



Hindusthan College of Engineering and Technology

Coimbatore 641 032

Administrative Audit

Ref.No.HICET / Administrative audit/2019-2020/ 001

Date: 23.10.2020

Circular

The external administrative audit for the statutory and non-statutory bodies of HICET will be held on 25.11.2020. All the respective administrative heads are advised to cooperate with the auditor with relevant records for the year 2019-2020.

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

To

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

PRINCIPAL
Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032.