

**MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY  
INTERNAL ADMINISTRATIVE AUDIT April 2023-March 2024 - Schedule  
May 15, 2024 to May 31, 2024**

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. Dr. Nisha G. K.	Ms Priya Rani
5.	Central Library	Dr. Nisha G. K.& Dr. Praveen G.L.	Mr. Binu K. John
6.	Committees	Dr. Sreedevi P. Dr. Nisha G. K.	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. Sreedevi P. Dr. Praveen G.L.	Faculty Advisors
10.	Clubs	Dr. Christi Francis Ms. Manju Sreekumar	Faculty in Charges
11.	Cells / Groups / NSS, UBA etc.	Dr. Christi Francis Mr. V.S. Shibu	Faculty in Charges
12.	Physical Education	Dr. Jaya S. Pillai & Mr. Praveen G.L.	Dr. Deepak Raj
13.	Transport	Dr. Nisha G.K. Dr. Christi Francis	Mr. Justy George
14.	Training Programs Conducted for faculty, Staff	Dr. Sreedevi P. Mr. Praveen G.L.	HoDs
15.	Exam Cell (Autonomous)	Dr. Paul Thomas & Dr. Muraleedharan Nair	Dr. Pradeep M.
16.	Exam Cell (KTU)	Mr. Praveen G.L. Dr. Sreedevi P.	Ms. Asha S.
17.	Health Centre	Dr. Jaya S. Pillai Ms. Anaswara Johny	Lt Col. Sify Kuriakose.
18.	Counseling	Ms. Anaswara Johny Dr. Nisha G.K.	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	Dr. Nisha G.K. Ms. Anaswara Johny	Ms. Jisha Jose
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).

Sd/-

IQAC Coordinator  
(Dr. M. J. Jayashree)

14-5-2024