

Hindusthan College of Engineering and Technology

An Autonomous Institution, Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai
Accredited by NBA (AERO, AUTO, CIVIL, CSE, ECE, EEE, IT, MECH, MCTS)
Accredited by NAAC 'A++' Grade with CGPA of 3.69 out of 4 in Cycle 2
Valley Campus, Coimbatore - 641 032, Tamil Nadu, INDIA
Tel: +91 422 4242424 www.hicet.ac.in

Ref. No. HICET/Administrative Audit (AA) /2022-2023/001

Date: 11 / 12/ 2023

ADMINISTRATIVE AUDIT

Circular

The administrative audit of the statutory and non-statutory bodies of HICET will be held on 16th to 22nd December 2023. All the respective administrative / establishment heads are advised to keep ready their respective files with all relevant supporting documents for the academic year 2022-2023.

The Administrative Audit Committee Members for the Academic year 2022-2023 are:

1. Dr.K.Sekar, Professor / EEE (Chief Auditor)
2. Dr.R.Rajeshkanna, Associate Professor / EEE (Auditor)
3. Mr.A.Justin Diraviam, Assistant Professor /S&H (Auditor)
4. Dr.A.Udayakumar, Associate Professor / ECE (Auditor)
5. Mr.Ilayaraja, Assistant Professor /IT (Auditor)
6. Dr.L.Karthick Assistant Professor /Mechanical (Auditor)

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

Sl. No.	Content(s)	File In charge(s) /Auditee(s)
1	Land documents & Infrastructure	Manager
2	Approval letter from AICTE, Anna University UGC, etc.	Manager
3	All Ranking approval letter from, NAAC ,NIRF,NBA Autonomous, India Today Ranking, SIERO etc.,	Manager
4	NOC from affiliating University /Board/State Govt. for increase in Intake /New course / Programme.	Manager
5	Occupancy certificate / Completion certificate etc.,	Manager
6	Barrier Free Environment	Manager

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7	Students Admission process	Manager
8	Students Admission details	Admission Cell
9	Student Scholarship details	Establishment section
10	Faculty Recruitment	Establishment section
11	Non-teaching-Staff Recruitment	Establishment section
12	Faculty welfare CL/ML/ODs / incentives / Maternity leave	Establishment section
13	Research Manuals/ promotion policy	R&D Cell
14	Code of conduct of Students	Dean Student Affairs
15	Code of conduct of Faculty	Dean Academics
16	Club/ Committees	All club Coordinators
17	Hostel-Boys	Warden-Boys hostel
18	Hostel-Girls	Warden-Girls hostel
19	Library	Libraries
20	Sports /Gym	Director of Physical Education
21	NCC	NCC Officer(s)
22	NSS	NSS Officer
23	Placement Cell	Director Placement Cell
24	ISO audit	ISO audit In charge
25	End semester Results UG-PG-MBA-MCA	Office of CoE
26	Graduation Day Eligible students / Certificate distribution	Office of CoE
27	Finance audit	Account Section



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28	Fire Safety Certificate	Dr.Ravikumar Director of Physical Education
29	Requisite proof of faculty qualification / Salary paid etc.	Establishment Section
30	Digital Signature Certificate (DSC) for filling of online application and attestation of uploaded	Manager
31	Transport	Transport Officer
32	IQAC	IQAC Coordinator and IQAC Cell
33	Alumni File	Alumni Coordinator
34	Energy, Environment and Green (EE&G) audit	EE&G Coordinator
35	CMD	CMD-Admin
36	Health Centre	Dr.Ravikumar, Director of Physical Education

Principal

PRINCIPAL

Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032.

Copy to

1. Dean Academics/ Dean Student Affairs
2. All HoD s with request to circulate among their faculty members
3. CoE / Corporate cell
4. Manager / Establishment Section
5. Office / Library/Physical Director
6. NSS Officer /NCC Officer

Copy to

The Managing Trustee

The CEO





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Date: 27/12/2023

Administrative Audit Report

Submitted to The Principal:

Ref.No.HICET/Administrative Audit (AA) /2022-2023/001 dated: 11/12/2023

The Administrative Audit for the statutory / non-statutory bodies, Clubs /Committees of HICET was held from 16.12.2023 to 22.12.2023 for the academic year 2022-2023.

