BoG ensured compliance with the agreed procedures for procurement of Goods, Works and Services and Financial Management?
11. Whether BoG ensured compliance with other fiduciary requirements under the project such as Access, Equity and Excellence Assurance Plan (EAP), and Disclosure Management Framework (DMF)?
12. Whether the BoG was monitoring progress in the carrying out of all the proposed activities, resolve bottlenecks, and enable the Institution to achieve targets for all key indicators?
13. Whether the BoG was providing guidance for improving the performance of the college in project implementation?
14. Details of Project Monitoring Unit (PMU) for monitoring the implementation of RUSA in the College.
15. Dates of constitution, composition of PMU, Name, Designation, Qualification, Tenure, etc. of members.
16. Dates of PMU meetings convened during 2018-19 to 2022-23.
17. Copy of minutes of the meeting may be produced for audit.
18. Whether the Project Monitoring Unit was responsible for procurement of Goods, Works and Services and Financial management?
19. Whether PMU was looking after the implementation of faculty and staff development activities and programs?
20. Whether PMU was monitoring project implementation, achievement of targets for all indicators as proposed and keeping Management Information System (MIS) updated?
21. Whether the implementation of reforms by the college, achievements in project activities under different components, procurement of resources and services, utilization of financial allocations and achievements in faculty and staff development and management development activities were being monitored through MIS?
22. Whether the scheme was being monitored through the Central Plan Scheme Monitoring System (CPSMS)?
23. Whether geo-tagging application 'Bhuvan-RUSA', Reform Tracker and Fund Tracker were available and being used to monitor performance of the college against funds released, so that projects could be completed on or before their scheduled time?

To,
P.K.M.College of Education., Kannur
Kaithapram P.O, Madampam




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-570631

SAO-Field-AMG-2

6/15/23, 12:00 PM

Yahoo Mail - DIS-852191 - Compliance Audit on "implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala...

~~RUSA~~ PM

DIS-852191 - Compliance Audit on "implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" – details regarding IDP

From: CAG-OIOS notifications (oiosnotification@cag.gov.in)

To: pkmcedn@yahoo.co.in

Date: Tuesday, 13 June, 2023 at 07:24 pm IST


Dear Madam/ Sir,

I am to forward herewith the audit enquiry AENQ-292952, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry AENQ-292952 may kindly be acknowledged.

Warm Regards,
Aneesh Unni S,
SAO-Field-AMG-2,

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 AENQ-292952.pdf
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KAITHAPRAM, P. O., MADAMPAM
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Ltr No: AMG 2 Wing/2023-2024/DIS-852191
Date: 13 Jun 2023

To,
Kaithapram P.O, Madampam.

Subject: Compliance Audit on "implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" – details regarding IDP

Sir/Madam,

I am to forward herewith the audit enquiry AENQ-292952, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry AENQ-292952 may kindly be acknowledged.

Yours faithfully,

Encls: As above

Ancesh Unni S
SAO-Field-AMG-2




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KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631



PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), KERALA



PM

Local Audit Party : AMG II (P) IV/2023-24
Auditee Unit Name : P.K.M.College of Education., Kannur
Dated : 13-Jun-23

Audit enquiry reference : #2 (AENQ-292952)

Subject: Compliance Audit on "implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" - details regarding IDP


Following information regarding Institutional Development Plan(IDP) may please be furnished to Audit

1. Details of Action Plan submitted for the purpose of being considered for inclusion under RUSA.
2. Details of detailed project report furnished.
3. Whether Institutional Development Plan was prepared by the College?
4. If yes, whether it was approved by State Higher Education Council(SHEC)? Date of approval.
5. Date of submission of IDP to the SPD/SHEC.
6. Whether any financial assistance from SHEC was received for preparation of IDP?
7. Copy of IDP may be furnished to audit.
8. Details of periodical review of the institutional development plan.
9. Whether the achievements were monitored with respect to the action plans prepared by each project institution in the Institutional Development Plans?

SAO-Field-AMG-2

To,
P. K. M. College of Education., Kannur
Kaithapram P.O, Madampam




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631

A. R.R.R - completed

DIS-852204 - Compliance Audit on "implementation of Rashtriya Uchchar Shiksha Abhiyan (RUSA) in Kerala" - Details of academic programmes.

From: CAG-OIOS notifications (oiosnotification@cag.gov.in)

To: pkcedn@yahoo.co.in

Date: Tuesday, 13 June, 2023 at 07:35 pm IST

Dear Madam/ Sir,

I am to forward herewith the audit enquiry **AENQ-292962**, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry **AENQ-292962** may kindly be acknowledged.

Warm Regards,
Aneesh Unni S,
SAO-Field-AMG-2,

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AENQ-292962.pdf
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DIS-852204_Official_CC_13062023192444.pdf
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SREEKANDAPURAM, KANNUR DT., 670631



DIS-852204 - Compliance Audit on "implementation of Rashtriya Uchcharat Shiksha Abhiyan (RUSA) in Kerala" - Details of academic programmes.

From: CAG-OIOS notifications (oiosnotification@cag.gov.in)

To: pkmcedn@yahoo.co.in

Date: Tuesday, 13 June, 2023 at 07:35 pm IST


Dear Madam/ Sir,

I am to forward herewith the audit enquiry **AENQ-292962**, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry **AENQ-292962** may kindly be acknowledged.

Warm Regards,
Aneesh Unni S,
SAO-Field-AMG-2,

Please do not reply, this is system generated email.

 AENQ-292962.pdf
131.9kB

 DIS-852204_Official_CC_13062023192444.pdf
44.3kB


PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-570631

Ltr No: AMG 2 Wing/2023-2024/DIS-852204
Date: 13 Jun 2023

To,

Kaithapram P.O, Madampam.

Subject: Compliance Audit on "implementation of Rashtriya Uchcharat Shiksha Abhiyan (RUSA) in Kerala" – Details of academic programmes.

Sir/Madam,

I am to forward herewith the audit enquiry AENQ-292962, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.


The receipt of the audit enquiry AENQ-292962 may kindly be acknowledged.

Yours faithfully,

Encls: As above

Aneesh Unni S
SAO-Field-AMG-2




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631



PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), KERALA



Local Audit Party : AMG II (P) IV/2023-24
Auditee Unit Name : P.K.M.College of Education., Kannur
Dated : 13-Jun-23

Audit enquiry reference : #6 (AENQ-292962)

Subject: Compliance Audit on "Implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" - Details of academic programmes.

1. Whether the institution reviewed curricular contents (study papers, term papers, assignment, workshop-assignment, experiments etc.) of certificate, diploma, under-graduate, post-graduate, M.Phil. and Ph.D. programmes?
2. Whether the institution arranged Foundation credits/courses on English language, written and oral communication, and presentation skills for students who required improvement in these areas?
3. Whether all the curricular contents were specified, and sub-divided into units and, if need be, into sub-units, and subsequently assigned numerical values termed as 'credits' so as to make the CBCS more comprehensible to faculty, students and examiners?
4. Whether faculty of the concerned 'department' deliberated and decided on (a) core credits, and (b) elective or optional credits for different levels of academic programmes?
5. Whether departmental faculty evaluated and decided on the relative weightage of the core and elective credits?
6. Whether any decision was taken on the 'total' credits to be earned (or completed) by students undergoing certificate, diploma, under-graduate, post-graduate, M.Phil. or Ph.D. programmes?
7. Whether a choice was available to the students enrolled for a particular program or course to opt and earn elective credits prescribed under the program, or under other programs within the department, faculty, university or even outside the university/ institution of higher education?
8. Whether all the academic programmes (certificate, diploma, under-graduate, post-graduate, M.Phil. or Ph.D.) were subjected to updating or revision, to a limited extent in every academic year (for professional and post-graduate courses) and substantially every three years for all the courses?
9. Whether updating and revision of the curricula was carried out in terms of (a) current knowledge, (b) national and international developments, and (c) relevance of new ideas, concepts and knowledge in the concerned discipline?
10. Whether the Faculty members had the flexibility to develop, for one or more semesters, topical courses falling within their academic interests and in keeping with the thrust of the programme, along with the indicating of credit values for such courses?
11. Whether all curricular updates were reviewed and endorsed by concerned Departments, schools, committee and other university and college authorities?
12. Whether the courses of study, methods of teaching, and the implementation of evaluation procedures were determined by the academic expertise of the universities?
13. Whether exposure visits for both faculty and students were being organized?
14. Whether Faculty and students exchange programmes were being organised with world-class institutions?
15. Whether there were initiatives to scale up industry-academia partnership?
16. To ensure transparency and credibility in their admission procedure, whether admission procedures in the institution of higher education were disclosed through 'notice board', print media, electronic media, websites, etc?
17. Whether the Institution was properly publicizing their academic calendar, highlighting the number of seats (in all the courses including M.Phil. and Ph.D programmes), required qualifications and important dates in the admission procedure for various courses?
18. Whether the candidates' admission test was assigned confidential codes, before being passed on for evaluation/assessment?
19. Whether the candidates for under-graduate, post-graduate or doctoral programmes, already assessed by recognised national or regional agencies (JET, NET, SET etc.) were granted exemption from the written examination?
20. Depending upon the course requirements, whether group-discussion, interview or any other competency examination was specified?
21. Whether the assessment as reflected in marks or grades obtained in the written examination, group-discussion, interview and / or any other competency examination, was treated as strictly confidential, and known to authorities only on 'need to know' basis, till the results were finally compiled/ announced?
22. Were the marks or grade obtained in the written examination, group-discussion, interview and/or any other competency examination communicated, promptly and directly, to tabulators or to the computer centre, and the successive examiners / evaluators were not privy to these marks or grades?
23. Whether all the certificate, diploma, under-graduate, post-graduate, M.Phil. and Ph.D. courses offered by the college had specified components for internal evaluation (e.g. essay, tutorials, term paper, seminar, laboratory work, workshop practice etc.)?
24. Whether internal assessment was done by the concerned faculty member, department, school or the centre, aiming to assess values, skills and knowledge in/with students?
25. Whether components of internal evaluation had a time frame for completion (by students), and concurrent and continuous evaluation (by faculty members)?
26. Whether the evaluation outcome was expressed either by predetermined marks or by grades?
27. Whether the evaluation reports submitted by all the faculty members were reviewed, from time to time, by the concerned departmental, school or centre committee?

