



Hindusthan College of Engineering and Technology

Coimbatore 641 032

Administrative Audit

Ref.No.HICET / Administrative Audit (AA) /2021-2022/ 001

Date: 16.06.2022

Circular

The administrative audit of the statutory and non-statutory bodies of HICET will be held on last week of June 2022. All the respective administrative / establishment heads are advised to keep ready their respective files with all relevant supporting documents for the academic year 2021-2022.

The following are the details of various files pertain to administrative audit

Sl.No.	Contents	File in charge(s) / Auditee (s)	Academic Year	Signature
1	Land documents Area DTP Approval Approved Building Plan Blue print Infrastructure	Office Manager	2021-2022 June 2021 To May 2022	
2	Approval letter from AICTE Anna University / UGC	Office Manager	2021-2022 June 2021 To May 2022	
3	NOC from affiliating University /Board/State Govt.for increase in Intake /New course /Programme.	Office Manager	2021-2022 June 2021 To May 2022	
4	Occupancy certificate / Completion certificate etc.,	Office Manager	2021-2022 June 2021 To May 2022	
5	Barrier Free Environment	Office Manager	2021-2022 June 2021 To May 2022	

	Feedback from Action taken			
12 a	Non teaching-Staff Recruitment Newspaper advertisement Panel Members Date & Venue Selection Procedure Application received/ Shortlisted/interviewed Test / Interview HR-Policy Appointment order Salary Joining letter	PA To Principal / Respective Dept. HoDs	2021-2022 June 2021 To May 2022	
12 b	Promotion order Relieving order Feedback from Action taken	PA To Principal / Respective Dept. HoDs	2021-2022 June 2021 To May 2022	
13	Faculty welfare CL/ML/ODs /incentives / Maternity leave	PA To Principal	2021-2022 June 2021 To May 2022	
14	Research Manuals/ promotion policy	HoD / IT HoD / ECE	2021-2022 June 2021 To May 2022	
15	Code of conduct of Students	Office- Dean academics	2021-2022 June 2021 To May 2022	
16	Code of conduct of Faculty	Office- Dean academics	2021-2022 June 2021 To May 2022	
17	Club/ Committees /NSS / NCC	Mrs.V.Kanimozhi / AP,MBA & Dr.T.Murugeswari/ Assoc.Prof. BME	2021-2022 June 2021 To May 2022	
18	Hostel-Boys	Mrs.Neelaveni	2021-2022 June 2021 To May 2022	

28	Health Centre	Medical officer	2021-2022 June 2021 To May 2022	
29	CMD	CMD-Coordinator	2021-2022 June 2021 To May 2022	
30	Transport	Transport officer	2021-2022 June 2021 To May 2022	

Principal
17/06/22

To

1. Dean Academics
2. All HoDs with request to circulate among their faculty members
3. CoE / Corporate cell
4. Office / Library / Physical Director
5. NSS Officer/ NCC Officer

Copy to:

The Managing Trustee

The CEO