ਪ੍ਰੋ. (ਡਾ.) ਆਸ਼ੀਸ਼ ਬਾਲਦੀ
ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਉ.ਏ.ਸੀ.

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

Dir/IQAC/MRSPTU/2021/…………….   Date: ………

Internal Administrative Audit – IT Enabled Services & Computer 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.	Computational facility record	Yes/No
6.	Peripherals & Accessories record	Yes/No
7.	Networking record available	Yes/No
8.	Grievance register	Yes/No
9.	List of in house software developed & maintained attached	Yes/No
10.	User manual of softwares developed	Yes/No
11.	Record related to accounts department maintained properly	Yes/No
12.	Inventory record available	Yes/No
13.	Grievance register available	Yes/No
14.	Staff attendance & leave record available	Yes/No
15.	Information updated on website	Yes/No
16.	Staff available	Yes/No

Name	Designation

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

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18. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

Chairperson   **Member-1**   **Member-2**