Principal
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT - 676531

- Following the review by the department, school or centre committee, whether the outcome of the internal evaluation was announced and displayed on the notice board and/or website as per the decided time frame or academic calendar?
29. Whether external evaluation, at the end of each semester as per syllabi or credit schedule, was compulsory for all the students pursuing certificate, diploma, undergraduate, postgraduate and research courses?
 30. Whether the internal faculty associated themselves with external examiners in the examination process with regard to practical and workshop assignment?
 31. Whether, in case of written examination, whatever the format (objective type, essay type etc.), test paper was moderated by committees proficient in the concerned subjects?
 32. Whether answer books or sheets were 'encoded' (before being passed onto the examiner/evaluator, and decoded before tabulation)?

SAO-Field-AMG-2

To,
P.K.M.College of Education., Kannur
Kaithapram P.O, Madampam



PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM. P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631

6/15/23, 11:50 AM

Yahoo Mail - DIS-852199 - Compliance Audit on "Implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala"

P.K.K. - Completed

DIS-852199 - Compliance Audit on "Implementation of Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Kerala" – facilities in the college.

From: CAG-OIOS notifications (oiosnotification@cag.gov.in)

To: pkmcedn@yahoo.co.in

Date: Tuesday, 13 June, 2023 at 07:31 pm IST


Dear Madam/ Sir,

I am to forward herewith the audit enquiry **AENQ-292957**, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry **AENQ-292957** may kindly be acknowledged.

Warm Regards,
Aneesh Unni S,
SAO-Field-AMG-2,

Please do not reply, this is system generated email.

 AENQ-292957.pdf
123.1kB

 DIS-852199_Official_CC_13062023192054.pdf
44.8kB



PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631

Ltr No: AMG 2 Wing/2023-2024/DIS-852199

Date: 13 Jun 2023

To,

Kaithapram P.O, Madampam.

Subject: Compliance Audit on "implementation of Rashtriya Uchcharat Shiksha Abhiyan (RUSA) in Kerala" – facilities in the college.

Sir/Madam,

I am to forward herewith the audit enquiry AENQ-292957, and to request that your replies may be arranged to be furnished to the audit party along with your specific remarks of this enquiry.

The receipt of the audit enquiry AENQ-292957 may kindly be acknowledged.

Yours faithfully,

Encls: As above

Aneesh Unni S
SAO-Field-AMG-2




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670531



PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), KERALA



Kannur A.

Local Audit Party : AMG II (P) IV/2023-24
Auditee Unit Name : P.K.M.College of Education, Kannur
Dated : 13-Jun-23

Audit enquiry reference : #4 (AENQ-292957)

Subject: Compliance Audit on "Implementation of Rashtriya Uchcharat Shiksha Abhiyan (RUSA) in Kerala" - facilities in the college.

Following information various facilities in college may please be furnished to Audit

1. Whether bio-diversity parks are setup in the College/any of the campuses under the College? If yes, details may be furnished.
2. Whether new construction proposed under RUSA were environment friendly?
3. Whether sufficient facilities exist in colleges for girl students?
4. Details of accreditation of the College by different state/central/independent agencies.
5. Whether the college authorities initiated measures and organised remedial or bridge courses in language, communication, subject competency, etc for newly admitted SC, ST, OBC and minority students?
6. Whether these authorities took proactive action to communicate to newly admitted SC, ST, OBC, minority students, and students from low income families, (regardless of the level of their course), the availability of tuition fee-waver, free-ships, loans and scholarships available to these categories
7. Whether financial aid and scholarships were provided for socially and economically backward students?
8. Whether all the existing buildings were converted into fully disabled friendly buildings to improve access?
9. Whether special facilities/equipment for the disabled students were ensured?
10. Whether study material was made available in braille for visually impaired students?
11. Whether equity and gender sensitization campaigns were conducted?
12. Whether adequate hostel and toilet facilities for girls were made available?
13. Whether 50% of capacity of new hostels was being used for SC/ST and socially and educationally backward classes?
14. Whether per student availability of classrooms, laboratories and library space was excellent?

SAO-Field-AMG-2

To,
P.K.M.College of Education, Kannur
Kathapram P.O, Madampam




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KATHAPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670531



"ഭരണഭാഷ മാതൃഭാഷ"



B1/14341/2023/DDCEKKD

കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം , നോർത്ത് സോൺ , മാനാഞ്ചിറ പോസ്റ്റ് കോഴിക്കോട് - 673001 ഇമെയിൽ : ddcekkd.dce@kerala.gov.in, ddcecalicut@gmail.com ഫോൺ : 0495 2722215 Kozhikode തീയതി: 12,12,2023

Handwritten signature and date 12/12/23

പ്രേഷകൻ

ഡെപ്യൂട്ടി ഡയറക്ടർ

സീക്രട്ടറി

പ്രിൻസിപ്പൽ

സർക്കാർ/എയ്ഡഡ് കോളേജുകൾ

വിഷയം:- കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം, കോഴിക്കോട് റൂസ ഫണ്ട് ഓഡിറ്റിങ് - സർക്കാർ / എയ്ഡഡ് കോളേജുകൾ - അനുബന്ധ രേഖകൾ സമർപ്പിക്കുന്നത് - സംബന്ധിച്ച്

സൂചന:- 1) കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ 02/12/2023 തീയതിയിലെ P5/39498/2022/DCE നമ്പർ ഉത്തരവ്

സൂചന പ്രകാരം 2021-22, 2022-23 സാമ്പത്തിക വർഷങ്ങളിൽ റൂസ മുഖേന അനുവദിച്ച തുകയുടെ വിനിയോഗം ഓഡിറ്റ് ചെയ്യുന്നതിനായി ഉത്തരവായിരിക്കുകയാണ്. താങ്കളുടെ കോളേജിന് 2021-22, 2022-23 സാമ്പത്തിക വർഷങ്ങളിൽ അനുവദിച്ച തുകയുടെയും വിനിയോഗത്തിന്റെയും എല്ലാ രേഖകളും (അലോട്ട്മെന്റ് കത്ത് മുതൽ ബില്ലുകളും വച്ചുറൂകളും) സഹിതം ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്തിട്ടുള്ള ചെക്ക് ലിസ്റ്റ് പ്രകാരം തയ്യാറാക്കി അനുബന്ധമായി ചേർത്ത പട്ടികയിലെ സമയക്രമം പാലിച്ച് ഈ കാര്യാലയത്തിൽ പരിശോധനയ്ക്ക് ഹാജരാക്കേണ്ടതാണ്. കോളേജുകളിൽ നിന്നും റൂസ കോർഡിനേറ്ററും, ഫയൽ കൈകാര്യം ചെയ്യുന്ന ജീവനക്കാരനുമാണ് ഹാജരാക്കേണ്ടത്.

Approval Valid

Digitally Approved By ഡോ. വർഗീസ് ജേക്കബ് Date: 12/12/2023 Reason: Approved

വിശ്വസ്തയോടെ ഒപ്പ്/- ഡോ. വർഗീസ് ജേക്കബ് പ്രിൻസിപ്പൽ ഇൻ ചാർജ് ഓഫ് ഡെപ്യൂട്ടി ഡയറക്ടർ ഡെപ്യൂട്ടി ഡയറക്ടർ ക്കു വേണ്ടി



Handwritten signature and printed name: PRINCIPAL P.K.M. COLLEGE OF EDUCATION KUTHIARAM, P. O., MADAMPAM SRIKANTHAPURAM, KANNUR DT., 670631

**Checklist of Documents ensured by Institutions for Auditing
RUSA Projects**

1. Name of Institution:
2. Type of Institutions (Government / Government Aided /Autonomous):
3. RUSA Phase:

Sl.No	Items	Requirement / Supporting Document	Remarks if any
1	Project Details	Approved DPR in original	
2	Approval of Monitoring Unit (PMU)	Minutes	
3	Details of Administrative Sanction	Copy of Order from RUSA- SPD	
4	Details of Technical Sanction	Copy of Order from RUSA- SPD	
5	Details of Work Executing Agency	Agreement in original executed with the Work Executing Agency	
6	Details of Work Order	Copy of Order from RUSA- SPD	
7	Details of Fund received from RUSA- SPD	1. Amount 2. Date of Receipt (Details of installments of each receipt of fund should be shown separately)	
8	Details of Expenditure	1. Bills submitted by Contractor 2. If payment made through PFMS, copy of Print Payment Advice (PPA) 3. If payment was made through cheques or RTGES or any other mode, furnish copy of the instruments 4. Details of corresponding entry in Cash Book for each transaction.	




