

Hindusthan College of Engineering and Technology

Coimbatore 641 032

### Administrative Audit

Ref.No.HICET / Administrative audit/2018-2019/ 001

**Date: 25.10.2019**

### Circular

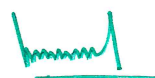
The external administrative audit for the statutory and non-statutory bodies of HICET will be held on 27.11.2019. All the respective administrative heads are advised to cooperate with the auditor with relevant records for the year 2018-2019.

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

7.	Students Admission process	Student section
8.	Students Admission details	Student section
9.	Student Scholarship details	Student section
10.	Faculty Recruitment	Principal office
11.	Requisite proof of faculty qualification / Salary paid etc.	Principal office
12.	Non-teaching-Staff Recruitment	Principal office
13.	Faculty welfare CL/ML/ODs /incentives / Maternity leave	Principal office
14.	Code of conduct of Students	Principal office
15.	Code of conduct of Faculty	Principal office
16.	Health Centre	Principal office
17.	Research Manuals/ promotion policy	Research Head
18.	Club / Committees	Club & Committee coordinators
19.	Hostel-Boys	Warden / Boys
20.	Hostel-Girls	Warden / Girls
21.	Library	Librarian
22.	Sports	Director of Physical Education

23.	Placement	Placement cell
24.	ISO audit	ISO Coordinator
25.	End semester Results UG-PG-MBA-MCA	Office of CoE
26.	Graduation Day Eligible students / Certificate distribution	Office of CoE
27.	Finance audit	Accounts officer
28.	Transport	Transport officer
29.	CMD	CMD-Coordinator



Principal

**PRINCIPAL**

Hindusthan College Of Engineering & Technology  
COIMBATORE - 641 032,

To

1. Dean / Directors
2. All HoDs
3. Administrative (file) heads