

**MES INSTITUTE OF TECHNOLOGY AND MANAGEMENT****CHATHANNOOR P O, KOLLAM- 691572**2nd May 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
5 th May 2022 Thursday	9.30am to 12.30pm	CE & HoD Room	Prof.Jezna Ansari Prof.Sandhya U	Respective HoDs , Department Academic Coordinators & DQAC
5 th May 2022 Thursday	9.30am to 12.30pm	EEE & HoD Room	Prof.Mohammed Afzal A Prof.Anju Mary Varghese	
5 th May 2022 Thursday	1.30pm to 4.30pm	CSE & HoD Room	Prof.Mohammed Afzal A Prof.Sajitha G R	
5 th May 2022 Thursday	1.30pm to 4.30pm	ECE& HoD Room	Prof.Rajula I Prof.Sandhya U	
6 th May 2022 Friday	9.30am to 12.30pm	ME & HoD Room	Prof.Sajitha G R Prof.Anju Mary Varghese	
6 th May 2022 Friday	9.30am to 12.30pm	M&S & Staff Room	Prof.Rajula I Prof.Jezna Ansari	

NOTE: A meeting of auditors is scheduled at 11.30am on 4th May 2022, Wednesday.

Venue: Principal's Conference Room

Principal

Copy to: 1. All HODs