

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) /2023-2024/001

Date: 21 / 06 / 2024

ADMINISTRATIVE AUDIT- MEMBERS

The Administrative Audit Committee Members for the Academic year 2023-2024:

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)

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

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



Ref. No. HICET/Administrative Audit (AA) /2023-2024/002

Date: 21 / 06 / 2024

ADMINISTRATIVE AUDIT-INTERNAL

Circular

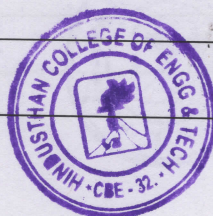
The administrative audit of the statutory and non-statutory bodies of HICET is planned during November-December 2024. All the respective administrative / establishment heads are advised to keep ready their respective files with all relevant supporting documents for the academic year 2023-2024.

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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	Digital Signature Certificate (DSC) for filling of online application and attestation of uploaded	Manager
9	Students Admission details	Admission Cell
10	Student Scholarship details	Establishment section
11	Faculty Recruitment	Establishment section
12	Non-teaching-Staff Recruitment	Establishment section
13	Faculty welfare CL/ML/ODs / incentives / Maternity leave	Establishment section
14	Requisite proof of faculty qualification / Salary paid etc.	Establishment Section
15	Code of conduct of Students	Dean Student Affairs
16	Code of conduct of Faculty	Dean Academics
17	End semester Results UG-PG-MBA-MCA	Office of CoE
18	Graduation Day Eligible students / Certificate distribution	Office of CoE
19	Research Manuals/ promotion policy	R&D Cell
20	Placement Cell	Director Placement Cell
21	ISO audit	ISO audit In charge
22	Library	Librarian
23	Club/ Committees	All club Coordinators
24	Sports /Gym	Director of Physical Education
25	Hostel-Boys	Warden-Boys hostel
26	Hostel-Girls	Warden-Girls hostel
27	NSS	NSS Officer
28	NCC	NCC Officer(s)



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29	Fire Safety Certificate	Dr.Ravikumar Director of Physical Education
30	Finance audit	Account Section
31	Transport	Transport Officer
32	Energy, Environment and Green (EE&G) audit	EE&G Coordinator
33	CMD	CMD-Admin
34	Health Centre	Dr.Ravikumar, Director of Physical Education
35	IQAC	IQAC Cell
36	Alumni File	Alumni Coordinator

Principal
PRINCIPAL

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COIMBATORE - 641 032

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