 PRINCIPAL
 P.K.M. COLLEGE OF EDUCATION
 KAITTHATHRAM, P. O., MADAMPAM
 SREEKALDIYARAM, KANNUR DT. - 670531

		(Produce Cash Book for verification) 5. Bank Statement	
9	Whether Statutory Deduction are made	Yes/No	
10	Whether the Statutory deductions are remitted Inconcerned funds	Yes/No If yes, produce copies of the documents	
11	Details of additional works/extra works / excess works done if any by utilizing Tender Savings /Work Savings	Yes / No if yes, give details of A. S. received from RUSA - SPD	
12	RUSA Cash book		
13	Bank account Pass book		




 PRINCIPAL
 P.K.M. COLLEGE OF EDUCATION
 KAITHAPHAM, P. O., MADAMPAM
 SREEKANTHAPURAM, KANNUR DT.-570031

VERIFICATION SCHEDULE

Date	Time	Name of College
16.12.2023	10.30 AM	1. P K M College Madampam 2. Nehru Arts & Science College, Kanhangad 3. St. Pius X College, Rajapuram
	11.30 AM	1. Govt. College, Majeswaram 2. Govt. College, Vidyan Nagar Kasaragod 3. EKNM Govt. College, Elerithattu
	2.30 PM	1. Govt. College, Mananthavady 2. Govt. College, Kalpetta 3. MES College, Mampad 4. SES College, Sreekandapuram
	3.30 PM	1. St. Joseph's College, Devagiri 2. Farook College, Kozhikode 3. Govt. College of Teacher Education, Kozhikode
18.12.2023	10.30 AM	1. MG College, Iritty 2. PRNSS College, Mattannur 3. Nirmalagiri College, Koothuparamba
	11.30 AM	1. Sir Syed College, Thalipparamba 2. Mary Matha Arts & Science College 3. Pazhassi Raja College, Pulppally
	2.30 PM	1. CKG Memorial Govt College, Perambra 2. Govt. College, Mokeri 3. Govt. College, Madappally



[Signature]
PRINCIPAL

P.K.M. COLLEGE OF EDUCATION
KATHEPPRAM, P. O., MADAMPAM
SREEKANDAPURAM, KANNUR DT., 670531

	3.30 PM	1. Govt. Arts & Science College, Kozhikode 2. SARBTM Govt. College, Koyilandy 3. Govt. College, Kodenchery
19.12.2023	10.30 AM	1. St. Mary's College, Sulthan Bathery 2. Govt. Brennen College, Thalassery 3. KMM Govt Women's College, Kannur
	11.30 AM	1. MES KVM College, Valanchery 2. Marthoma College, Chungathara 3. PSMO College, Tirurangadi
	2.30 PM	1. NSS College, Manjeri 2. Unity Women's College 3. Sullamussalam Arabic College, Areekode
	3.30 PM	1. EMEA College Kondotty 2. M A M O College, Mukkam 3. S N College, Chelannur 4. Malabar Christian College, Kozhikode

Approval Valid

Digitally Approved By
Dr. VARGHESE JACOB
Date: 19/12/2023
Reason: Approved




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KATTHAR-RANI, P. O., MADAMPAM
SREEGANDAPURAM, KANNUR DT.-670531

DEPUTY DIRECTOR OF COLLEGIATE EDUCATION

*(The Local account Audit report objections and its compliance
from the Deputy Director of Collegiate Education from 01-04-
2019 to 31-03-2023)*

B2/13936/2023/DDCEKKD (I)

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം, കോഴിക്കോട്
ddcecaicut@gmail.com
തീയതി: 01.02.2024



Handwritten signature and date 21/2/24.

പ്രേഷകൻ
ഡെപ്യൂട്ടി ഡയറക്ടർ
സീക്രട്ടറി
പ്രിൻസിപ്പൽ
പി.കെ.എം കോളേജ്, മടമ്പം.

സാർ
വിഷയം:- കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ കാര്യാലയം, കോഴിക്കോട് -
പി.കെ.എം കോളേജിന്റെ -01.04.2019 മുതൽ 31.03.2023 വരെ കാലാവധിയിലെ
വകുപ്പിലെ ഓഡിറ്റ് റിപ്പോർട്ട് തയ്യാറാക്കുന്നത് സംബന്ധിച്ച് -
സൂചന:- 1. ഈ കാര്യാലയത്തിലെ 30.09.2023 തീയതിയിലെ ബി1/100/2023/ DDCEKKD
ഉത്തരവ്

താങ്കളുടെ കോളേജിലെ 01.04.2019 മുതൽ 31.03.2023 വരെ കാലാവധിയിലെ
അക്കൗണ്ട്സുകളിലെ ലോക്കൽ ഓഡിറ്റ് റിപ്പോർട്ടും, ഓഡിറ്റിൽ കണ്ടെത്തിയ
ബാധ്യതകൾ രേഖപ്പെടുത്തിയ താൽക്കാലിക ബാധ്യത പട്ടികയും ഇതോടൊപ്പം അയക്കുന്നു.

റിപ്പോർട്ടിലെ തടസ്സവാദങ്ങൾക്കുള്ള മറുപടി റിപ്പോർട്ട് ലഭിച്ച് രണ്ടാഴ്ചയ്ക്കകം ഈ
ഓഫീസിൽ ലഭ്യമാക്കേണ്ടതാണ്.

ഉള്ളടക്കം :- മേൽ പറഞ്ഞത്

Approval Valid

Digitally Approved By
ഡോ. വർഗീസ് മേക്കബ്
Date: 01/02/2024
Reason: Approved

വിശ്വസ്തയോഗം
ഒപ്പ് :-
ഡോ. വർഗീസ് മേക്കബ്
പ്രിൻസിപ്പൽ ഇൻ ചാർജ് ഓഫ് ഡെപ്യൂട്ടി
ഡയറക്ടർ
ഡെപ്യൂട്ടി ഡയറക്ടർ കെ വേണി

Handwritten initials 'fs'.

കോളേജ് വിഭാഗത്തിൽ വകുപ്പ് ഉൾപ്പെട്ട് ഡയറക്ടറുടെ കാര്യാലയം, കോഴിക്കോട് - സ്വകാര്യ കോളേജുകൾ - വി. കെ. വി. കോളേജ് ഭവനം - 01/04/2019 മുതൽ 31/03/2023 വരെ കാര്യാലയത്തിന്റെ വകുപ്പുള്ള ഓഫീസ് പരിശോധനാ റിപ്പോർട്ട്.

ഭാഗം - I

I. അളവുകൾ

കണ്ണൂർ ജില്ലയിലെ പ്രീകണ്യാപുരം മുൻസിപ്പാലിറ്റിയിൽ 1997 മുതൽ കനാനായ കടത്തലിൽ ആർച്ച് ഡയറക്ടറുടെ ഓഫീസ് കോളേജ് എന്ന ഭവനത്തിൽ കോളേജ് കീഴിൽ പ്രവർത്തിച്ചിരുന്ന സ്വകാര്യ ഏജൻസിക്ക് കോളേജ് ആയ പി. കെ. വി. കോളേജിന്റെ 01/04/2019 മുതൽ 31/03/2023 വരെ കാര്യാലയത്തിന്റെ വകുപ്പുള്ള ഓഫീസ് പരിശോധനാ കോളേജ് വിഭാഗത്തിൽ ഉൾപ്പെട്ട് ഡയറക്ടറുടെ (കോഴിക്കോട്) 30.09.2023 തീയതിയിലെ സി/100/2023/ddcekkd നം. ഉത്തരവിൻ പ്രകാരം ഈ കാര്യാലയത്തിലെ ഓഫീസ് വിഭാഗം നടത്തുകയുണ്ടായി.

സർക്കാരിന്റെ വിവിധ പദ്ധതികളിൽ നിന്നും യു.പി.സി., ഗുണമേന്മ പുരസ്കാരങ്ങളിൽ നിന്നും ലഭിച്ച പദ്ധതികളെയും തുടർ നടപടിയിൽ കോളേജിൽ ലഭ്യമായ തുകകളെയും കലക്ഷൻ, വിനിയോഗം മുതലായവയുടെയും മറ്റു കാര്യാലയങ്ങളുടെ പദ്ധതികളെയും പരിശോധനയ്ക്കാണ് നടത്തിയിട്ടുള്ളത്. ആയതിൽ കടമകളിൽ വ്യക്തതകൾ ബന്ധിക തിരിച്ചറയ്ക്കാൻ പാടില്ല.

2. പരിശോധിക്കപ്പെട്ട കാര്യാലയം : 01/04/2019 മുതൽ 31/03/2023 വരെ പരിശോധന നടത്തിയ തീയതി : 09-10-2023 മുതൽ 11-10-2023 വരെ

പരിശോധനാ വി. അംഗങ്ങൾ

1. ശ്രീമതി ഷരീന പി. സിറിയർ സുലഭൻ (പെൻ നം. 378571)
2. ശ്രീ ഓംനരീഷ് വി. സിറിയർ മുഹമ്മദ് (പെൻ നം. 424105)
3. ശ്രീമതി വിജിത പി. മുഹമ്മദ് (പെൻ നം. 755869)
4. ശ്രീ അനൽ സുരേഷ് എ. മുഹമ്മദ് (പെൻ നം. 855794)

3. പരിശോധിക്കപ്പെട്ട കാര്യാലയത്തിൽ പുനരധിഷ്ഠിതമായിരുന്ന വ്യക്തികൾ
ഡോ. ജെസ്സി എൻ സി. പ്രിൻസിപ്പാൾ (പെൻ നം. 468918)
01/12/2018 മുതൽ 31/03/2023 വരെ.

1. നിലവിൽ പുനരധിഷ്ഠിതമായിരുന്ന ജീവനക്കാരുടെ
ഡോ. ജെസ്സി എൻ സി - 01/12/2018 മുതൽ ഇടയ്ക്കം

അദ്ധ്യക്ഷ

1. അഷ്റാഫ് അനാമിന്റെ മുൻകാല ഓഫീസ് റിപ്പോർട്ട് കടമകൾ ബന്ധിക : റിപ്പോർട്ടുകൾ നിലനിൽക്കുന്നില്ല.
2. വകുപ്പിലെ മുൻകാല ഓഫീസ് റിപ്പോർട്ടിലെ കടമകൾ ബന്ധികകൾ സംബന്ധിച്ച് : റിപ്പോർട്ടുകൾ തീർപ്പാക്കി കഴിഞ്ഞിട്ടുണ്ട്.

അദ്ധ്യക്ഷ

മുന്തണമന്ത പ്രൊഫസർമാർ ഇല്ല.

അദ്ധ്യക്ഷ

പരിശോധിക്കപ്പെട്ട കാര്യങ്ങളിന്മേലെയുള്ള വരവ് - ചെലവ് സംബന്ധിച്ച് ആയത് വിവരങ്ങൾ അനുസരണമായി കൈമാറേണ്ടതാണ്.

