

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
(Autonomous College affiliated to APJ Abdul Kalam Technological University)
NALANCHIRA, THIRUVANANTHAPURAM-695015

**INTERNAL ADMINISTRATIVE AUDIT- SCHEDULE (EVEN SEMESTER
APRIL 2024-MARCH 2025)**

SCHEDULE MAY 14, 2025 TO MAY 29, 2025

Date: 06-05-2025

Sl. No	Division	Auditor/s	Contact Information
1.	Governance, Leadership and Management	Dr. K Muraleedharan Nair Dr. M. J. Jayashree	Director, Principal, Deans and HoDs
2.	Administrative and Management Office	Dr. Paul Thomas Dr. M. J. Jayashree	Finance Officer, Mr. Mohan George
3.	IT Infrastructure	Dr. Vinod V. Mr. V.S. Shibu	Prof. Raju Gopal
4.	Central Computing Facility	Dr. Nisha G. K. Dr. Vinod V.	Ms Priya Rani
5.	Central Library	Dr. Nisha G. K. Mr. Praveen G.L.	Mr. Binu K. John
6.	Committees	Dr. Sreedevi P. Ms. Manju Sreekumar	Committee Heads
7.	Training and Placement	Ms. Manju Sreekumar Dr. Vinod V.	Placement Officer
8.	Maintenance	Ms. Anaswara Johny Ms. Jean Molly Simon	Mr. Justy George
9.	Professional Bodies, Societies, IEDC, IIC	Ms. Manju Sreekumar Dr. Sreedevi P.	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. Vinod V. 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. K. Muraleedharan Nair	Dr. Pradeep M.

16.	Exam Cell (KTU)	Mr. Praveen G.L. Dr. Sreedevi P.	Ms. Asha S.
17.	Health Centre	Ms. Manju Sreekumar Ms. Jean Molly Simon	Lt Col. Sify Kuriakose.
18.	Counseling	Ms. Jean Molly Simon Ms. Anaswara Johny	Dr. Shobha Theresa George
19.	Security	Dr. Nisha G K Ms. Jean Molly Simon	Securities
20.	House Keeping	Dr. Nisha G K Ms. Anaswara Johny	Mr. Justy George
21.	Canteen	Mr. Praveen G.L. Mr. V.S. Shibu	Mr. Rejish Babu F. R.
22.	Hostel	Dr. Rajesh T N Dr. Christi Francis	Director
23.	MBCETAA	Mr. V.S. Shibu Dr. Nisha G.K.	Ms. Midhun G
24.	Teaching Learning Centre	Dr. Neethu Roy Ms. Anaswara Johny	Ms. Shuju Susan Mathew
25.	Admissions	Dr. K. Muraleedharan Nair Dr. Paul Thomas	Ms. Elizabeth Varghese
26.	IQAC	Dr. K. Muraleedharan Nair Dr. Paul Thomas	Dr. Nisha G K
27.	Website	Dr. M. J. Jayashree Dr. Rajesh T N	Dept. Coordinators



IQAC Coordinator
(Dr. Nisha G K)

06-05-2025