The Following are the Administrative Audit Committee Members for the Academic year 2022-2023:

1. Dr.K.Sekar, Professor / EEE (Chief Auditor)
2. Dr.R.Rajeshkanna, Associate Professor / EEE (Auditor)
3. Mr.A.Justin Diraviam, Assistant Professor /S&H (Auditor)
4. Dr.A.Udayakumar, Associate Professor / ECE (Auditor)
5. Mr.Ilayaraja, Assistant Professor /IT (Auditor)
6. Dr.L.Karthick Assistant Professor /Mechanical (Auditor)

The following documents were audited.

Sl.No.	FILE NAME	OBSERVATION
1	Land documents & Infrastructure	Land records were checked. Up until 2024, the stability certificate remained in effect. The infrastructure was well maintained
2	Approval letter from AICTE, Anna University UGC, etc.,	All approval letters were confirmed and made available.
3	All ranking approval letter Autonomous, NAAC, NIRF, SIERO, India Today Ranking etc.,	All approval letters were confirmed and made available.
4	NOC from affiliating University /Board/State Govt. for increase in Intake /New course /Programme.	All of the affiliation's documents were available. The Tamil Nadu government, NOC from Anna University, and any affiliation-related documentation, such as Intake has grown and new programs and courses were provided.
5	Occupancy certificate /Completion certificate etc.,	The Fssai (The Food Safety and Standards Authority of India) stability certificate and fire certificates were available.
6	Barrier Free Environment	A lifetime-valid certificate was available.





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7	Students Admission process	The Tamil Nadu State Government's guidelines were followed during the engineering undergraduate admissions procedure. Students were admitted through the TNEA counselling system on the basis of their HSC marks, with consideration given to merit or reservation. For sixty-five percent of the sanctioned enrolment, Anna University, Chennai, maintained a central online system. The college filled the final 35% of available seats in a very open manner, adhering to the DOTE's criteria.
8	Students Admission details	Admission of students from Tamil Nadu and other states were done through TNEA counseling and management quota as per government norms, i.e., category-wise OC/BC/MBC/BCM/SC/ST.
9	Student Scholarship details	Students were benefited by the different scholarships, like 1. Minorities 2. Scholarship of the Government of Tamil Nadu for BC, MBC, SC/ST, 3. Shanthi Social Service (SSS)
10	Faculty Recruitment	In accordance with AICTE guidelines, new faculty members were hired for the respective department. Faculty members who had recently been hired received training in teaching, learning, evaluation, and research.
11	Non-teaching-Staff Recruitment	Non-teaching staff members were appointed for concern departments.
12	Faculty welfare CL/ML/ODs /incentives / Maternity leave	All faculties were well aware of the CL/ML/ODs, incentives, and maternity leave, which were followed as per human resource policy and service rules. Felicitation in terms of certificates/medals/incentives to staff (teaching and non-teaching) may be adopted for their achievements and good services on the occasion of Foundation Day etc. to motivate and encourage the employees.
13	Research Manuals/ Promotion policy	The Center of Excellence, research seed money, IPR, consultancy projects were all implemented as part of the policy to promote research.
14	Code of conduct of students	All students were educated and aware of the code of conduct.
15	Code of conduct of faculty	All faculty members are aware of the code of conduct.
16	Club/ Committees	Every club and committee was in full swing, carrying out a variety of tasks. Reports were correctly kept up





