

Date: 22.12.2022

Submitted to The Principal:

### Administrative Audit Report

The Administrative Audit for the statutory / non-statutory bodies, Clubs /Committees of HICET was held from 19.12.2022 to 22.12.2022 for the academic year 2021-2022.

The Following are the Administrative Audit Committee Members for the Academic year 2021-2022 are:

1. Dr.K.Sekar Professor / EEE (Chief Auditor)
2. Dr.R.Rajeshkanna Associate Professor / EEE (Auditor)
3. Mr.A.Justin Diraviam Assistant Professor /S&H (Auditor)
4. Dr.A.Udayakumar Associate Professor / ECE (Auditor)
5. Mr.Ilayaraja Assistant Professor /IT (Auditor)
6. Mr.L.Karthick Assistant Professor /Mechanical (Auditor)

The following documents were audited.

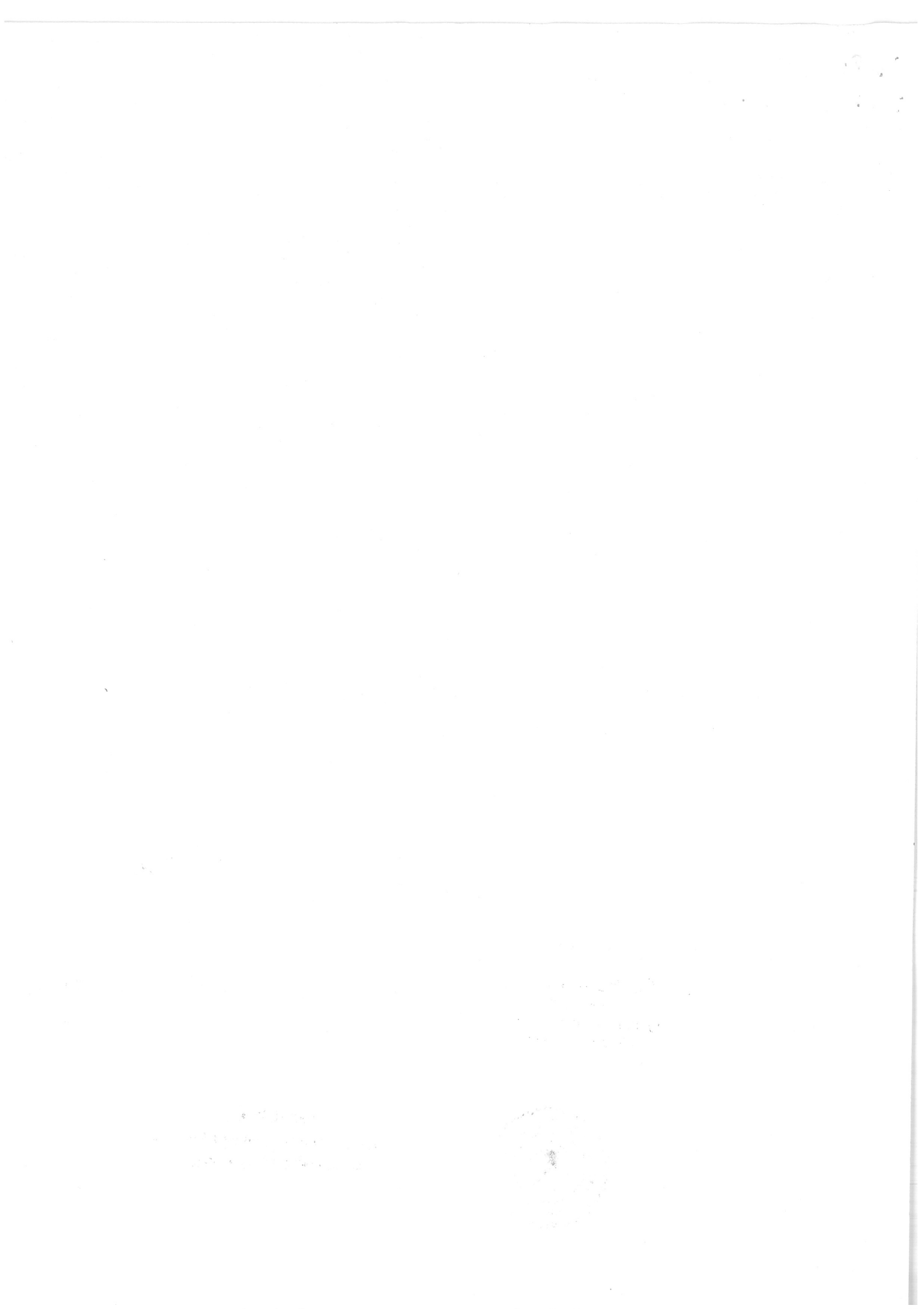
Sl.No.	FILE NAME	OBSERVATION
1	Land documents& Infrastructure	Land records were Verified. Validity of the stability certificate was 2023.
2	Approval letter from AICTE, Anna University UGC, etc.	Anna University Affiliation and AICTE Extension Of Approval (EOA) - Academic year 2021-2022 and 2022-2023 are available.
3	Students Admission process	As per the AICTE and Anna University norms UG / PG students were admitted. In the admissions process, access equity was taken into consideration.

