

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
INTERNAL ADMINISTRATIVE AUDIT 2022 - Schedule
May 10 to May 30 2023

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. Paul Thomas Dr. M. J. Jayashree	Mr. Mohan George & Asst. Bursar
3.	IT Infrastructure	Mr. V.S. Shibu Dr. M.J. Jayashree	Prof. Raju Gopal
4.	Central Computing Facility	Dr. Vinod V. Ms. Deepa P.L.	Ms. L. Sindhumol
5.	Central Library	Ms. Deepa P.L. & Dr. Praveen G.L.	Mr. Binu K. John
6.	Committees	Dr. Swapna P.S. Ms. Deepa P.L.	Heads
7.	Training and Placement	Dr. Vinod V. Ms. Manju Sreekumar	Placement Officer
8.	Maintenance	Dr. Muraleedharan Nair Dr. Vinod V.	Mr. Justy George
9.	Professional Bodies, Societies, IEDC, IIC	Dr. Swapna P.S. Mr. V.S. Shibu	Faculty Advisors
10.	Clubs	Dr. Christi Francis Ms. Manju Sreekumar	Faculty in Charges
11.	Cells / Groups / NSS, UBA etc.	Dr. Christi Francis Mr. Shon J. Das	Faculty in Charges
12.	Physical Education	Dr. Jaya S. Pillai & Mr. Praveen G.L.	Dr. Deepak Raj
13.	Transport	Dr. M.J. Jayashree Dr. Christi Francis	Mr. Justy George
14.	Training Programs Conducted for faculty, Staff	Dr. Swapna P.S. Mr. Praveen G.L.	HoDs
15.	Exam Cell (Autonomous)	Dr. M.J. Jayashree & Dr. Muraleedharan Nair	Dr. Pradeep M.
16.	Exam Cell (KTU)	Mr. Praveen G.L. Dr. Swapna P.S.	Ms. Asha S.
17.	Health Centre	Dr. Jaya S. Pillai Ms. Anaswara Johny	Lt Col. Sify Kuriakose.
18.	Counseling	Ms. Anaswara Johny Dr. M.J. Jayashree	Dr. Shobha Theresa George
19.	Security	Dr. Jaya S. Pillai & Dr. M. J. Jayashree	Securities

20.	House Keeping	Dr. M. J. Jayashree Ms. Anaswara Johny	Mr. Justy George
21.	Canteen	Ms. Manju Sreekumar Mr. V.S. Shibu	Mr. Rejish Babu F. R.
22.	Hostel	Ms. Manju Sreekumar Dr. Christi Francis	Bursar
23.	MBCETAA	Ms. Deepa P.L. Ms. Anaswara Johny	Mr. Sherry Varghese George
24.	Teaching Learning Centre	Dr. Paul Thomas Mr. V.S. Shibu	Dr. Tessy Mathew
25.	Valuation Camp (KTU)	Dr. Vinod V. Dr. Jaya S. Pillai	Dr. Nisha G.K.
26.	Admissions	Dr. Muraleedharan Nair Dr. Paul Thomas	Ms. Elizabeth Varghese
27.	IQAC	Dr. Muraleedharan Nair Dr. Paul Thomas	Dr. M.J.Jayashree
28.	Website	Dr. M. J. Jayashree	Dept. Coordinators

Dept. wise – by representatives of Internal Audit cell.

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).

9-5-2023

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