ഭാഗം V

1. ക്ലോക്ക് ബുക്കും അനുബന്ധ രേഖകളും

09/10/2023 തീയതിയിൽ ക്ലോക്ക് ബുക്ക് ഓപ്പണിംഗ് ബാലൻസ് 'നിൽ' ആണ്. ഡിനോയിനേഷൻ രജിസ്റ്റർ പരിശോധിക്കേണ്ടതാണ്.

i. ക്ലോക്ക് ബുക്കിൽ വരവ്/ചെലവ് രേഖപ്പെടുത്തലുകൾക്ക് ശേഷവും ഏപ്രിലോട് 1, 2 എന്നിവയിലും ഏർച്ചി വരവ്/ചെലവ് രജിസ്റ്ററിലും തീയതി സംബന്ധിച്ച രേഖപ്പെടുത്തേണ്ടതാണ്. രേഖപ്പെടുത്തലുകൾക്ക് ശേഷം അനാവശ്യമായി വരികൾ ഒഴിവാക്കി പാടുള്ളതല്ല.

ii. ഞായറാഴ്ചയും ഓരോ തീയതിയിൽ വരവ്/ചെലവ് വരുന്ന വിധത്തിൽ രേഖപ്പെടുത്തലുകൾ നടത്തേണ്ടതാണ്. ചില പേജുകളിൽ ഒന്നിലധികം തീയതികളിൽ എൻട്രി വരുത്തിയതായി കാണുന്നു.

iii. ക്ലോക്ക് ബുക്ക് ബാലൻസ് Break up എന്നതിൽ ഡിനോയിനേഷൻ രേഖപ്പെടുത്തുന്നതായി കാണുന്നു. ക്ലോക്ക് ബാലൻസിന്റെ സ്വിച്ച് ഫീസ് (TF, Spl Fee, CD..) രേഖപ്പെടുത്താനാവാതെ.

iv. ഞായറാഴ്ച തീയതിയിലെയും റസിസ്റ്റ് കലക്ഷൻ രേഖപ്പെടുത്തേണ്ടതാണ് 'DFCR Collection' എടുത്ത്, റസിസ്റ്റ് നമ്പർ തുടക്കം - ഒടുക്കം എന്നിവ ചേർത്ത് ടോട്ടൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

2. അഡ്മിനിസ്ട്രേറ്റീവ് അക്കൗണ്ടിംഗ്

എന്തെങ്കിലും പദ്ധതികളുമായി ബന്ധപ്പെട്ട് അഡ്മിനിസ്ട്രേറ്റീവ് അക്കൗണ്ടിംഗിൽ ടി രജിസ്റ്ററിൽ ചേർക്കേണ്ടതും 3 മാസത്തിനുള്ളിൽ ആയത് റസിസ്റ്റ് ചെയ്യേണ്ടതാണ്.

3. ചലവനങ്ങൾ/ചെലവ് രജിസ്റ്റർ

- i) ചലവൻ നമ്പർ ചലവൻ രജിസ്റ്ററിന്റെ നിർദ്ദിഷ്ട കോളത്തിൽ നിർവ്വഹണവും രേഖപ്പെടുത്തേണ്ടതാണ്.
- ii) ഒരു തീയതിയിലെ ചലവനകളുടെ ആകെത്തുക രജിസ്റ്ററിൽ രേഖപ്പെടുത്തി പ്രിൻ്റുപ്പിടുകയും ചെയ്യേണ്ടതാണ്.
- iii) ചലവനങ്ങൾ തീയതിയുടെ അടിസ്ഥാനത്തിൽ ക്രമമായി അടുക്കിവെക്കേണ്ടതാണ്.

4. തീർച്ച ബുക്ക്

പരാമർശങ്ങൾ ഇല്ല

5. അക്വിറ്റൻസ് റോൾ

ബാലൻസ് തുകകൾ ഒന്നും തിരിച്ചറിയുന്നതായി കാണുന്നില്ല

6. സ്റ്റോക്ക് രജിസ്റ്റർ ബാറ്റ് റെക്കോർഡ് ബുക്കിംഗ്

കോളക്ട് രേഖപ്പെടുത്തിയിട്ടുള്ള ആകെ 7320 പുസ്തകങ്ങൾ സ്റ്റോക്ക് ഇലാബറേറ്റിംഗ് കാണുന്നു. 2021 മാർച്ച് മാസത്തിൽ സ്റ്റോക്ക് റെക്കോർഡിംഗ് നടത്തിയതിന്റെ റിപ്പോർട്ട് ലഭ്യമായിട്ടുണ്ട്. തീയതിയിൽ മൂന്ന് വർഷത്തിലൊരിക്കൽ മാത്രമാണ് സ്റ്റോക്ക് റെക്കോർഡിംഗ് നടത്തുന്നത്. എക്സാമിനേഷൻ സ്റ്റോക്ക് റെക്കോർഡിംഗ് നടത്തിയിട്ടില്ലാത്തതാണ്. 2021 മാർച്ചിൽ നടത്തിയ റെക്കോർഡിംഗിന്റെ റിപ്പോർട്ടിൽ ആകെ എത്ര പുസ്തകങ്ങൾ ഉണ്ട് എന്നത് സംബന്ധിച്ച് വിവരങ്ങൾ ഒന്നും ഇല്ല. കേവലം 3 പുസ്തകങ്ങൾ മിസ്റ്റർ റൂൺ എന്ന് മാത്രമാണ് പറയുന്നത്.

7. സ്റ്റോക്ക് റെക്കോർഡിംഗ് ബുക്കിംഗ് അക്വിറ്റൻസ് രജിസ്റ്റർ

രജിസ്റ്റർ പരിശോധനയ്ക്ക് ലഭ്യമായിട്ടില്ല. പി.വി. അക്കൗണ്ടിംഗ് തുക വിന്യോഗിച്ച് പരീക്ഷാ പേപ്പറുകൾ എക്സാമിനേഷൻ വാങ്ങുന്ന സാഹചര്യത്തിൽ നിർവ്വഹണവും വാങ്ങിയ സാമ്പിളുകൾ സ്റ്റോക്ക് രജിസ്റ്ററിൽ ഉൾപ്പെടുത്തി മാത്രമേ വാങ്ങൽ നടത്താൻ പാടുള്ളൂ.

8. സ്റ്റോക്ക് രജിസ്റ്റർ ബാറ്റ് ഇലാബറേറ്റിംഗ് റെക്കോർഡ്

രജിസ്റ്റർ കൃത്യമായി പരിശോധിച്ചു വരുന്നുണ്ട്. ചില ഇലാബറേറ്റിംഗ് ഉപകരണങ്ങളെ പരിശോധിച്ച് സ്റ്റോക്ക് രജിസ്റ്ററിൽ ആണ് ഉൾപ്പെടുത്തിയിരിക്കുന്നത് എന്ന് കാണുന്നു. (ഉദാ: LCD, ക്യാമറ, ഡി.വി.ഡി, പ്ലെയർ, ടി.വി., കൈക്ക് റെസസ്റ്റ് എന്നിവ) ടി ഉപകരണങ്ങൾ ഇലാബറേറ്റിംഗ് ഉപകരണങ്ങളുടെ രജിസ്റ്ററിൽ മാറ്റി ഉൾപ്പെടുത്തേണ്ടതാണ്. ഉപകരണങ്ങളുടെ മേൽ സ്റ്റോക്ക് നമ്പർ പതിക്കേണ്ടതാണ്.

9. സ്റ്റോക്ക് രജിസ്റ്റർ ബാറ്റ് റെക്കോർഡ്

ഉപകരണങ്ങൾക്ക് സ്റ്റോക്ക് നമ്പർ നൽകുന്നതായി കാണുന്നില്ല.

10. അഡ്മിനിസ്ട്രേറ്റീവ് അക്കൗണ്ടിംഗ് രജിസ്റ്റർ

Article 63 - KFC Vol - 1, മാത്രമായി ടി രജിസ്റ്റർ പരിശോധിച്ചു അടുത്ത റെഡിറ്റിൽ പരിശോധനയ്ക്ക്

പറമ്പുവെളിയിൽ ഹയ്ക്ക് ഫയൽ

സാമ്പത്തിക ഇടപാടുകളുമായി ബന്ധപ്പെട്ടതല്ലാത്ത ഹയ്ക്കുകൾ എല്ലാം തന്നെ ഒരു കലണ്ടർ വർഷത്തിന് ഒന്ന് എന്ന തീയതിയിൽ പരിപാലിക്കേണ്ടതാണ്. MOP യിൽ നിർദ്ദേശിക്കപ്പെട്ട തീയതിയാണ് ഹയ്ക്കുകൾ സൂക്ഷിക്കേണ്ടത്.

അതിർ നിയമന ഫയൽ

ഈ വർഷത്തെ 1 എന്ന തീയതിയെല്ലാ പരിപാലിച്ചു വരുന്നത്. ഈ അതിർ അദ്ധ്യായപകരണ നിയമിക്കുന്ന പ്രാദേശിക നടപടികൾ ഉൾപ്പെടെ തീയതി ക്രമത്തിൽ അടുക്കി ടാഗ് ചെയ്ത് സൂക്ഷിക്കേണ്ടതാണ്. അതിർ അദ്ധ്യായപകരണ നിയമന അംഗീകാരം ലഭിക്കുന്നതോടെ ടി ഫയലിലെ എല്ലാ നടപടികളും പൂർണ്ണമാകുന്നതാണ്. അടുത്ത വർഷത്തെ പൂരിയ ഫയൽ തുടങ്ങേണ്ടതാണ്. അതിർ നിയമന അംഗീകാരത്തിനായി പ്രൊപ്പോസൽ അയക്കുന്നവർ ഒറിജിനൽ ബോണിന് പകരം പകർപ്പ് ഉള്ളടക്കം ചെയ്യേണ്ടതും, ആവശ്യപ്പെടുന്ന മൂല്യ പരിശോധനയുമായി ഒറിജിനൽ ഫാബ്രിക്കി തിരികെ കൊടുത്ത് ബഹിസ് ഫയലിൽ സൂക്ഷിക്കേണ്ടതുമാണ്.

