



MES INSTITUTE OF TECHNOLOGY AND MANAGEMENT

CHATHANNOOR P O, KOLLAM- 691572

6th June 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 June 2022 Tuesday	1.30pm to 4.30pm	CE & HoD Room	Prof.Jezna Ansari Prof.Sandhya U	Respective HoDs , Department Academic Coordinators & DQAC
7 th June 2022 Tuesday	1.30pm to 4.30pm	EEE & HoD Room	Prof.Mohammed Afzal A Prof.Anju Mary Varghese	
8 th June 2022 Wednesday	9.30am to 12.30pm	CSE & HoD Room	Prof.Mohammed Afzal A Prof.Sajitha G R	
8 th June 2022 Wednesday	9.30am to 12.30pm	ECE& HoD Room	Prof.Rajula I Prof.Sandhya U	
8 th June 2022 Wednesday	1.30pm to 4.30pm	ME & HoD Room	Prof.Sajitha G R Prof.Anju Mary Varghese	
8 th June 2022 Wednesday	1.30pm to 4.30pm	M&S & Staff Room	Prof.Rajula I Prof.Jezna Ansari	

NOTE: A meeting of auditors is scheduled at 11.30am on 7th June 2022, Tuesday.
Venue: Principal's Conference Room


Principal

Copy to: 1. All HODs