CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

INTERNAL QUALITY ASSURANCE CELL

Audit Checklist for "Atal Community Innovation Centre (ACIC)-CBIT"

(For the Year 2021-2022)

1. Establishment document of ACIC-CBIT.
2. Aims and Objectives of   ACIC-CBIT.
3. Infrastructural details of ACIC-CBIT.
4. Details of the office staff structure in ACIC-CBIT
5. Hierarchy of officials in ACIC-CBIT.
6. Recruitment procedure of staff in ACIC-CBIT.
7. Recruitment details of Staff with appointment order(s) and joining report(s).
8. Details of the Targets with expected outcomes and action plans set for the year 2021-2022.
9. Targets achieved for the year 2021-2022 along with the detailed report including the quantification of outcomes for every target.
10. Detailed report(s) regarding every event organized in a standard format.
11. Details of the financial budget proposals submitted for the year 2021-2022.
12. Budget sanction/approval orders for the year 2021-2022 with defined breakup for recurring and non-recurring expenditures.
13. Approved procurement procedure(s) for recurring and non-recurring items.
14. Details of the recurring and Non-Recurring expenditure approvals/sanction orders.
15. Purchase orders for procurements of Recurring and Non-Recurring items.
16. Physical verification and satisfactory working report of the procured Recurring and Non-Recurring items as per specification of the Purchase Orders.
17. Payment orders of Recurring and Non-Recurring items.
18. Performance guarantees documents of the equipment, if any.
19. Maintenance of Stock register for Recurring and Non-Recurring items.
20. Salary disbursement statements of staff.
21. Evidences of Cash Book and Ledger for ACIC-CBIT.
22. Uploading of Achievements ACIC-CBIT website.
23. Verification of updates in website as on date.
24. Reporting of achievements in Atal Innovation Mission (AIM) website.
25. Any other quality document of ACIC-CBIT.
26. Remarks of the Audit team:

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