പി. ഫിലിം ഫയൽ

പി എഫ് അഡ്മിഷൻ വിവരങ്ങൾ, യോജനകൾ, ക്ലോൺ എന്നിവയുമായി ഓരോ വർഷവും പ്രത്യേക ഹയ്ക്കുകൾ ഇറം തിരിച്ച് ആകർഷകങ്ങളും വർഷാവസാനത്തോടുമി ഫയൽ ക്ലോസ് ചെയ്ത് അടുത്ത വർഷം പുതിയ ഫയൽ തുടങ്ങേണ്ടതുമാണ്.

അംഗ VIII

ബില്ലുകളുടെ പരിപാലനം

1. അദ്ധ്യായപകരണ അനുബന്ധപകരണ ബില്ലുകൾ എല്ലാ ബില്ലുകളും അനുബന്ധ രേഖകൾ സഹിതം കെട്ടി സാമ്പത്തിക വർഷം കണക്കാക്കി സൂക്ഷിക്കേണ്ടതാണ്. ഇൻകം ടാക്സ് ഇളവിനായി ഹാജരാക്കുന്ന രേഖകൾ കൃത്യമായി പരിപാലിക്കേണ്ടതും ഇൻകം ടാക്സ് യഥാസമയം തന്നെ ശമ്പളത്തിൽ നിന്നും കുറവ് വരുത്തേണ്ടതാണ്. ഓരോ കാർട്ടറിനും നിശ്ചിത ടാക്സ് ഒഴുക്കനുബന്ധം ഉറപ്പുവരുത്തേണ്ടതാണ്.

അംഗ IX

പരിചയ്ക്ക് ഹയ്ക്കുകളുടെ പരിപാലനം

ഉപ-അംഗ 1 വിവരങ്ങൾ

പരിപാലിക്കപ്പെട്ട എല്ലാ വർഷത്തിലും അനുബന്ധമായ തുകകളിൽ ചെയ്തുകൾ നേരിട്ട് വാങ്ങൽ നടത്തിയിരിക്കുന്നു. വാങ്ങൽ നടപടിയുടെ കേവലം ഞെ ബില്ലുകൾ മാത്രമാണ് ഫയലിൽ ലഭ്യമായിട്ടുള്ളത്. ടി നടപടികളിൽ അഴ പരമ്പര അപാകതകൾ കാണുന്നുണ്ട്.

- (i) പ്രിൻസിപ്പൽ വാങ്ങൽ സംബന്ധിച്ച് നടപടികൾ ഒന്നും പുറപ്പെടുവിച്ചിട്ടില്ല.
- (ii) 18,000/- രൂപയ്ക്ക് അഴയുള്ള നേരിട്ടുള്ള വാങ്ങലുകൾക്ക് സ്റ്റോർ പാർച്ചേസ് വൾ ആർട്ടിക്കിൾ 7.3 ൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരമുള്ള സ്റ്റേറ്റ്മെന്റ് ബില്ലിൽ രേഖപ്പെടുത്തിയിട്ടില്ല.
- (iii) ബില്ലിൽ സ്റ്റോക്ക് എൻട്രി സർട്ടിഫിക്കേഷൻ നടത്തിയിട്ടില്ല.
- (iv) വിതരണം ചെയ്ത സമാപനത്തിന്റെ കൈപ്പുസ്സ് സമ്പൂർണ്ണ ഫയലിൽ ലഭ്യമല്ല.

ബി. ഡെബിറ്റി ഫീസ് വിവരങ്ങൾ

2019 - 20	: 10700/- രൂപ
2020 - 21	: 9135/- രൂപ
2021 - 22	: 11970/- രൂപ
2022 - 23	: 9660/- രൂപ

ഡിസ്കൗണ്ട് ലഭ്യമാക്കിക്കൊണ്ട് പുസ്തകങ്ങൾ വാങ്ങൽ നടത്തിയിരുന്നു. പരിചയ്ക്കുമായി ബന്ധപ്പെട്ട് പ്രിൻസിപ്പൽ നടപടികളും പുറപ്പെടുവിക്കേണ്ടതാണ്. മറ്റ് പരാമർശങ്ങൾ ഇല്ല.

സി. ഇറവിയറ വികസൻ ഫീസ്

അനുബന്ധമായ തുകകളിൽ ഉപകരണങ്ങൾ വാങ്ങുന്നതിന് ഫീസ് വിനിയോഗിച്ചിരിക്കുന്നു. ടി വാങ്ങൽ നടപടിയുടെ അപാകതകൾ കെട്ടിലെ 'എ' ഖണ്ഡികയിൽ (i) മുതൽ (iv) വരെ പറഞ്ഞ പ്രകാരം വിഭജിക്കുന്നു.

ഡി. സ്റ്റേഷനറി ഫീസ് വിവരങ്ങൾ

2019 - 20	: 2675/- രൂപ
2020 - 21	: 2610/- രൂപ
2021 - 22	: 3420/- രൂപ
2022 - 23	: 2760/- രൂപ

പരിപാലനം ആവശ്യത്തിന് ചെപ്പൂർ വാങ്ങിയിരിക്കുന്നു. ടി വാങ്ങലിൽ കെട്ടിലെ ഖണ്ഡിക 'എ' യിൽ പറഞ്ഞിരിക്കുന്ന

3. ഘർഷങ്ങൾ

2019 - 20 മുതൽ 2022 - 23 വരെ കാലാവധിയിൽ 10000/- രൂപ വീതം പരിധിയിൽ കാലാവധി വ്യതിയാന ഡയറക്ടറുടെ നിന്ന് ലഭ്യമായിരിക്കുന്നു. ആയത് വിനിയോഗിച്ച് യൂട്ടിലൈറ്റിംഗ് സർട്ടിഫിക്കറ്റും വാട് - ചെലവ് കണക്കിന്റെ ഓഡിറ്റ് സ്റ്റേറ്റ്മെന്റും അയച്ചുകൊടുത്തിട്ടുണ്ട്. പരാമർശങ്ങൾ ഇല്ല.

4. നാഷണൽ സെമിനാർ KSCSTE :- 46500/- രൂപ

2023 ഫെബ്രുവരി 24 & 25 ന് നടന്ന നാഷണൽ സെമിനാറിൽ പങ്കെടുത്ത റിസോർട്ട് പേജിൽ നിന്നും മറ്റും യാത്രാബന്ധവും മിനബന്ധവും കൊടുത്തിരിക്കുന്നതിന്റെ കേവലം മൊഴി ബില്ലുകൾ മാത്രമാണ് ഫയൽ സൂക്ഷിച്ചിരിക്കുന്നത്. ടി ആളുകളുടെ യാത്രാവിവരങ്ങൾ നടത്തുന്ന യാത്രാവിവര പട്ടിക തയ്യാറാക്കി പരിശോധിച്ചിട്ടുള്ള തുക നൽകിയിരിക്കുന്നത്.

ടി സെമിനാറിന്റെ യൂട്ടിലൈറ്റിംഗ് സർട്ടിഫിക്കറ്റും എക്സിപെന്റ്സ് സ്റ്റേറ്റ്മെന്റും തയ്യാറാക്കി ഫണ്ടിംഗ് സ്ഥാപനത്തിന് അയച്ചു കൊടുത്തിരിക്കുന്നു. മറ്റ് അപകതകൾ കാണുന്നില്ല.

5. നാഷണൽ സെമിനാർ - പാർലമെന്ററി അഡയർ കേരള 25000/- രൂപ

യൂട്ടിലൈറ്റിംഗ് സർട്ടിഫിക്കറ്റും എക്സിപെന്റ്സ് സ്റ്റേറ്റ്മെന്റും ഫണ്ടിംഗ് സ്ഥാപനത്തിന് അയച്ചുകൊടുത്തിരിക്കുന്നു. അപകതകൾ കാണുന്നില്ല.

6. റൂറൽ ഫണ്ട് റൂൾ 2.0 പ്രൊജക്റ്റിൽ കൺസ്യൂക്ഷൻ 1 കോടി രൂപയും റിസോർവ്വെൻസ് 75 ലക്ഷം രൂപയും പർച്ചേസ് 25 ലക്ഷം രൂപയും അലോക്കേഷൻ ആയത്ത് താഴെ പറയും പ്രകാരമുള്ള വിനിയോഗം നടന്നിരിക്കുന്നു.

(i) കൺസ്യൂക്ഷൻ -1 കോടി : റൂറൽ അക്രഡിറ്റഡ് ഏജൻസിയായ നിർമ്മിതി കേന്ദ്രമാണ് നിർമ്മാണം നടത്തിയിരിക്കുന്നത്. നിർമ്മാണം പൂർത്തിയായിരിക്കുന്നു. ടി നിർമ്മാണവുമായി ബന്ധപ്പെട്ട് ബില്ലുകൾ പാസാക്കി തുക കൈമാറിയിരിക്കുന്നതിലെ താഴെ പറയുന്ന വസ്തുതകൾ ശ്രദ്ധിക്കുക.

മോണിറ്ററിംഗ് അഡ്വാൻസ് ആയി 20 ലക്ഷം നൽകിയിരിക്കുന്നു. ആദ്യ ബിൽ തുകയായ 1940000/- രൂപയിൽ നിന്നും റിട്ടൺഷൻ മണി 10% പിടിക്കാതെയാണ്. ബിൽ തുക കൈമാറിയിരിക്കുന്നത്. തൊഴിലാളി ശേഷിയിൽ ഫണ്ട് ടി.ഡി.എസ് എന്നിവ അടച്ചിരിക്കുന്നു. ടി ബില്ലിൽ ടി.എസ് ടി ഉൾപ്പെടുത്തിയതായി കാണുന്നില്ല. ആയതിൽ വ്യക്തത വരുത്തേണ്ടതാണ്.

25 ലക്ഷത്തിന്റെ രണ്ടാമത്തെ ബില്ലിൽ മേൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരം റിട്ടൺഷൻ മണി ഈടാക്കുകയോ ജി.എസ്. ടി അടവാക്കിയതിന്റെ വിവരണമാ കാണുന്നില്ല. ബില്ലിൽ നിന്നും Prorate പ്രകാരം അഡ്വാൻസ് ഫണ്ടിന്റെ ഭാഗം കുറവ് വരുത്തിയിട്ടില്ല എന്നും കാണുന്നു.

