



Prof. (Dr.) Ashish Baldi
Director, IQAC
 Email- dir.iqac@mrsptu.ac.in

Dir/IQAC/MRSPTU/2021/.....

Date:

Internal Administrative Audit –Academics Affairs

Date of Audit:

Period:

- | | |
|--|--------|
| 01. Official (s) are aware with office protocol and practices | Yes/No |
| 02. Files maintained – properly | Yes/No |
| 03. Letter dispatch/received record available & properly maintained | Yes/No |
| 04. Staff is well averse with the roles and responsibilities | Yes/No |
| 05. Record related to accounts department maintained properly | Yes/No |
| 06. Inventory record available | Yes/No |
| 07. Grievance register available | Yes/No |
| 08. Staff attendance & leave record available | Yes/No |
| 09. Information updated on website | Yes/No |
| 10. Staff available | Yes/No |

| Name | Designation |
|------|-------------|
| | |
| | |
| | |
| | |
| | |

11. Provide the Following Details of Students Enrolled in the University during the Current Academic Year

| Programme | | From the State Where University is Located | From Other States of India | NRI Students | Foreign Students | Total |
|--|---------------|--|----------------------------|--------------|------------------|-------|
| PG | Male | | | | | |
| | Female | | | | | |
| | Others | | | | | |
| UG | Male | | | | | |
| | Female | | | | | |
| | Others | | | | | |
| PG Diploma recognized by statutory authority including university | Male | | | | | |
| | Female | | | | | |
| | Others | | | | | |

12. Does the university offer any integrated programmes? Yes/No

| | |
|---|--|
| Total number of integrated programme | |
|---|--|

| Integrated Programme | From the state where university is located | From other states of Indi0061 | NRI Students | Foreign Students | Total |
|----------------------|--|-------------------------------|--------------|------------------|-------|
| | | | | | |



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| | | | | | |
|---------------|--|--|--|--|--|
| Male | | | | | |
| Female | | | | | |
| Others | | | | | |

13. Number of Programmes offered year wise for last five years

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

14. Number of students year wise during the last five years

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

15. Number of outgoing / final year students year wise during the last five years

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

16. Number of courses in all Programmes year wise during the last five years

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

17. Number of eligible applications received for admissions to all the Programmes year wise during the last five years

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

18. Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

19. Average percentage of students enrolled in the courses under 1.3.2. above

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

20. Demand Ratio (Average of last five years)

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

21. Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years.

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

22. Number of functional MoUs with institutions/industries in India and abroad for internship, on-the-job training, project work, student/faculty exchange and collaborative research during the last five years

| | | | | | |
|---------------|--|--|--|--|--|
| Year | | | | | |
| Number | | | | | |

23. Any other information (to be added by Department)

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Maharaja Ranjit Singh Punjab Technical University
(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)
Dabwali Road, Bathinda (Punjab) 151001
Phone No. 823848-9684

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Date:

24. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2