

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 – Library

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. Books available:

No. of books	No. of titles	No. of volume

12. E-books available Yes/No

13. Total no. of e-books available

14. Journals subscription:

Sr. No.	Name of package	Validity upto	Payment made (amount)	Proof of payment

15. Entry available Yes/No

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Date:

- | | |
|---|--------|
| 16. Online issue record available (e-granthalya) upto date & functioning | Yes/No |
| 17. No. of Journals/periodicals/Magazines in hardcopy | Yes/No |
| 18. List of journals available in hardcopy (yearwise) | Yes/No |
| 19. Seating capacity working hours reading hall facility beyond working hours | Yes/No |
| 20. Ambience/lighting/cleanliness/accessibility to books/satisfactory/not-satisfactory | Yes/No |
| 21. Visibility of books | Yes/No |
| 22. Xerox/Printing facility | Yes/No |
| 23. Bills of the books purchased available | Yes/No |
| 24. Percentage per day usage of library by teachers and students record available | Yes/No |
| 25. Any other information (to be added by Department) | |

26. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2