



MES INSTITUTE OF TECHNOLOGY AND MANAGEMENT

CHATHANNOOR P O, KOLLAM- 691572

3rd November 2022

INTERNAL AUDIT SCHEDULE

All HoDs, Department Academic Coordinators, Advisors and Staff members are requested to cooperate for the successful conduct of the internal audit as per the following schedule.

Date	Session	Department & Venue	Auditor	Responsible Persons in the Department
7 th November 2022 Monday	10.30am to 4.00pm	CE & HoD Room	Prof.Mohammed Afzal A Prof.Anju Mary Varghese	Respective HoDs , Department Academic Coordinators & DQAC
7 th November 2022 Monday	10.30am to 4.00pm	CSE & HoD Room	Prof.Sajitha G R Prof.Nejuma Beegom	
8 th November 2022 Tuesday	10.30am to 4.00pm	EEE & HoD Room	Prof.Basima Yousuf Prof.Rajula I	
8 th November 2022 Tuesday	10.30am to 4.00pm	ECE& HoD Room	Prof.Mohammed Afzal A Prof.Nejuma Beegom	
9 th November 2022 Wednesday	10.30am to 4.00pm	ME & HoD Room	Prof.Rajula I Prof.Anju Mary Varghese	
9 th November 2022 Wednesday	10.30am to 4.00pm	M&S & Staff Room	Prof.Sajitha G R Prof.Basima Yousuf	

Principal

Copy to: All HODs/IQAC