10 ലക്ഷത്തിന്റെ മൂന്നാമത്തെ ബില്ലും മേൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരമുള്ള അപകതകൾ കാണുന്നുണ്ട്. കൺസ്യൂക്ഷൻ പൂർത്തിയായിട്ടുണ്ടെങ്കിലും 25 ലക്ഷം രൂപ ബാലൻസ് എമ്മൻസിഫ് കൊടുക്കാനുള്ളതായി കാണുന്നു.

കോൺട്രാക്റ്റ് പ്രൈസിന്റെ 5% ആകെ റിട്ടൺഷൻ മണിയായി പിടിച്ചുവെക്കേണ്ടതും അതിന്റെ 50% ഫൈനൽ ബില്ലിന്റെ തുക എമ്മൻസിഫ് അനുവദിക്കേണ്ടതും ബാക്കി 50% Defect Liability Period ന് ശേഷം മാത്രമേ അനുവദിക്കാവൂ എന്നിരിക്കെ റിട്ടൺഷൻ മണി ഈടാക്കാതെ മൂലൻ ബില്ലും പാസാക്കിയിരിക്കുന്നത് അപകതയാണ്. ആയതിനാൽ ഫൈനൽ ബിൽ ആകെ വരുന്ന റിട്ടൺഷൻ മണി 50% പിടിച്ചു വെക്കേണ്ടതാണ്.

(ii) റിസോർവ്വെൻസ്: 75 ലക്ഷം രൂപ

കൺസ്യൂക്ഷൻ ഏജൻസിയായ നിർമ്മിതി കേന്ദ്ര തന്നെയാണ് റിസോർവ്വെൻസ് വരിക്കും നടത്തിയിരിക്കുന്നത്.

- അഡ്വാൻസ് : 15 ലക്ഷം
- ആദ്യ ബില്ലിന് : 15 ലക്ഷം
- രണ്ടാമത്തെ ബില്ലിന് : 30 ലക്ഷം
- മൂന്നാമത്തെ ബില്ലിന് : 15 ലക്ഷം

മേൽ പറഞ്ഞിരിക്കുന്ന ബിൽ തുകകൾ എമ്മൻസിഫ് പാസാക്കി നൽകിയതിൽ KCWWF വിപിനവും 7 DS ഉ- ഉൾപ്പെടുത്തിയിരിക്കുന്നു. GST ഉൾപ്പെടുത്തിയതിന്റെയും അച്ചടിയുടെയും വിവരങ്ങൾ ലഭ്യമല്ല. മുകളിൽ

കണ്ടുകയ്യാൽ ബില്ലിൽ പരാമർശിച്ച പ്രകാരം റിട്ടൺ-കൾ നേടി പിടിച്ചു വെക്കാനായാണ് മുഴുവൻ ബില്ലുകളും പാസാക്കി നൽകിയിരിക്കുന്നത്. വിനോദസഞ്ചാര വകുപ്പിന്റെ മുഴുവൻ തുകയും എൻഡോർസ്മെന്റ് നൽകിയിരിക്കുന്നതിനാൽ കണ്ടുകയ്യാൽ ഫൈനൽ ബില്ലിൽ നിന്നും 5% റിട്ടൺ-കൾ കണ്ടിയുടെ 50% പിടിച്ചു വെക്കണമെന്നാണ്. നടപടികൾ റിപ്പോർട്ട് ചെയ്യുക.

പരിഷ്കരണം - 25 ലക്ഷം
പരിഷ്കരണ നടപടികൾ ഒന്നും നടന്നിട്ടില്ല.

7. യു.ജി.സി. ഫണ്ട് : യു.ജി.സി. അക്കൗണ്ടിൽ ബാലൻസായി നിലനിൽക്കുന്ന തുകയിൽ നിന്നും 13/09/2021 തീയതിയിൽ 46600/- രൂപയും, 16/09/2021 തീയതിയിൽ 35000/- രൂപയും 12/10/2021 തീയതിയിൽ 53500/- രൂപയും പിൻവലിച്ചിരിക്കുന്നതായിട്ട് കാണുന്നു. ടി തുകകൾ വിനിയോഗിച്ച് കോളേജിലുള്ള വിവിധ ഉപകരണങ്ങൾ വാങ്ങിയതിന്റെ ഓരോ ബില്ലുകൾ പരിശോധനയ്ക്ക് ലഭിച്ചിട്ടുണ്ട്. എന്നാൽ നിലവിൽ യു.ജി.സി. പദ്ധതികൾ ഒന്നും ബാക്കി നിലനിൽക്കുന്നതോ പണ്ടുകൾ ലഭിക്കുകയോ ചെയ്യുന്നില്ലാത്ത സാഹചര്യത്തിൽ യു.ജി.സി.യുടെ മൂന്ന് പദ്ധതികളിൽ അനുവദനീയമായ തുകകളുടെ പാലിയമിൽ നിന്നാണ് ടി തുക വിനിയോഗിച്ചിരിക്കുന്നത് എന്ന് കാണുന്നുണ്ട്. യു.ജി.സി. ഫണ്ട് അനുവദിക്കുന്നതിന് കൃത്യമായ ശീർഷകം തിരിച്ചാണ് എന്നതിനെ ആശ്രയിച്ച് പണ്ടുകൾ വിലയിരുത്തുന്നതും ആണ്. എന്നതിനെ അനുബന്ധിച്ചുള്ള താഴെ പറയുന്ന വിനിയോഗത്തിന് വിശദീകരണം നൽകുക.

(i) 13/09/2021 - 46600/- രൂപ.

പരിഷ്കരണ ഫണ്ട് എയർകണ്ടീഷണർ.
ശീതൽ റെഗുലേറ്റർ എന്ന സ്ഥാപനത്തിൽ നിന്നും നേരിട്ട് വാങ്ങൽ നടത്തിയിരിക്കുന്നു. കേവലം ഓരോ ബില്ലുകൾ മാത്രമേ ലഭ്യമായിട്ടുള്ളൂ. നടപടിക്രമങ്ങൾ ഒന്നും പാലിച്ചിട്ടില്ല.

(ii) 16/09/2021 - 35000/-

പരിഷ്കരണ ഫണ്ട് ഫർണിച്ചർ.
ഡബ്ബിൾ ഫ്ലോർ സ്ഥാപനത്തിൽ നിന്നും നേരിട്ട് വാങ്ങൽ നടത്തിയിരിക്കുന്നു.

(iii) 12.10.2021 - 53500 രൂപ :

വിവിധ ഉപകരണങ്ങളുടെ വാങ്ങലുകൾ പരാമർശം മുകളിൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരം വീക്ഷിക്കുന്നു.

(iv) 12.10.2021 - 8500 -

വിനിയോഗത്തിന്റെ രേഖകൾ ലഭ്യമായിട്ടില്ല.

അംഗം X
എസ്റ്റാബ്ലിഷ്മെന്റ് കാര്യങ്ങൾ
I. സേവനപുസ്തകം

A. ബാങ്കു

1. സേവന പുസ്തകത്തിന്റെ പേജുകൾ നഷ്ടപ്പെടാത്ത വിധത്തിൽ ബൈന്റിംഗ് ചെയ്ത് സൂക്ഷിക്കേണ്ടതാണ്.
2. സർവ്വീസ് വെർഷിക്കൽ നടത്തുന്ന തീയതി രേഖപ്പെടുത്തേണ്ടതും തീയതിയോടുകൂടി പ്രിൻസിപ്പാൾ ഒപ്പു വെക്കേണ്ടതാണ്.
3. സേവന പുസ്തകത്തിലെ അനാവശ്യ വെട്ടി തിരുത്തലുകൾ ഒഴിവാക്കുന്നതിനായി അതിവ ഗ്രൂപ്പായോടെ മാത്രം രേഖപ്പെടുത്തലുകൾ നടത്തുക.
4. ലീഡ് അക്കൗണ്ടിൽ ഓവർ റൈറ്റിംഗ് നടത്തിയതായി കാണുന്നു. മാറ്റായ രേഖപ്പെടുത്തൽ വെട്ടി പ്രിൻസിപ്പാൾ ഒപ്പു വെച്ചതിനുശേഷം ശരിയായ ഫോർമ് നൽകേണ്ടതാണ്. വെബ്സൈറ്റ് ഉപയോഗിച്ച് ലീഡ് അക്കൗണ്ടിൽ തിരുത്തൽ നടത്തുവാൻ പാടുള്ളതല്ല.

B. ബാധ്യതകൾ

1. ബെസ്റ്റി ഫ്ലാൻ സി. - ജനറൽ തീയതി യോഗ്യതകൾ എന്നിവ ഡെപ്യൂട്ടി സയറക്ടർ ഒപ്പു വെച്ചിട്ട് ശേഷം സേവന പുസ്തകം അർപ്പിക്കുക.
2. മെമ്പർ കെ. ആരി - യോഗ്യതകൾ പ്രിൻസിപ്പാൾ ഒപ്പു വെച്ച് റിപ്പോർട്ട് ചെയ്യുക.
3. കോളി അസഫ് - Pn D യോഗ്യത ഡെപ്യൂട്ടി സയറക്ടർ ഒപ്പു വെച്ച് സേവന പുസ്തകം അർപ്പിക്കുക.
4. മാതാ മെ പീറ്റർ - 29/07/2019 മുതൽ 100 ദിവസത്തേക്ക് അമ്പലി തിരിച്ചറിച്ചുകൊണ്ട് നൽകിയ ബഡ്ജറ്റിൽ സർട്ടിഫിക്കറ്റ് പേജ് 58 പരിഷ്കരിക്കേണ്ടതും ടി സർട്ടിഫിക്കറ്റ് നൽകിയ തീയതി 03/08/2019 ആയതിനാൽ അനുമതിയുള്ള ബഡ്ജറ്റിൽ സർട്ടിഫിക്കറ്റിന്റെ അഭിപ്രായത്തിലുള്ള അമ്പലി മാത്രമേ അംഗീകരിക്കാൻ കഴിയുകയുള്ളൂ. 05/11/2019

10. റെയ്സി ഫിലിപ്പ് -

- a) വകുപ്പിനെ പരിശോധന യോഗ്യത സംബന്ധിച്ച് മേൽ ഖണ്ഡിക പരാമർശം.
- b) 15/09/2021 മുതൽ 20/09/2021 വരെയുള്ള ബുദ്ധിമുട്ട് കാക്കൽ ലിങ് സേവന പുസ്തകത്തിൽ ചേർത്ത് EL അക്കൗണ്ട് ചെയ്യുന്നതിൽ കുറവ് വരുത്തണമെന്നും. സൂനകൾ പരിഹരിച്ച് സേവന പുസ്തകം ഹാജരാക്കുക.

