

**MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**INTERNAL ADMINISTRATIVE AUDIT 2021- Schedule**  
**April 7 to 13 2021**

Sl. No	Division	Auditor/s	To Contact
1.	Governance, Leadership and Management	Dr Muraleedharan Nair & Dr M. J. Jayashree	Bursar , Principal & Vice Principal, Deans and HoDs
2.	Administrative & Management Office	Dr Muraleedharan Nair & Dr M. J. Jayashree	Mr Mohan George
3.	IT Infrastructure	Mr Praveen G.L.	Prof Raju Gopal, Ms Reena Rajan
4.	Central Computing Facility	Mr Shibu V.S.	Ms L. Sindhumol
5.	Central Library	Ms Sabitha S. Nair & Dr Muraleedharan Nair	Mr Binu K. John
6.	Committees	Dr M. J. Jayashree	Heads
7.	Training and Placement	Dr P.S. Prasanth	Placement Officer
8.	Maintenance	Dr Muraleedharan Nair	Bursar
9.	Professional Societies, IEDC, IIC	Ms Swapna P.S.	Faculty Advisors
10.	Clubs	Mr Deepak Raj	Faculty in Charge
11.	Cells / Groups / NSS, UBA etc.	Mr Deepak Raj	Faculty in Charge
12.	Physical Education	Ms Jaya S. Pillai & Dr P.S. Prasanth	Ms Christi Francis
13.	Transport	Dr M. J. Jayashree	Mr Jesty George
14.	Training Programs Conducted for faculty, Staff	Ms Swapna P.S.	HoDs
15.	Exam Cell (Autonomous)	Dr M. J. Jayashree & Dr Muraleedharan Nair	Mr Pradeep M.
16.	Exam Cell (KTU)	Ms Sheenu P. Mr Shibu V.S	Ms Asha S.
17.	Store	Mr Praveen G.L.	Mr Jacob Varghese (Shaji Sir), Mr Sandeep Stephen Varghese and Ms Rema G.S.
18.	Health Centre	Ms Sabitha S. Nair	Lt Col. Sify Kuriakose
19.	Counseling	Ms Sabitha S. Nair	Dr ShobhaTheresa George and Fr Bitty Mathew
20.	Security	Ms Jaya S. Pillai & Dr M. J. Jayashree	Security Officer

21.	House Keeping	Dr M. J. Jayashree	Mr Jesty George
22.	Canteen	Ms Sheenu P.	Mr Rejish Babu F.R.
23.	Hostel	Ms Sheenu P.	Fr Raju Parukoor
24.	MBCETAA	Ms Jaya S. Pillai	Ms C. Sojy Rajan
25.	Teaching Learning Centre	Ms Swapna P.S.	Dr Tessy Mathew
26.	Valuation Camp (KTU)	Dr P.S. Prasanth	Dr Nisha G.K

**Dept. wise – by Internal Audit Cell members**

Guidance for Competitive Exams

Dept Associations, Tech Fest

Stock verification Reports of Labs of all Departments

Fire Safety System - Sprinkler, hose, Training records, Evacuation Plan, Security

<b>Student Progression</b>	Placement
	Higher Education
	Qualifying in Competitive exams
<b>Student Participation and Activities</b>	Awards in Extra curricular
	Student representation in Councils/Committees
	Extra-curricular activities Organized
<b>Alumni Engagement</b>	Alumni Contributions
	Activities/meetings

1-4-2021

Sd/-  
IQAC Coordinator  
(Dr. M. J. Jayashree)