



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

Date:

Internal Administrative Audit – Girls Hostel

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 hostel admissions

Years	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21
No. of students						

12. Allotment process related record available Yes/No

13. List of students (2020-21) Yes/No

14. Details of various committees :

- Mess
- Disciplinary
- Common Room
- First aid
- House keeping
- Student committee

15. Hostel stock register available:

- Purchase record available
- Consumption record available

16. Co-operative mess stock register available Yes/No

17. Co-operative mess purchase record available Yes/No

18. Hostel account related record available Yes/No

19. Charge handover/take over record available Yes/No

20. Grievance/complaint book available Yes/No

21. In house recreation & Entertainment activity related record Yes/No

22. Anti-ragging duty record available Yes/No

23. Ambience/Cleanliness/Hygiene/Waste management/Drinking water Yes/No

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



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

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(Within the hostel and surroundings)

24. Facilities:

- i. Recreation
- ii. Entertainment
- iii. Sports
- iv. Reading
- v. Drinking water
- vi. Hot water
- vii. Mess
- viii. Internet (wifi)
- ix. Anti-ragging committee display
- x. Xerox/Printing facility

25. Entry/Exit register available Yes/No
26. Visitor entry/exit register available Yes/No
27. Home going register available Yes/No
28. Local guardian visit record available Yes/No
29. Any other information (to be added by Department)

30. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2