

ਪ੍ਰੋ. (ਡਾ.) ਆਸ਼ਿਸ਼ ਬਾਲਦੀ
ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਊ.ਏ.ਸੀ.



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ
(ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

Prof. (Dr.) Ashish Baldi
Director, IQAC
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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

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

Date:

Internal Administrative Audit – Campus Director

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. Individual student file | Yes/No |
| 10. Marksheet/Degree issue record | Yes/No |
| 11. AICTE applications | Yes/No |
| 12. AICTE approval letters | Yes/No |
| 13. Result notifications | Yes/No |
| 14. Examination conduct file | Yes/No |
| 15. Time-table file | Yes/No |
| 16. Academic Monitoring report | Yes/No |
| 17. End Semester feedback file | Yes/No |
| 18. Academic Grievances file | Yes/No |
| 19. Student application file | Yes/No |
| 20. Information updated on website | Yes/No |
| 21. Staff available | Yes/No |

Name	Designation

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

23. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2