



Hindusthan College of Engineering and Technology

Coimbatore 641 032

Date: 27.11.2019

Administrative Audit Report - 2018-2019

The external administrative audit for the statutory and non-statutory bodies of HICET was held on 27.11.2019 for the academic year 2018-2019.

The following documents were audited.

Sl.No.	SUBJECT	OBSERVATION
1	Land documents & Infrastructure	Land documents are verified. Stability certificate is valid till 2023 ✓
2	Approval letter from AICTE, Anna University UGC, etc.,	All approval letters are available and verified for its validity. ✓
3	NOC from affiliating University /Board/State Govt.for increase in Intake /New course /Programme.	All the affiliation related documents are available. NOC from Anna University, Government of Tamil Nadu and All the affiliation related documents such as Increase in Intake / New course / Programme are available. ✓
4	Occupancy certificate /Completion certificate etc.,	Stability certificate is valid till 2023. One time approval certificate is available. ✓
5	Barrier Free Environment	Life time valid Certificate is available ✓
6	Fire Safety Certificate	Available ✓
7	Students Admission process	Students are admitted as per government norms. Equity of access is taken care of in the admissions. ✓

8	Students Admission details	Admission of students from Tamil Nadu and Other states are admitted through TNEA counselling and management quota as per government norms i.e. category wise OC/BC/MBC/BCM/SC/ST ✓
9	Student Scholarship details	Students were benefitted through the different scholarships like 1.Minorities 2.Scholarship of Govt of Tamil Nadu, for BC, MBC, SC/ST, 1369 BC/MBC students were received scholarship 308 SC/ST students were received scholarship 20 students Shanthi Social Service (SSS) ✓
10	Faculty Recruitment	New Faculty members are recruited for concern department as per the AICTE norms. ✓
11	Requisite proof of faculty qualification / Salary paid etc.	Reports on the Payroll is available The salary ledger is maintained. ✓
12	Non-teaching-Staff Recruitment	Non – Teaching staff members are appointed for concern departments. ✓
13	Faculty welfare CL/ML/ODs /incentives / Maternity leave	All faculties are well aware of the CL/ML/ODs /incentives / Maternity leave which is followed as per Human resource policy & Service rules. ✓
14	Code of conduct of Students	All Students are educated and aware of Code of conduct. Disseminated through college Website, Handbook. ✓
15	Code of conduct of Faculty	All faculty members are aware of Code of conduct. Disseminated through college Website. ✓

16	Health Centre	Doctor is available in the campus. Ambulance facility is available. First aid kit is available in the campus
17	Research Manuals/ promotion policy	Policy is established for promotion of research and the same is followed i.e. Centre of Excellence, Research Seed Money, IPR, Consultancy projects, etc.
18	Club/ Committees	All the Clubs and committee are functioning actively and conducting various activities. Documents are maintained properly.
19	Hostel-Boys	All the facilities are provided for the students CCTV Camera are installed in every floor. Rules and regulations are disseminated. In/Out register and gate pass practice structure is well maintained. Food waste from the hostel are accumulated and given to the nearby piglets form.
20	Hostel-Girls	All the facilities are provided for the students In / Out register and gate pass practice structure is well maintained. Food waste from the hostel are accumulated and given to the nearby piglets form.
21	Library	No-of volumes of Text books at library is sufficient. Journals and E-Journals are available. Wi-Fi bandwidth is good. Faculty publications such as Book, P.h.D., thesis and students project report are available. Student's gate entry is maintained through online mode regularly.

22	Sports	<p>Proper maintenance of grounds and sports materials are done regularly.</p> <p>Students are motivated and advised to participate all events.</p> <p>Documents are recorded in good manner.</p> <p>Students are participated in international events....</p> <p>Fitness center for Men and women is well maintained.</p> <p>The sports team has participated and received various places in Zonal level Inter-collegiate and state level tournaments.</p> <p>Tennis (Men)-Winner</p> <p>Handball (Men)- Runner</p> <p>Basketball (Women)- Winner</p> <p>Chess(Men)-Third place</p> <p>Cricket (Men)-Fourth place,</p> <p>Volleyball (Men)-Winner</p> <p>Volleyball (Women)-Third place and</p> <p>Kabaddi (Men)-Winner.</p> <p>Athletics men and women has won 15 medals.</p>
23	Placement	<p>Placement activities and placement related training are given to the students. , such as Training Schedule,</p> <p>Company details, Sample training materials</p> <p>Placed students list, Placement order etc,</p>
24	ISO audit	<p>Internal Audit is conducted for this academic year.</p> <p>Audited on 24.10.2018</p> <p>Audited on 28.09.2020 to 30.09.2020</p> <p>Reports are documented.</p> <p>External Auditor inspected and certified on Audited on 19.02.2019</p>
25	End Semester Results (Autonomous) UG-PG-MBA-MCA	<p>As per Anna University autonomous regulation R2016/R2019 All the end semester examination odd/even are</p>

		conducted properly by the Office of controller of Examination. ✓
26	Graduation Day Eligible students / Certificate distribution ✓	Eligible Graduates are invited for the ceremony and degree certificates are received by the students. ✓
27	Finance audit ✓	Finance audit is done by the chartered accountant and balance sheet is available. ✓
28	Transport ✓	Documents relevant to the transport such as, bus route, traveler details (number of students, staff), time schedule etc., are maintained properly. ✓
29	CMD ✓	Documents are maintained properly such as computer installation, maintenance and service, printers, data network, server, Wi-Fi modem. ✓

L. Samdin

External Auditor

Dr. K. Sarukesi

Dean Academics

KCT College of Technology, Chennai

Former VC, Hindustan University, Chennai