11. താമരപ്പാലം കെ. ജെ. വകുപ്പ് തല പരിശോധന യോഗ്യത സംബന്ധിച്ച് ഖണ്ഡിക 8 പരാമർശം.

12. കീബ - 01/07/2019 ലെ അന്തിമ റെസിഡൻ്റ് അഡ്വൈസ്, ശമ്പള ബുക്കിൽ 16500 - 57000 ശമ്പള പരിഷ്കരണ പ്രകാരം ആനുപാതികമായി ലഭിക്കേണ്ടുന്ന ബുക്കിൽ - 23700 - 52600 എന്നതുമായി ബന്ധിതമായി 01/07/2019 ലെ ബുക്കിലിൽ 17000 - 37500 എന്ന രീതിയിലാണ് ശമ്പള പരിഷ്കരണം നടത്തിയിരിക്കുന്നത്. ഗ്രോസ് ലഭിക്കുന്ന 02/12/2020 ൽ ഫർവർ ഫിക്സേഷനാണ് നടത്തേണ്ടത്.

ഭാഗം XI
സാമ്പത്തിക ഉത്തരവുകൾ
ഉത്തരവുകൾ എന്ന് വിശദീകരിക്കാവുന്ന നടപടികൾ ഒന്നും കാരണത്താൽ കഴിഞ്ഞിട്ടില്ല.

ഭാഗം XII
ഡി. സി. ബി. ബ്യൂറോ
2023 മെയ് മാസം വരെ തയ്യാറാക്കിയ ഡി സി ബി ബ്യൂറോ പരിശോധിക്കുകയുണ്ടായി. ആയതിൽ ഫീസ് ബാലൻസ് 37800/- രൂപ നിലനിൽക്കുന്നുണ്ട്. അയത് ലഭിക്കുന്നതിനുള്ള നടപടികൾ ഉറപ്പാക്കേണ്ടതാകുന്നു.

ഭാഗം XIII
നിർമ്മാണം
മുകളിൽ ഉസാ ഫണ്ട് നിർമ്മാണം എന്ന ഖണ്ഡികയിൽ കോളേജിൽ നിന്നുള്ള നിർമ്മാണം സംബന്ധിച്ച് സൂചിപ്പിച്ചിരിക്കുന്നു.

ഭാഗം XIV
മറ്റുള്ളവ
1. ഫീസ് ലഭിക്കൽ
ഫീസ് നോട്ടീസ് രജിസ്റ്റർ പരിപാലിക്കുന്നില്ല. കോളേജ് റി ബുക്ക് ചെയ്യുന്ന ദിവസം തന്നെ നോട്ടീസ് വിദ്യാർത്ഥികൾ എത്തിക്കേണ്ടതാണ്. കോളേജ് റി ബുക്ക് ചെയ്ത് ആദ്യം 7 പ്രവർത്തി ദിവസം ഫൈൻ ഇല്ലാതെയും, ശേഷം വരുന്ന 10 ദിവസം (അവധിദിനം ഉൾപ്പെടെ) 5 രൂപ ഫൈനോട്ട കൂടിയും, പിന്നീടുള്ള 10 ദിവസം (അവധിദിനം ഉൾപ്പെടെ) 10 രൂപ ഫൈനോട്ട കൂടിയും, ഫീസ് ഇടാക്കേണ്ടതാണ്. ടി തീയതിക്ക് ശേഷം ഫീസടയ്ക്കുന്ന വിദ്യാർത്ഥികളിൽ നിന്നും 10 രൂപ ഫൈനം 50 രൂപ റി അഡ്മിഷൻ ഫീസും ഇടാക്കേണ്ടതാണ്. ഫീസ് നോട്ടീസ് രജിസ്റ്ററിൽ തീയതികൾ കൃത്യമായി അടയ്ക്കേണ്ടതാണ്.

2. സെമിൻ പന്യമം
പരിശോധിച്ചു. പരാമർശം ഇല്ല.

3. ഗ്രാൻ്റ്
i. ഈ ഗ്രാൻ്റ് അക്കൗണ്ട് നമ്പർ 0000030910568537(SBI Sreekandapuram) ബ്യൂറോയ്ക്ക് പ്രകാരം ബാലൻസ് 'നീൽ' ആണ്.
ii. ഈ ഗ്രാൻ്റ് സാൻഷൻ രജിസ്റ്റർ പരിപാലിക്കുന്നുണ്ട്.

2. ബുക്ക് ഫീ
പരാമർശം ഇല്ല.

3. ലൈബ്രറി ലൈൻ
ലൈബ്രറി ഫൈൻ സംബന്ധിച്ചുള്ള ഓഡിറ്റ് എൻക്വയറി നമ്പർ VIII ൽ 3 ന് ആപേക്ഷിതമായി പരാമർശമുള്ളത് ഓഡിറ്റ് കാലയളവിൽ അദ്ധ്യാപക - അനദ്ധ്യാപക ജീവനക്കാരിൽ നിന്നും ലൈബ്രറി ഫൈൻ ഇടാക്കിയിട്ടില്ല എന്നാണ്. ആയതിൽ പരിശോധനാ കാലയളവിൽ വ്യക്തമായ അദ്ധ്യാപക - അനദ്ധ്യാപക ജീവനക്കാരുടെ വിസ്തൃത ആയത് കണ്ടു.

ചെമ്പ് സർക്കാർ ശിക്ഷകർമ്മിൻ ഭട്ടതിയത്തിന്റെ ചെലവ് സംബന്ധിച്ചും അദ്ദേഹം സമർപ്പിച്ചും അദ്ദേഹം സമർപ്പിച്ചും സർക്കാർ സർവ്വീസ് ഡയറക്ടർ
നിർദ്ദേശിച്ചും ചെലവ് സംബന്ധിച്ചും ചെലവ് സംബന്ധിച്ചും ചെലവ് സംബന്ധിച്ചും ചെലവ് സംബന്ധിച്ചും ചെലവ് സംബന്ധിച്ചും ചെലവ് സംബന്ധിച്ചും

അനുകൂലം XV

സംബന്ധിച്ചവർ

പി. കെ. എ. കോളേജ് മെമ്പർമാർ 01/04/2019 മുതൽ 31/03/2023 വരെ കാലാവധിയിൽ വരുന്ന
പരിശോധനകൾ പൂർത്തിയാക്കിയത് നിർദ്ദേശിച്ചിട്ടുള്ള തിരക്കുകൾ പരിശോധനകൾ സംബന്ധിച്ചും സേവന
പുസ്തകങ്ങളും മറ്റും മേൽപ്പറഞ്ഞവർക്ക് നൽകുന്നതിനുള്ള ഡെപ്യൂട്ടി സർവ്വീസുകൾക്ക് കാരണമാണ്.
മുൻ ഡെപ്യൂട്ടി പരിശോധനകൾ പൂർത്തിയാക്കിയ അപകടങ്ങൾ പരിശോധനകൾക്ക് കാരണമാണ് ആശയവിഷയം. എന്ന്
മാർഗ്ഗരേഖ.

ക്രമ നം.	ഇടവക/സംസ്ഥാനം/പേരിൽ പേർ നമ്പർ	വർഷം	സർക്കാർ/മേൽപ്പറഞ്ഞവർ	പി. ഡി. അക്കൗണ്ടിന്റെ	സംഗ്രഹ തുക
1	മധ്യം, മെമ്പർ പേരിൽ സി	468918	ജോ. IX - 7 (മുൻപി പേര്)	143600 (UGC)	143600

ഡയറക്ടർ ഡയറക്ടർ

14/03/2024

Approval Valid

Digitally Approved By
Dr. VARGHESE JACOB
Date: 01/03/2024
Reason: Approved

සමුහ්‍යය : I											
ප්‍ර. අංකය	සංග්‍රහණය	ප්‍ර. අංකය	විවරණය			මුද්‍රාණය	මුද්‍රාණය	මුද්‍රාණය	මුද්‍රාණය	මුද්‍රාණය	මුද්‍රාණය
			මුද්‍රාණය	මුද්‍රාණය	මුද්‍රාණය						
2019-20			124000	86100	0	210100	210100	210100	0	0	0
			54920	1830	0	56750	56750	56750	0	0	0
			26225	24585	0	50810	50810	50810	0	0	0
			96935	68030	0	164965	164965	164965	0	0	0
			138960	0	0	118960	118960	118960	0	0	0
			0	14760	0	14760	3240	3240	P.D. A/C, Stock and A/C No. 1990117993000001	33527	30287
			0	100	0	100	100	100	0	0	0
			0	571	0	571	571	571	0	0	0
			0	31670	0	31670	31670	31670	0	0	0
			0	0	0	0	0	0	0	0	0
			10000	0	0	10000	10000	10000	0	0.00	0
			83000	0	0	83000	83000	83000	0	0	0
			10000	0	0	10000	10000	10000	0	0	0

Netural Science Day	15000 (1st & 2nd installment)	0	0	15000	15000	15000	0	0	0
FINANCED GOVT. OF KERALA, Ustakozh/2019									
FUNDAMENTAL-MINOR RESEARCH PROJECT CENTRE UNIVERSITY OF DUHABAT	83000 (1st installment)	0	0	83000	83000	83000	0	0	0
UGC TRAVEL GRANT	180000	0	0	180000	180000	180000	0	0	0
RUSA Project fund	3500000	0	0	3500000	0	0	0	0	3500000
							State Indian Bank	0	3500000
							Ac No: 961563100000 6585		
Total	4302948	227646	0	4529594	1018166	1418166		33527	3530287

