

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

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

Date:

Internal Administrative Audit – Entrepreneurship Development Cell-cum-Business Incubation Centre

Date of Audit:

Period:

1. Official (s) are aware with office protocol and practices Yes/No
2. Files maintained – properly Yes/No
3. Letter dispatch/received record available & properly maintained Yes/No
4. Staff is well averse with the roles and responsibilities Yes/No
5. Event record file Yes/No
6. List of files available Yes/No
7. Record related to accounts department maintained properly Yes/No
8. Inventory record available Yes/No
9. Staff attendance & leave record available Yes/No
10. Information updated on website Yes/No
11. Staff available Yes/No

Name	Designation

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

13. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2