

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

Audit Checklist for HR Department: (For the Year _____)

1. List of Positions/Designations of all Teaching (Faculty) and Non-Teaching Staff.
2. Policies and Service Rules Manual of Faculty and Staff.
3. Appointment Procedure(s) for all positions.
4. Notifications/Advertisements for appointing of Faculty and Staff.
Recent Notification Details _____
5. Appointment Orders of the Faculty and Staff.
6. Employee Records/Service Registers.
7. Confidential reports.
8. Self-Appraisal formats and submitted Reports by Faculty and Staff.
9. Disciplinary Actions.
10. Procedure for recommending salary to the staff.
Implementation details for the Month of _____ (Sample)
11. Salary Statements
12. Pay slips
13. Implementation of Leave Rules.
14. Procedures for sponsoring of Faculty and Staff to attend FDPs/Conferences/Workshops/etc..
Implementation details for the year : **2021-22**
15. Procedures for sponsoring of Faculty for higher studies
Implementation details for the year : **2021-22**
16. Health scheme implementation policy.
Implementation details for the year : **2021-22**
17. Terminal Benefits to staff.
Implementation details for the year : **2021-22**
18. Training of the Faculty and Staff.