



Hindusthan College of Engineering and Technology

Coimbatore 641 032

Date: 11.12.2021

Administrative Audit Report - 2020-2021

The external administrative audit for the statutory and non-statutory bodies of HICET was held on 10.12.2021 for the academic year 2020-2021.

The following documents were audited.

Sl.No.	SUBJECT	OBSERVATION
1	Land documents & Infrastructure ✓	Land paperwork are checked. The certificate of stability is valid until 2023. ✓
2	Approval letter from AICTE, Anna University UGC, etc., ✓	All approval letters are on hand and have been checked for 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., ✓	The certificate of stability is valid until 2023. ✓ One time approval certificate is available.
5	Barrier Free Environment ✓	Life time valid Certificate is available ✓
6	Fire Safety Certificate ✓	Available
7	Digital Signature Certificate (DSC) for filling of online application and attestation of uploaded ✓	Digital Signature is available for Secretary, CEO & Principal ✓

8	Students Admission process ✓	Students are admitted according to government guidelines. The admissions process ensures that all students have equal access.
9	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. ✓
10	Student Scholarship details ✓	Students benefited from a variety of scholarships, including 1.Minorities 2.Scholarship of Govt of Tamil Nadu, for BC, MBC, SC/ST, ✓ 1202 BC/MBC students were received scholarship ✓ 247 SC/ST students were received scholarship ✓
11	Faculty Recruitment ✓	According to AICTE guidelines, new faculty members are recruited for the concerned department.
12	Requisite proof of faculty qualification / Salary paid etc. ✓	Payroll reports are accessible. ✓ The salary ledger is kept up to date. ✓
13	Non-teaching-Staff Recruitment ✓	Non-teaching staff members are assigned to departments. ✓
14	Faculty welfare CL/ML/ODs /incentives / Maternity leave ✓	All faculty members are completely aware of the CL/ML/ODs/incentives/Maternity leave policies that are followed in accordance with Human Resource policy and Service standards. ✓
15	Code of conduct of Students ✓	All students have been informed and are aware of the Code of Conduct. The college website and handbook were used to disseminate the information.

16	Code of conduct of Faculty ✓	The Code of Conduct is known to all faculty members. Disseminated on the college's website. ✓
17	Health Centre ✓	A doctor is on hand on campus. There is an ambulance service available. On campus, first-aid kits are available.
18	Research Manuals/ promotion policy ✓	Policy is developed to promote research, and it is followed, such as Centres of Excellence, Research Seed Money, IPR, Consultancy projects, and so on. ✓
19	Club/ Committees ✓	All of the clubs and committees are active and engaged in a variety of activities. Documents are kept in good condition. During the pandemic era, the club incharges plan a large number of activities online for the benefit of the pupils. ✓
20	Hostel-Boys ✓	All amenities are available to students, and CCTV cameras are installed on each floor. Dissemination of rules and regulations The in-and-out register and gate pass practice framework are in good working order. Food trash from the hostel is collected and sent to a local piglet farm. ✓
21	Hostel-Girls ✓	Students have access to all facilities, and CCTV cameras are installed on each floor. Dissemination of rules and regulations The in/out register and gate pass practise structure are in good working order. The hostel's food waste is collected and sent to a local piglet farm. ✓
22	Library ✓	The number of volumes of text books available in the library is sufficient. There are journals and e-journals accessible. The Wi-Fi bandwidth is enough. Faculty publications include books, doctoral theses, research papers, and student project reports. The online student gate entrance registration is updated on a regular basis.

23	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 tournaments.</p> <p>Hockey (Men)- Winner ✓</p> <p>Basketball(Men)-Third place</p> <p>Cricket (Men)-Participation,</p> <p>Badminton (Women)-Participation,</p> <p>Kho-Kho (Men)- Runner,</p> <p>Volleyball (Men)-Runner and</p> <p>Kabaddi (Men)-Runner.</p>
24	Placement ✓	<p>Students are provided placement activities and placement-related training. Training Schedule, Company Details, Sample Training Materials, Placed Students List, Placement Order, and other items were progressed by the corporate relations department.</p>
25	ISO audit ✓	<p>Internal Audit is conducted for this academic year on 12.02.2021 ✓</p> <p>Reports are documented.</p> <p>External Auditor inspected and certified on 18.02.2021 ✓</p> <p>Reports are kept on file.</p>
26	End Semester Results (Autonomous) UG-PG-MBA-MCA ✓	<p>The Office of Controller of Examinations conducts all end-of-semester examinations odd/even in accordance with Anna University autonomous regulation R2016/R2019. ✓</p>

27	Graduation Day Eligible students / Certificate distribution	The graduation day ceremony is open to all eligible graduates. The graduates are presented with their degrees.
28	Finance audit	The chartered accountant does a financial audit, and a balance sheet is available.
29	Transport	Documents related to transportation, such as bus routes, traveler information (number of students, employees), time schedules, and so on, are kept up to date.
30	CMD	Computer installation, maintenance, and servicing, printers, data network, server, and Wi-Fi modem are all correctly maintained.

D. Sarukesi

External Auditor

Dr. K. Sarukesi

Dean Academics

KCC College of Technology, Chennai

Former VC, Hindustan University, Chennai

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11/2/21