		to date with the necessary supporting documentation
17	Hostel-Boys	All the facilities were provided for the boys students. CCTV cameras were installed on every floor. Furnished spacious cubical rooms and dormitories, well-furnished common room equipped with LCD TV, News Papers and Magazines as per requirement of residents, Wi-Fi internet facility.
18	Hostel-Girls	CCTV Camera's and 24 hours security guard & ladies security staff were available on the main gate of the girl's hostels. A lady doctor was appointed for the hostels. All the facilities were provided for the students. Waste disposal should be done in a proper way.
19	Library	Library was equipped with various books, references, journals and e-journals to supplement the thirst of students learning and enrich their self-learning ability. The library had an adequate amount of text book volumes. Journals and e-journals was available. Faculty publications such as books, Ph.D.s, theses, and student project reports were available. Facility with Wi-Fi connectivity was made available throughout the campus to support the Students in enhancing their knowledge with easy digital access.
20	Sports /Gym	Maintenance and proper use of sports infrastructure in the State for the period 2023-2024 t-Students were motivated and advised to participate in all events. Documents were recorded in a good manner.
21	NCC	Documents relevant to NCC camp , B certificate etc., were maintained well
22	NSS	Documents related to the NSS camp, activity and event report were correctly maintained.
23	Placement	The Career Guidance and Placement Centre Organised events for the student's upliftment of their career life. The centre guides their developing skills and job- strategic required achieving their career objectives. In this academic year (2023-2024) Career Guidance and Placement Centre conducted communication skill training programme for first year students, aptitude training programme for second year students and Campus to Corporate Programme for final years students





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24	ISO audit	The internal audit would be conducted once a year, and the report would be submitted by the members. External Audit: A certificate Audit was conducted and is valid until 2023-2026. External audit surveillance The audit was conducted during 2022-2023.
25	End semester Results UG-PG-MBA-MCA	As per the direction of Anna University All examinations were conducted by the Office of the Controller of Examinations. Result analysis after each semester exam was properly documented. Data of student progression after result analysis each semester was maintained properly.
26	Graduation Day Eligible students / Certificate distribution	Students received degree certificates, and graduates who qualified were invited to the graduation ceremony.
27	Finance audit	The auditor completed a financial audit and had access to a balance sheet (2022-23).
28	Fire Safety Certificate	There was a fire safety certificate available.
29	Requisite proof of faculty qualification / Salary paid etc.	Payroll reports were accessible. A salary ledger was kept up to date.
30	Digital Signature Certificate (DSC) for filling of online application and attestation of uploaded	For the secretary, CEO, and principal, a digital signature was available.
31	Transport	Documents relevant to transport, such as bus routes, traveller details (number of students, staff), time schedules, etc., were maintained properly.
32	IQAC	AQAR reports for NAAC-submitted reports were confirmed. The strategy plan had been verified. The annual report of IQAC was confirmed.
33	Alumni File	Alumni meets were held departmentally and college wise. An Alumni association registration certificate was available and alumni accounts were maintained well.
34	Energy, Environment and Green (EE&G) Audit	A detailed Energy, Environment and Green audit was conducted by the BEE Certified Energy Auditor (EA.27299), Lead Auditor - ISO 14001: EMS, IGBC - AB GRIHA - CP in the following areas. RO Plant, Solar PV Plant, Solar Thermal Energy, Toilet Flushing System, Air Conditioning Load, UPS-Inverters, Chemical, Salts, Acids details,





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		<p>Electrical Systems(usage of electrical and thermal energy) , Fuel Consumption ,Tress & Shrubs details and Transport.</p> <p>Energy, Environment and Green audit report and certificates were available and uploaded in college website.</p>
35	CMD	<p>Documents were found to be satisfactory</p> <p>Wi-Fi facilities might be improved inside the campus.</p> <p>A Central computer lab infrastructure was used by the students effectively</p>
36	Health Centre	<p>Medical services were accessible on campus. They were regular visitors to the college. Ambulances were provided for the needy. Regular medical awareness camps were organized.</p> <p>First-aid kits were available at the office, department, and hostels.</p>

Dr. R. RAJESHKANNAN

Name and Signature of Auditor's

- 1) A. Justin Dasaviam
2. N. LAYARAJA - N. @
3. J. KARTHIC
4. Dr. A. velhalekumar

Signature of Chief Auditor(Internal)

(Dr. K. S. BEAR)

Principal

PRINCIPAL

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