



Hindusthan College of Engineering and Technology

Coimbatore 641 032

Administrative Audit

Ref.No.HICET / Administrative audit/2020-2021/ 001

Date: 23.11.2021

Circular

The external administrative audit for the statutory and non-statutory bodies of HICET will be held on 10.12.2021. All the respective administrative heads are advised to cooperate with the auditor with relevant records for the year 2020-2021.

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.	Digital Signature Certificate (DSC) for filling of online application and attestation of uploaded	Office Manager
8.	Students Admission process	Student section
9.	Students Admission details	Student section
10.	Student Scholarship details	Student section
11.	Faculty Recruitment	Principal office

12.	Requisite proof of faculty qualification / Salary paid etc.	Principal office
13.	Non-teaching-Staff Recruitment	Principal office
14.	Faculty welfare CL/ML/ODs /incentives / Maternity leave	Principal office
15.	Code of conduct of Students	Principal office
16.	Code of conduct of Faculty	Principal office
17.	Health Centre	Principal office
18.	Research Manuals/ promotion policy	Research Head
19.	Club / Committees	Club & Committee coordinators
20.	Hostel-Boys	Warden / Boys
21.	Hostel-Girls	Warden / Girls
22.	Library	Librarian
23.	Sports	Director of Physical Education
24.	Placement	Placement cell
25.	ISO audit	ISO Coordinator
26.	End semester Results UG-PG-MBA-MCA	Office of CoE
27.	Graduation Day Eligible students / Certificate distribution	Office of CoE
28.	Finance audit	Accounts officer
29.	Transport	Transport officer
30.	CMD	CMD-Coordinator

To

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

Principal
23/11/21

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