



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

Date: .....

**Internal Administrative Audit – NSS unit**

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. Grant received (yearwise): Yes/No

Years	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21
Amount received						
Amount utilized						

12. Fund receipt & utilization record available Yes/No

Years	2015-16	2016-17	2017-18	2018-19	2019-2020	2020-21
Amount received						
Amount utilized						

13. Advisory committee & meeting record available Yes/No
14. Activity related record available Yes/No
15. List of activities held Yes/No
16. NSS camp related record available Yes/No
17. Annual reports submitted for year(s) Yes/No

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18. Details uploaded in annual report Yes/No
19. Details updated on website Yes/No
20. Any other information (to be added by Department)
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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

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**21. Observations/suggestions of Internal Audit Committee**

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**Internal Audit Committee**

**Chairperson**

**Member-1**

**Member-2**