



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

Date:

Internal Administrative Audit – College Development Council

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. No. of college affiliated.

2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21

- | | |
|---|--------|
| 12. Affiliation process related record of all institute (year wise)
[Application/Scrutiny/Inspection/Award of Affiliation] | Yes/No |
| 13. Handbooks of affiliation process (year wise) | Yes/No |
| 14. E-process for affiliation available | Yes/No |
| 15. Manual of affiliation portal available | Yes/No |
| 16. Complaints/Grievances record available | Yes/No |
| 17. No. of complaints/Grievance received (year wise) | Yes/No |

2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21

18. Affiliated Institutions to the University (Not applicable for private and deemed to be Universities)

College Type	Number of colleges with permanent affiliation	Number of colleges with temporary affiliation

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
Email- dir.iqac@mrsptu.ac.in

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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Type of Colleges	Permanent	Temporary	Total	
Education/Teachers Training				
Business administration/ Commerce/Management/Finance				
Universal/Common to all Disciplines				

19. Furnish the Details of Colleges under University

Constituent Colleges	<input type="text"/>
Affiliated Colleges	<input type="text"/>
Colleges Under 2(f)	<input type="text"/>
Colleges Under 2(f) and 12B	<input type="text"/>
NAAC Accredited Colleges	<input type="text"/>
Colleges with Potential for Excellence(UGC)	<input type="text"/>
Autonomous Colleges	<input type="text"/>
Colleges with Postgraduate Departments	<input type="text"/>
Colleges with Research Departments	<input type="text"/>
University Recognized Research Institutes/Centers	<input type="text"/>

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

02. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2