4	Students Admission details	Students were enrolled from Tamil Nadu and other states through TNEA counseling and management quota in accordance with government regulations, i.e. Category-wise OC/BC/MBC/BCM/SC/ST
5	Student Scholarship details	Eligible students were benefitted through the different scholarships , such as 1. Minorities scholarship 2. Government of Tamil Nadu scholarships for BC, MBC, SC/ST 3. Shanti Social Service (SSS).etc.,
6	Faculty Recruitment	According to AICTE guidelines, new faculty members were recruited for the concerned department also it is found that no Vacancy.
7	Non-teaching-Staff Recruitment	Non-teaching employees were appointed to concerned departments.
8	Faculty welfare CL/ML/ODs / incentives / Maternity leave	The CL/ML/ODs/incentives/maternity leave policies that were adhered to in accordance with human resource policy and service regulations were all widely known to all faculty members also HR Policy is available in College website.
9	Research Manuals/ promotion policy	Research promotion Policy is established for promotion of research, publication of quality journals, conferences, patents and the same is followed i.e. Centre of Excellence, Research Seed Money, IPR, Consultancy projects, Incentives, etc., It is observed that Research promotion Policy are available in College website.
10	Code of conduct of Students	All students' wereinformed of and had clear understanding of the Code of Conduct.
11	Code of conduct of Faculty	The Code of Conduct was known to every member of the faculty.

12	Club/ Committees	Every club and committee was active and engaged in a variety of activities. It is recommended to reconstitute the Club coordinators and members of the following Clubs1. Data Analytics Club 2. Faculty Welfare Club 3. Programming Club 4.Amateur Astronomy Club 4.Tamil Mandram 5. Clique Club.
13	Hostel-Boys	The pupils were given all the amenities, and each floor had a CCTV camera installed.. It is recommended to install more CCTV cameras in Hostel Premises.
14	Hostel-Girls	The pupils had access to all the amenities. Waste should be disposed of properly.
15	Library	There were enough text book volumes in the library. There are print publications and online journals. Wi-Fi speed was adequate. There were publications by the faculty that were available, including books, Ph.D theses, and project reports from student projects.
16	Sports	Sports equipment's and the grounds were maintained properly. Students were encouraged and given advice to engage in all activities.Documents were properly recorded.
17	Placement	Students were provided with placement activities and training connected to placement, including a training schedule, company information, sample training materials, a list of students who had been placed, and placement order.,
18	ISO audit	An internal audit was conducted once in semester (Two per year) and members were required to submit a report. External Audit - Certificate Audit had been conducted by the the external auditor.
19	End semester Results UG-PG-MBA-MCA	The Office of the Controller of Examination was responsible for overseeing all exams, in accordance with Anna University regulations. Grade sheet issue register, result analysis files and Result Passing Board Minutes (RPB) are verified.
20	Graduation Day Eligible students / Certificate distribution	17 <sup>th</sup> Graduation ceremonies were organized on 25.03.2022 and degree certificates were issued to the students.

21	Finance audit	Finance audit is done by the auditor and balance sheet is available.
22	NOC from affiliating University /Board/State Govt.for increase in Intake /New course /Programme.	All documentation related to affiliation was available. All affiliation-related paperwork, such as documents relating to an increase in enrollment or the addition of a new course or programme, was available. NOC from Anna University, Government of Tamil Nadu.
23	Occupancy certificate /Completion certificate etc.,	The stability certificate is valid until 2023. A one-time approval certificate is available.
24	Barrier Free Environment	There was a Lifetime Valid Certificate available.
25	Fire Safety Certificate	Fire Safety Certificate was available to ensure the safety and security. Fire Extinguisher are available in all blocks.
26	Requisite proof of faculty qualification / Salary paid etc.	There were payroll reports accessible. A salary ledger was recorded.
27	Digital Signature Certificate (DSC) for filling of online application and attestation of uploaded	The Managing Trustee and The Principal had digital signature.
28	Transport	Documents pertaining to the transportation, such as the bus route, traveler information (such as the number of students and employees), the timetable, etc., were appropriately maintained.
29	IQAC	AQAR report for NAAC submitted report are verified. Strategy plan verified Annual report of IQAC verified
30	Alumni File	Alumni association registration certificate and alumni accounts verified







23.12.2022

**Action Taken Report(ATR)**


Based on the recommendation of Administrative Audit Members the following action were implemented for the academic year 2022-2023


1. The following Clubs Coordinator and Members are reconstituted.


- Data Analytics Club
- Faculty Welfare Club
- Programming Club
- Amateur Astronomy Club
- Clique Club.

Club Activities are processed effectively.

2. Energy, Environment and Green(EE&G) audit reports are available in College website.
3. Wifi Capabilities on Campus has been enhanced.
4. More CCTV cameras were installed in college premises and in Hostel Premises.

  
23/12/2022  
IQAC

  
Signature of the External Auditor  
Name: **Dr. C. Natarajan, ME.Ph.D.,**  
**PRINCIPAL**  
Designation: **Hindusthan Institute of Technology**  
**Coimbatore - 641 032.**

  
**PRINCIPAL**  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032

24.12.2022 Date: 24.12.2022



