



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

Date:

Internal Administrative Audit – NCC

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. Enrollment record available Yes/No

Years	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21
No. of students enrolled						
Record availability (Yes/No)						

12. Internal training record (Attendance) Yes/No
13. Copy of syllabus/available Yes/No
14. Online portal registration on DG NCC Yes/No
15. Online lecture availability Yes/No
16. Lesson plan & related record Yes/No
17. Uniform stitching record available Yes/No
18. Store/Inventory record available Yes/No
19. Camp record available Yes/No

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

20. Activities record available 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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21. Student achievement record available

Yes/No

22. Purchase/Account related record available

Yes/No

23. Details updated in annual report

Yes/No

24. Website

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