

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
INTERNAL ADMINISTRATIVE AUDIT 2022 - Schedule
April 15 to April 29 2022

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. Shon J. Das Dr. M.J.Jayashree	Prof Raju Gopal
4.	Central Computing Facility	Dr. P.S. Prasanth Mr. Deepak Raj	Ms L. Sindhumol
5.	Central Library	Ms. Sabitha S. Nair & Dr. Muraleedharan Nair	Mr Binu K. John
6.	Committees	Dr. M.J.Jayashree Dr. Muraleedharan Nair	Heads
7.	Training and Placement	Dr. P.S. Prasanth Ms. Sheenu P.	Placement Officer
8.	Maintenance	Dr. Muraleedharan Nair Dr. P.S. Prasanth	Bursar Mr Rejish Babu F.R. Mr Ajith
9.	Professional Societies, IEDC, IIC	Dr. Swapna P.S. Mr. Shon J. Das	Faculty Advisors
10.	Clubs	Dr. Deepak Raj Ms. Sheenu P.	Faculty in Charge
11.	Cells / Groups / NSS, UBA etc.	Dr. Deepak Raj Mr. Shon J.Das	Faculty in Charge
12.	Physical Education	Dr. Jaya S.Pillai & Dr. P.S. Prasanth	Dr. Christi Francis
13.	Transport	Dr. M.J.Jayashree Dr. Deepak Raj	Fr. Bitty Mathew
14.	Training Programs Conducted for faculty, Staff	Dr. Swapna P.S. Dr. M.J.Jayashree	HoDs
15.	Exam Cell (Autonomous)	Dr. M.J.Jayashree & Dr. Muraleedharan Nair	Dr. Pradeep M.
16.	Exam Cell (KTU)	Ms. Sheenu P. Dr. Swapna P.S.	Ms. Asha S.
17.	Health Centre	Ms. Sabitha S. Nair Dr. Jaya S.Pillai	Lt Col. Sify Kuriakose.
18.	Counseling	Ms. Sabitha S. Nair Dr. Swapna P.S.	Dr. ShobhaTheresa George and Fr. Bitty Mathew

19.	Security	Dr. Jaya S.Pillai & Dr. M.J.Jayashree	Securities
20.	House Keeping	Dr. M.J.Jayashree Ms. Sabitha S. Nair	Fr. Bitty Mathew
21.	Canteen	Ms. Sheenu P. Mr. Shon J.Das	Mr. Rejish Babu F.R.
22.	Hostel	Ms. Sheenu P. Dr. Deepak Raj	Bursar and Asst. Bursar
23.	MBCETAA	Dr. Jaya S.Pillai Ms. Sabitha S. Nair	Mr. Bobin Saji George
24.	Teaching Learning Centre	Dr. Swapna P.S. Mr.Shon J.Das	Dr. Tessy Mathew
25.	Valuation Camp (KTU)	Dr. P.S. Prasanth Dr. Jaya S.Pillai	Dr. Nisha G.K.
26.	Admissions	Dr. Muraleedharan Nair Dr. P.S. Prasanth	Ms. Elizabeth Varghese

Dept. wise – by Dept. Coordinators

Stock verification Reports of Labs of all Departments – The departments including ITMS may also do a check on the computer systems (PCs)-including their working condition. A follow up action on disposal/maintenance/replacement needs to be planned. Stock Verification reports are to be submitted to Dean (Administration).

11-4-2022

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