



Hindusthan College of Engineering and Technology

Coimbatore 641 032

Administrative Audit

Ref.No.HICET / Administrative audit/2017-2018/ 001

Date: 25.10.2018

Circular

The external administrative audit for the statutory and non-statutory bodies of HICET will be held on 28.11.2018. All the respective administrative heads are advised to cooperate with the auditor with relevant records for the year 2017-2018.

The following documents are to be audited.

SL.NO.	FILE NAME	FILE INCHARGE (S) / AUDITEE (S)
1.	Land documents & Infrastructure	Office Manager
2.	Approval letter from AICTE, Anna University UGC, etc.,	Office Manager
3.	NOC from affiliating University /Board/State Govt. for increase in Intake /New course /Programme.	Office Manager
4.	Occupancy certificate /Completion certificate etc.,	Office Manager
5.	Barrier Free Environment	Office Manager
6.	Fire Safety Certificate	Office Manager

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, ✓ 1367 BC/MBC students were received scholarship ✓ 373 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. During pandemic period huge number of activates are organized by the club incharges through online for the beneficial of the students. ✓
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 farm. ✓
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 farm. ✓
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. Students gate entry is maintained through online mode regularly. ✓

22	Sports	<p>Proper maintenance of grounds and sports materials are done regularly. Students are motivated and advised to participate all events. Documents are recorded in good manner. Students are participated in international events.... 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. Hockey (Men)- Runner Basketball(Women)- Winner Chess(Men)-Winner Chess(Women)-Runner Cricket (Men)-Runner, Volleyball (Men)-Third place and Kabaddi (Men)-Winner. Tennis (Men)-Winner 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, Company details, Sample training materials Placed students list, Placement order etc.,</p>
24	ISO audit	<p>Internal Audit is conducted for this academic year. Audited on 24.10.2018 Reports are documented.</p> <p>External Auditor inspected and certified on Audited on 24.10.2016</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. ✓

K. Sankar
External Auditor

Dr. K. Sankar

Dean Academics

KCC College of Technology, Chennai

Former VC, Hindusthan University, Chennai

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