ക്രമ നമ്പർ	നാമം	പ്രവേശനം ചെയ്ത തീയതി (01.01.2023)	പ്രവേശനം ചെയ്ത തീയതി (01.01.2023)	പ്രവേശനം ചെയ്ത തീയതി (01.01.2023)	പ്രവേശനം ചെയ്ത തീയതി (01.01.2023)			പ്രവേശനം ചെയ്ത തീയതി (01.01.2023)	പ്രവേശനം ചെയ്ത തീയതി (01.01.2023)	പ്രവേശനം ചെയ്ത തീയതി (01.01.2023)
					5 (3+4)	6	7			
1	2	3	4	5	6	7	8	9	10	11
	പ്രവേശനം ചെയ്ത തീയതി	66400	116300	0	182700	182700	182700	0	0	0
	പ്രവേശനം ചെയ്ത തീയതി	10610	19415	0	50025	50025	50025	0	0	0
	പ്രവേശനം ചെയ്ത തീയതി	24860	19070	0	43930	43930	43930	0	0	0
	പ്രവേശനം ചെയ്ത തീയതി	57350	39425	0	96775	96775	96775	0	0	0
	പ്രവേശനം ചെയ്ത തീയതി	0	16560	0	16560	16560	16560	0	0	0
	പ്രവേശനം ചെയ്ത തീയതി (ABLC) Exam fee	46490	0	0	46490	46490	46490	0	0	0
2023-21	പ്രവേശനം ചെയ്ത തീയതി	0	50	0	50	50	50	0	0	0
	പ്രവേശനം ചെയ്ത തീയതി	0	1154	0	1154	1154	1154	0	0	0
	Blind/PH	0	0	0	0	0	0	0	0	0
	Duplicate T.C.	0	105	0	105	105	105	0	0	0

	KERALA DIRECTORATE OF ENVIRONMENT AND CLIMATE CHANGE	10000	0	0	10000	10000	10000	0	0	0
	KSCSTE, GOVT. OF KERALA, National Science Day	12000	0	0	12000	12000	12000	0	0	0
	PMMBMMMT- MINOR RESEARCH PROJECT	106000	0	0	106000	106000	106000	0	0	0
	CENTRE UNIVERSITY OF GUJARAT (2 nd installment)									
	KERALA WORLD STATE COUNCIL (KSCSTE)	12000	0	0	12000	12000	12000	0	0	0
	World Env. Day							State India Bank A/c No. 2414053000010005	6005000	6005000
	RUSA Project	6500000	0	0	6500000	3995000	3995000		6651847	6651847
	Grand Total	4865710	0	0	4865710	3992789	3992789			

ക്രമ നമ്പർ	പദ്ധതി നമ്പർ	പദ്ധതിയുടെ പേര് (ഇംഗ്ലീഷിലും മലയാളത്തിലും)	ആദ്യ വാർഷിക പദ്ധതി (രൂപ കോടിയിൽ)	രണ്ടാം വാർഷിക പദ്ധതി (രൂപ കോടിയിൽ)	ആകെ പദ്ധതി (രൂപ കോടിയിൽ)		പദ്ധതിയുടെ പ്രവർത്തനങ്ങൾക്ക് (രൂപ കോടിയിൽ)	പദ്ധതിയുടെ പ്രവർത്തനങ്ങൾക്ക് (രൂപ കോടിയിൽ)	പദ്ധതിയുടെ പ്രവർത്തനങ്ങൾക്ക് (രൂപ കോടിയിൽ)		
					5 (3+4)	6					
1	2	3	4	5	6	7	8	9	10		
		പുഴുപാലം പദ്ധതി	130500	62700	0	193200	193200	193200	0	0	
		നീർവേലി പദ്ധതി	14925	30625	0	65550	65550	65550	0	0	
		തൃശ്ശൂർ പദ്ധതി	29850	37470	0	67320	67320	67320	0	0	
		പാലക്കാട് പദ്ധതി	113880	0	0	113880	113880	113880	0	0	
		കോഴിക്കോട് പദ്ധതി	0	16560	0	16560	32040	32040	P.O. A.C. Pudukkottai A/C No. 29903E-14	46847	14807
		കോഴിക്കോട് പദ്ധതി (ABLC)	91000	0	0	91000	91000	91000	0	0	

	PARLIAMENTARY KARYA INSTITUTE, Thiruvananthapuram, (National Scheme)	25000 (1 st & 2 nd Installment)	0	0	25000	25000	25000	0	0	0
	EMC, CED, GOVT. OF KERALA, Uppikoni 2022-23	14500 (1 st & 2 nd Installment)	0	0	14500	14500	14500	0	0	0
	KERALA STATE BID DIVERSITY BOARD, THIRUVANANTHAPURAM, 100-DIVERSITY AWARENESS EXTENSION PROGRAMME	20000	0	0	20000	20000	20000	0	0	0
	DIRECTORATE OF ENVIRONMENT CLIMATE CHANGE TRIVANDRUM BHOO MITHRA SENA CLUB	10000	0	0	10000	10000	10000	0	0	0
	RUSA Project	4000000	0	0	4000000	4000000	4000000	0	0	0
	Grand Total	4297533	292966	0	4590499	4590499	4590499	0	29567	29567

Madangam,
08-10-23

Translation of the Above Audit

Audit Objections and Compliance

Part 5

1. Cash book and related documents

i) After the entry of receipts and expenses in the cash book, entries should be in footnotes 1 and 2 and signed by the principal (with the date.). No unnecessary lines should be left after entries.

ii) Entries should be made on each page so that the receipts and costs are incurred on a date.

Some pages appear to have been entered on more than one date.

iii) It is seen that the denomination is recorded in the closing balance Break up. Spit up of balance (TF, Spl Fee, CD..) can be recorded.

iv) While recording the collection of receipts for each date, write 'DFCR Collection' and enter the total by adding the receipt number beginning and ending.

Ans: The anomalies related to the cash book will be dealt with by rectifying them.

2. Advance Register

Advances in respect of any projects should be entered in the T register and settled within 3 months.

3. Chellan and Chellan Register

i) The challan number must be entered in the specified column of the challan register.

ii) The total of challans for a date should be entered in the register and signed by the principal

iii) Challans should be sorted chronologically.

Answer: Bugs related to Chellan and Chellan Register will be fixed.

4. Bill's book

No references

5. Acquittance Roll

No balances appear to exist

6. Stock register of library books

A total of 7320 books are seen in stock in the college library. The report on stock verification will be available in March 2021. At present stock verification is done only once in three years. Stock verification should be done every year.

There is no information about the total number of books in the verification report conducted in March 2021. It only says that only 3 books are missing.

7. Stock Verification Stationery Articles Register

Register not available for inspection.

P.D. In the case of the purchase of examination papers every year by utilizing the funds in the account, the purchase of the materials must be entered into the stock register

8. Stock register of electronic items

The register is being properly maintained. It is seen that some electronic devices are included in the furniture stock register. (eg LCD, camera, DVD player, TV, mic rest)

T devices should be transferred to the register of electronic devices. The stock number should be stamped on the equipment.

Ans: Electronic devices included in the stock register Furniture stock register will be entered in the electronic register and will be maintained with a stop number at the top.

9. Stock register of furniture

It doesn't seem to provide stock numbers for devices.

10 . Audit book register

T Register in Form Article 63 - KFC Vol -1 should be maintained and submitted for verification in the next audit.

Answer: The audit Objection Register will be maintained in Form Article 63 - KFC Vol -1 and submitted for verification in the next audit.

11. Stock register

Receipt Book:- Currently there is 1 receipt book balance that is not used.

T Register is to be maintained in stock register format.

The letter received from D.D. is entered in the register

the receipt book should be signed and dated by the receiving clerk.

The receipt book number received from D.D. should be recorded, and signed by the principal.

Answer: It can be accepted as mentioned this above

12. Stock register of tender form

The t register is not maintained as the tender form is not procured and maintained.

13. Tender /Quotation Register

The register is not maintained.

Register should be kept by the etiquette of KFC form 15 (Chapter VI, Article 133),

Tenders and quotations during the audit period should be recorded, and submitted.

14. F.B.S Register

T Scheme does not maintain a T Register as there are no employees.

15. Increment register

As per KCF 9 A the register is maintained by making accurate records.

16. Pension register

Maintain the T register containing the details of the employees retiring in 5 years in the prescribed format during the audit, and submit it for verification along with the reply.

17. Service Book Register

T register should be maintained in the prescribed format during an audit.

Ans: The Service Book Register will be maintained in the prescribed format.

18. Casual Leave Register

On inspection, it was found that the entries were made in the correct format and signed by the principal.

19. Establishment Register

Teachers/ Non-Teachers:-

Enter Perform page count certification,
post creation order/staff pattern order.

20. Personnel Register

The register shall be maintained as prescribed in M.O.P.

Only 3 entries per page.

Record the mail received from the distribution register, in the T register and add Disposal as soon as the process is completed. register should be checked by the Superintendent in 1 month and the Principal in 3 months.

Ans: Care should be taken to maintain the personnel register as mentioned in the MOP and check by the Principal and Superintendent

21. valuable register

The register is maintained.

Cheques/DDs drawn in the name of the principal should be entered in the cash book and T register.

The serial number should be rounded as soon as the valve is ready.

Article 333 (2) (V) - Register to be maintained by making entries in the prescribed format.

Ans: The valuable register will be maintained by the prescribed format, recorded with Article 333 (2) (v)

22. Distribution Register

To be maintained as per MOP.

Do postal delivery by adding section name.

HA/Superintendent - Sees receiving mail. Clerks must receive postal with the date and Sign.

Ans: The distribution register will be maintained as per MOP

23 Attendance Register

General Instruction

1. Those participating in trainings etc. may enter OD in the attendance book only when OD is sanctioned on T days from the office of the Deputy Director/Director.
2. The vacancy should be recorded against the T post till the replacement employee joins the post instead of when the existing employee retires.
3. The principal should check the attendance twice and sign it.